



TOWN OF CORTLANDT

OFFICE OF THE TOWN CLERK

Town Clerk
LAROUE R. SHATZKIN

Deputy Town Clerk
CHRISTINE B. COTHREN

Town Hall
1 Heady Street
Cortlandt Manor, NY 10567
P: 914-734-1020 F: 914-734-1102
www.townofcortlandt.com/townclerk

Town Supervisor
RICHARD H. BECKER, MD

Town Board Members
JAMES F. CREIGHTON
CRISTIN JACOBY
ROBERT E. MAYES
JOYCE C. WHITE

NOTICE:

Clickable Agenda from Town Clerk, Laroue Shatzkin

Dear Viewer,

In an effort to make online information easier to access and interact with, the Agenda has been updated to be “Clickable”. You can access these features in two ways.

1. From any device, click directly on the Agenda Item you wish to view, and you will be taken to that page of the packet.
2. If accessing from a computer, through the town website, you will have a Table of Contents and thumbnails available.
 - a. Open your options using this button on the top left of the screen: 
 - b. Thumbnails should automatically appear. To see the table of contents, click this button: 
 - c. and this will pop up: 
 - d. Click the arrow next to the word Agenda, and a fully clickable Table of Contents becomes available.
3. If you have downloaded the Agenda, you can click directly on the Agenda item, or access the table of contents by opening the bookmarks, which look like this: 

I hope you enjoy these features as I continue to work to improve your experience. Please feel free to reach out to me at the office if you have feedback or suggestions.

Warmly,

Laroue Shatzkin



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REGULAR MEETING

TOWN BOARD AGENDA – APRIL 16, 2024

PLACE:

TOWN HALL

TIME:

7:00 PM

ORDER OF BUSINESS

MEETING CALLED TO ORDER

PLEDGE TO THE FLAG

SUPERVISOR'S PROCLAMATIONS & REPORTS

ROLL CALL

TOWN BOARD REPORTS

APPROVAL OF THE MINUTES

Approve the Minutes for the March 12, 2024 Regular Meeting.

PUBLIC HEARINGS

1. Public Hearing to Consider Omnibus Zoning Text and Map Amendments.
 - a. Open Public Hearing
 - b. Adopt Negative Declaration
 - c. Adopt Resolution

2. Public Hearing to consider adopting the Indian Brook – Croton Gorge Watershed Overlay Zone.
 - a. Open Public Hearing
 - b. Adopt Negative Declaration
 - c. Adopt Resolution

HEARING OF CITIZENS – AGENDA ITEMS ONLY

REPORTS

Receive and File the following:

For the month of February 2024 from the Recreation Department.

For the month of March 2024 from the Office of the Aging, Purchasing Department, Receiver of Taxes and the Town Clerk.

OLD BUSINESS:

Receive and File the following:

NEW BUSINESS

Receive and File the following:

1. Letter from Resident of 184 3rd Street requesting to purchase adjacent land; refer to DOTs and Legal.

RESOLUTIONS

1. Authorize the purchase of Technology Integration Software.

2. Authorize Professional Services Contract for StreetScape Imagery for Assessment Database.

3. Update Town Consultant List for Engineering, Planning and Science Services.
4. Authorize purchase of supplies for the Food Compost Program.
5. Adopt the Sustainability Procurement Policy/Updated Purchasing Manual.
6. Authorize a Road Closure for a Block Party on Rita Drive on June 8, 2024 with a rain date of June 9, 2024.
7. Agenda Items for DOTS:
 - a. Award TE Contract 2024.07 – NorWest Demolition.
 - b. Award TE Contract 2024.08 – Baker Street Drainage.
 - c. Authorize 2024 Paving List and authorize DOTS to Bid TE Contract 2024.09 – Town Wide Paving.
8. Agenda Items for DES:
 - a. Award Bid 24-10 for Emergency Tree Work.
 - b. Authorize Vehicles for DES.
9. Agenda Items for Mt. Carmel:
 - a. Authorize use of the Town Stage for the Annual Feast.
 - b. Closing of Certain Streets.
 - c. Fireworks Permit, pending approval by Legal and Code.
10. Support NYS Senate Bill S8419 and NYS Assembly Bill A9287 to legalize the use of nutrient inactivants to improve the health of local waterbodies.
11. Reappoint George Oros as an Economic Business Development Liaison for one year.
12. Authorize a Leave of Absence for an employee in DES – Sanitation.

ADDITIONS TO THE AGENDA

BUDGET TRANSFERS - NONE

REPORTS FROM VARIOUS DEPARTMENTS

REPORTS FROM STANDING & SPECIAL COMMITTEES

SECOND HEARING OF CITIZENS

ADJOURNMENT

NEXT TOWN BOARD MEETING

May 14, 2024 at 7:00 pm
Town Hall Web Site address: www.townofcortlandt.com

RESOLUTION

NUMBER 61-24

**(SCHEDULE A PUBLIC HEARING FOR OMNIBUS ZONING TEXT AND MAP
AMENDMENTS FOR FEBRUARY 13, 2024)**

WHEREAS, periodically, the Town Board approves zoning text amendments in order to make necessary clarifications; and

WHEREAS, there are various amendments that the Town Board will consider including, but not limited to, lighting standards, height of accessory structures, and zoning map changes;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board schedules a Public Hearing for February 13, 2024 at 7:00 PM at Town Hall, 1 Heady Street, Cortlandt Manor, NY 10567 for Omnibus Zoning Text Amendments.

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

**Adopted January 23, 2024
At a Regular Meeting
Held at Town Hall**

DRAFT

RESOLUTION

NUMBER _____

(RE: NEGATIVE DECLARATION RE: OMNIBUS ZONING TEXT AND MAP AMENDMENTS)

WHEREAS, the Town Board of the Town of Cortlandt has expressed its intent to consider, after conducting a Public Hearing hereon, Omnibus Zoning Text and Map Amendments; and

WHEREAS, in accordance with the requirements of the New York State Environmental Quality Review Act (“SEQRA”), the Town Board must make a determination as to the Environmental Impact of this proposed action; and

WHEREAS, in accordance with 6 NYCRR, Part 617.6, the Town Board is the only Agency required to approve the proposed action, and is therefore the Lead Agency; and

WHEREAS, a short Environmental Assessment Form has been prepared, signed by the Supervisor, and accepted by the Town Board; and

WHEREAS, the Town Board has duly considered all of the environmental aspects of the proposed action;

NOW, THEREFORE, BE IT RESOLVED, based on a review of the Project, there appear to be no significant adverse environmental impacts; and

BE IT FURTHER RESOLVED, that based upon the Environmental Assessment Form submitted to and reviewed by the Town Board, that this is an Unlisted Action; and

BE IT FURTHER RESOLVED, that based upon the Environmental Assessment Form, the Town Board of the Town of Cortlandt does hereby **ADOPT** the attached **NEGATIVE DECLARATION** with respect to this matter.

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

**Adopted on April 16, 2024
At a Regular Meeting
Held at Town Hall**

Reasons Supporting This Determination:

(See 617.7(a)-(c) for requirements of this determination ; see 617.7(d) for Conditioned Negative Declaration)

If Conditioned Negative Declaration, provide on attachment the specific mitigation measures imposed, and identify comment period (not less than 30 days from date of publication in the ENB)

For Further Information:

Contact Person:

Address:

Telephone Number:

For Type 1 Actions and Conditioned Negative Declarations, a Copy of this Notice is sent to:

Chief Executive Officer , Town / City / Village of

Other involved agencies (If any)

Applicant (If any)

Environmental Notice Bulletin, 625 Broadway, Albany NY, 12233-1750 (Type One Actions only)

Short Environmental Assessment Form

Part 1 - Project Information

DRAFT

Instructions for Completing

Part 1 – Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

| Part 1 – Project and Sponsor Information | | | | |
|--|--|------------|--------------------------------|---------------------------------|
| Name of Action or Project: | | | | |
| Project Location (describe, and attach a location map): | | | | |
| Brief Description of Proposed Action: | | | | |
| Name of Applicant or Sponsor: | | Telephone: | | |
| | | E-Mail: | | |
| Address: | | | | |
| City/PO: | | State: | Zip Code: | |
| 1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2. | | | NO <input type="checkbox"/> | YES <input type="checkbox"/> |
| 2. Does the proposed action require a permit, approval or funding from any other government Agency? If Yes, list agency(s) name and permit or approval: | | | NO <input type="checkbox"/> | YES <input type="checkbox"/> |
| 3. a. Total acreage of the site of the proposed action? _____ acres | | | | |
| b. Total acreage to be physically disturbed? _____ acres | | | | |
| c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres | | | | |
| 4. Check all land uses that occur on, are adjoining or near the proposed action: | | | | |
| 5. Urban Rural (non-agriculture) Industrial Commercial Residential (suburban) | | | | |
| <input type="checkbox"/> Forest Agriculture Aquatic Other(Specify): | | | | |
| <input type="checkbox"/> Parkland | | | | |

| | | | |
|---|--------------------------|--------------------------|--------------------------|
| 5. Is the proposed action, a. A permitted use under the zoning regulations? b. Consistent with the adopted comprehensive plan? | NO | YES | N/A |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Is the proposed action consistent with the predominant character of the existing built or natural landscape? | NO | YES | |
| | <input type="checkbox"/> | <input type="checkbox"/> | |
| 7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____ | NO | YES | |
| | <input type="checkbox"/> | <input type="checkbox"/> | |
| 8. a. Will the proposed action result in a substantial increase in traffic above present levels? b. Are public transportation services available at or near the site of the proposed action? c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action? | NO | YES | |
| | <input type="checkbox"/> | <input type="checkbox"/> | |
| | <input type="checkbox"/> | <input type="checkbox"/> | |
| 9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____ _____ | NO | YES | |
| | <input type="checkbox"/> | <input type="checkbox"/> | |
| 10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____ _____ | NO | YES | |
| | <input type="checkbox"/> | <input type="checkbox"/> | |
| 11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____ _____ | NO | YES | |
| | <input type="checkbox"/> | <input type="checkbox"/> | |
| 12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places? b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory? | NO | YES | |
| | <input type="checkbox"/> | <input type="checkbox"/> | |
| 13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency? b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____ _____ _____ | NO | YES | |
| | <input type="checkbox"/> | <input type="checkbox"/> | |
| | <input type="checkbox"/> | <input type="checkbox"/> | |

| | | |
|--|--------------------------|--------------------------|
| 14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest Agricultural/grasslands Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban Suburban | | |
| 15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered? | NO | YES |
| | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. Is the project site located in the 100-year flood plan? | NO | YES |
| | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: _____ _____ | NO | YES |
| | <input type="checkbox"/> | <input type="checkbox"/> |
| | <input type="checkbox"/> | <input type="checkbox"/> |
| | <input type="checkbox"/> | <input type="checkbox"/> |
| | | |
| 18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)? If Yes, explain the purpose and size of the impoundment: _____ _____ | NO | YES |
| | <input type="checkbox"/> | <input type="checkbox"/> |
| 49. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____ _____ | NO | YES |
| | <input type="checkbox"/> | <input type="checkbox"/> |
| 20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____ _____ | NO | YES |
| | <input type="checkbox"/> | <input type="checkbox"/> |
| I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor/name: _____ Date: _____ Signature: _____ Title: _____ | | |

Project:

Date:

Short Environmental Assessment Form
Part 2 - Impact Assessment



Part 2 is to be completed by the Lead Agency.

Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept “Have my responses been reasonable considering the scale and context of the proposed action?”

| | No, or small impact may occur | Moderate to large impact may occur |
|--|-------------------------------|------------------------------------|
| 1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations? | | |
| 2. Will the proposed action result in a change in the use or intensity of use of land? | | |
| 3. Will the proposed action impair the character or quality of the existing community? | | |
| 4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)? | | |
| 5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway? | | |
| 6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities? | | |
| 7. Will the proposed action impact existing: | | |
| a. public / private water supplies? | | |
| b. public / private wastewater treatment utilities? | | |
| 8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources? | | |
| 9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)? | | |
| 10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems? | | |
| 11. Will the proposed action create a hazard to environmental resources or human health? | | |

Project:

Date:

Short Environmental Assessment Form Part 3 Determination of Significance

For every question in Part 2 that was answered “moderate to large impact may occur”, or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.

Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.

Name of Lead Agency

Date

Print or Type Name of Responsible Officer in Lead Agency

Title of Responsible Officer

Signature of Responsible Officer in Lead Agency

Signature of Preparer (if different from Responsible Officer)

Local Law No. ___ of 2024**(OMNIBUS ZONING TEXT AND MAP AMENDMENTS)****Section 1: Legislative Intent**

Periodically, the Supervisor and Town Board ask staff to review the Zoning Code and associated provisions in other chapters of the Town Code to ensure that the Code remains modern, friendly to business, and responsive to the concerns of residents. The following amendments seek to make improvements and clarifications to the Town Code.

Section 2: Amendments to Section 77-21 of the Town Code

Section 77-21 currently requires the voting meeting and work session to be on separate evenings for the Planning Board and Zoning Board of Appeals, which does not benefit the Town, the public, or the applicants. The following sentences shall be **deleted** from Section 77-21(A) of the Town Code:

“Each of these sessions will be on separate evenings and will be open to the public for their attendance. Should either Board need to hold a special meeting, the special meeting may be combined with a work session.”

Section 3: Amendments to Chapter 131 of the Town Code

Chapter 131 of the Town Code, pertaining to Building Construction, shall be amended as follows:

- Section 131-1 of the Town Code shall be amended to state as follows:

The Town Board of the Town of Cortlandt recognizes the applicability of the New York State Uniform Fire Prevention and Building Code (Uniform Code) to the Town of Cortlandt in accordance with the provisions of § 381 of the Executive Law. All references to the former New York State Building Construction Code contained elsewhere in the ordinances, rules and regulations of the Town of Cortlandt shall, from and after the effective date hereof, be deemed to refer to the New York State Uniform Fire Prevention and Building Code (the Uniform Code) and the State Energy Conservation Construction Code (the Energy Code), or so much thereof as shall pertain within the Town of Cortlandt.

- Section 131-3 of the Town Code shall be amended to state as follows:

A. No building shall be erected, moved, altered, added to or enlarged and no excavation for any building shall be begun until a building permit for such work has been issued by the Director of Code Enforcement or authorized designee. Every application for a building permit shall be filed through the approved permitting software or other approved policy and procedure. Each application shall fully set forth the purpose for which the building is proposed to be used, lot dimensions, lot and block numbers and subdivision name, if any, and shall be accompanied by construction drawings and plans showing compliance with the Uniform and Town Code.

B. Every application for a building permit shall be accompanied by a fee in accordance with the fee schedule set by resolution of the Town Board. Applications shall be deemed void if no activity has occurred for 90 days from the date of initial application.

C. No building permit shall be issued or reissued for a building to be used for any purpose for which a special permit is required pursuant to the regulations set forth in the Town Code until a special permit has been issued by the approving Board(s).

D. If the work for which a building permit has been issued is not commenced within one (1) year after the date of such issuance or such longer period as the Director of Code Enforcement may authorize, in writing, because of the occurrence of conditions unforeseen at the time of issuance, such permit shall expire, and a renewed permit shall be obtained before such work is commenced. If the work for which a building permit has been issued is not completed within one year from and after the date of issuance of the permit or such longer period as the Director of Code Enforcement may authorize, in writing, for the completion of work under way, said building permit shall expire, and no further work shall be undertaken until a new building permit has been obtained.

E. Where a proposed use of land, buildings, and other structures or a proposed building or other structure involves the installation, extension, relocation or reconstruction of a private sewage disposal or private water supply system, no building permit shall be issued and no application for a certificate of occupancy shall be approved until such systems have been approved by the Westchester County Department of Health.

- Section 131-4 of the Town Code shall be amended to state as follows:

A. A certificate of occupancy shall be obtained from the Director of Code Enforcement for any of the following:

- (1) Occupancy and use of a building hereafter erected, structurally altered or moved.**
- (2) Change in the use of an existing building, except to another use of the same type.**
- (3) Occupancy and use of vacant land, except for any use consisting primarily of tilling the soil.**
- (4) Change in the use of land, except to another use of the same type and except for any use consisting primarily of the tilling of the soil.**
- (5) Any change in use of a nonconforming use.**
- (6) Establishment of any use of a building or of land for which a special permit is required.**

B. No such occupancy, use, or change of use shall take place until a certificate of occupancy has been issued by the Director of Code Enforcement. No certificate of occupancy shall be issued or reissued for any use of a building or of land for which a special permit is required pursuant to the regulation set forth in the Town Code unless and until a special permit for such use has been issued by the approving Board(s). Every certificate of

occupancy for a use for which a special permit has been issued or in connection with which a variance has been granted in accordance with the provisions of the Town Code shall contain a detailed statement of such special permit or variance and of any condition to which the same is subject.

C. Written application for a certificate of occupancy for a new building or for an existing building which has been altered shall be made prior to a request for a Final Inspection. Such certificate shall be issued after the erection or alteration of such building or part thereof has been completed in conformity with the provisions of the Uniform and Town Code. Pending the issuance of such certificate of occupancy, a temporary certificate of occupancy may be issued by the Director of Code Enforcement for a period not exceeding 90 days during the completion of any alterations which are required under the provisions of any law or ordinance. Such temporary certificate shall not be construed as in any way as altering the respective rights, duties or obligations of the owner or the Town relating to the use or occupancy of the land or building or any other matter covered by the ordinance, and such temporary certificate shall not be issued except under such restrictions and provisions as will adequately assure the safety of the occupants of the building, land and adjacent buildings and land.

D. Application for a certificate of occupancy for the use of vacant land or for a change in the use of land or of a building for a change of use of a nonconforming use, as provided herein, shall be made to the Director of Code Enforcement.

E. Every certificate of occupancy shall state that the building or the proposed use of a building or land complies with all the provisions of law and of this article and of all other ordinances of the Town.

F. If the occupancy and use of a building or of land for which a certificate of occupancy has been issued is not commenced within one (1) year after the date of such issuance or such longer period as the Director of Code Enforcement may authorize, in writing, because of the occurrence of conditions unforeseen at the time of issuance, such certificate of occupancy shall expire, and a new certificate of occupancy shall be obtained before such occupancy and use are commenced.

G. A certificate of occupancy shall be deemed to authorize and is required for both initial and continued occupancy and use of the building or land to which it applies and shall continue in effect so long as such building and the use thereof or the use of such land is in full conformity with the provisions of this article and any requirement made pursuant thereto. On the conviction of any violation of any of said provisions or requirements with respect to any building or the use thereof or of land as provided in § 131-4, the certificate of occupancy for such use shall thereupon, without further action, be null and void, and a new certificate of occupancy shall be required for any further use of such building or land.

H. A record of all certificates of occupancy shall be kept in the office of the Director of Code Enforcement, and copies shall be furnished to any Board of the Town or any person having a proprietary or tenancy interest in the building or land affected.

Section 4: Amendments to Chapter 149 of the Town Code

Chapter 149 of the Town Code, pertaining to Code Administration and Enforcement, shall be amended as follows:

- Section 149-1 of the Town Code shall be amended to state as follows:

The Town Board is desirous of establishing the responsibility for the administration and enforcement of all Town local laws and ordinances dealing with building and zoning under one department. The benefits will be more efficient, less costly administration and enforcement and a simplified process wherein any property owner in the Town may make application in one Department for approval to conduct legal activities upon their land. It is in furtherance of these purposes that the Town Board does hereby adopted this chapter.

- Section 149-12(D) shall be amended to state as follows:

Above ground swimming pools containing less than 24 inches of water.

- Section 149-14(A) shall be amended to state as follows:

The application for a building permit and its accompanying documents shall contain sufficient information to permit a determination that the intended work accords with the requirements of the Uniform Code, Energy Code, the Zoning Ordinance, and all other applicable local laws and ordinances.

- Section 149-16 shall be amended to state as follows:

A. All dwelling units in a multifamily dwelling shall be inspected for the purpose of determining compliance with safety requirements of the Uniform Code at least once in every 36 month period. The common areas of such buildings, such as halls, foyers, staircases, etc., shall also be inspected at least once in every 36 months.

B. Fire safety inspections of buildings or structures with areas of public assembly, as defined in the Official Compilation of Code, Rules and Regulations of the State of New York, shall be performed at least once in every 12 months.

C. All other building uses and occupancies (except one- and two-family dwellings) shall be inspected at least once in every 36 months.

D. An inspection of a building or dwelling unit shall be performed at any other time upon the request of the owner or authorized agent and payment of fee upon receipt of a written statement specifying the ground upon which the writer believes a violation of the Uniform Code exists or upon other reasonable and reliable information that such violation exists. Such inspection shall be performed by the Department of Code Administration and Enforcement.

E. Construction Inspections

(a) Work to remain accessible and exposed. Work shall remain accessible and exposed until inspected and accepted by an employee in the Division of Code Enforcement. The Permit Holder shall notify the Code Enforcement Officer when any element of work described in subdivision (b) of this section is ready for inspection.

(b) Elements of work to be inspected. The following elements of the construction process shall be inspected, where applicable:

- (1) work site prior to the issuance of a Building Permit;**
- (2) footing and foundation;**
- (3) preparation for concrete slab;**
- (4) framing;**
- (5) structural, electrical, plumbing, mechanical, fire-protection, and other similar service systems of the building;**
- (6) fire resistant construction;**
- (7) fire resistant penetrations;**
- (8) solid fuel burning heating appliances, chimneys, flues, or gas vents;**
- (9) inspections required to demonstrate Energy Code compliance, including but not limited to insulation, fenestration, air leakage, system controls, mechanical equipment size, and, where required, minimum fan efficiencies, programmable thermostats, energy recovery, whole-house ventilation, plumbing heat traps, and high-performance lighting and controls;**
- (10) installation, connection, and assembly of factory manufactured buildings and manufactured homes; and**
- (11) a final inspection after all work authorized by the Building Permit has been completed.**

(c) Remote inspections. If an in-person inspection is not practical, at the discretion of the Director of the Department of Technical Services or the Director's designee, a remote inspection may be performed in lieu of an in-person inspection when the remote inspection can be performed to the same level and quality as an in-person inspection and the remote inspection shows to the satisfaction of the Code Enforcement Officer or by such authorized Inspector that the elements of the construction process conform with the applicable requirements of the Uniform Code and Energy Code.

(d) Inspection results. After inspection, the work or a portion thereof shall be noted as satisfactory as completed, or the Permit Holder shall be notified as to the manner in which the work fails to comply with the Uniform Code or Energy Code, including a citation to the specific code provision or provisions that have not been met. Work not in compliance with any applicable provision of the Uniform Code or Energy Code shall remain exposed until

such work shall have been brought into compliance with all applicable provisions of the Uniform Code and the Energy Code, re-inspected, and found satisfactory as completed.

Section 5: Amendments to Section 179-5 Determination of Boundaries; Compliance Required; Permit Application and Procedures

The language in Section 179-5(A)(3) shall be updated and amended to read as follows:

As a policy, the determination and delineation of wetlands will only be conducted during the growing season, as determined by a qualified professional. Wetland delineations may be re-evaluated every 24 months (or two years) to the satisfaction of the approving authority.

Section 6: Amendments to 307 Attachment 2: Table of Permitted Uses

- The following provision shall be added to the Table of Permitted uses under the subheading “Automobile Repair, Services and Parking” and shall be a Permitted Use in the CC, HC, CD, MD-M-1, and HC-9A zones:

“Parking for no more than two commercial vehicles, including vehicles designed primarily for the transportation of petroleum products so long as the petroleum products are emptied from the vehicles(s) prior to parking and the truck(s) is (are) screened from the street. All parked vehicles shall meet all stormwater and environmental standards as required by the Department of Technical Services”.

- The table of Permitted Uses shall be amended regarding “Public Warehousing and Storage”:

“Public Warehousing and Storage” shall be a Permitted use in the HC-9A Zone, and a note shall be added to the Table of Permitted Uses that “Public Warehousing and Storage” shall only be permitted south of Memorial Drive.

Section 7: Amendments to Section 307 Attachment 3; Table of Dimensional Regulations, Residential Districts

Note 1 Section 307, Attachment 3 shall be amended as follows:

The height of accessory residential buildings shall be one story above grade as defined in the New York State Uniform Fire Prevention and Building Code and limited to 10 feet from the finished floor to the top of exterior wall plate (eave) or underside of the ceiling joists and the height to the top of the ridge shall not exceed seven feet.

Section 8: Restrictions on Contractor Operations in Residential Zones

The Town has received increasing complaints related to contractor’s yards in residential zones. The last amendment pertaining to Contractor’s Yards in Residential Zones was enacted approximately two decades ago and it had a sunset provision. The Town Board now wishes to update this section to fit the current needs of the community. The following shall occur:

1. The Term “**Contractor’s Yard in a Residential Zone**” shall be removed from Section 307-4 of the Town Code.
2. The Definition of “**Contractor’s Yard**” shall be amended to read as follows:

CONTRACTOR'S YARD

Any space, whether inside or outside a building on a parcel of land, used for the storage or keeping of construction supplies, materials, equipment, machinery or vehicles or parts thereof, whether they are in operable or inoperable condition or in active or inactive use by a person or other entity. Contractor’s Yards are prohibited in residential zones, but two commercial vehicles owned by a property owner or one commercial vehicle and a trailer may be parked in the driveway of a property in the residential zone, and shall not result in the property being considered a Contractor’s Yard so long as: (i) the commercial vehicle is not more than 25 feet in length nor more than 6,000 pounds in net chassis weight; and (ii) the parking of commercial vehicles or a trailer in a driveway does not result in passenger vehicles parking on the street.

Section 9: Amendments to § 307-46: Residential Office Uses

In order to ensure an appropriate amount of parking on residential streets, Section 307-46(B)(3) shall be amended to read as follows:

The applicant must provide adequate off-street parking as determined by the Department of Technical Services. No employee parking shall be permitted on the street except in the case of a person assisting an occupant of the property with health needs or childcare needs.

Section 10: Special Permit for Rock Crushing in the M-1A Zone

The Town permitted rock crushing by Special Permit in the M-1A Zone pursuant to an amendment in the Code. The standards and conditions in Section 307-65.9(B) of the Town Code shall be amended to read as follows:

- (1) The property must be in the M-1A Zone.**
- (2) Processing of natural rock and other construction and demolition debris with a beneficial use shall only occur within the limits of any permits granted by the DEC.**
- (3) Any person or legal entity who wishes to engage in rock crushing must obtain an operating permit to be renewed yearly by the Department of Technical Services. The Director of the Department of Technical Services may deny the permit renewal or shut down a crushing facility prior to the permit renewal period if it is determined that debris from the crushing operation is migrating off-site.**
- (4) All special permits are subject to the approval of the Planning Board.**
- (5) Any applicant for this special permit must establish an escrow account to cover the Town's monitoring of the operation.**

Section 11: Amendments to Section 307-4 of the Town Code

The definition for “Story” shall be amended to read as follows:

STORY

That portion of a building included between the surface of any floor and the surface of the floor next above it or, if there is no floor above it, then the space between the floor and the ceiling next above it. A basement shall be counted as a "story" if it is considered a story above grade as defined in the New York State Uniform Fire Prevention and Building Code.

Section 12: Adoption of Updated Zoning Map

The Town of Cortlandt adopts the Updated Zoning Map attached as part of this Local Law.

Section 13: Severability

If any provisions of this local law are held to be unconstitutional or otherwise invalid by any court of competent jurisdiction, the remaining provisions of the local law shall remain in effect.

Section 14: Effective Date

This local law shall take effect immediately upon filing with the Secretary of State.

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

**Adopted April 16, 2024
At a Regular Meeting
Held at Town Hall**

RESOLUTION

NUMBER 120-24

(RE: SCHEDULE A PUBLIC HEARING FOR APRIL 16, 2024 ON THE INDIAN BROOK-CROTON GORGE OVERLAY ZONE AND DECLARE INTENT TO BE LEAD AGENT UNDER THE STATE ENVIRONMENTAL QUALITY REVIEW ACT SEQRA)

WHEREAS, the Town received a \$50,000 NYSDEC Estuary Grant to work with the Village of Croton-on-Hudson, the Town and Village of Ossining and the Town of New Castle to develop an Overlay Zone for the Indian Brook-Croton Gorge watershed which encompasses parts of all 5 communities, and

WHEREAS, the Overlay Zone was a recommendation from the 2008 Indian Brook-Croton Gorge Action Plan completed by Westchester County in 2008, and

WHEREAS, Town Planning staff has met regularly with the other communities and the NYSDEC to develop an overlay zone that will help to protect the important natural resources of the area which include the Indian Brook Reservoir that serves as a drinking water source for the Town and Village of Ossining and contains a highly prolific aquifer that supplies the water source for the Village of Croton-on-Hudson water supply system.

NOW THEREFORE BE IT RESOLVED, that the Town Board hereby schedules a public hearing on the proposed Indian Brook-Croton Gorge Overlay Zone for April 16, 2024, and

FURTHER BE IT RESOLVED, that the Town Board declares it's Intent to Be Lead Agent as required by the New York State Environmental Quality Review Act (SEQRA) and authorizes the Planning Department to circulate the proposed overlay zone to all interested and involved agencies as required.

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

**Adopted on March 12, 2024
At a Regular Meeting
Held at the Town Hall**

DRAFT

RESOLUTION

NUMBER _____

**(RE: NEGATIVE DECLARATION RE: THE INDIAN BROOK-CROTON GORGE
OVERLAY ZONE)**

WHEREAS, the Town Board of the Town of Cortlandt has expressed its intent to consider, after conducting a Public Hearing hereon, an Overlay Zone for the Indian Brook-Croton Gorge Watershed; and

WHEREAS, in accordance with the requirements of the New York State Environmental Quality Review Act (“SEQRA”), the Town Board must make a determination as to the Environmental Impact of this proposed action; and

WHEREAS, in accordance with 6 NYCRR, Part 617.6, the Town Board is the only Agency required to approve the proposed action, and is therefore the Lead Agency; and

WHEREAS, a short Environmental Assessment Form has been prepared, signed by the Supervisor, and accepted by the Town Board; and

WHEREAS, the Town Board has duly considered all of the environmental aspects of the proposed action;

NOW, THEREFORE, BE IT RESOLVED, based on a review of the Project, there appear to be no significant adverse environmental impacts; and

BE IT FURTHER RESOLVED, that based upon the Environmental Assessment Form submitted to and reviewed by the Town Board, that this is an Unlisted Action; and

BE IT FURTHER RESOLVED, that based upon the Environmental Assessment Form, the Town Board of the Town of Cortlandt does hereby **ADOPT** the attached **NEGATIVE DECLARATION** with respect to this matter.

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

**Adopted on April 16, 2024
At a Regular Meeting
Held at Town Hall**

NEGATIVE DECLARATION
Notice of Determination of Non-Significance

DRAFT

Date: April 16, 2024

This notice is issued pursuant to Part 617 of the implementing regulation pertaining to Article 8 (State Environmental Quality Review Act) of the Environmental Conservation Law.

The Town of Cortlandt Town Board has determined that the proposed action described below will not have a significant effect on the environment and a Draft Environmental Impact Statement will not be prepared.

Name of Action: Adoption of Indian Brook-Croton Gorge Inter-Municipal Watershed Protection Overlay District

Description of Action:

The Proposed Action is adoption of a watershed protection overlay zone for the Indian Brook-Croton Gorge Watershed. The purpose of the Indian Brook-Croton Gorge Inter-Municipal Watershed Protection Overlay District is to protect the health and welfare of residents living within the boundaries of the of the Indian Brook-Croton Gorge Watershed by minimizing the potential for groundwater and surface water contamination and taking steps to limit the severity of resource degradation. The Indian Brook-Croton Gorge Watershed encompasses portions of five municipalities including the Towns of Cortlandt, New Castle, and Ossining, and the Villages of Croton-on-Hudson and Ossining. The proposed overlay district includes restrictions on land uses that have the potential to pollute water sources such as the storage of hazardous materials, deicing chemicals and junkyards. In addition, the district requires a larger wetland buffer for new development proposed within the overlay and requires all major subdivisions to be designed as conservation subdivisions.

SEQR Status: Type I Conditioned Negative Declaration? Yes
Unlisted No

Location of Action: Town of Cortlandt, County of Westchester

Street Address: Indian Brook-Croton Gorge Watershed

Tax Map Parcel(s) No.: See local law and map

Attach location map.

The following documentation was analyzed in making this negative declaration:

- EAF
- Supplemental Part III Information
- Storm Water Pollution Prevention Plan (SWPPP)
- Other (Describe)

Name of Action: **Indian Brook-Croton Gorge Inter-Municipal Watershed Protection Overlay District**

For Further Information:

Contact Person: Chris Kehoe, Director of Planning and Community Development
Cortlandt Town Hall
1 Heady Street
Cortlandt Manor, NY 10567
(914) 734-1081

REASONS SUPPORTING THIS DETERMINATION:

(See 617.7(c) for requirements of this determination; see 617.7(d) for conditioned Negative Declaration)

The proposed adoption of the Indian Brook-Croton Gorge Inter-Municipal Watershed Protection Overlay District would reflect the public policy recommendations in the Indian Brook-Croton Gorge Watershed Conservation Action Plan for the Towns of Cortlandt, Ossining, and New Castle, and the Villages of Ossining and Croton-on-Hudson. The goals of the Plan are to:

- Protect and restore the natural resources, most significantly the Croton River, Indian Brook Reservoir, existing wetlands and groundwater drinking sources; and
- Develop and implement stormwater management practices that will improve water quality; and
- Promote sustainable development through land use and environmental regulations; and
- Preserve and protect fish, wildlife and significant habitat; and
- Educate the public.

The proposed overlay district would be expected to support and protect the health and welfare of residents living within the boundaries of the of the Indian Brook–Croton Gorge Watershed by minimizing the potential for groundwater and surface water contamination and taking steps to limit the severity of resource degradation. Therefore, the proposed zoning amendments as described above would not be expected to result in any significant adverse impacts for the following reasons:

1. It will not generate a significant amount of additional vehicles, noise or emission levels.
2. It will not significantly affect rare or endangered species of animal or plant, or habitat of such species.
3. It will not result in any impacts to historic or archeological resources.
4. It will not result in any impacts related to hazardous materials.
5. It will not result in a significant effect on air, water quality or ambient noise levels for adjoining areas.
6. It will not be subjected to unacceptable risk of flooding or major geological hazards.

7. It will not have a substantial aesthetic affect.
8. It will not involve adversely affect any surface water or groundwater.
9. It will not allow for improper uses within specified zoning districts.
10. It will not result in adverse cumulative impacts.
11. It will not result in adverse growth-inducing impacts.
12. It will not conflict with the Town's Comprehensive Plan

THIS NEGATIVE DECLARATION WAS AUTHORIZED AT A MEETING OF THE TOWN BOARD OF THE TOWN OF CORTLANDT HELD ON APRIL 16, 2024.

Chairperson/Designee

Date

For Type I Actions and Conditioned Negative Declarations, a Copy of this Notice Sent to:

- Commissioner, Department of Environmental Conservation, 50 Wolf Road, Albany, New York 12233-0001
- Appropriate Regional Office of the Department of Environmental Conservation.
- Office of the Chief Executive Officer of the political subdivision in which the action will be principally located.
- Applicant (if any)
- Other involved agencies (if any)

§ XXXX. INDIAN BROOK–CROTON GORGE INTER-MUNICIPAL WATERSHED PROTECTION OVERLAY DISTRICT (WPOD) TOWN OF CORTLANDT

A. Findings and purpose. The purpose of the Indian Brook-Croton Gorge Inter-Municipal Watershed Protection Overlay District is to protect the health and welfare of residents living within the boundaries of the of the Indian Brook–Croton Gorge Watershed by minimizing the potential for groundwater and surface water contamination and taking steps to limit the severity of resource degradation. The Indian Brook-Croton Gorge Watershed encompasses portions of five municipalities including the Towns of Cortlandt, New Castle, and Ossining, and the Villages of Croton-on-Hudson and Ossining. Since the actions of upstream municipalities can have as much of an impact on a downstream municipality's land and water resources as those actions carried out locally, a commitment from all municipalities within a watershed is critical to protecting the health of its resources. The intent of this ordinance is to create a partnership for the comprehensive management of the Indian Brook–Croton Gorge Watershed by creating provisions for:

1. Protecting and restoring the natural resources, most significantly the Croton River, Indian Brook Reservoir, existing wetlands and groundwater drinking sources; and
2. Developing and implementing stormwater management practices that will improve water quality; and
3. Promoting sustainable development through land use and environmental regulations; and
4. Preserving and protecting fish, wildlife, and significant habitat; and
5. Educating the public.

B. Definitions.

For purposes of this §XXX, the following definitions shall apply:

Agricultural Animal Waste: Manure and other animal waste derived from agricultural industries.

Aquifer: A consolidated or unconsolidated geologic formation, group of formations or part of a formation capable of yielding a significant or economically useful amount of groundwater to wells, springs or infiltration galleries.

Battery Energy Storage System: A rechargeable energy storage system consisting of batteries, battery chargers, controls, power conditioning systems and associated electrical equipment. The system is typically used to provide standby or emergency power, an uninterruptable power supply, load shedding, load sharing, smoothing and dispatching of intermittent renewable energy sources, or similar capabilities. A battery energy storage system is classified as a Tier 1, Tier 2, or Tier 3 Battery Energy Storage System as follows:

- A. Tier 1 Battery Energy Storage Systems include either:
 - a) Battery energy storage systems for one to two family residential dwellings within or outside the structure with an aggregate energy capacity that shall not exceed:
 1. 40 kWh within utility closets and storage or utility spaces
 2. 80 kWh in attached or detached garages and detached accessory structures
 3. 80 kWh on exterior walls
 4. 80 kWh outdoors on the ground
 - b) Other battery energy storage systems with an aggregate energy capacity less than or

equal to the threshold capacity listed in Table 1.

| Battery Technology | Capacity |
|------------------------------|----------|
| Flow batteries | 20 Kwh |
| Lead acid, all types | 70 Kwh |
| Lithium, all types | 20 Kwh |
| Nickel cadmium (Ni-Cd) | 70 Kwh |
| Nickel metal hydride (Ni-MH) | 70 Kwh |
| Other battery technologies | 10 Kwh |

B. Tier 2 Battery Energy Storage Systems include battery energy storage systems that are not included in Tier 1, have an aggregate energy capacity greater than the threshold capacity listed in Table 1, and have an aggregate energy capacity less than 600 kWh.

C. Tier 3 Battery Energy Storage Systems include all the following:

- a) Battery energy storage systems with an aggregate energy capacity greater than or equal to 600kWh
- b) Battery energy storage systems with more than one storage battery technology is provided in a room or indoor area

Chloride Salt: Any bulk quantities of chloride compounds and other deicing compounds intended for application to roads, including mixes of sand and chloride compounds in any proportion where the chloride compounds constitute over 8% of the mixture. A bulk quantity of chloride compounds means a quantity of 1,000 pounds or more but does not include chloride compounds in a solid form, including granules, which are packaged in waterproof bags or containers which do not exceed 100 pounds each.

Building Inspector: The Building Inspector of the Town of Cortlandt.

Discharge: Any intentional or unintentional action or omission in the releasing, spilling, leaking, pumping, pouring, emitting, emptying, or dumping into the waters of the *municipality* or onto lands from which the discharged substances or material might flow or drain into said waters, or into waters outside the jurisdiction of the municipality, when damage may result to the lands, waters, or natural resources within the jurisdiction of the municipality.

Fertilizer: Any commercially produced mixture generally containing phosphorous, nitrogen and potassium which is applied to the ground to increase nutrients to plants.

Generator of Hazardous Waste: Any person or site whose act or process produces hazardous waste.

Groundwater: Water contained in interconnected pores and fractures in the saturated zone in an aquifer.

Hazardous Substance: Any material, including any substance, waste, or combination thereof, which because of its quantity, concentration, or physical, chemical, or infectious characteristics may cause, or significantly contribute to, a substantial present or potential hazard to human health, safety, property, or the environment when improperly treated, stored, transported, disposed of, or otherwise managed and as defined in Chapter 263 Storm Sewers of the Town of Cortlandt Town Code.

Hazardous Waste: See 6 NYCRR Part 371 and amendments thereto for the identification and listing of hazardous wastes.

Herbicide: Any substance or mixture of substances intended to prevent, destroy, repel, or mitigate any weed, including those substances defined as herbicides pursuant to Environmental Conservation Law § 33-0101, and amendments thereto.

Low Impact Development (LID): refers to systems and practices that use or mimic natural processes that result in the infiltration, evapotranspiration or use of stormwater in order to protect water quality and associated aquatic habitat.

Manure: Animal feces and urine.

Mining: Any operation which involves the breaking of the earth's surface for the purpose of extracting and removing raw natural materials (such as topsoil) from the premises for the purpose of sale or off-premises use.

Municipal Water Supply: Aquifers and watersheds within the Indian Brook-Croton Gorge Watershed that serve as water sources for municipal water systems.

Municipal Water System: A water system which provides piped water to the public for human consumption as defined and regulated by 10 NYCRR Subpart 5-1.

Natural Recharge: The replenishment of underground water reserves.

Non-point Discharge: Discharges of pollutants not subject to SPDES (State Pollutant Discharge Elimination System) permit requirements.

Overlay Map: The overlay map showing the boundaries of the Indian Brook-Croton Gorge Watershed Protection Overlay District.

Pest: Any insect, rodent, fungus or weed; or any other form of terrestrial or aquatic plant or animal life or virus, bacteria or other microorganism (except viruses, bacteria or other microorganisms on or in living man or other living animals) which the Commissioner of Environmental Conservation declares to be a pest as provided in Environmental Conservation Law § 33-0101.

Pesticide: Any substance or mixture of substances intended to prevent, destroy, repel, or mitigate any pest, including any substances defined as pesticides pursuant to Environmental Conservation Law § 33-0101 et seq. and amendments thereto.

Petroleum: Oil or petroleum of any kind and in any form including but not limited to oil, petroleum fuel oil, oil sludge, oil refuse, oil mixed with other waste, crude oil, gasoline, and kerosene, as defined in 6 NYCRR Part 597.1(7) and amendments thereto.

Point Source Discharge: Pollutants discharged from a point source as defined in Environmental Conservation Law §17-0105 and amendments thereto.

Pollutant: Any material or byproduct determined or suspected to be hazardous to human health or the environment as defined in Environmental Conservation Law §17-0105 and as defined in as defined in Chapter 263 Storm Sewers of the Town of Cortlandt Town Code.

Solar Farms: A tier three energy system as defined in Chapter 255 Solar Energy Systems of the Town of Cortlandt Town Code.

Solid Waste: Includes all manner of useless or unwanted or discharged solid or semisolid nontoxic,

domestic, commercial, industrial, institutional, construction and demolition waste materials, except hazardous, toxic, chemical, human or rendering wastes.

State Pollutant Discharge Elimination System (“SPDES”): The system established pursuant to Article 17 Title 8 of Environmental Conservation Law for issuance of permits authorizing discharges to the waters of the state of New York.

Steep Slopes: Within the Watershed Protection Overlay District a steep slope is defined as any slope greater than 15 percent and as defined in Chapter 259 Steep Slopes in the Town of Cortlandt Town Code.

Stormwater Hotspots: a land use or activity that generates higher concentrations of hydrocarbons, trace metals, or toxicants than are found in typical stormwater runoff, based on monitoring studies. For purposes of the Indian Brook Croton Gorge Watershed Protection Overlay District, the following land uses, and activities are deemed stormwater hotspots:

- Vehicle salvage yards and recycling facilities
- Vehicle fueling stations
- Vehicle service and maintenance facilities
- Vehicle and equipment cleaning facilities
- Fleet storage areas (bus, truck, etc.)
- Industrial sites
- Marinas (service and maintenance)
- Outdoor liquid container storage
- Outdoor loading/unloading facilities
- Public works storage areas
- Facilities that generate or store hazardous materials
- Commercial container nursery
- Other land uses and activities as designated by an appropriate review authority

Stormwater Pollution Prevention Plan (SWPPP): A plan for controlling stormwater runoff and pollutants from a site during and after construction activities as defined in Chapter 262 Stormwater Management and Erosion and Sediment Control of the Town of Cortlandt Town Code.

Surface Waters of the State of New York: Lakes, bays, sounds, ponds, impounding reservoirs, springs, wells, rivers, streams, creeks, estuaries, marshes, inlets, canals, the Atlantic Ocean within the territorial seas of the State of New York and all other bodies of surface water, natural or artificial, inland or coastal, fresh or salt, public or private (except those private waters that do not combine or effect a junction with natural surface or underground waters), which are wholly or partially within or bordering the state or within its jurisdiction. Storm sewers and waste treatment systems, including treatment ponds or lagoons which also meet the criteria of this definition, are not waters of the state. This exclusion applies only to man-made bodies of water which neither were originally created in waters of the state (such as a disposal area in wetlands) nor resulted from impoundment of waters of the state.

Wastewater: Water that is not stormwater, is contaminated with pollutants and is or will be discarded as defined in Chapter 263 Storm Sewers of the Town of Cortlandt Town Code.

Wastewater Treatment System: Any treatment plant, sewer, disposal field, lagoon, pumping station, septic system, collection and distribution pipes, on-site disposal systems and seepage units, constructed drainage ditch or surface water intercepting ditch, or other system not specifically mentioned in this definition, installed for the purpose of transport, treatment, neutralization,

stabilization, storage, or disposal of wastewater and as defined in Chapter

Water body: Any body of water which exists at least three months of the year as defined in Chapter 179. Freshwater Wetlands, Water Bodies and Watercourses.

Watercourse. Any identifiable channel through which water flows continuously or intermittently as defined in Chapter 179. Freshwater Wetlands, Water Bodies and Watercourses of the Town of Cortlandt Town Code.

Watershed. The geographic region within which water drains to a particular wetland, water body, or watercourse as defined in Chapter 179. Freshwater Wetlands, Water Bodies and Watercourses.

Watershed Protection Overlay District: Indian Brook-Croton Gorge Inter-Municipal Watershed Protection Overlay District. The Watershed for specific municipal water supplies, as designated on the official Watershed Protection Overlay District Map[1] and described in § XXX-3 of this chapter.

Water Supply: The groundwater resources of the watershed, or the groundwater resources used for a particular well or community water system in the Indian Brook-Croton Gorge watershed.

Well: Any present or future artificial excavation used as a source of public or private water supply which derives water from the interstices of the rocks or soils which it penetrates including bored wells, drilled wells, driven wells, infiltration galleries, and trenches with perforated piping, but excluding ditches or tunnels, used to convey groundwater to the surface.

Wellhead Buffer: An area surrounding a municipal water system well, designated as a critical area for protecting the well, created by a two hundred foot radius around each protected well.

Wetland Buffer Areas: An area surrounding a wetland, watercourse or water body that is subject to the regulations specified herein. Within the Indian-Brook Croton Gorge Watershed Protection Overlay District it is defined as the land area within 150 linear feet along the surface, away from, and around the perimeter of the outermost boundary of a wetland or watercourse or water body. A buffer is intended to provide protection from human activity and other encroachment associated with development.

C. Applicability.

1. The provisions of this section shall be applicable to all new land use, construction, or subdivision. Existing land use, construction, improvements and subdivisions within the Indian Brook-Croton Gorge Inter-Municipal Watershed Protection Overlay District. Existing land use, construction, improvements and subdivision initiated or completed prior to the effective date of adoption of this chapter are not subject to the requirements herein.
2. These prohibitions, restrictions, and principles shall be applied within the Watershed Protection Overlay District through the existing building permit, site plan review, and code enforcement procedures of each municipality in the Indian Brook-Croton Gorge Inter-Municipal Watershed Protection Overlay District by its officers and boards. Additionally, all development in the watershed shall be in accordance with New York State Department of Environmental Conservation regulations related to environmental protection and stormwater management.

3. Site plan review by the agency having approving jurisdiction is required for all new activities or property uses in the Watershed Protection Overlay District, except one- and two-family residences, and shall take into consideration the requirements and principles outlined in this chapter.
4. Within the Watershed Protection Overlay District, all major subdivisions shall be designed as a conservation/cluster subdivision with a minimum of 30% of the parcel permanently preserved. Town Board authorization of a cluster subdivision proposed within the WPOD is not required.

D. Boundaries.

1. The boundaries Indian Brook-Croton Gorge Inter-Municipal Watershed Protection Overlay District is established on a map entitled "Indian Brook-Croton Gorge Inter-Municipal Watershed Protection Overlay District, Westchester County, NY 2023" (watershed map); which is adopted simultaneously herein. The areas included encompass the entire watersheds of Indian Brook and the Croton Gorge and their tributaries which are sub-watersheds of the larger Croton Bay Watershed. The Indian Brook-Croton Gorge Watershed includes watersheds and aquifers that function as sources of supply for municipal water systems. The particular municipal water supplies protected under this chapter include:
 - i. **Indian Brook Reservoir/Indian Brook Basin** - serves as a drinking water source for portions of the Town and Village of Ossining, and portions of the Town of New Castle
 - ii. **Croton Gorge Basin and Croton River Aquifer** - a water source for the Village of Croton-on-Hudson water system and a water source for individual wells within portions of the Town of Cortlandt and the Town of New Castle.
2. Where uncertainty exists as to the boundaries shown on the Watershed Map, the following shall apply:
 - i. Where area boundaries are indicated as approximately following a street, railroad, or highway line or centerlines thereof, such lines shall be construed as said boundaries.
 - ii. Where area boundaries are indicated as approximately following lot lines, such lot lines shall be construed to be said boundaries. However, a survey plat prepared by a registered land surveyor may be submitted to the municipality as evidence that one or more properties along these boundaries do not lie within the protected area.
 - iii. Where the boundaries lie at a scaled distance of more than 25 feet from any parallel lot line, the boundaries shall be determined by use of the scale appearing on the watershed map.
 - iv. Where the boundaries lie at a scaled distance of less than 25 feet from any parallel lot line, the boundaries shall be construed to be the lot line.
 - v. When a large parcel is bisected by the boundary, the applicant may submit a detailed topographical map of the property as documentation of those portions of the property that are within as well as outside the boundary.
 - vi. Where other uncertainty exists, the authorized Approval Agency shall interpret the Watershed Map as to location of such boundaries. The municipality may, at the applicant's expense, consult with agencies or others in determination of a project's location within a protected area and applicability of these standards.

C. Effect of district. Within the WPOD, all underlying land use district rules remain in effect, except as they are specifically modified by this Chapter. In case of a conflict between this Chapter and the underlying use regulations, the more restrictive shall control. Nothing in this Chapter shall be construed to allow uses that are not permitted by the underlying land use district.

D. Prohibited uses and practices. The following uses shall be prohibited in the WPOD District:

1. Disposal of hazardous material or solid waste.
2. Treatment of hazardous material, except remediation programs authorized by a government agency for treating hazardous material that existed on the site prior to the adoption of this land use law
3. The creation or manufacturing of any hazardous materials
4. Dry cleaning, dyeing, printing, photo processing, and any other business that stores, uses, or disposes of hazardous material, unless all facilities and equipment are designed and operated to prevent the release or discharge of hazardous material.
5. Disposal of septage or septic sludge
6. Automobile service and gas filling stations
7. New underground storage of petroleum
8. Petroleum product pipelines
9. Solar Farms
10. Vehicle Storage Yards/Truck terminals
11. Contractor's Yards
12. The bulk storage of deicing salt, except in municipally-approved impervious structures
13. Installation of dams, water diversions, and stream channelization except undertaken directly in relationship to drinking water resources.
14. Clearing of more than 30,000 square feet of vegetation without a site plan approval.
15. Landfill of domestic, industrial, construction and demolition, or hazardous materials.
16. Junkyards
17. Land spreading of sludge or ash, including domestic wastewater or waste industrial process material, except for ash from individual residential heating equipment.
18. New dry wells directly connected to any floor drain, garage drain, wash basin or sink.
19. New fuel storage facilities in any amount greater than 660 gallons.
20. Commercial trash containers and dumpsters which are not under a roof or which are located so that leachate from the receptacle could escape unfiltered and untreated.
21. Any mining activities including consolidated and solution mining activities, unless permitted by the New York State Department of Environmental Conservation
22. Point source discharges, other than discharges authorized by permits issued by the New York State Department of Environmental Conservation.
23. Tier 3 Battery Energy Storage Systems

E. Performance criteria.

1. All construction activities (as defined by the agency having approving jurisdiction) that involve soil disturbances greater than 5,000 sf shall comply with the New York State Department of Environmental Conservation (NYSDEC) Stormwater Manual dated 2014. All construction activities shall be required to meet the standards set forth in the SPDES General Permit for construction activities that involve soil disturbances greater than 5,000 sf and all stormwater pollution prevention plans shall meet water quantity and quality controls for all new impervious surfaces as outlined below.

2. Any new construction activity which creates new impervious surfaces greater than 1,000 sf shall be treated for water quality volume (WQv), peak flows (cfs) and volume (cf) as outlined in the New York State Department of Environmental Conservation (NYSDEC) Stormwater Management Design Manual, latest edition, and Chapter 262. Stormwater Management and Erosion and Sediment Control of the Town of Cortlandt Town Code and include enhanced requirements for pollutants of concern as outlined and incorporated in the Stormwater Management Design Manual, latest edition.
3. Low Impact Development (LID) Practices - shall be provided to the extent feasible for all new or redevelopment within the watershed including the use of bioretention facilities, rain gardens, vegetated rooftops, rainwater harvesting, and permeable pavements.
4. Pollutant loadings will not damage any wetland, waterbody or watercourse.
5. Grading and removal of vegetation is minimized for all construction.
6. Septic systems must be pumped at least once during every 3-year period.
7. The storage and stockpiling of manure and other animal waste for use in agricultural operations, agricultural use of fertilizers and land application of manure, and pesticide (including herbicide) storage and use shall comply, to the maximum extent possible, with the practices detailed in the most current versions of "Controlling Agricultural Nonpoint Source Water Pollution in New York State - A Guide to the Selection of Best Management Practices to Protect Water Quality," published by the Bureau of Technical Services and Research, Division of Water, or "Agricultural Management Practices Catalogue for Nonpoint Source Pollution Prevention and Water Quality Protection in New York State.
8. Fertilizers, pesticides, and herbicides shall not be applied in a manner or at a rate which contributes to or causes a contravention of the water quality standards set forth in 6 NYCRR 700 to 705.
9. Pesticide storage and use (including herbicides) are subject to the approval of, and shall comply with the regulations of, the New York State Department of Environmental Conservation.
10. Disposal of pesticide, including herbicides, is prohibited unless authorized by a permit issued by the New York State Department of Environmental Conservation.
11. Disposal of water used for pesticide makeup water or for washing of pesticide equipment is prohibited unless authorized by a permit issued by the New York State Department of Environmental Conservation.
12. Use of streams as sources of water for the washing of equipment used in conjunction with pesticide or herbicide application is prohibited.
13. Lawn chemicals (pesticides and herbicides) shall not be applied within 25 linear feet of any watercourse, or within a wellhead buffer area.
14. Storage of chloride salts and coal shall be in structures designed to minimize contact with precipitation and constructed on low-permeability pads designed to control seepage and run-off.
15. Chloride salt application. Deicing chloride salt use is restricted to the minimum amount needed for public safety as determined by the Town Highway Superintendent.
16. Any petroleum storage tank(s) installed or replaced after the effective date of this chapter must be aboveground or fully visible for inspection within the basement or other interior space, and secondary containment is required for all new tanks.

F. General Provisions for Wetlands, Watercourses, Water Bodies, Wetland Buffers Areas and Steep Slopes. These regulations apply to all wetlands, watercourses, water bodies and buffer areas as defined in Chapter 179. Freshwater Wetlands, Water Bodies and Watercourses of the Town of Cortlandt Town Code and located within the Indian Brook-Croton Gorge Inter-Municipal Watershed Protection Overlay District (regardless of size).

1. Development of wetlands, watercourses, water bodies and buffer areas are to be avoided except where no reasonable alternative exists or where the applicant would otherwise suffer undue hardship if a permit is not issued. In the event such development is approved, impacts shall be minimized to the greatest extent practicable, and a mitigation plan shall be prepared.
2. All applications for permits to disturb wetlands, watercourses, water bodies and buffer areas in the Indian Brook-Croton Gorge Inter-Municipal Watershed Protection Overlay District shall follow the requirements contained in Chapter 179. Freshwater Wetlands, Water Bodies and Watercourses of the Town of Cortlandt Town Code unless a more stringent or restrictive requirement is listed in this section.
3. As a condition of the granting of any wetland permit within the Indian Brook-Croton Gorge Inter-Municipal Watershed Protection Overlay District, the approving authority shall require that the applicant submit a mitigation plan per the requirements listed in Chapter 179. Freshwater Wetlands, Water Bodies and Watercourses of the Town of Cortlandt Town Code.
4. Within the Indian Brook-Croton Gorge Inter-Municipal Watershed Protection Overlay District, the applicant shall be required to create replacement wetlands or restore, recreate or enhance existing wetlands or wetland buffer areas equal to twice the area of wetland or wetland buffer directly impacted.
5. Within the Indian Brook-Croton Gorge Inter-Municipal Watershed Protection Overlay District, no disturbance within 150 feet of any wetlands, watercourses, or waterbodies shall be permitted. Buffers shall be regulated as follows:

Buffers

- i. Buffers along wetlands and waterbodies (as defined in Chapter 179. Freshwater Wetlands, Water Bodies and Watercourses of the Town of Cortlandt Town Code) must extend a minimum of 150 feet horizontally away from and paralleling the delineated wetland boundary.
- ii. Buffers along watercourses (Chapter 179. Freshwater Wetlands, Water Bodies and Watercourses of the Town of Cortlandt Town Code) extend a minimum of 150 feet horizontally away from and paralleling the highwater mark or level of bank full discharge. In undeveloped areas, the buffer shall also be extended to include the 100 year floodplain.
- iii. Buffers along steep slopes (Chapter 179. Freshwater Wetlands, Water Bodies and Watercourses of the Town of Cortlandt Town Code) shall extend 150 feet horizontally plus 2 ft per 1% of slope.

Buffer vegetation

- i. Planting within buffers shall be based on a site-specific planting plan designed to maximize the buffer's capacity to intercept stormwater runoff, stabilize banks, improve water quality, and provide habitat. Planting shall incorporate:
 - a. a diverse mix of perennial native species
 - b. trees and shrubs with dense ground cover to protect soil
 - c. salt tolerant plants in areas where road salt is used
 - d. steep slopes: native perennial grasses; trees and woody shrubs along the water's edge
 - e. bank erosion control: plants with fibrous root systems; deep-rooted woody species

Allowable buffer uses

- i. unpaved foot paths, recreational access, revegetation planting and mitigation planting per the requirements listed above, manual removal of invasive species, removal of trees that pose a safety hazard.

Restricted buffer uses

- i. new impervious surfaces, construction of roads, structures or pipelines
- ii. removal of vegetation or trees (except for safety purposes)
- iii. excavation and grading
- iv. additional lawn
- v. constructed stormwater measures are to be used outside the buffer to direct stormwater sheet flow to the buffer
- vi. mining
- vii. septic tank drain fields
- viii. agriculture and livestock
- ix. de-icing application of road salt
- x. waste disposal or dumping of trash, yard waste and debris
- xi. application of pesticides, herbicides and fertilizers
- xii. dams, water diversions, stream channelization
- xiii. All other activities not specifically listed above are subject to Federal, State and local permit procedures

6. Special provisions.

These special provision apply to new development in previously developed areas where there is no available area for required buffer:

- i. The protected buffer shall be as wide as the site allows, subject to the above-listed conditions where possible, and maintaining as much vegetated cover as possible within 150 feet of wetland or watercourse, especially in areas where bank erosion is evident.
- ii. Alternative or additional conservation practices (including low impact development (LID)) to reduce runoff load into a wetland or watercourse shall be applied.

G. Wellhead Buffers and Stormwater Hotspots. Within the Indian Brook-Croton Gorge Inter-Municipal Watershed Protection Overlay District, no disturbance within 200 feet of any wellhead or stormwater hotspot shall be permitted. Wellhead buffer areas and stormwater hotspots shall be protected as follows:

1. Construction activities within 200 feet of a wellhead is prohibited except those used for municipal water system purposes such as pumping, treatment, and control facilities and equipment. Wellhead buffer areas shall not be used for any purpose other than municipal water supply, except when a permit has been issued by the Town Board for nonintrusive recreation uses such as picnicking, nature study, fishing, or hiking. The wellhead buffer shall be posted prohibiting trespass for any purpose except as permitted in this subsection.
2. Buffers adjacent to stormwater hotspots (as defined above) shall extend 200 feet horizontally away from hotspot source.

H. Enforcement.

1. Compliance orders. The Director of Code Enforcement/Town Engineer/Building Inspector is authorized to order in writing the remedying of any condition or activity found to exist in, on or about any building, structure, or premises in violation of this chapter. Upon finding that any such condition or activity exists, the Director of Code Enforcement/Town Engineer/Building Inspector shall issue a compliance order.
 - i. The compliance order shall:
 - a. Be in writing;

- b. Be dated and signed by the Director of Code Enforcement/Town Engineer/Building Inspector;
 - c. Specify the condition or activity that violates this chapter
 - d. Specify the provision or provisions which is/are violated by the specified condition or activity;
 - e. Specify the period of time which the Director of Code Enforcement/Town Engineer/Building Inspector deems to be reasonably necessary for achieving compliance;
 - f. Direct that compliance be achieved within the specified period of time; and
 - g. State that an action or proceeding to compel compliance may be instituted if compliance is not achieved within the specified period of time.
2. The Department of Code Enforcement shall cause the compliance order, or a copy thereof, to be served on the owner of the affected property personally or by registered mail. The Department of Code Enforcement shall be permitted, but not required, to cause the compliance order, or a copy thereof, to be served on any builder, architect, tenant, contractor, subcontractor, construction superintendent, or their agents, or any other person taking part or assisting in work being performed at the affected property personally or by certified mail; provided, however, that failure to serve any person mentioned in this sentence shall not affect the efficacy of the compliance order.

I. Penalties for offenses.

1. Any person who shall violate any provision of this chapter shall be subject to the applicable penalties under this chapter, and any other applicable code or ordinance, without limitation. The chapter penalties are:
- i. Fines. The person who violates any provision of this chapter shall be liable for a civil penalty of not more than \$250 for each day or part thereof during which such violation shall be continued.
 - ii. Alternatively, or in addition to any action to recover civil penalties provided by Subsection i, the Town Attorney may institute any appropriate action or proceedings to prevent, restrain, enjoin, correct or abate any violation of or to enforce any provision of this chapter.

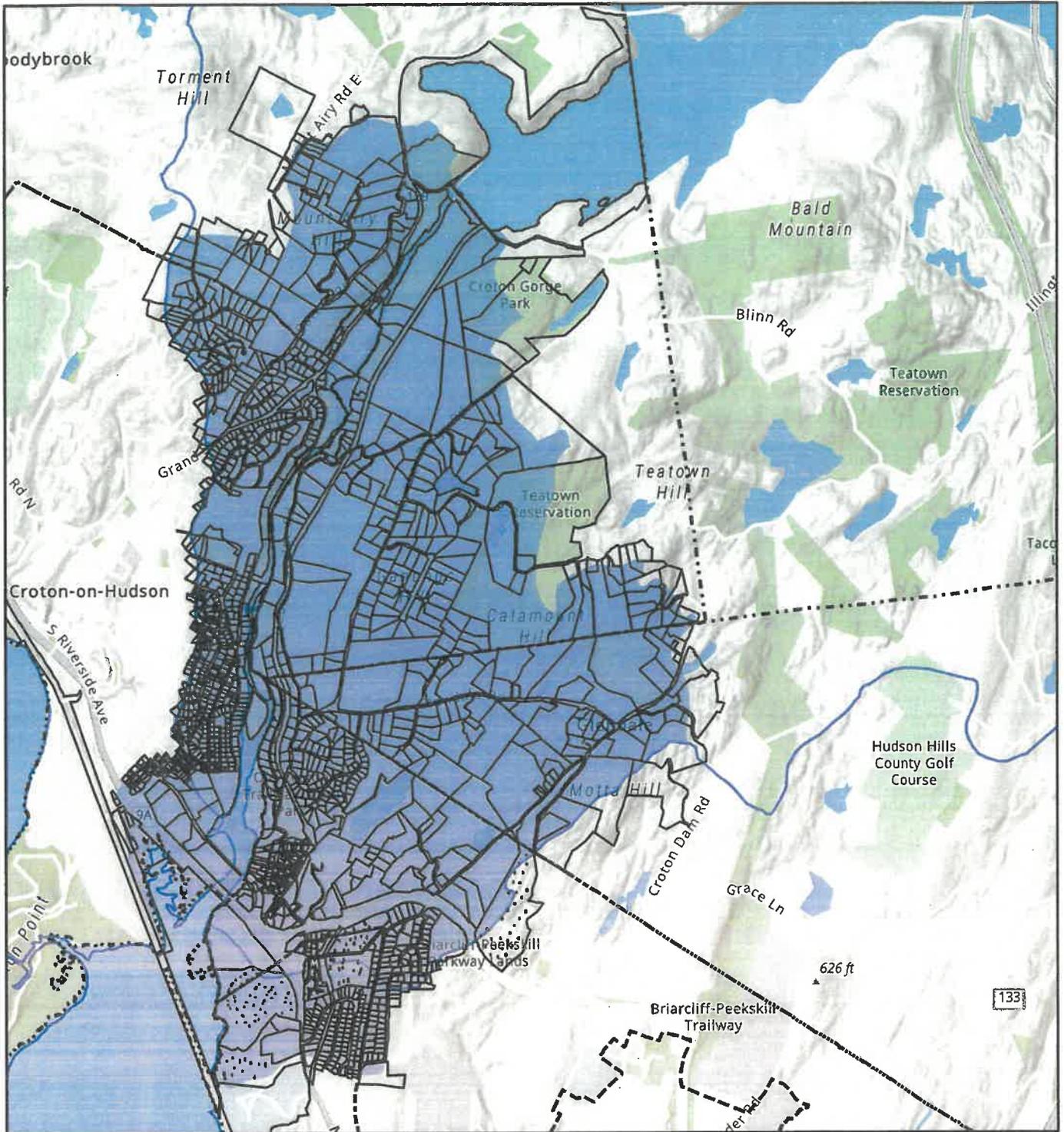
J. Severability.

Should any section or provision of this article be declared, adjudged or ordered null, void, voidable, or invalid by a court of competent jurisdiction, such finding of invalidity shall not affect the validity of the remaining portions of this article.

K. When effective.

This chapter shall take effect upon filing with the New York Secretary of State.

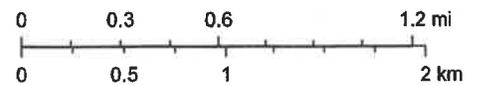
Indian-Brook/Croton Gorge Inter-Municipal WPOD



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-  Municipal Boundaries
-  Parcels in Study Area
-  Study Area
-  Watersheds



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Westchester County GIS

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Local Law No. ___ of 2024

(ADOPT THE INDIAN BROOK-CROTON GORGE OVERLAY ZONE)

Section 1: Legislative Intent

The Town has worked with the Village of Croton-on-Hudson, the Town and Village of Ossining, and the Town of New Castle to develop an Overlay Zone for the Indian Brook-Croton Gorge watershed which encompasses parts of all 5 communities. The Overlay Zone was a recommendation from the 2008 Indian Brook-Croton Gorge Action Plan completed by Westchester County in 2008. Town Planning staff has met regularly with the other communities and the NYSDEC to develop an overlay zone that will help to protect the important natural resources of the area which include the Indian Brook Reservoir that serves as a drinking water source for the Town and Village of Ossining and contains a highly prolific aquifer that supplies the water source for the Village of Croton-on-Hudson water supply system.

Section 2: Addition of Overlay Zone to the Town Code

The following language shall be added to the Town Code:

§ XXXX. INDIAN BROOK–CROTON GORGE INTER-MUNICIPAL WATERSHED PROTECTION OVERLAY DISTRICT (WPOD) TOWN OF CORTLANDT

A. Findings and purpose. The purpose of the Indian Brook-Croton Gorge Inter-Municipal Watershed Protection Overlay District is to protect the health and welfare of residents living within the boundaries of the of the Indian Brook–Croton Gorge Watershed by minimizing the potential for groundwater and surface water contamination and taking steps to limit the severity of resource degradation. The Indian Brook-Croton Gorge Watershed encompasses portions of five municipalities including the Towns of Cortlandt, New Castle, and Ossining, and the Villages of Croton-on-Hudson and Ossining. Since the actions of upstream municipalities can have as much of an impact on a downstream municipality’s land and water resources as those actions carried out locally, a commitment from all municipalities within a watershed is critical to protecting the health of its resources. The intent of this ordinance is to create a partnership for the comprehensive management of the Indian Brook–Croton Gorge Watershed by creating provisions for:

1. Protecting and restoring the natural resources, most significantly the Croton River, Indian Brook Reservoir, existing wetlands and groundwater drinking sources; and
2. Developing and implementing stormwater management practices that will improve water quality; and
3. Promoting sustainable development through land use and environmental regulations; and
4. Preserving and protecting fish, wildlife, and significant habitat; and
5. Educating the public.

B. Definitions.

For purposes of this §XXX, the following definitions shall apply:

Agricultural Animal Waste: Manure and other animal waste derived from agricultural industries.

Aquifer: A consolidated or unconsolidated geologic formation, group of formations or part of a formation capable of yielding a significant or economically useful amount of groundwater to wells, springs or infiltration galleries.

Battery Energy Storage System: A rechargeable energy storage system consisting of batteries, battery chargers, controls, power conditioning systems and associated electrical equipment. The system is typically used to provide standby or emergency power, an uninterruptable power supply, load shedding, load sharing, smoothing and dispatching of intermittent renewable energy sources, or similar capabilities. A battery energy storage system is classified as a Tier 1, Tier 2, or Tier 3 Battery Energy Storage System as follows:

A. Tier 1 Battery Energy Storage Systems include either:

a) Battery energy storage systems for one to two family residential dwellings within or outside the structure with an aggregate energy capacity that shall not exceed:

1. 40 kWh within utility closets and storage or utility spaces
2. 80 kWh in attached or detached garages and detached accessory structures
3. 80 kWh on exterior walls
4. 80 kWh outdoors on the ground

b) Other battery energy storage systems with an aggregate energy capacity less than or equal to the threshold capacity listed in Table 1.

| Battery Technology | Capacity |
|------------------------------|-----------------|
| Flow batteries | 20 Kwh |
| Lead acid, all types | 70 Kwh |
| Lithium, all types | 20 Kwh |
| Nickel cadmium (Ni-Cd) | 70 Kwh |
| Nickel metal hydride (Ni-MH) | 70 Kwh |
| Other battery technologies | 10 Kwh |

B. Tier 2 Battery Energy Storage Systems include battery energy storage systems that are not included in Tier 1, have an aggregate energy capacity greater than the threshold capacity listed in Table 1, and have an aggregate energy capacity less than 600 kWh.

C. Tier 3 Battery Energy Storage Systems include all the following:

a) Battery energy storage systems with an aggregate energy capacity greater than or equal to 600kWh

b) Battery energy storage systems with more than one storage battery technology is provided in a room or indoor area

Chloride Salt: Any bulk quantities of chloride compounds and other deicing compounds intended for application to roads, including mixes of sand and chloride compounds in any proportion where the chloride compounds constitute over 8% of the mixture. A bulk quantity of chloride compounds means a quantity of 1,000 pounds or more but does not include chloride compounds in a solid form, including granules, which are packaged in waterproof bags or containers which do not exceed 100 pounds each.

Building Inspector: The Building Inspector of the Town of Cortlandt.

Discharge: Any intentional or unintentional action or omission in the releasing, spilling, leaking, pumping, pouring, emitting, emptying, or dumping into the waters of the *municipality* or onto lands from which the discharged substances or material might flow or drain into said waters, or into waters outside the jurisdiction of the municipality, when damage may result to the lands, waters, or natural resources within the jurisdiction of the municipality.

Fertilizer: Any commercially produced mixture generally containing phosphorous, nitrogen and potassium which is applied to the ground to increase nutrients to plants.

Generator of Hazardous Waste: Any person or site whose act or process produces hazardous waste.

Groundwater: Water contained in interconnected pores and fractures in the saturated zone in an aquifer.

Hazardous Substance: Any material, including any substance, waste, or combination thereof, which because of its quantity, concentration, or physical, chemical, or infectious characteristics may cause, or significantly contribute to, a substantial present or potential hazard to human health, safety, property, or the environment when improperly treated, stored, transported, disposed of, or otherwise managed and as defined in Chapter 263 Storm Sewers of the Town of Cortlandt Town Code.

Hazardous Waste: See 6 NYCRR Part 371 and amendments thereto for the identification and listing of hazardous wastes.

Herbicide: Any substance or mixture of substances intended to prevent, destroy, repel, or mitigate any weed, including those substances defined as herbicides pursuant to Environmental Conservation Law § 33-0101, and amendments thereto.

Low Impact Development (LID): refers to systems and practices that use or mimic natural processes that result in the infiltration, evapotranspiration or use of stormwater in order to protect water quality and associated aquatic habitat.

Manure: Animal feces and urine.

Mining: Any operation which involves the breaking of the earth's surface for the purpose of extracting and removing raw natural materials (such as topsoil) from the premises for the purpose of sale or off-premises use.

Municipal Water Supply: Aquifers and watersheds within the Indian Brook-Croton Gorge Watershed that serve as water sources for municipal water systems.

Municipal Water System: A water system which provides piped water to the public for human consumption as defined and regulated by 10 NYCRR Subpart 5-1.

Natural Recharge: The replenishment of underground water reserves.

Non-point Discharge: Discharges of pollutants not subject to SPDES (State Pollutant Discharge Elimination System) permit requirements.

Overlay Map: The overlay map showing the boundaries of the Indian Brook-Croton Gorge Watershed Protection Overlay District.

Pest: Any insect, rodent, fungus or weed; or any other form of terrestrial or aquatic plant or animal life or virus, bacteria or other microorganism (except viruses, bacteria or other microorganisms on or in living man or other living animals) which the Commissioner of Environmental Conservation declares to be a pest as provided in Environmental Conservation Law § 33-0101.

Pesticide: Any substance or mixture of substances intended to prevent, destroy, repel, or mitigate any pest, including any substances defined as pesticides pursuant to Environmental Conservation Law § 33-0101 et seq. and amendments thereto.

Petroleum: Oil or petroleum of any kind and in any form including but not limited to oil, petroleum fuel oil, oil sludge, oil refuse, oil mixed with other waste, crude oil, gasoline, and kerosene, as defined in 6 NYCRR Part 597.1(7) and amendments thereto.

Point Source Discharge: Pollutants discharged from a point source as defined in Environmental Conservation Law §17-0105 and amendments thereto.

Pollutant: Any material or byproduct determined or suspected to be hazardous to human health or the environment as defined in Environmental Conservation Law §17-0105 and as defined in as defined in Chapter 263 Storm Sewers of the Town of Cortlandt Town Code.

Solar Farms: A tier three energy system as defined in Chapter 255 Solar Energy Systems of the Town of Cortlandt Town Code.

Solid Waste: Includes all manner of useless or unwanted or discharged solid or semisolid nontoxic, domestic, commercial, industrial, institutional, construction and demolition waste materials, except hazardous, toxic, chemical, human or rendering wastes.

State Pollutant Discharge Elimination System (“SPDES”): The system established pursuant to Article 17 Title 8 of Environmental Conservation Law for issuance of permits authorizing discharges to the waters of the state of New York.

Steep Slopes: Within the Watershed Protection Overlay District a steep slope is defined as any slope greater than 15 percent and as defined in Chapter 259 Steep Slopes in the Town of Cortlandt Town Code.

Stormwater Hotspots: a land use or activity that generates higher concentrations of hydrocarbons, trace metals, or toxicants than are found in typical stormwater runoff, based on monitoring studies. For purposes of the Indian Brook Croton Gorge Watershed Protection Overlay District, the following land uses, and activities are deemed stormwater hotspots:

- Vehicle salvage yards and recycling facilities
- Vehicle fueling stations
- Vehicle service and maintenance facilities
- Vehicle and equipment cleaning facilities
- Fleet storage areas (bus, truck, etc.)
- Industrial sites
- Marinas (service and maintenance)
- Outdoor liquid container storage
- Outdoor loading/unloading facilities
- Public works storage areas
- Facilities that generate or store hazardous materials
- Commercial container nursery
- Other land uses and activities as designated by an appropriate review authority

Stormwater Pollution Prevention Plan (SWPPP): A plan for controlling stormwater runoff and pollutants from a site during and after construction activities as defined in Chapter 262 Stormwater Management and Erosion and Sediment Control of the Town of Cortlandt Town Code.

Surface Waters of the State of New York: Lakes, bays, sounds, ponds, impounding reservoirs, springs, wells, rivers, streams, creeks, estuaries, marshes, inlets, canals, the Atlantic Ocean within the territorial seas of the State of New York and all other bodies of surface water, natural or artificial, inland or coastal, fresh or salt, public or private (except those private waters that do not combine or effect a junction with natural surface or underground waters), which are wholly or partially within or bordering the state or within its jurisdiction. Storm sewers and waste treatment systems, including treatment ponds or lagoons which also meet the criteria of this definition, are not waters of the state. This exclusion applies only to man-made bodies of water which neither were originally created in waters of the state (such as a disposal area in wetlands) nor resulted from impoundment of waters of the state.

Wastewater: Water that is not stormwater, is contaminated with pollutants and is or will be discarded as defined in Chapter 263 Storm Sewers of the Town of Cortlandt Town Code.

Wastewater Treatment System: Any treatment plant, sewer, disposal field, lagoon, pumping station, septic system, collection and distribution pipes, on-site disposal systems and seepage units, constructed drainage ditch or surface water intercepting ditch, or other system not specifically mentioned in this definition, installed for the purpose of transport, treatment, neutralization, stabilization, storage, or disposal of wastewater and as defined in Chapter

Water body: Any body of water which exists at least three months of the year as defined in Chapter 179. Freshwater Wetlands, Water Bodies and Watercourses.

Watercourse. Any identifiable channel through which water flows continuously or intermittently as defined in Chapter 179. Freshwater Wetlands, Water Bodies and Watercourses of the Town of Cortlandt Town Code.

Watershed. The geographic region within which water drains to a particular wetland, water body, or watercourse as defined in Chapter 179. Freshwater Wetlands, Water Bodies and Watercourses.

Watershed Protection Overlay District: Indian Brook-Croton Gorge Inter-Municipal Watershed Protection Overlay District. The Watershed for specific municipal water supplies, as designated on the official Watershed Protection Overlay District Map[1] and described in § XXX-3 of this chapter.

Water Supply: The groundwater resources of the watershed, or the groundwater resources used for a particular well or community water system in the Indian Brook-Croton Gorge watershed.

Well: Any present or future artificial excavation used as a source of public or private water supply which derives water from the interstices of the rocks or soils which it penetrates including bored wells, drilled wells, driven wells, infiltration galleries, and trenches with perforated piping, but excluding ditches or tunnels, used to convey groundwater to the surface.

Wellhead Buffer: An area surrounding a municipal water system well, designated as a critical area for protecting the well, created by a two hundred foot radius around each protected well.

Wetland Buffer Areas: An area surrounding a wetland, watercourse or water body that is subject to the regulations specified herein. Within the Indian-Brook Croton Gorge Watershed Protection Overlay District it is defined as the land area within 150 linear feet along the surface, away from, and around the perimeter of the outermost boundary of a wetland or watercourse or water body. A buffer is intended to provide protection from human activity and other encroachment associated with development.

C. Applicability.

1. The provisions of this section shall be applicable to all new land use, construction, or subdivision. Existing land use, construction, improvements and subdivisions within the Indian Brook-Croton Gorge Inter-Municipal Watershed Protection Overlay District. Existing land use, construction, improvements and subdivision initiated or completed prior to the effective date of adoption of this chapter are not subject to the requirements herein.
2. These prohibitions, restrictions, and principles shall be applied within the Watershed Protection Overlay District through the existing building permit, site plan review, and code enforcement procedures of each municipality in the Indian Brook-Croton Gorge Inter-Municipal Watershed Protection Overlay District by its officers and boards. Additionally, all development in the watershed shall be in accordance with New York State Department of Environmental Conservation regulations related to environmental protection and stormwater management.
3. Site plan review by the agency having approving jurisdiction is required for all new activities or property uses in the Watershed Protection Overlay District, except one- and two-family residences, and shall take into consideration the requirements and principles outlined in this chapter.
4. Within the Watershed Protection Overlay District, all major subdivisions shall be designed as a conservation/cluster subdivision with a minimum of 30% of the parcel permanently preserved. Town Board approval of Cluster

D. Boundaries.

1. The boundaries Indian Brook-Croton Gorge Inter-Municipal Watershed Protection Overlay District is established on a map entitled “Indian Brook-Croton Gorge Inter-Municipal Watershed Protection Overlay District, Westchester County, NY 2023” (watershed map), which is adopted simultaneously herein. The areas included encompass the entire watersheds of Indian Brook and the Croton Gorge and their tributaries which are sub-watersheds of the larger Croton Bay Watershed. The Indian Brook-Croton Gorge Watershed includes watersheds and aquifers that function as sources of supply for municipal water systems. The particular municipal water supplies protected under this chapter include:
 - i. **Indian Brook Reservoir/Indian Brook Basin** - serves as a drinking water source for portions of the Town and Village of Ossining, and portions of the Town of New Castle
 - ii. **Croton Gorge Basin and Croton River Aquifer** - a water source for the Village of Croton-on-Hudson water system and a water source for individual wells within portions of the Town of Cortlandt and the Town of New Castle.
2. Where uncertainty exists as to the boundaries shown on the Watershed Map, the following shall apply:
 - i. Where area boundaries are indicated as approximately following a street, railroad, or highway line or centerlines thereof, such lines shall be construed as said boundaries.
 - ii. Where area boundaries are indicated as approximately following lot lines, such lot lines shall be construed to be said boundaries. However, a survey plat prepared by a registered land surveyor may be submitted to the municipality as evidence that one or more properties along these boundaries do not lie within the protected area.

- iii. Where the boundaries lie at a scaled distance of more than 25 feet from any parallel lot line, the boundaries shall be determined by use of the scale appearing on the watershed map.
- iv. Where the boundaries lie at a scaled distance of less than 25 feet from any parallel lot line, the boundaries shall be construed to be the lot line.
- v. When a large parcel is bisected by the boundary, the applicant may submit a detailed topographical map of the property as documentation of those portions of the property that are within as well as outside the boundary.
- vi. Where other uncertainty exists, the authorized Approval Agency shall interpret the Watershed Map as to location of such boundaries. The municipality may, at the applicant's expense, consult with agencies or others in determination of a project's location within a protected area and applicability of these standards.

E. Effect of district. Within the WPOD, all underlying land use district rules remain in effect, except as they are specifically modified by this Chapter. In case of a conflict between this Chapter and the underlying use regulations, the more restrictive shall control. Nothing in this Chapter shall be construed to allow uses that are not permitted by the underlying land use district.

F. Prohibited uses and practices. The following uses shall be prohibited in the WPOD District:

1. Disposal of hazardous material or solid waste.
2. Treatment of hazardous material, except remediation programs authorized by a government agency for treating hazardous material that existed on the site prior to the adoption of this land use law
3. The creation or manufacturing of any hazardous materials
4. Dry cleaning, dyeing, printing, photo processing, and any other business that stores, uses, or disposes of hazardous material, unless all facilities and equipment are designed and operated to prevent the release or discharge of hazardous material.
5. Disposal of septage or septic sludge
6. Automobile service and gas filling stations
7. New underground storage of petroleum
8. Petroleum product pipelines
9. Solar Farms
10. Vehicle Storage Yards/Truck terminals
11. Contractor's Yards
12. The bulk storage of deicing salt, except in municipally-approved impervious structures
13. Installation of dams, water diversions, and stream channelization except undertaken directly in relationship to drinking water resources.
14. Clearing of more than 30,000 square feet of vegetation without a site plan approval.
15. Landfill of domestic, industrial, construction and demolition, or hazardous materials.
16. Junkyards
17. Land spreading of sludge or ash, including domestic wastewater or waste industrial process material, except for ash from individual residential heating equipment.
18. New dry wells directly connected to any floor drain, garage drain, wash basin or sink.
19. New fuel storage facilities in any amount greater than 660 gallons.
20. Commercial trash containers and dumpsters which are not under a roof or which are located so that leachate from the receptacle could escape unfiltered and untreated.
21. Any mining activities including consolidated and solution mining activities, unless permitted by the New York State Department of Environmental Conservation
22. Point source discharges, other than discharges authorized by permits issued by the New York State Department of Environmental Conservation.
23. Tier 3 Battery Energy Storage Systems

G. Performance criteria.

1. All construction activities (as defined by the agency having approving jurisdiction) that involve soil disturbances greater than 5,000 sf shall comply with the New York State Department of Environmental Conservation (NYSDEC) Stormwater Manual dated 2014. All construction activities shall be required to meet the standards set forth in the SPDES General Permit for construction activities that involve soil disturbances greater than 5,000 sf and all stormwater pollution prevention plans shall meet water quantity and quality controls for all new impervious surfaces as outlined below.
2. Any new construction activity which creates new impervious surfaces greater than 1,000 sf shall be treated for water quality volume (WQv), peak flows (cfs) and volume (cf) as outlined in the New York State Department of Environmental Conservation (NYSDEC) Stormwater Management Design Manual, latest edition, and Chapter 262. Stormwater Management and Erosion and Sediment Control of the Town of Cortlandt Town Code and include enhanced requirements for pollutants of concern as outlined and incorporated in the Stormwater Management Design Manual, latest edition.
3. Low Impact Development (LID) Practices - shall be provided to the extent feasible for all new or redevelopment within the watershed including the use of bioretention facilities, rain gardens, vegetated rooftops, rainwater harvesting, and permeable pavements.
4. Pollutant loadings will not damage any wetland, waterbody or watercourse.
5. Grading and removal of vegetation is minimized for all construction.
6. Septic systems must be pumped at least once during every 3-year period.
7. The storage and stockpiling of manure and other animal waste for use in agricultural operations, agricultural use of fertilizers and land application of manure, and pesticide (including herbicide) storage and use shall comply, to the maximum extent possible, with the practices detailed in the most current versions of "Controlling Agricultural Nonpoint Source Water Pollution in New York State - A Guide to the Selection of Best Management Practices to Protect Water Quality," published by the Bureau of Technical Services and Research, Division of Water, or "Agricultural Management Practices Catalogue for Nonpoint Source Pollution Prevention and Water Quality Protection in New York State.
8. Fertilizers, pesticides, and herbicides shall not be applied in a manner or at a rate which contributes to or causes a contravention of the water quality standards set forth in 6 NYCRR 700 to 705.
9. Pesticide storage and use (including herbicides) are subject to the approval of, and shall comply with the regulations of, the New York State Department of Environmental Conservation.
10. Disposal of pesticide, including herbicides, is prohibited unless authorized by a permit issued by the New York State Department of Environmental Conservation.
11. Disposal of water used for pesticide makeup water or for washing of pesticide equipment is prohibited unless authorized by a permit issued by the New York State Department of Environmental Conservation.
12. Use of streams as sources of water for the washing of equipment used in conjunction with pesticide or herbicide application is prohibited.
13. Lawn chemicals (pesticides and herbicides) shall not be applied within 25 linear feet of any watercourse, or within a wellhead buffer area.
14. Storage of chloride salts and coal shall be in structures designed to minimize contact with precipitation and constructed on low-permeability pads designed to control seepage and run-off.
15. Chloride salt application. Deicing chloride salt use is restricted to the minimum amount needed for public safety as determined by the Town Highway Superintendent.
16. Any petroleum storage tank(s) installed or replaced after the effective date of this chapter must be aboveground or fully visible for inspection within the basement or other interior space, and secondary containment is required for all new tanks.

H. General Provisions for Wetlands, Watercourses, Water Bodies, Wetland Buffers Areas and Steep Slopes. These regulations apply to all wetlands, watercourses, water bodies and buffer areas as defined in Chapter 179. Freshwater Wetlands, Water Bodies and Watercourses of the Town of Cortlandt Town Code and located within the Indian Brook-Croton Gorge Inter-Municipal Watershed Protection Overlay District (regardless of size).

1. Development of wetlands, watercourses, water bodies and buffer areas are to be avoided except where no reasonable alternative exists or where the applicant would otherwise suffer undue hardship if a permit is not issued. In the event such development is approved, impacts shall be minimized to the greatest extent practicable, and a mitigation plan shall be prepared.
2. All applications for permits to disturb wetlands, watercourses, water bodies and buffer areas in the Indian Brook-Croton Gorge Inter-Municipal Watershed Protection Overlay District shall follow the requirements contained in Chapter 179. Freshwater Wetlands, Water Bodies and Watercourses of the Town of Cortlandt Town Code unless a more stringent or restrictive requirement is listed in this section.
3. As a condition of the granting of any wetland permit within the Indian Brook-Croton Gorge Inter-Municipal Watershed Protection Overlay District, the approving authority shall require that the applicant submit a mitigation plan per the requirements listed in Chapter 179. Freshwater Wetlands, Water Bodies and Watercourses of the Town of Cortlandt Town Code.
4. Within the Indian Brook-Croton Gorge Inter-Municipal Watershed Protection Overlay District, the applicant shall be required to create replacement wetlands or restore, recreate or enhance existing wetlands or wetland buffer areas equal to twice the area of wetland or wetland buffer directly impacted.
5. Within the Indian Brook-Croton Gorge Inter-Municipal Watershed Protection Overlay District, no disturbance within 150 feet of any wetlands, watercourses, or waterbodies shall be permitted. Buffers shall be regulated as follows:

Buffers

- i. Buffers along wetlands and waterbodies (as defined in Chapter 179. Freshwater Wetlands, Water Bodies and Watercourses of the Town of Cortlandt Town Code) must extend a minimum of 150 feet horizontally away from and paralleling the delineated wetland boundary.
- ii. Buffers along watercourses (Chapter 179. Freshwater Wetlands, Water Bodies and Watercourses of the Town of Cortlandt Town Code) extend a minimum of 150 feet horizontally away from and paralleling the highwater mark or level of bank full discharge. In undeveloped areas, the buffer shall also be extended to include the 100 year floodplain.
- iii. Buffers along steep slopes (Chapter 179. Freshwater Wetlands, Water Bodies and Watercourses of the Town of Cortlandt Town Code) shall extend 150 feet horizontally plus 2 ft per 1% of slope.

Buffer vegetation

- i. Planting within buffers shall be based on a site-specific planting plan designed to maximize the buffer's capacity to intercept stormwater runoff, stabilize banks, improve water quality, and provide habitat. Planting shall incorporate:
 - a. a diverse mix of perennial native species
 - b. trees and shrubs with dense ground cover to protect soil
 - c. salt tolerant plants in areas where road salt is used
 - d. steep slopes: native perennial grasses; trees and woody shrubs along the water's edge
 - e. bank erosion control: plants with fibrous root systems; deep-rooted woody species

Allowable buffer uses

- i. unpaved foot paths, recreational access, revegetation planting and mitigation planting per the requirements listed above, manual removal of invasive species, removal of trees that pose a safety hazard.

Restricted buffer uses

- i. new impervious surfaces, construction of roads, structures or pipelines
 - ii. removal of vegetation or trees (except for safety purposes)
 - iii. excavation and grading
 - iv. additional lawn
 - v. constructed stormwater measures are to be used outside the buffer to direct stormwater sheet flow to the buffer
 - vi. mining
 - vii. septic tank drain fields
 - viii. agriculture and livestock
 - ix. de-icing application of road salt
 - x. waste disposal or dumping of trash, yard waste and debris
 - xi. application of pesticides, herbicides and fertilizers
 - xii. dams, water diversions, stream channelization
 - xiii. All other activities not specifically listed above are subject to Federal, State and local permit procedures
6. Special provisions.
These special provision apply to new development in previously developed areas where there is no available area for required buffer:
- i. The protected buffer shall be as wide as the site allows, subject to the above-listed conditions where possible, and maintaining as much vegetated cover as possible within 150 feet of wetland or watercourse, especially in areas where bank erosion is evident.
 - ii. Alternative or additional conservation practices (including low impact development (LID)) to reduce runoff load into a wetland or watercourse shall be applied.

I. Wellhead Buffers and Stormwater Hotspots. Within the Indian Brook-Croton Gorge Inter-Municipal Watershed Protection Overlay District, no disturbance within 200 feet of any wellhead or stormwater hotspot shall be permitted. Wellhead buffer areas and stormwater hotspots shall be protected as follows:

1. Construction activities within 200 feet of a wellhead is prohibited except those used for municipal water system purposes such as pumping, treatment, and control facilities and equipment. Wellhead buffer areas shall not be used for any purpose other than municipal water supply, except when a permit has been issued by the Town Board for nonintrusive recreation uses such as picnicking, nature study, fishing, or hiking. The wellhead buffer shall be posted prohibiting trespass for any purpose except as permitted in this subsection.
2. Buffers adjacent to stormwater hotspots (as defined above) shall extend 200 feet horizontally away from hotspot source.

J. Enforcement.

1. Compliance orders. The Director of Code Enforcement/Town Engineer/Building Inspector is authorized to order in writing the remedying of any condition or activity found to exist in, on or about any building, structure, or premises in violation of this chapter. Upon finding that any such condition

or activity exists, the Director of Code Enforcement/Town Engineer/Building Inspector shall issue a compliance order.

- i. The compliance order shall:
 - a. Be in writing;
 - b. Be dated and signed by the Director of Code Enforcement/Town Engineer/Building Inspector;
 - c. Specify the condition or activity that violates this chapter
 - d. Specify the provision or provisions which is/are violated by the specified condition or activity;
 - e. Specify the period of time which the Director of Code Enforcement/Town Engineer/Building Inspector deems to be reasonably necessary for achieving compliance;
 - f. Direct that compliance be achieved within the specified period of time; and
 - g. State that an action or proceeding to compel compliance may be instituted if compliance is not achieved within the specified period of time.
2. The Department of Code Enforcement shall cause the compliance order, or a copy thereof, to be served on the owner of the affected property personally or by registered mail. The Department of Code Enforcement shall be permitted, but not required, to cause the compliance order, or a copy thereof, to be served on any builder, architect, tenant, contractor, subcontractor, construction superintendent, or their agents, or any other person taking part or assisting in work being performed at the affected property personally or by certified mail; provided, however, that failure to serve any person mentioned in this sentence shall not affect the efficacy of the compliance order.

K. Penalties for offenses.

1. Any person who shall violate any provision of this chapter shall be subject to the applicable penalties under this chapter, and any other applicable code or ordinance, without limitation. The chapter penalties are:
 - i. Fines. The person who violates any provision of this chapter shall be liable for a civil penalty of not more than \$250 for each day or part thereof during which such violation shall be continued.
 - ii. Alternatively, or in addition to any action to recover civil penalties provided by Subsection i, the Town Attorney may institute any appropriate action or proceedings to prevent, restrain, enjoin, correct or abate any violation of or to enforce any provision of this chapter.

Section 3: Severability

If any provisions of this local law are held to be unconstitutional or otherwise invalid by any court of competent jurisdiction, the remaining provisions of the local law shall remain in effect.

Section 4: Effective Date

This local law shall take effect immediately upon filing with the Secretary of State.

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

**Adopted April 16, 2024
At a Regular Meeting
Held at Town Hall**

DRAFT



Town Supervisor
RICHARD H. BECKER, MD

Town Board Members
JAMES F. CREIGHTON
CRISTIN JACOBY
ROBERT E. MAYES
JOYCE C. WHITE

TOWN OF CORTLANDT
DEPARTMENT OF RECREATION AND CONSERVATION

Town Hall
1 Heady Street
Cortlandt Manor, NY 10567
MAIN PHONE: 914-734-1050
FAX: 914-734-1059
www.townofcortlandt.com/rec
tocrec@townofcortlandt.com



Director
KEN SHERMAN
914-734-1058
Deputy Director
LESLEY POPKIN
914-734-1057

March 20, 2024

TO: Supervisor Richard H. Becker

RE: ATTENDANCE REPORT – FEBRUARY 2024 - RECREATION

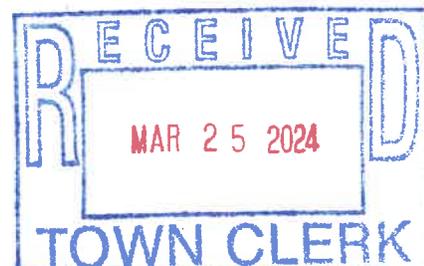
Attached for your information are various reports compiled by the Cortlandt Recreation Division.

1. Indicates the total monthly attendance in our programs beginning January 2015.
2. Provides a detailed attendance report for our YOUTH recreation programs conducted during the month of February 2024.
3. Provides a detailed attendance report for our ADULT recreation programs conducted during the month of February 2024.
4. The summary sheet analyzes the figures reported and explains the reasons why there was an increase or decrease in attendance.

Sincerely,

Kenneth Sherman
Director, Recreation & Conservation

attend/cover-jl



MONTHLY ATTENDANCE REPORT

| | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 |
|-----------|---------|---------|---------|---------|---------|--------|--------|---------|---------|--------|
| JANUARY | 10,931 | 9,159 | 8,329 | 10,343 | 10,193 | 9,309 | 727 | 6,026 | 8,135 | 7,192 |
| FEBRUARY | 10,286 | 10,045 | 9,166 | 9,179 | 9,061 | 10,044 | 948 | 6,334 | 7,396 | 8,284 |
| MARCH | 6,559 | 7,620 | 6,787 | 6,087 | 7,046 | 3,500 | 1,092 | 4,420 | 6,163 | |
| APRIL | 10,593 | 12,792 | 9,437 | 7,699 | 8,448 | 8,027 | 3,708 | 2,392 | 11,347 | |
| MAY | 16,210 | 14,267 | 15,092 | 12,887 | 11,480 | 110 | 8,696 | 8,755 | 10,951 | |
| JUNE | 15,038 | 18,065 | 18,196 | 15,840 | 12,541 | 54 | 13,769 | 10,754 | 12,700 | |
| JULY | 37,604 | 21,151 | 31,056 | 29,060 | 38,686 | 3,003 | 20,742 | 29,166 | 33,781 | |
| AUGUST | 18,773 | 16,242 | 14,485 | 14,944 | 17,904 | 5,196 | 10,445 | 14,751 | 14,322 | |
| SEPTEMBER | 13,111 | 10,614 | 9,449 | 9,208 | 8,968 | 5,391 | 8,000 | 10,001 | 10,731 | |
| OCTOBER | 16,108 | 15,129 | 12,515 | 13,401 | 12,183 | 7,237 | 10,056 | 10,899 | 18,401 | |
| NOVEMBER | 8,502 | 7,764 | 7,645 | 6,793 | 7,084 | 1,866 | 4,441 | 6,601 | 7,032 | |
| DECEMBER | 4,120 | 4,109 | 4,047 | 3,765 | 3,575 | 720 | 3,161 | 4,457 | 4,412 | |
| TOTAL | 167,835 | 146,957 | 146,204 | 139,206 | 147,169 | 54,457 | 85,785 | 114,556 | 145,371 | 15,476 |

TOWN OF CORTLANDT RECREATION
MONTHLY ATTENDANCE REPORT
YOUTH ACTIVITY - 2024

| Activity | # of Sessions | Totals | # of Sessions | Totals | Difference | 2024 Daily |
|--|---------------|----------|---------------|----------|-------------------|------------|
| | Feb. '24 | Feb. '24 | Feb. '23 | Feb. '23 | Feb. '24-Feb. '23 | Average |
| | | | | | 0 | #DIV/0! |
| Art Explorers | 2 | 18 | 3 | 30 | -12 | 10 |
| Art Quest | 2 | 10 | 3 | 15 | -5 | 5 |
| Babysitting Skills | | | | | 0 | #DIV/0! |
| Baseball Camp | | | | | 0 | #DIV/0! |
| Baseball - Travel Tryout | | | | | 0 | #DIV/0! |
| Baseball - Travel Practice | | | | | 0 | #DIV/0! |
| Baseball - Travel Ruth Games | | | | | 0 | #DIV/0! |
| Basketball - Travel Scrimmage | | | | | 0 | #DIV/0! |
| Basketball - Travel Team Boys - Games | 4 | 140 | 3 | 105 | 35 | 35 |
| Basketball - Travel Team Tryouts - Boys | | | | | 0 | #DIV/0! |
| Basketball - Travel Team Boys Prac. | 12 | 120 | 8 | 108 | 12 | 13.5 |
| Basketball - Girls Travel Team Game | 4 | 140 | 6 | 280 | -140 | 46.666667 |
| Basketball - Girls Travel Team Tryouts | | | | | 0 | #DIV/0! |
| Basketball - Girls Travel Team Prac. | 4 | 38 | 6 | 72 | -34 | 12 |
| Basketball - League Meetings | | | | | 0 | #DIV/0! |
| Basketball - Midget Girls Games | | | | | 0 | #DIV/0! |
| Basketball - Midget Girls Practice | | | | | 0 | #DIV/0! |
| Basketball - Midget Girls Tryouts | | | | | 0 | #DIV/0! |
| Basketball - Pee Wee Games | 4 | 900 | 3 | 900 | 0 | 300 |
| Basketball - Pee Wee Practice | 14 | 340 | 10 | 260 | 80 | 26 |
| Basketball - Pee Wee Tryouts | | | | | 0 | #DIV/0! |
| Basketball - Cub Boys Games | 4 | 900 | 3 | 675 | 225 | 225 |
| Basketball - Cub Boys Practice | 14 | 340 | 7 | 192 | 148 | 27.428571 |
| Basketball - Cub Boys Tryouts | | | | | 0 | #DIV/0! |
| Basketball - Jr Boys Games | | | | | 0 | #DIV/0! |
| Basketball - Jr Boys Practice | | | | | 0 | #DIV/0! |
| Basketball - Jr Boys Tryouts | | | | | 0 | #DIV/0! |
| Basketball-9th/10th-Practice | | | | | 0 | #DIV/0! |
| Basketball-9th/10th-Games | | | | | 0 | #DIV/0! |
| Basketball-11th/12th-Practice | | | | | 0 | #DIV/0! |
| Basketball-11th/12th-Games | | | | | 0 | #DIV/0! |
| Basketball - Cub/Midget Girls Games | | | | | 0 | #DIV/0! |
| Basketball - Cub Girls Games | 4 | 600 | 3 | 450 | 150 | 150 |
| Basketball - Cub Girls Practice | 12 | 200 | 5 | 120 | 80 | 24 |
| Basketball - Cub Girls Tryouts | | | | | 0 | #DIV/0! |
| Basketball - Cub/Midget Girls Practice | | | | | 0 | #DIV/0! |
| Basketball - Midget Girls Games | 4 | 600 | 3 | 450 | 150 | 150 |
| Basketball - Midget Girls Practice | 12 | 200 | 8 | 143 | 57 | 17.875 |
| Basketball Camp - Sailors | | | | | 0 | #DIV/0! |
| Basketball - Jr. Girls Games | | | | | 0 | #DIV/0! |
| Basketball - Jr. Girls Practice | | | | | 0 | #DIV/0! |
| Basketball - Jr. Girls Tryouts | | | | | 0 | #DIV/0! |
| Basketball - Free Play FGL | | | | | 0 | #DIV/0! |
| Basketball - Free Play FWS | 4 | 54 | 3 | 43 | 11 | 14.333333 |
| Basketball - Free Play 7-10 grade-Winter | | | | | 0 | #DIV/0! |
| Basketball - Free Play 3-6 grade-Winter | 3 | 150 | 3 | 127 | 23 | 42.333333 |
| Basketball Clinic (1st & 2nd Graders) | 3 | 142 | 3 | 186 | -44 | 62 |
| Basketball Camp - Derek | | | | | 0 | #DIV/0! |
| Basketball Camp - Red Devil | | | | | 0 | #DIV/0! |
| Basketball - Dinners | | | | | 0 | #DIV/0! |
| Bowling - After School | | | | | 0 | #DIV/0! |
| Bowling - Bumper Bowl | | | | | 0 | #DIV/0! |
| Cheerleading Camp | | | | | 0 | #DIV/0! |
| CPR/ for Prof. Rescuer | | | | | 0 | #DIV/0! |
| Game Café at the CUE | | | | | 0 | #DIV/0! |

TOWN OF CORTLANDT RECREATION

MONTHLY ATTENDANCE REPORT

YOUTH ACTIVITY - 2024

| Activity | # of Sessions | Totals | # of Sessions | Totals | Difference | 2024 Daily |
|--|---------------|----------|---------------|----------|-------------------|------------|
| | Feb. '24 | Feb. '24 | Feb. '23 | Feb. '23 | Feb. '24-Feb. '23 | Average |
| Parents Night (Camp) | | | | | 0 | #DIV/0! |
| Camp Orientation | | | | | 0 | #DIV/0! |
| C.I.T. Seminar | | | | | 0 | #DIV/0! |
| Day Camp (1-4) | | | | | 0 | #DIV/0! |
| Day Camp (7,8) | | | | | 0 | #DIV/0! |
| Day Camp (5,6) | | | | | 0 | #DIV/0! |
| Day Camp - Day Play | | | | | 0 | #DIV/0! |
| Environ. Prog.-Hidden Signs of Animals | | | | | 0 | #DIV/0! |
| Environ. Prog.-Pond Study | | | | | 0 | #DIV/0! |
| Environ. Prog.-Things, creep crawl & fly | | | | | 0 | #DIV/0! |
| Environ. Prog.-Trailblazers | | | | | 0 | #DIV/0! |
| Explorers | | | | | 0 | #DIV/0! |
| First Aid | | | | | 0 | #DIV/0! |
| Football - Clinic - Flag | | | | | 0 | #DIV/0! |
| Football - Punt, Pass & Kick | | | | | 0 | #DIV/0! |
| Football Coaches Meeting | | | | | 0 | #DIV/0! |
| Football Tryouts - Juniors | | | | | 0 | #DIV/0! |
| Football Tryouts - Seniors | | | | | 0 | #DIV/0! |
| Football League - Games | | | | | 0 | #DIV/0! |
| Football League - Practice | | | | | 0 | #DIV/0! |
| Football League - Uniforms | | | | | 0 | #DIV/0! |
| Football - Cranberry Bowl-Coach Wolff | | | | | 0 | #DIV/0! |
| Football - Dinner | | | | | 0 | #DIV/0! |
| Flute Choir | | | | | 0 | #DIV/0! |
| Golf | | | | | 0 | #DIV/0! |
| Guitar Lessons | | | | | 0 | #DIV/0! |
| Halloween - Parade | | | | | 0 | #DIV/0! |
| Halloween - Party | | | | | 0 | #DIV/0! |
| Ice Skate Rink | 15 | 212 | 18 | 86 | 126 | 4.777778 |
| Inline Skating Lessons | | | | | 0 | #DIV/0! |
| Jr. Baller Baseball | | | | | 0 | #DIV/0! |
| Jr. Baller Basketball | | | | | 0 | #DIV/0! |
| Junior Explorers | | | | | 0 | #DIV/0! |
| Karate for Kids | 3 | 18 | | | 18 | #DIV/0! |
| Karate - Advanced | | | | | 0 | #DIV/0! |
| Krafty Kids | | | | | 0 | #DIV/0! |
| Lacrosse Camp | | | | | 0 | #DIV/0! |
| Lacrosse Clinic | | | | | 0 | #DIV/0! |
| Lacrosse 5&6 Grade Team | | | | | 0 | #DIV/0! |
| Lacrosse Elem. League Practice | | | | | 0 | #DIV/0! |
| Lacrosse Elem. League Games | | | | | 0 | #DIV/0! |
| Lacrosse League - Summer League | | | | | 0 | #DIV/0! |
| Lacrosse League - Tryouts | | | | | 0 | #DIV/0! |
| Lacrosse Intramurals | | | | | 0 | #DIV/0! |
| Learn to Skateboard | | | | | 0 | #DIV/0! |
| Lego-Oh! | | | | | 0 | #DIV/0! |
| Lifeguard Test | | | | | 0 | #DIV/0! |
| Lifeguard Training | | | | | 0 | #DIV/0! |
| Mad Science | | | | | 0 | #DIV/0! |
| Moms & Toddlin Tots | | | | | 0 | #DIV/0! |
| Movie Night | | | | | 0 | #DIV/0! |
| Mini-Multi Sports Camp | | | | | 0 | #DIV/0! |
| Multi Sports Camp | | | | | 0 | #DIV/0! |
| Music, Movement & Crafts | | | | | 0 | #DIV/0! |
| Nor-West | 11 | 87 | 11 | 97 | -10 | 8.8181818 |
| National Youth Sports Coaches - Clinic | | | | | 0 | #DIV/0! |
| Piano | | | | | 0 | #DIV/0! |

TOWN OF CORTLANDT RECREATION

MONTHLY ATTENDANCE REPORT

YOUTH ACTIVITY - 2024

| Activity | # of Sessions | Totals | # of Sessions | Totals | Difference | 2024 Daily |
|---|---------------|----------|---------------|----------|-------------------|------------|
| | Feb. '24 | Feb. '24 | Feb. '23 | Feb. '23 | Feb. '24-Feb. '23 | Average |
| Playgrounds - FG Lindsey | | | | | 0 | #DIV/0! |
| Playgrounds - West Brook | | | | | 0 | #DIV/0! |
| Playtime | | | | | 0 | #DIV/0! |
| Sailor Fitness | | | | | 0 | #DIV/0! |
| Sailor Softball Camp | | | | | 0 | #DIV/0! |
| Skate Park | | | | | 0 | #DIV/0! |
| Skyhawks - Basketball | 7 | 301 | 3 | 120 | 181 | 40 |
| Skyhawks - Soccer Tots | 4 | 128 | 3 | 99 | 29 | 33 |
| Skyhawks - Volleyball | 4 | 44 | 3 | 30 | 14 | 10 |
| Soccer Camp | | | | | 0 | #DIV/0! |
| Soccer Clinic 1st Grade | | | | | 0 | #DIV/0! |
| Soccer Clinic | | | | | 0 | #DIV/0! |
| Soccer Draft/Coaches Meeting | | | | | 0 | #DIV/0! |
| Soccer League - Evaluations | | | | | 0 | #DIV/0! |
| Soccer League - Midget Games - Boys | | | | | 0 | #DIV/0! |
| Soccer League - Midget Games - Girls | | | | | 0 | #DIV/0! |
| Soccer League - Junior Games - Boys | | | | | 0 | #DIV/0! |
| Soccer League - Junior Games - Girls | | | | | 0 | #DIV/0! |
| Soccer League - Pee Wee Games - Boys | | | | | 0 | #DIV/0! |
| Soccer League - Pee Wee Games - Girls | | | | | 0 | #DIV/0! |
| Soccer League - Midget Prac. - Boys | | | | | 0 | #DIV/0! |
| Soccer League - Midget Prac. - Girls | | | | | 0 | #DIV/0! |
| Soccer League - Junior Prac. - Boys | | | | | 0 | #DIV/0! |
| Soccer League - Junior Prac. - Girls | | | | | 0 | #DIV/0! |
| Soccer League - Pee Wee Prac. - Boys | | | | | 0 | #DIV/0! |
| Soccer League - Pee Wee Prac. - Girls | | | | | 0 | #DIV/0! |
| Soccer - Awards Night | | | | | 0 | #DIV/0! |
| Soccer - Parent & Me | | | | | 0 | #DIV/0! |
| Soccer Travel Tryouts | | | | | 0 | #DIV/0! |
| Soccer Travel Games - High School - Boys | | | | | 0 | #DIV/0! |
| Soccer Travel Games - U09 Boys | | | | | 0 | #DIV/0! |
| Soccer Travel Games - U10 Boys | | | | | 0 | #DIV/0! |
| Soccer Travel Games - U11 Boys | | | | | 0 | #DIV/0! |
| Soccer Travel Games - U12 Boys | | | | | 0 | #DIV/0! |
| Soccer Travel Games - U13 Boys | | | | | 0 | #DIV/0! |
| Soccer Travel Games - U14 Boys | | | | | 0 | #DIV/0! |
| Soccer Travel Games - U15 Boys | | | | | 0 | #DIV/0! |
| Soccer Travel Games - U11 Girls | | | | | 0 | #DIV/0! |
| Soccer Travel Games - U12 Girls | | | | | 0 | #DIV/0! |
| Soccer Travel Games - U13 Girls | | | | | 0 | #DIV/0! |
| Soccer Travel Games - U14 Girls | | | | | 0 | #DIV/0! |
| Soccer Travel Meetings | | | | | 0 | #DIV/0! |
| Soccer Travel Practice - High School - Boys | | | | | 0 | #DIV/0! |
| Soccer Travel Practice - U09 Boys | | | | | 0 | #DIV/0! |
| Soccer Travel Practice - U10 Boys | | | | | 0 | #DIV/0! |
| Soccer Travel Practice - U11 Boys | | | | | 0 | #DIV/0! |
| Soccer Travel Practice - U12 Boys | | | | | 0 | #DIV/0! |
| Soccer Travel Practice - U13 Boys | | | | | 0 | #DIV/0! |
| Soccer Travel Practice - U14 Boys | | | | | 0 | #DIV/0! |
| Soccer Travel Practice - U15 Boys | | | | | 0 | #DIV/0! |
| Soccer Travel Practice - U11 Girls | | | | | 0 | #DIV/0! |
| Soccer Travel Practice - U12 Girls | | | | | 0 | #DIV/0! |
| Soccer Travel Practice - U13 Girls | | | | | 0 | #DIV/0! |
| Soccer Travel Practice - U14 Girls | | | | | 0 | #DIV/0! |
| Sports Squirts | | | | | 0 | #DIV/0! |
| Super Hero Camp | | | | | 0 | #DIV/0! |
| Swim - Competitive Swim Clinic | | | | | 0 | #DIV/0! |
| Swim Instruction - 1,2,3 | | | | | 0 | #DIV/0! |
| Swim - Cook Staff Orientation | | | | | 0 | #DIV/0! |
| Swim - PreSchool | | | | | 0 | #DIV/0! |
| Swim - Tiny Tot | | | | | 0 | #DIV/0! |

TOWN OF CORTLANDT RECREATION

MONTHLY ATTENDANCE REPORT

YOUTH ACTIVITY - 2024

| Activity | # of Sessions | Totals | # of Sessions | Totals | Difference | 2024 Daily |
|---|---------------|-------------|---------------|-------------|-------------------|------------------|
| | Feb. '24 | Feb. '24 | Feb. '23 | Feb. '23 | Feb. '24-Feb. '23 | Average |
| Swim Team - Party | | | | | 0 | #DIV/0! |
| Swim Team - Swim Practice | | | | | 0 | #DIV/0! |
| Swim Team - Dive Practice | | | | | 0 | #DIV/0! |
| Swim Team - Dive Meet | | | | | 0 | #DIV/0! |
| Swim Team - Swim Meet | | | | | 0 | #DIV/0! |
| Swim & Dive Orientation | | | | | 0 | #DIV/0! |
| Swim & Dive Pictures | | | | | 0 | #DIV/0! |
| Swim Instr.-Registration-CJC | | | | | 0 | #DIV/0! |
| Swim Instr.CJC Camp | | | | | 0 | #DIV/0! |
| Swim Instr.-Croton | | | | | 0 | #DIV/0! |
| Tennis Camp - 5-8 year olds | | | | | 0 | #DIV/0! |
| Tennis Camp - 9-14 year olds | | | | | 0 | #DIV/0! |
| Tennis Camp - Advanced | | | | | 0 | #DIV/0! |
| Tennis Camp - Junior Aces | | | | | 0 | #DIV/0! |
| Tennis Camp - Mini Mites | | | | | 0 | #DIV/0! |
| Tennis Instruction - Premier | | | | | 0 | #DIV/0! |
| Tennis Instruction - Youth Indoor | | | | | 0 | #DIV/0! |
| Tennis Instruction - Youth Outdoor | | | | | 0 | #DIV/0! |
| Town Hall Tours | | | | | 0 | #DIV/0! |
| Track Meet | | | | | 0 | #DIV/0! |
| Volleyball Camp - 3 camps | | | | | 0 | #DIV/0! |
| Volleyball Development | | | | | 0 | #DIV/0! |
| Yoga for Little Learners | | | 4 | 20 | -20 | 5 |
| Youth Employment- Hen Hud | 29 | 342 | 28 | 300 | 42 | 10.714286 |
| Youth Employment - Walter Panas | 29 | 383 | 28 | 339 | 44 | 12.107143 |
| Youth Center | 24 | 333 | 24 | 513 | -180 | 21.375 |
| YCS - Canteens | 7 | 165 | 8 | 105 | 60 | 13.125 |
| YCS - Courses & Trips | | | | | 0 | #DIV/0! |
| YCS - Disco & Skate | | | 2 | 40 | -40 | -20 |
| YCS - 5th Grade Fun Club-After School | | | 6 | 123 | -123 | 20.5 |
| YCS - DJ Nights, Karaoke, YC Got Talent | 2 | 66 | 1 | 3 | 63 | 3 |
| YCS - Life Skills-5th grade | | | 3 | 61 | -61 | 20.333333 |
| YCS - Life Skills-6th & 7th grade | | | 1 | 29 | -29 | 29 |
| YCS - Life Skills-booster | | | 1 | 2 | -2 | 2 |
| YCS - Special Event | | | | | 0 | #DIV/0! |
| YCS - Sports Activities | | | | | 0 | #DIV/0! |
| YCS - Too Good for Violence Program | | | | | 0 | #DIV/0! |
| YCS - Rock Wall & Weight Training | 24 | 159 | 24 | 265 | -106 | 11.041667 |
| YCS - Open Gym @ Hen Hud | 2 | 10 | 4 | 45 | -35 | 11.25 |
| YCS - Gaming for Senior Citizens | 4 | 0 | 4 | 0 | 0 | 0 |
| YCS - Ice Skating | 1 | 8 | | | 8 | #DIV/0! |
| YCS - Birthday Parties/Rental | 5 | 66 | 2 | 60 | 6 | 30 |
| YCS - Zoom Courses | | | | | 0 | #DIV/0! |
| Total | 277 | 7214 | 258 | 6493 | 721 | 25.166667 |

**TOWN OF CORTLANDT RECREATION
MONTHLY ATTENDACE REPORT
ADULT ACTIVITY - 2024**

| Activity | # of Sessions | Totals | # of Sessions | Totals | Difference | 2024 Daily |
|--|---------------|-------------|---------------|------------|-------------------|--------------------|
| | Feb. '24 | Feb. '24 | Feb. '23 | Feb. '23 | Feb. '24-Feb. '23 | Average |
| Awareness Through Movement | | | | | 0 | #DIV/0! |
| Badminton | 2 | 34 | 2 | 24 | 10 | 12 |
| Basketball - 30 & Older | 3 | 69 | 3 | 78 | -9 | 26 |
| Basketball - 18 & Older | 3 | 66 | 3 | 72 | -6 | 24 |
| Boating & Seamanship | | | | | 0 | #DIV/0! |
| Body Sculpting | | | | | 0 | #DIV/0! |
| Choosing a College Major | | | | | 0 | #DIV/0! |
| CPR Review | | | | | 0 | #DIV/0! |
| CPR/AED for the Professional Rescuer | | | | | 0 | #DIV/0! |
| Defensive Driving | | | | | 0 | #DIV/0! |
| Environmental Programs: Eagle Fest | | | | | 0 | #DIV/0! |
| Exertone - Mon./Wed. | | | | | 0 | #DIV/0! |
| Flute Choir | | | | | 0 | #DIV/0! |
| Golf Outing | | | | | 0 | #DIV/0! |
| Golf Instruction | | | | | 0 | #DIV/0! |
| Guitar Lessons | | | | | 0 | #DIV/0! |
| Healthy Nutrition | | | | | 0 | #DIV/0! |
| Hip Hop | | | | | 0 | #DIV/0! |
| Karate & Advanced Karate | 4 | 36 | 2 | 16 | 20 | 8 |
| Karate-Advanced | | | | | 0 | #DIV/0! |
| Light Saber Training | 4 | 40 | 1 | 15 | 25 | 15 |
| Mambo-Beginner | 4 | 40 | | | 40 | #DIV/0! |
| Navigating College Financial Aid Process | | | | | 0 | #DIV/0! |
| Nor-West | 21 | 399 | 20 | 397 | 2 | 19.85 |
| Oxygen Administration | | | | | 0 | #DIV/0! |
| Piano | | | | | 0 | #DIV/0! |
| Pickleball | | | | | 0 | #DIV/0! |
| Pilates | | | | | 0 | #DIV/0! |
| Piloxing | | | | | 0 | #DIV/0! |
| Run, Jog, Walk | | | | | 0 | #DIV/0! |
| Soccer-Referee Course | | | | | 0 | #DIV/0! |
| Softball League - Meeting | | | | | 0 | #DIV/0! |
| Softball League - Umpires Meeting | | | | | 0 | #DIV/0! |
| Softball - Men Fall Arc Ball | | | | | 0 | #DIV/0! |
| Softball - Men Games | | | | | 0 | #DIV/0! |
| Softball - Mens/Tournament | | | | | 0 | #DIV/0! |
| Softball - Women's Games | | | | | 0 | #DIV/0! |
| Special Events/Supervisor | | | | | 0 | #DIV/0! |
| Summer Staff - Directors Meeting | | | | | 0 | #DIV/0! |
| Swim - Adult Beginner | | | | | 0 | #DIV/0! |
| Swim Facilities - CJC | | | | | 0 | #DIV/0! |
| Tai Kwon Do-Mixed Class | | | | | 0 | #DIV/0! |
| Tai Chi | | | | | 0 | #DIV/0! |
| Tennis Instruction-Premier | | | | | 0 | #DIV/0! |
| Tennis Team (Men's League) | | | | | 0 | #DIV/0! |
| Tennis Team (Women's League) | | | | | 0 | #DIV/0! |
| Track & Field Meets | | | | | 0 | #DIV/0! |
| Volleyball - Co-Ed | | | | | 0 | #DIV/0! |
| Volleyball - Adv. | 1 | 20 | | | 20 | #DIV/0! |
| Watercolor Painting | | | | | 0 | #DIV/0! |
| Waterfront Yoga | | | | | 0 | #DIV/0! |
| Woga I | 4 | 48 | 4 | 40 | 8 | 10 |
| Woga II | 4 | 76 | 4 | 48 | 28 | 12 |
| Yoga Anyone | | | | | 0 | #DIV/0! |
| Yoga II | 4 | 68 | 4 | 48 | 20 | 12 |
| Yoga Lite | 4 | 42 | 4 | 36 | 6 | 9 |
| Yoga 2.0 | | | | | 0 | #DIV/0! |
| Yoga Core & Stretch | 4 | 72 | 3 | 69 | 3 | 23 |
| Yoga Gentle | 4 | 60 | 4 | 60 | 0 | 15 |
| TOTAL | 66 | 1070 | 54 | 903 | 167 | 16.72222222 |

ATTENDANCE - FIGURE COMPARISONS

Feb-24

2024 8,284
 2023 7,396
 DIFFERENCE 888

| PRINCIPLE PROGRAMS AFFECTING DECREASE IN PROGRAM ATTENDANCE | | |
|---|-----------------------------------|------|
| basketball-girls travel team games | 2 less sessions held | -140 |
| youth center | decrease in program participation | -180 |
| YCS-5th grade fun club | not held in 2024 | -123 |
| YCS-life skills-5th grade | not held in 2024 | -61 |
| YCS-rock wall weight training | decrease in program participation | -106 |

| PRINCIPLE PROGRAM AFFECTING INCREASE IN PROGRAM ATTENDANCE | | |
|--|-----------------------------------|-----|
| basketball-pee wee practice | 4 additional sessions held | 80 |
| basketball-cub boys games | 1 additional session held | 225 |
| basketball-cub boys practice | 7 additional sessions held | 148 |
| basketball-cub girls games | 1 additional session held | 150 |
| basketball-cub girls practice | 7 additional sessions held | 80 |
| basketball-midget girls games | 1 additional session held | 150 |
| basketball-midget girls practice | 4 additional sessions held | 57 |
| ice skate rink | increase in program participation | 126 |
| skyhawks-basketball | 4 additional sessions held | 181 |
| YCS-canteens | increase in program participation | 60 |
| YCS-DJ night, karaoke | 1 additional session held | 63 |

TOTAL

-610

TOTAL 1320



Town Supervisor
RICHARD H. BECKER, MD

Town Board Members
JAMES F. CREIGHTON
CRISTIN JACOBY
ROBERT E. MAYES
JOYCE C. WHITE

TOWN OF CORTLANDT
DEPARTMENT OF RECREATION AND CONSERVATION
OFFICE FOR SENIOR SERVICES

MURIEL H. MORABITO COMMUNITY CENTER
29 WESTBROOK DRIVE
CORTLANDT MANOR, NY 10567
MAIN PHONE: 914-528-1572
FAX: 914-528-1585
www.townofcortlandt.com/seniors



DAWN J. MAHONEY
Director
OFFICE FOR SENIOR SERVICES
DAWNM@TOWNOFCORTLANDT.COM

March 28, 2024

To: Town Clerk Laroue Shatzkin

Re: Senior Citizen Monthly Attendance

Enclosed are the statistics related to the programs conducted at the Muriel Morabito Community Center, during the month of March 2024, for the senior citizens of the Town of Cortlandt under my direction.

In addition to a detailed report of attendance, there is a comparison to last year's figures and a hypothesis to explain the differences.

Sincerely,

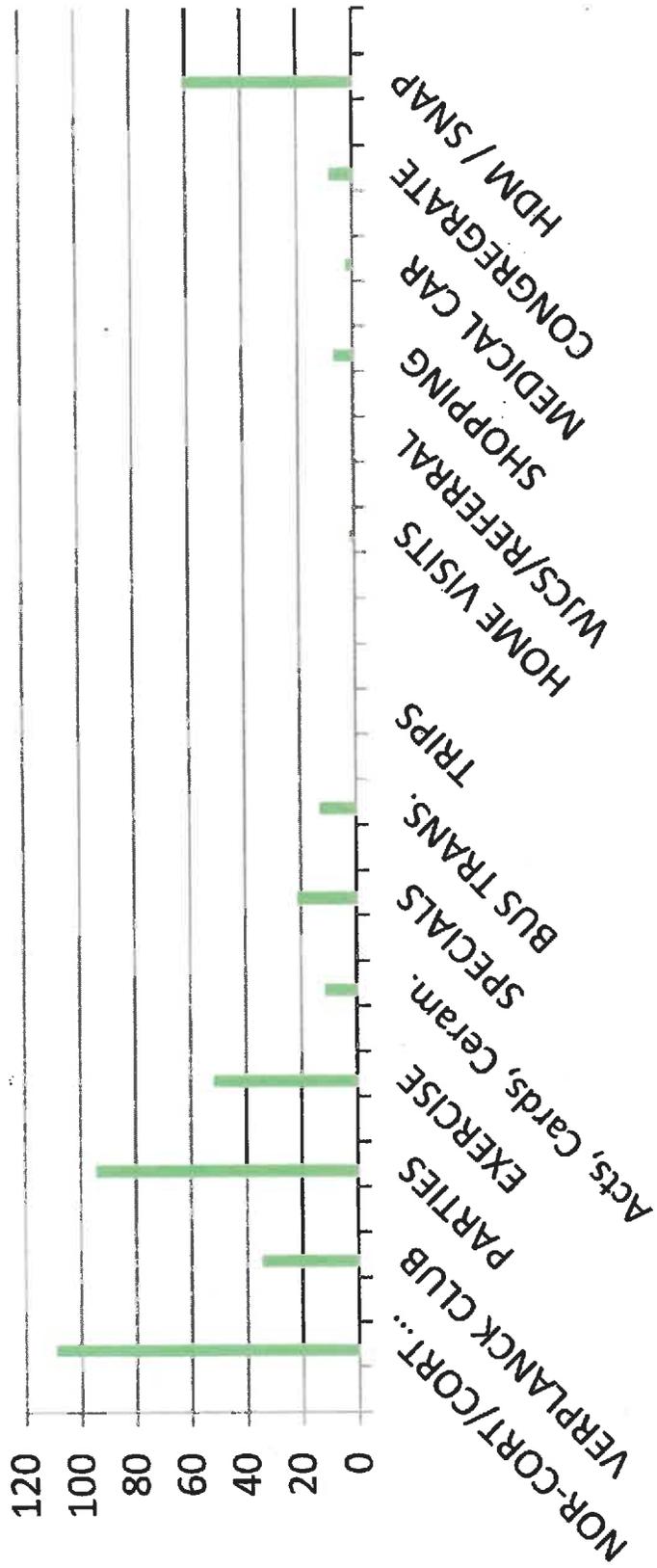
Dawn Mahoney
Director of Senior Services



2024-MARCH

| Activity | # of sessions | Totals | Avg/ session |
|---------------------|---------------|--------|--------------|
| NOR-CORT/CORT CLUB | 4 | 439 | 109.75 |
| VERPLANCK CLUB | 4 | 139 | 34.75 |
| PARTIES | 2 | 190 | 95 |
| EXERCISE | 18 | 928 | 52 |
| Acts, Cards, Ceram. | 16 | 184 | 11.5 |
| SPECIALS | 12 | 259 | 21.5 |
| BUS TRANS. | 3 | 40 | 13.33 |
| TRIPS | N/A | N/A | N/A |
| HOME VISITS | 2 | 3 | 1.5 |
| WJCS/REFERRAL | 20 | 84 | 4.2 |
| SHOPPING | 6 | 43 | 7.17 |
| MEDICAL CAR | 18 | 48 | 2.67 |
| CONGREGATE | 20 | 166 | 8.3 |
| HDM / SNAP | 20 | 1222 | 61.1 |

Senior Citizen Activities for March 2024



Senior Citizen Clubs:

We had 4 large club meetings this month with an average of 110 in attendance at each. Verplanck Seniors continue to meet at the Schoolhouse each week.

Nutrition Program:

The Home Delivered Meal Program is sporadic in nature, due in part to the fragile health of those involved. March yielded a few new additions to the program.

The Congregate Meal Program varies in accordance with the menu as put forth by Westchester County Senior Programs and Services. We continued and increased the number of congregate meals this month, in addition to the GRAB & GO meal service.

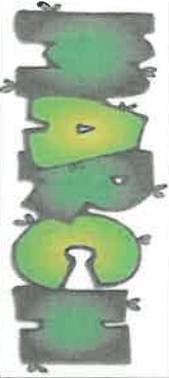
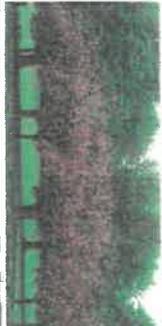
Other Services:

I've attached our March calendar so you can reference all the other offerings at the Center. In addition, to our regularly scheduled programs, we had our Oscar Event, Belly Dancing Class, Sing Along with Bosco the Entertainer, and a Drawing Class featuring Pets. This late winter was packed with activities.

TOWN OF CORTLANDT - The Golden Connection

29 Westbrook Drive
Cortlandt Manor, NY
914-528-1572

MARCH 2024

| Monday | Tuesday | Wednesday | Thursday | Friday |
|--|---|---|---|---|
| <p>Program Information On Reverse Side</p>  |  |  | <p>NOTICE: CALENDARS SUBJECT TO CHANGE WITHOUT NOTICE!</p> | <p>1 Low Impact 10:15am Zumba 12:15pm</p> <p>Pizza & Movie 1:00pm "Mack & Rita"</p> |
| <p>4 Line Dancing 10:30am-11:30am Coffee Hour 12:00pm Drawing Class 12:00pm-3:00pm Oscar Set-Up in Gym 1:00-4:00pm Shopping Trip to Uncle G's & Trader Joe's</p> | <p>5 OSCAR DAY 11:00am-2:00pm</p> <p>Doors open at 10:30am NO EARLIER</p>  | <p>6 Snow Date for Oscars (if needed)</p> <p>Belly Dancing 10:30am-11:30am Men's Discussion Group 12:00pm Drop in Pickleball 12:00-3:00pm</p> | <p>7 Chair Yoga 10:30am Wii Bowling 11:45am Mahjong/Chinese Mahjong, Cards, Canasta and Board Games 12:00pm Rearrangement 12:00pm Social Worker Office Hrs. 1-3pm by appl. only Verplanck St. Patrick's Day Party</p> | <p>8 Low Impact 10:15am Zumba 12:15pm</p> |
| <p>11 Line Dancing 10:30am-11:30am Coffee Hour 12:00pm Poker Group 1:00pm-3:00pm</p> | <p>12 Nor-Cort/Cortlandt Meeting 10:30am Lunch Bingo</p> | <p>13 Belly Dancing 10:30am-11:30am Men's Discussion Group 12:00pm Fitness & Healthy Aging Workshop 12:00-1:00pm</p> | <p>14 Chair Yoga 10:30am Wii Bowling 11:45am Mahjong/Chinese Mahjong, Cards, Canasta and Board Games 12:00pm Verplanck Mtg. 10am (see reverse side)</p> | <p>15 Low Impact 10:15am Zumba 12:15pm Salsa w/Suzi 1:15 - 2:00pm</p> |
| <p>18 Line Dancing 10:30am-11:30am Coffee Hour 12:00pm Drawing Class 12pm-3:00pm Poker Group 1:00pm-3:00pm</p> | <p>19 Nor-Cort/Cortlandt Meeting 10:30am Lunch Bingo</p> | <p>20 Belly Dancing 10:30am-11:30am Men's Discussion Group 12:00pm Heart Health 12:30pm-1:30pm Drop in Pickleball 2:00pm-3:00pm</p> | <p>21 Chair Yoga 10:30am Wii Bowling 11:45am Mahjong/Chinese Mahjong, Cards, Canasta and Board Games 12:00pm Trip Lottery Deadline "Harlem" Verplanck Mtg. 10am @Schoolhouse</p> | <p>22 Low Impact 10:15am Zumba 12:15pm Sing Along 1:00pm-2:30pm</p> |
| <p>25 Line Dancing 10:30am-11:30am Drawing Class 12:00pm-3:00pm Coffee Hour 12:00pm Poker Group 1:00pm-3:00pm</p> | <p>26 Nor-Cort/Cortlandt Meeting 10:30am Lunch Big Bingo 12:30pm</p> | <p>27 Belly Dancing 10:30am-11:30pm Men's Discussion Group 12:00pm Swing Dance 1:30pm-3:00pm NO Drop in Pickleball</p> | <p>28 Chair Yoga 10:30am Wii Bowling 11:45am Mahjong/Chinese Mahjong, Cards, Canasta and Board Games 2:00pm Verplanck Mtg. 10am @Schoolhouse</p> | <p>29 CENTER CLOSED</p>  |

TOWN OF CORTLANDT

“GOLDEN CONNECTION”

SCHEDULE OF EVENTS

PIZZA & MOVIE: Friday, March 1st at 1:00pm. “Mack & Rita” Starring Elizabeth Lail, Diane Keaton, Dustin Milligan. A 30 year old writer spends a wild weekend in Palm Springs and wakes up to find she has magically transformed into her 70 year old self. Includes pizza, beverage and dessert. Must pre-register no later than 1 week prior with payment of \$5.00. Starting in April, we need to increase the cost to \$6.00 as the price of the pizza has gone up.

10TH Annual “Cortlandt Seniors Academy Awards Afternoon” Tuesday, March 5th, Snow Date, March 6th. Walk the Red Carpet... Vote on your Fav’s... Be Voiced best Dressed... Enjoy a Catered Lunch. An afternoon of glam, glitz, goodies and prizes! Gowns, suits, glam and garb are encouraged! Walk the Red Carpet and strut your stuff. Cost \$7.00, must pre-register 1 week prior to event.

Belly Dancing with Sarah Bell: Wednesdays, March 6th, four (4) Sessions. Get fit, have fun, and make friends while learning World Dance. Class is suitable for women of all ages & sizes. Low aerobic exercises and fitness for the entire body. Dance styles Bollywood, Turkish, Latin, Egyptian Pop. Pre-registration with \$10.00 is required no later than one week before.

Verplanck St. Patrick’s Day Party: With music, on March 7th at the School house in Verplanck from 11:00am-2:00pm. Please call Barbara Stewart at 914-737-6404 for more information.

An Interactive Fitness and Healthy Aqilna Workshop, Wednesday, March 13th, 12:00pm-1:00pm. Join the staff of M2 Speed, Strength and Performance and Haven Physical therapy for an interactive workshop that will equip you to live, work and move better. Free, pre-registration required no later than one week prior. Free, refreshments.

Drawing & Pastel Painting Cats and Dogs from Photographic Reference: March 18 & 25 (2 Sessions) from 12:00pm-3:00pm. Do you have a beloved pet or a loved one that would like a pet portrait? In this class we’ll use charcoal and pastel and cover these aspects of producing a beautiful artistic image of a dog, cat, bird or other animals. Demonstrations to show as well as fall. Materials will be included, and a resource list will be provided. Pre-registration required with fee of \$30.00.

Verplanck Meeting: March 14th at 10:30am the new Hendrick Hudson School Superintendent and Board Members will be attending to introduce themselves and answer questions.

SALSA W/SUZI: Friday, March 15, brush up on or learn your favorite Latin dance styles including salsa, rumba, merengue and cha-cha from 1:15pm-2:00pm. Free!



Heart Health: Dr. Craig Hametz will be our guest speaker on Wednesday, March 20th from 12:30-1:30pm, for an educational and engaging presentation “Cardiac Care and You”, healthy heart lunch will follow. Free, must register 1 week prior to event.

Sing Along: Friday, March 22nd from 1:00-2:30pm. Come and sing along to yesterday’s greatest hits with lyrics available. Free with light snacks. Please register no later than 1 week prior to event.

BIG BINGO: Tuesday, March 26th at 12:30pm. Entrance fee is \$7.00, paid in advance, includes card for each game. Additional cards, daubers and bonus games will be available for purchase. Pre-registration with payment is required one week prior to reserve your spot.

SWING DANCE: Wednesday, March 27th from 1:30pm - 3:00pm. Instructor Cameron Kelly will teach the steps to various types of dance in the first half of class. The second half just dance and have fun.

Looking Ahead: Go No Sen Karate—Women’s Self Defense Class - Two class workshop, Wednesday, April 10th and 17th from 10 - 11am. \$29 fee paid directly to Go No Sen Karate. No payments at the center. See flyer for registration link.

Keep an eye out for an extended trip to Maine that will be slated for September, 2024. Trip details and deposits will be posted shortly.

If the Lakeland School District is Delayed or Cancelled , All Senior Programs and Transportation Services at the Community Center are cancelled. Announcements of School Closing & Delays are on: Channel 4 NBC News!

TOWN OF CORTLANDT



RICHARD H. BECKER
Town Supervisor

Purchasing Department
Town Hall
1 Heady Street
Cortlandt Manor, NY 10567
914-734-1046

Town Board Members
JAMES F. CREIGHTON
CRISTIN JACOBY
ROBERT E. MAYES
JOYCE C. WHITE

Purchasing Director
Jennifer Glasheen

*PURCHASING DEPARTMENT
REPORT TO THE TOWN BOARD
MONTH OF March 2024*

| | |
|---|------------------|
| <i>PURCHASE ORDERS PROCESSED</i> | 217 |
| <i>APPROXIMATE PURCHASING VOLUME</i> | \$348,043 |
| <i>AWARDED BIDS/RFP</i> | |
| <i>RFB#24-10 Emergency Tree Work</i> | |

SCHEDULED BIDS/RFP'S

RFP02-23 Towing Renewal – April
RFP#02-24 Cemetery - April
RFP#03-24 Vending Machines -April



Respectfully yours,

Jennifer S. Glasheen
Director of Purchasing



TOWN OF CORTLANDT

Town Hall
1 Heady Street
Cortlandt Manor, NY 10567
Main #: 914-734-1030

DEBRA A CARTER
RECEIVER OF TAXES

April 1, 2024

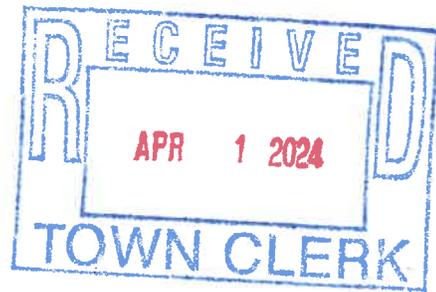
Honorable Richard Becker
Supervisor, Town of Cortlandt
Town Hall
1 Heady Street
Cortlandt Manor, NY 10567

Dear Supervisor Becker:

Pursuant to Chapter 283, Section 281 of the Westchester County Administrative Code 1948, I herewith submit this statement of all monies collected by the Tax Office for the month of March 2024.

Sincerely,

Debra A Carter
Receiver of Taxer



TOWN OF CORTLANDT
RECEIVER OF TAXES
March 1, 2024- March 31, 2024

| COLLECTION | OPENING BALANCE | COLLECTION | UNAPPLIED | CREDIT CARD FEES | MEMO/CHK FEES | MISC | OVER/SHORT | CLOSING BALANCE |
|--------------------------------|-----------------|--------------|-----------|------------------|---------------|------|------------|-----------------|
| School Taxes 2023-2024 | | | | | | | | |
| Croton Harmon | 414,482.73 | 36,099.81 | | | | | | 378,382.92 |
| Hendrick Hudson | 424,611.04 | 86,777.64 | | | | | | 337,833.40 |
| Lakeland | 691,331.16 | 120,109.34 | | | | | | 571,221.82 |
| Putnam | 32,976.28 | 8,733.93 | | | | | | 24,242.35 |
| Yorktown | 34,684.95 | | | | | | | 34,684.95 |
| Total School Taxes | 1,598,086.16 | 251,720.72 | | | | | | 1,346,365.44 |
| School Penalty 2023- 24 | | 25,172.11 | | | | | | |
| Town & County 2023 | 243,843.30 | 9,961.26 | | | | | | 233,882.04 |
| Town & County Penalty 2023 | | 1,195.35 | | | | | | |
| Town & County 2024 | | 1,097,747.09 | | | | | | |
| Total Town, School,County, Pen | 1,841,929.46 | 1,385,796.53 | | | | | | |
| Liens | 2,036,775.17 | 10,938.43 | | | | | | 2,025,836.74 |
| Lien Interest | | 1,349.24 | | | | | | |
| Installation Plan | 29,420.93 | | | | | | | 29,420.93 |
| Installation Plan Interest | | | | | | | | |
| Total Lien & Interest | | 12,287.67 | | | | | | |
| TOTALS Base & Interest | | 1,398,084.20 | | 2,334.16 | 50.00 | | (1.48) | 1,400,466.88 |

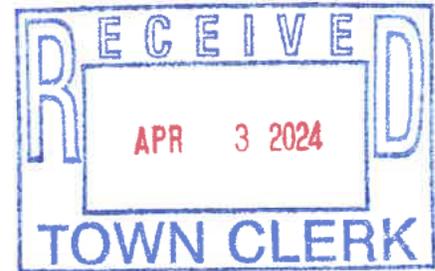
| Account# | Account Description | Fee Description | Qty | Local Share |
|--|---|--------------------|---|-------------------|
| | | Special Permit | 1 | 100.00 |
| | Marriage License | marriage license | 18 | 315.00 |
| | TOWN CLERK FEES | Bid Documents | 1 | 50.00 |
| | | Birth Certificates | 117 | 1,170.00 |
| | | Death Certificates | 372 | 3,720.00 |
| | | EZPass | 8 | 200.00 |
| | | Genealogy | 1 | 10.00 |
| | | Marriage Copy | 5 | 50.00 |
| | Town Clerks Fees | Film Permit | 1 | 800.00 |
| | | Sub-Total: | | \$6,415.00 |
| A2544 | Dog Licensing | Exempt Dogs | 1 | 0.00 |
| | | Female, Spayed | 22 | 198.00 |
| | | Female, Unspayed | 1 | 15.00 |
| | | Male, Neutered | 19 | 171.00 |
| | | Male, Unneutered | 2 | 30.00 |
| | | Sub-Total: | | \$414.00 |
| Total Local Shares Remitted: | | | | \$6,829.00 |
| Amount paid to: | NYS Ag. & Markets for spay/neuter program | | | 50.00 |
| Amount paid to: | Nystatedept. For Marriage Lic. | | | 405.00 |
| Total State, County & Local Revenues: | | \$7,284.00 | Total Non-Local Revenues: \$455.00 | |

To the Supervisor:

Pursuant to Section 27, Sub 1, of the Town Law, I hereby certify that the foregoing is a full and true statement of all fees and monies received by me, Laroue Rose Shatzkin, Town Clerk, Town of Cortlandt, during the period stated above, in connection with my office, excepting only such fees and monies, the application of which are otherwise provided for by law.

Richard H. Beel 4/3/24 L. Rose Shatzkin 04/03/24
 Supervisor Date Town Clerk Date

Mr. & Mrs. Philip Savva
184 3rd Street
Verplanck, NY 10596



March 29, 2024

Town Board
C/O Laroue Shatzkin
Town of Cortlandt, Town Clerk
1 Heady Street
Cortlandt Manor, NY 10567

Dear Town Board,

We hope this letter finds you all well. We are writing to express our interest in purchasing the abandoned property adjacent to our own. This lot is located at 2 Lafayette Street, Verplanck NY 10596. We have diligently and solely cared for the land for almost a decade.

We have reached out multiple times, inquiring about this address over the years. In March of 2021 we discussed with the Deputy Town Attorney the process for obtaining the property and we learned we would have to wait for 2 years before we could pursue obtaining the property due to town rules. Yesterday, Michael Cunningham suggested we put our request into writing so that the topic can be officially discussed at the upcoming town meeting.

As dedicated members of this community, we have taken great pride in maintaining the abandoned property, ensuring it remains free from debris and overgrowth to the best of our abilities. Over the years, we have invested significant time and resources into preserving the property, which has not only enhanced its curb appeal but also contributed positively to the neighborhood's overall appearance.

Given our long-standing commitment to the property, we believe that acquiring it would not only allow us to further improve its condition but also provide us with the opportunity to integrate it seamlessly into our existing property. In doing so, it would enable us to continue the maintenance and enhancement efforts that we have consistently pursued for the past several years.

We understand that the disposition of this property is subject to various considerations. However, we respectfully request that our interest in purchasing the property be taken into account when evaluating its future. We welcome the opportunity to further discuss this matter at your earliest convenience. please feel free to contact us at [REDACTED] to arrange a meeting or to provide any additional information that may be required.

Thank you, to the Town of Cortlandt, for considering our request. We look forward to the possibility of acquiring the abandoned property and continuing our efforts to enhance our community.

Sincerely,

Handwritten signature of Philip & Shannon Savva.

Philip & Shannon Savva

DRAFT

RESOLUTION

NO.

(AUTHORIZE THE PURCHASE OF TECHNOLOGY INTEGRATION SOFTWARE)

WHEREAS, the Town consistently researches ways to streamline its operations; and

WHEREAS, Granicus is a company that focuses on “digital experiences for government” and is able to create a platform to integrate the Town’s technological suite; and

WHEREAS, there would be an initial cost of \$10,486.00 to create the platform with a yearly subscription fee of \$26,322.00 to be increased on an annual basis;

NOW, THEREFORE, BE IT RESOLVED that the Town Supervisor is authorized to execute documents to purchase Granicus software as described in this resolution.

BE IT FURTHER RESOLVED that Comptroller is authorized to amend the budget as necessary.

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

**Adopted April 16, 2024
At a Regular Meeting
Held at Town Hall**

DRAFT

RESOLUTION

NUMBER XX-24

(RE: AUTHORIZE PROFESSIONAL SERVICES CONTRACT WITH APEX APPRAISAL SOLUTIONS FOR STREETSCAPE IMAGERY)

WHEREAS, the Assessor's Office has upgraded their software to a modern assessment database; and

WHEREAS, the Assessor's office manages information on 15,337 parcels of property and streetscape imagery will greatly enhance the ability of staff to capture data particulars; and

WHEREAS, Apex Appraisal Solutions will collect the images of over 166 miles of road and manage the import into the Assessment Database;

NOW, THEREFORE, BE IT RESOLVED, that Supervisor is authorized to execute a contract with respect to the above in an amount not to exceed \$35,000.; and

BE IT FURTHER RESOLVED, the Comptroller is authorized to amend the budget with respect to same.

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

**Adopted April 16, 2024
At a Regular Meeting
Held at Town Hall**

RESOLUTION

DRAFT

NUMBER

RE: (AMEND LIST OF APPROVED TOWN CONSULTANTS FOR A VARIETY OF ENGINEERING PLANNING AND SCIENCE SERVICES)

WHEREAS, the Town has kept a list of on-call consultants to assist the Department of Technical Services (DOTS) and the Department of Planning & Community Development on a variety of engineering, planning and science disciplines; and

WHEREAS, from time to time the approved list needs to be updated, and

WHEREAS, the list was last approved by Resolution 185-20 on July 21, 2020, and

WHEREAS, Michael E. Young of Badey & Watson has submitted sufficient qualifications with respect to Wetland Delineation and Arboriculture and it is the opinion of the Director Planning & Community Development that Mr. Young be added to the list of approved consultants, and

WHEREAS, Mr. Stephen Coleman who provided wetland and bio-diversity services to the Town and was listed as an approved consultant has retired and should be removed from the list.

NOW THEREFORE BE IT RESOLVED that Michael E. Young of Badey & Watson, 3063 Route 9, Cold Spring, NY 10516 be added to the list of approved consultants and Stephen Coleman be removed.

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

**Adopted on April 16, 2024
at a Regular Meeting
Held at Town Hall**

TABLE OF CONSULTANTS FOR VARIOUS ENGINEERING AND SCIENCE CONSULTING SERVICES

| Company | Arbore-cultural | Wetland / Soil Science | Biodiversity Science | Environ. Testing | Geology | Hydro-geology | Hydraulics & Hydrology | Traffic | Noise & Air Quality |
|--|-----------------|------------------------|----------------------|------------------|--------------|---------------|------------------------|--------------|---------------------|
| Bartlett Tree Experts 2240 Saw Mill River Rd Elmsford, NY 10523 | X | | | | | | | | |
| Savatree 550 Bedford Road Bedford Hills, NY 10507 | X | | | | | | | | |
| Paul Jaehnig P.O. Box 1071 Ridgefield, CT 06877 | | X | | | | | | | |
| Stephen W. Coleman 3 Aspen Court Ossining, NY 10562 | X | X | X | - | - | - | - | - | - |
| HVEA Engineers 560 Route 52, Suite 201 Beacon, NY 12508 | | X | | | | | X | X | |
| Woodard & Curran Engineering & Geological Services P.A. P.C. 800 Westchester Avenue Suite N507 Rye Brook, NY 10573 | | X | | | | | X | | |
| AKRF 34 South Broadway Suite 401 White Plains, NY 10601 | X | X | X | X | X | X | X | X | X |

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| Weston & Sampson, PE, LS, LA, PC 100 South Bedford Road Suite 340 Mount Kisco, NY 10549 | X | X | X | X | | | X | X | |
| WSP USA 4 Westchester Park Drive Suite 175 White Plains, NY 10604 | | X | X | X | X | X | X | X | X |
| Michael E. Young Badey & Watson 3063 Route 9 Cold Spring, NY 10516 | X | X | | | | | | | |

X – DENOTES SUBMITTED STATEMENT OF INTEREST / QUALIFICATIONS

DRAFT

RESOLUTION

NUMBER -24

(AUTHORIZE THE PURCHASE OF SUPPLIES FOR THE INTERMUNICIPAL AGREEMENT WITH WESTCHESTER COUNTY FOR THE DISPOSAL OF RESIDENTIAL FOOD SCRAPS)

WHEREAS, the Town of Cortlandt routinely engages in sustainable initiatives;
and

WHEREAS, Conservation Advisory Council recommended a food waste recycling program for Town residents and the Town Board passed Resolution 352-23 authorizing participation in a Westchester County food waste recycling program;

NOW, THEREFORE, BE IT RESOLVED that the purchase of supplies in an amount not to exceed \$6,000. is approved for the implementation of said program; and

BE IT FURTHER RESOLVED, that the Comptroller is authorized to amend the budget if necessary.

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

**Adopted April 16, 2024
At a Regular Meeting
Held at Town Hall**

DRAFT

RESOLUTION

NUMBER -24

(RE: ADOPT THE UPDATED PURCHASING MANUAL FOR 2024)

RESOLVED, that the Town Board of the Town of Cortlandt does hereby Adopt the Updated 2024 Purchasing Manual as prepared by the Purchasing Director, including a Sustainability Procurement Policy.

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

**Adopted on March 16, 2024
At a Regular Meeting
Held at Town Hall**

DRAFT

**Town of Cortlandt
1 Heady Street
Cortlandt Manor, New York 10567
(914) 734-1046**



**PURCHASING/CENTRAL SUPPLIES
POLICY AND PROCEDURE
MANUAL**

Revised 12/21/2023

PROCEDURES MANUAL

Section I – Purchasing Procedures Section II – Central Supplies Office Procedures

INTRODUCTION

This manual has been prepared and is presented here as a working document; a tool to be used to assist you with your purchasing requirements. While this document has been prepared by, and describes the procedures of the Purchasing and Central Supplies Offices, it should be stressed that this manual is NOT about either department, but IS about purchasing; how you should go about the business of securing the necessary goods and services that you need for the effective operations of your areas of responsibility. It is suggested that you read this document closely, ask any questions that you feel necessary to increase your understanding of the purchasing process, and refer to it as frequently as you need to in the course of carrying out your daily responsibilities.

This manual is intended to both establish and familiarize you with the standards and procedures of the Purchasing Department and Central Supplies Office. Cooperatively, we can provide you with quick, efficient and reliable service.

As always, the staff of the Purchasing Department and Central Supplies Office are available and stand ready to assist you in any way possible.

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TOWN OF CORTLANDT PURCHASING POLICIES AND PROCEDURE MODEL

I. Purpose

The purpose of this manual is to set forth the policies, principles and practices of the Town of Cortlandt, with regard to Purchasing and to define its responsibilities. Departments can also purchase items from the Central Supplies Office which operates under the jurisdiction of the Purchasing Department. All Central Supplies Office procedures are outlined in Section II.

II. Scope

These policies and practices apply to all Departments and Agencies of the Town of Cortlandt

III. Purchasing Policy – General

A. Responsibility for Purchasing

1. The responsibility for purchasing of commodities in the Town of Cortlandt has been delegated to the Purchasing Department and the following names & Titles.

Director of Purchasing – Jennifer Glasheen

Additional staff may be directed under appropriate circumstances by the
Director of Purchasing

2. Certain purchasing functions (such as solicitation of information regarding product specifications), may be obtained from the requesting Department Head. This will not relieve Purchasing of its primary responsibility.
3. Material Orders are not to be placed directly with Vendors by operating departments without first having submitted Requests to Purchase form (unless previously authorized by the people listed above and verifying availability of funds). Approval must be in the form of a purchase order, contract or agreements.
4. It is the responsibility of the Comptroller's Office to make the Purchasing Director aware of any violations of the procedures enumerated above.

The Purchasing Department tries to make available information of interest to the various Departments. On many occasions a using department will acquire information or knowledge that will be of general interest to other departments. On such occasions it will be appreciated if this information is passed on to the

Purchasing Department. The Purchasing Department will then be able to act on it for the general benefit of the Town operation and be in a position to disseminate this information to the various Town departments. While the Purchasing Department does endeavor to keep abreast of new developments and conditions in the market place, on many occasions personnel in the using departments will receive information not readily available to the Purchasing Department. It would be considered of tremendous assistance if this information were shared with the Purchasing Department.

Occasionally, an item or service of a very special value will be brought to the attention of the department by suppliers of some agencies of government. On such occasions, quick checks will be made with departments that might be interested in such purchases. The cooperation of the departments in making prompt decisions and perhaps altering slightly their requirements in the products or services which they need will enable the Town to incur substantial monetary savings for the departments.

The operation of the Purchasing Department is regulated by various Federal, State and Town laws and regulations. It is always the intention to comply with both the letter and the spirit of these laws in the conduct of the purchasing functions and whenever possible, to simplify, clarify and modernize the laws governing purchasing.

PURPOSE OF A PURCHASE REQUISITION

When goods and supplies are needed by a department, a requisition is not only the first step in the procurement process but it's a requirement of Town Law. The purpose of a requisition is to give the Purchasing Department proper notification and authorization to secure necessary goods and supplies in accordance with both your needs and established purchasing procedures.

WHEN TO REQUISITION

You should always anticipate, as soon as possible, your requirements for supplies and submit appropriate requisitions far enough in advance so that the normal established purchasing procedures can be adhered to, and at the same time comply with the appropriate legal requirements governing this activity. Purchases of over \$20,000 require formal sealed bids that, generally speaking, require a minimum of twenty working days to complete the process from the time the bid document leaves the department to the respective vendors. For purchases under \$20,000 the time necessary to complete the bid process can range from the same day that the requisition reaches the department (via the telephone bid process) to up to eight working days.

It should be noted that in addition to the time required to complete the bid award process, you must take into consideration the time required for the vendor to deliver the item to your respective department.

PAYMENT OF VENDOR CLAIMS

Timely payment of vendor claims is extremely important in maintaining the credit standing of the Town of Cortlandt. The most significant factor that prevents the Comptroller's Department from making such payments is the lack of a receiving copy of the purchase order from the departments and any packing slips or invoices the departments may have. It should be clearly understood by all personnel that receiving copies of purchase orders **MUST** be forwarded to the Purchasing Department within two (2) days upon receipt of the goods or services. There should be no exceptions to this rule. Any invoices should be attached to the receiving copy and processed to Purchasing.

If you receive an invoice and no white purchase order receiving copy is received within two weeks, a call should be placed to Purchasing. We may not be aware of the purchase and we can then begin the process of issuing the proper paperwork.

NOTE: NO orders should be placed without a Purchase Order Number. This is to ensure that the vendor will be paid. (Exception monthly accounts where a number has been assigned to use for the specified month).

PURCHASING PROCEDURES AND VARIOUS FORMS

On the pages that follow our outline, in a step by step manner, the procedures and steps in the purchasing process from instructions on how to complete Request to Purchase through the actual receipt of the goods or services by you. Samples of the various forms used by the Purchasing Department are also included for your assistance.

The Purchasing Department is charged with the responsibility of purchasing all commodities for the Town of Cortlandt. Among others, some of the chief areas of responsibility of the Purchasing Department in carrying out the functions are:

- Solicit bids through competitive bidding and establish prices
- Issue Purchase Orders
- Sale of surplus properties and equipment (Central Supplies Office)
- Assist in all aspects of materials management (Central Supplies Office)
- Streamline methods and procedures on an on-going basis
- Search for new markets and sources of supply
- Working hand in hand with the departments to assist with their purchasing requirements. The Department is not responsible for the receipt of materials ordered for departments with the exception of the

Central Supplies Receiving location. (see receiving policies and procedure of Central Supplies Garage).

- Manage Town Hall mail system
- Administration for the Cortlandt Heating Oil Plan (CHOP)

A. GOAL

The goal of the Purchasing Department is to provide increased economies in Town procurement activities and to maximize to the fullest extent possible the purchasing value of the Public procurement.

In evaluating and selecting vendors, consideration is given to quality, price, past performance, ability to meet scheduled deliveries and guarantees of the various vendors and to ensure the fair and equitable treatment of all persons, firms, corporations, etc, who deal with the Town's purchasing procedures. Adhering to the philosophy that it is good to have more than one source of supply, the Department actively solicits competitive bidding and encourages new vendors to offer their sources of supply to the Town. This fosters effective broad based competition within the free enterprise system.

With respect to new ideas or materials, the Department always welcomes any and all constructive ideas, and is continually interested in securing new materials, equipment, services, and the like, which will result in efficient operations and/or dollar savings to the Town.

B. SUPPLIER SELECTION AND SOLICITATION

- Supplier selection is a function of the Purchasing Department. Suggestions as to potential supplies are welcomed from users, but the commitment of any purchase is the responsibility of Purchasing. Any disagreement in this area between the Requisitioner and Purchasing, shall be brought to the attention of the Comptroller.
- Non-Purchasing personnel are to obtain the approval of the Purchasing Department prior to discussing potential purchases with suppliers. These discussions should not include price, nor shall bids be requested. The results of such meetings should be reported to the Purchasing Department. The reasons for this policy are many but designed to protect the Town's interest by:
 - a. Screening suppliers for financial and production capabilities and other appropriate reasons.
 - b. Preventing unauthorized expenditures of funds.
 - c. Preventing unauthorized roaming-at-will through Town premises by the peddlers, solicitors and other supplier representatives.

V. Commodities Covered

All commodities should be included through the Purchasing Department unless agreed upon between the Purchasing Director and Comptroller.

VI. Approval and Purchasing Authority

A. Request to Purchase Form

1. Approval authority is required for all Request to Purchase Forms (Exhibit A). Request to Purchase Forms must be signed by the originator and approval by the Department Head or his authorized representative (as indicated in writing to the Purchasing Department.) Approval authority is recorded on the Authorized Request Form (Exhibit B).

B. Receipt and Processing of Request to Purchase Form

1. All Request to Purchase forms are to be dated the day they arrive in the Purchasing Department.
2. After buyer has obtained all pertinent data (e.g., price, shipping point, payment, and discount). Request to Purchase forms will be distributed for preparation of the Purchase Order.
3. Purchase Order will then be signed by the Director of Purchasing as outlined in Appendix A-1.
4. Once a Request to Purchase form has been received in Purchasing, an item thereon may not be changed unless it has been approved in writing by the requisitioner. The Purchasing Department has the responsibility to request reconsideration of specification or quantity of material if it appears that the interest of the Town may be more beneficially served.
5. A pink copy of the Request to Purchase form will be filed with the Purchasing copy of the corresponding Purchase Order, when the order is placed.

C. Instructions for the Issuance of a Request to Purchase

A Request to Purchase form (see Exhibit A) for all departments consist of three (3) parts.

The pink and 2nd white copy are to be sent to the Purchasing Department and the third white copy is to be retained by the department.

1. Date of Requisition – this is to be the date on which the Request to Purchase forms are prepared by the requesting agency/department.

2. Purchase Order # - this number will be assigned by the Purchasing Department when received from the issuing department.
3. Requesting Dept. – The Department or Division of where the goods or materials are to be used.
4. Deliver to – the complete address to which the materials are to be shipped must appear along with any special remarks such as, to the attention of.
5. Account Number – account numbers must be shown as outlined in the department budget.
6. Quantity/Units – the quantity must be clearly stated in standard package units of dozen, pounds, hundreds, each. Approximate amounts Are Not To Be Used.
7. Description- the material or services should be clearly itemized, as well as described and where possible, the manufacturer and catalog number should be shown. Details such as size, color, weight, voltages, and whether installation is required must be given. Where equipment such as office machined, projectors, recorders, etc., are purchased for replacement, the old equipment should be listed as a trade-in. The make model and serial numbers of the trade-in must be detailed, also the fixed asset tag number (Inventory Number).
8. Unit Price- Costs per single quantity of item. Do not extend.
9. Total/Extension – this column is to reflect the new total cost of each item and grand total or all items listed, to be completed by Purchasing Department.
10. Authorized Signature – the signature of the Department Head or authorized representative should appear in this block. The date the Request to Purchase form is signed appears in block.
11. Delivery Date Requested- the normal delivery required under the terms of the Purchase order is 30 calendar days. Any special delivery is required fill in the calendar date by which delivery is needed.
12. Vendor- the name and address of the vendor to be utilized will be filled in by the Purchasing Department except in cases where the Request to Purchase form is a “confirmation”, in which case it is the department’s responsibility to fill in the vendor’s name.
13. Bid #- if known should be filled in by Requesting Dept. or purchasing will complete it.

D. Purchase Order

1. A Purchase Order (Exhibit C) to be valid, must be signed by the Purchasing Director or his authorized representative as outline in the Approval Authority (Exhibit B).
2. Conditions of Purchase are shown on the front of the Purchase Order Green Form (Exhibit D), Vendor Copy.
3. Any deviation from these standard Terms and Conditions must be agreed to in writing by both the Town and the Supplier.
4. Purchases exceeding \$100.00 must be approved by the Town Supervisor with the exception of: Purchases pertaining to safety, automotive parts, general supplies to maintain Town operations and items authorized by resolution.
5. The current Purchase Order system notifies staff if funds are not available at the Time a purchase order is generated. The Comptroller should be kept informed, whenever possible, so that the appropriate action can be taken. However, the Purchasing Director does have the authority to proceed with appropriate purchases to ensure the ongoing operations and safety of the government.

Blanket Purchase Orders

A. General

Blanket Purchase Orders are used for those few merchants from whom many repetitive purchases are made as supplies are required. Rather than issue a Purchase Order for each purchase, one Purchase Order is issued for a month to cover all purchases during that month.

B. Procedure-Purchasing Department

1. Identify the need to have a Blanket Purchase Order through examination of past purchasing records.
2. Solicit bids form qualified local Suppliers if there is more than one accessible Supplier.
3. Place the order with the selected vendor by issuing a pre-numbered Purchase Order. In the description section, write:
“THE USE OF THIS PURCHASE ORDER IS AUTHORIZED BY THE
UNDERSIGNED FOR SALE OF MERCHANDISE TO THE TOWN OF
CORTLANDT UP TO A LIMIT OF \$..... PER MONTH.”

4. Inform authorized employees of the types of item covered by Blanket Purchase Orders, Vendors name and expiration date. Each Authorized employee should obtain approval form the Purchasing Department before making a purchase under the Blanket Purchase Order.
5. Close the Blanket Purchase Order monthly and issue a new Purchase Order for the coming month

C. User Department

Monthly, forward the original delivery tickets received from authorized employees, to the Purchasing Department. Keep a photo copy of same in your department file.

VII. Charge Accounts:

There will be no charge accounts without the prior issuance of a purchase order and the approval of the Purchasing Director with the Comptroller’s concurrence.

VIII. Bid and Quotation Procedure

UNDER NO CIRCUMSTANCES CAN A QUOTE THAT EXCEEDS THE BID LIMIT BE AWARDED.

A. Solicitation of Bids and Quotations, General/Informal

Bid requests (Requests or Quotation are to be submitted to equally qualified sources When properly prepared, this form offers bidders all the information needed to prepare a carefully considered, complete quotation. When necessary, appropriate samples, “dummies” or specifications in greater detail will be attached to the Bid/Quotation.

PURCHASES OF COMMODITIES, EQUIPMENT OR GOODS:

| ESTIMATED AMOUNT OF PURCHASE ORDER | PROCEDURE |
|---|---|
| A. Up to \$1,500 | a. At the discretion of the Purchasing Department* |
| B. \$1,501 – 5,000 | b. Documented telephone/web site quotes from at least two (2) separate vendors (if available)* |
| C. \$5,001 – 9,999 | c. Formal written quotes from at least two (2) separate vendors (if available)* |
| D. \$9,999-\$19,999 | d. Formal written/web site quotes form at least three (3) separate vendors (if available)* |
| E. \$20,000 and up | e. Sealed bids in conformance with Municipal Law, Section 103. |

On bids for labor and materials or service contracts (with the exception of public work*) the same bid requirements as listed for Purchase Contracts/Orders in a, b, and c sill apply. In addition the following schedule will apply.

DOLLAR LIMIT

PROCEDURE

- | | |
|----------------------|--|
| a. Up to \$1,500 | <i>a. At the discretion of the Comptroller</i> |
| b. \$1,501 – 5,000 | <i>b. Telephone quotes from at least two (2) separate vendors (if available)</i> |
| c. \$5,001-7,000 | <i>c. Formal written quotes from at least (2) separate vendors (if available)</i> |
| d. \$7,001 – 9,999 | <i>d. Formal written quotes from at least four (4) separate vendors (if available)</i> |
| e. \$10,000-19,999 | <i>e. Formal Request for Proposal (RFP) response From at least three (3) vendors</i> |
| f. \$20,000 – and up | <i>f. Formal sealed bids in conformance with Municipal Law, Section 104</i> |

In all circumstances, whenever other than the lowest quote is awarded, there must be written documentation of the reason for the award.

Professional Service and Consultants

Whereas the intent of 104-b also included the hiring of consultants and professionals, the following policy shall apply.

- | | |
|--------------------|--|
| a. Up to \$5,000 | Annual charge will be at the discretion of the Department Head and with the approval of the Town Supervisor. |
| b. \$5,001-15,000 | Prices should be obtained by formal written quotes from at least (2) sources and the award will be made at the discretion of the Department and with the approval of the Town Supervisor |
| c. \$15,001-19,999 | Prices will be obtained by formal written quotes from at least three (3) sources and the award will be made by the Department Head/Supervisor and the Town Board |
| d. \$20,000-and up | Prices will be obtained by RFP with the award of contract being made by a committee possibly consisting of Supervisor, Town Board, Comptroller, Purchasing Director and Department Head. |

Exceptions to these limits/procedures can be in accordance with Town Board resolution.

Proper documentation, acceptable to the Town Comptroller must be given if the required number of quotes cannot be accommodated.

Awards to other than the lowest propose must be properly documented with the rationale/reason for rejection of the lowest price.

Any and all procedures not specifically covered in this policy will be adhered to as covered in General Municipal Law, Section 104-b.

Note – See top Page 6 to denote Public Works (Example **, *, *****)*

****With the increase in the bidding limits effective 2009, it is important to distinguish between contacts for public work and purchase contracts, as there terms are not defined in the General Municipal Law. This distinction is especially important because there is a \$15,000 difference between the bidding thresholds and because**

the board must now establish procedures for procurements below the bidding thresholds.

In general, purchase contracts involve the acquisition of commodities, materials, supplies or equipment, while contracts for public work involve services, labor or construction. Many times contracts for public work involve both goods and services, and it's difficult to determine which bid limit to apply. Each procurement must be reviewed on a case-by-case basis and a determination made as to what kind of contract is involved. ***As a central rule, if the contract involves a substantial amount of services such that it is the focal point and the acquisition of goods is incidental, it will be considered a contract for public work. Conversely, if services or labor are only minimal or incidental to the acquisition of goods, it is considered a purchase contract.

**** For example, a contract for interior painting of a public building involved both material (paint) and labor (painting). In most instances the labor component of the contract will be predominant making it a contract for public work. In contrast, replacing a boiler or furnace while involving both equipment (the boiler) and labor will in most instances consist primarily of a charge for the equipment, making it a purchase contract.

1. Manufacturer- wherever feasible and economically advantageous, requests for quotation will be directed to manufacturers rather than distributors.
2. Preparation of Requests for Quotations- Written and electronic quotations are solicited, the Request for Quotation shall:
 - a. Be prepared on a "Request for Quotation"
 - b. Contain an adequate description of the item requested, including specifications, quantities, delivery date, etc.
 - c. Require vendor to furnish price, terms of payment, delivery time and F.O.B point.
 - d. Request vendor to suggest in addition to his response to the bid request, and alternate proposal if it will represent an economic advantage to the Town.
 - e. Request a response within a stipulated time.
 - f. Whenever feasible, quotations should be posted on the **Empire State Group** electronic bid/quote distribution site. This is up to the discretion of the Purchasing Director
 - g. Attached or noted with the associated Requisition/purchase order
3. Telephone Response to Request for Quotation
 - A. All responses should be documented on the Request to Purchase. (Upon receipt of responses the envelope and its contents will be date stamped.)
 - Check the returned quotations against the original solicited and record the quotation responses on the summary section of the Request for Quotation form.
 - Follow-up non-responders to quotation requests, at least once.

- Submit the Summary of the Requests for Quotation together with all the quotation responses to the buyer for action.

B. When a telephone or oral quotations are secured, in lieu of a written quotation, an appropriate written record of the quotation shall appear on the requisition form (Exhibit F)

**Purchasing Department Only Number 3*

*** , ***, **** Examples Public Works*

C. If the vendor selected is not the low bidder, an explanation as to the reason why the low bidder was not selected should be made on the request to purchase or by memorandum-as per the recommendation and approval of the bid award committee.

*5. Appropriate Number of Bid/Quote Responses-sufficient care must be taken to assure receipt of a representative number of responses.

*6. Bid Award Committee may consist of the following:

- a. Purchasing Director
- b. Comptroller
- c. Town Attorney
- d. Appropriate Department Head

6. Contract Authority

At the regular Town Board Meeting in January, the Town Board should adopt a resolution authorizing the Supervisor to execute all contracts awarded by the Purchasing Director.

The authority should also be extended to the Supervisor to enter into contracts with New York State of Office of General Services and other appropriate agencies during their applicable contract period.

Contracts that require a substantial Budget transfer for the upcoming fiscal year should be awarded by the Town Board.

B. Solicitation of Sealed Bids:

All “sealed bid” requests will be handled in accordance with the requirements as set forth in General Municipal Law Section #103 and 104.

C. Piggybacking/Best Value

Piggybacking

A new subdivision 16 has been added to General Municipal Law (GML) § 103 to authorize political subdivisions to purchase apparatus, materials, equipment and supplies, and to contract for services related to the installation, maintenance or repair of those items, through the use of contracts let by the United States or any agency thereof, any state or any other political subdivision or district therein.

Best Value

The Purchasing Department may exercise the local option set forth in § 103, Subdivision 1, of the New York State General Municipal Law, as amended by Chapter 608 of the Laws of 2011 and Chapter 2 of the Laws of 2012, which amendment authorizes the Town to award purchase contracts and contracts for services subject to competitive bidding under General Municipal Law § 103 on the basis of either lowest responsible bidder or “best value” as defined in § 163 of the New York State Finance Law. The “best value” option may be used if it is more cost efficient over time to award the good or service to other than the lowest responsible bidder if factors such as lower cost of maintenance, durability, higher quality and longer product life.

The Town may utilize purchase contracts and service contracts that have been procured pursuant to competitive bidding under General Municipal Law § 103 by either lowest responsible bidder or best value.

The provisions of this chapter apply to Town Purchase contracts involving an expenditure of more than \$20,000.00 and Town contracts for services involving an expenditure of more than \$35,000.00 but exclude purchase contracts necessary for the completion of a public works contract pursuant to Article 8 of the State Labor Law and excluding any other contract that may in the future be excluded under state law from the best value option. If the dollar thresholds of General Municipal Law § 103 are increased or decreased in the future by the State Legislature, the dollar thresholds set forth herein shall be deemed simultaneously amended to match the new General Municipal Law thresholds.

Goods and services procured and awarded on the basis of best value are those that the Town Board determines will be of the highest quality while being the most cost efficient. The determination of quality and cost efficiency shall be based on objectively quantified and clearly described and documented criteria, which may include, but shall not be limited to, any or all of the following: cost of maintenance; proximity to the end user if distance or response time is a significant term; durability; availability of replacement parts or maintenance contractors; and longer product life; product performance criteria; and quality of craftsmanship.

Whenever any contract is awarded on the basis of best value instead of lowest responsible bidder, the basis for determining best value shall be thoroughly and accurately documented.

As passed by local law dated May 12, 2015.

D. Exceptions to Policy - Emergency:

1. An emergency exists wherein the delay caused by soliciting quotes would endanger the health, welfare or property of the municipality, or more important the individual tax payer, then the procurement of goods and services will be at the discretion of the proper department head with documentation as to the nature of the emergency. Accordingly, there are three basic statutory criteria to be met in order to fall within this exception: (1) the situation must arise out of an accident or unforeseen occurrence or condition; (2) the circumstances must affect public buildings, public property or the life, health, safety or property of the political subdivision's residents; and (3) the situation must require immediate action which cannot await competitive bidding.
2. Immediate notification and documentation of said emergency shall be copied to Town Supervisor, Town Attorney, Comptroller and Purchasing Department. An appropriate Town Resolution should be later authorized reflecting such purchase with a copy sent to Purchasing. A resolution is required for any emergency purchase exceeding bid limits.

Sole Source:

1. Competitive bidding is not required under section 103 of the General Municipal Law in those limited situations when a political subdivision, in the public interest, requires particular goods or services which uniquely serve the public interest, for which there is no substantial equivalent and which, in fact, are available from only one source. In making such determinations, the department head should document, at a minimum, the unique benefits to the agency as compared to other products available in the marketplace; that no other product provide substantially equivalent or similar benefits; and that, considering the benefits received, the cost of the items is reasonable, in comparison to other products in the marketplace. Such documentation must be prepared and reviewed by the Town Attorney, Town Comptroller and Director of Purchasing. The Purchasing Office currently has a form that must be completed by the appropriate official at a minimum.

**Purchasing Department Only Numbers 5 & 6*

Requests for Proposals - Please contact the Purchasing Office for guidelines.

Prevailing Wage:

When you employ laborers, workman or mechanics the Town needs to pay prevailing rates according to Article 8 of the New York State Labor Law, no matter what the dollar amount. If required under the Law, certified payrolls are required to be kept at the Comptrollers office and monitored by using agency.

Contract Extensions:

Formal bids/quotes may contain a renewal clause that can be for a term of 12 –24 months and must be included in the original specifications. The determination to extend should include the using department, Purchasing, Comptroller and under some circumstances the Supervisor and Town Board.

Expenses Pertaining to Service Contract: The Purchasing Office puts out term bids that reflect costs based on use per unit. Since these invoices are processed on vouchers it is the responsibility of the using agency to notify all applicable departments, including the Comptroller, of any substantial expenses.

Town Procurement Card – Procedures

1. Appropriate staff completes a request to purchase form and submit to purchasing.
2. Purchasing determines if procurement card is appropriate.
 - a. Only appropriate for business who will not accept a purchase order and will take designated Procurement Card.
 - b. Emergency (as determined by the purchasing department), low cost, items. Lack of planning does not constitute an emergency.
 - c. Total amount of purchase must be under the available balance on credit card.
 - d. Recommended for pickups only. Exceptions require the approval of the Purchasing Director. Any returns must be done within (24) hours of purchase. Immediate content inspections required.
3. Purchasing determines best source and gets estimated cost. Supervisor approval must be included when appropriate.
4. Requisitioning staff should then be contacted and notified of approval and procedure.
 - a. Staff should go to purchasing and pickup the card and tax exempt certificate.
 - b. Staff should proceed to business and purchase accordingly. Tax exempt number MUST be presented!
 - c. Staff must get a receipt for their purchase. This receipt should be returned to purchasing with the card immediately after the purchase. We will provide staff with a copy of this receipt for your records.

5. Purchasing will receive a bill from Procurement Card vendor that will verify all information and submit a voucher to the comptroller's office payment.

IX. Vouchers

1. Vouchers will be used for all areas of payment or purchases that do not meet the criteria for issuance of Purchase Orders.
 - a. General Examples:
Dues/Publication/Subscriptions, etc.
 - b. Services and repairs performed by outside contractors- Example:
First Aid/CPR Training courses, contractual obligations with or without bidding, cleaning, etc.

XI. Supplier Relationship Policies

A. Supplier Guidelines

1. As a municipality, we contact many companies and individuals. Similarly, the salesmen of corporations constantly contact the Town in their efforts to sell goods and services. The only lasting personal contact or image of the Town many of these firms retain is that of the Purchasing Department. It is, therefore, of paramount importance, that all Purchasing personnel conduct themselves in accordance with the highest ethical and professional standards. It will be our objective to treat the sales representatives of other firms as we would wish our employees to be treated.
2. All current Suppliers, as well as those who seek to sell their goods and services to the Town, will be treated equally. Evaluation of all bids or contractual arrangements will be made on their specific merits alone.
3. Request for bids will be sent only to qualified suppliers for whom the Town can expect satisfactory quotation and performance. All suppliers asked to quote will receive identical information and specification and will be afforded full opportunity to quote with a comparable understanding of the requirements. Only designated Buyers in the Town Purchasing Department are authorized to seek out price information from suppliers or request bid.
4. Suppliers to the town are expected to be financially solvent. The town cannot be expected to do business with any firm whose financial condition may jeopardize delivery of an order, or possibly lead to a bankruptcy. Suppliers could be asked to provide a certified financial statement and/or a performance bond.

5. No reliable supplier will be barred from doing business with the Town unless good and sufficient reason has been provided and unsubstantiated, to the Director of Purchasing by a using department, the auditing, accounting or legal personnel.
6. ALL SOLICITATIONS BY VENDORS (SALESPERSON) MUST BE REFERRED TO THE PURCHASING DIRECTOR

B. Vendor Files

Vendor files are usually kept with the applicable bid package and/or purchase order and will include all pertinent data to assist the Buyers in evaluating the selection of vendors for inclusion on the bid list.

1. Performance Evaluations

The Purchasing Department should satisfy itself that the vendor is able to perform under terms of the Purchasing Order. Any unsatisfactory or outstanding performances of each vendor should be noted by the Purchasing Department and placed appropriately (with paperwork from the department detailing problems).

C. Conflicts Of Interest

The town has a firm policy on this subject.

Conflict of Interest Policy. *“If any employee is in a position in which he may influence:*

PURCHASES—the placement of Town purchase orders with suppliers or the prices or terms and conditions at which supplies are purchased ...then it is contrary to the intent of this Statement of Policy of the employee to:

1. Have a direct or indirect financial interest in the business of those ... suppliers...or
2. Accept directly or indirectly from those ...suppliers..., (a) salaries, fees, commissions or other compensation, or (b) loans or other credit facilities, or (C) gift or favors or more than nominal value

This policy is applicable to all employees of the Town, and with respect to financial interest, their families.

APPENDIX A

EXHIBITS

MAIL DISTRIBUTION

PURCHASE ORDERS

1. Comptroller/Receiving copy (White) to department for authorized signature when goods are received. Then sent back to Purchasing.
2. Purchasing copy (pink) attach to requisition (pink) and retain in purchasing along with department copy (gold), remittance copy (yellow) and numerical copy (white).
3. Vendor copy (green) sent to vendor immediately.
4. When Comptroller/Receiving copy (white) is received back from department with authorized signature, it, along with the requisition (pink) and remittance (yellow) is sent to the Comptrollers office with any packing slips and an invoice billing us for materials.
5. Purchasing copy (pink) is retained in Purchasing and filed alphabetically.
6. Department copy (gold) is sent to the department for their records.
7. Numerical (white) is kept in Purchasing and filed numerically.

I – GENERAL INFORMATION

1. LOCATION

The Town of Cortlandt Shipping/Receiving and Central Supplies Garage is located adjacent to the Town Hall on 1 Heady Street in Cortlandt Manor. The Central Supplies Garage, Office and Purchasing Department are all housed in the same building.

2. ORGANIZATIONAL STRUCTURE

The Central Inventory and Supplies Manager is responsible for all aspects of Shipping/Receiving in the Central Garage. He reports directly to the Purchasing Director. Support staff include Town Hall Maintenance Staff and Purchasing Department clerical staff.

II – RECEIVING POLICIES AND PROCEDURES

DETERMINATION OF DELIVERY POINT

The receiving procedure begins when the Department Head first completes a Request to Purchase. Based on the item which is ordered he makes a determination of where the item is to be delivered.

(This is also reviewed by the Purchasing Director prior to ordering). Most deliveries go to Central Receiving. Exceptions include large, bulky items, automotive parts or special requests. He notes delivery location directly on the Request to Purchase.

RECEIVING PROCEDURES

1. All Central Garage Receiving must be done between the hours of 8:30 a.m. and 4:00 p.m., Monday through Friday. Special deliveries during non-office hours must be pre-arranged through the Central Supplies Manager and/or Director of Purchasing.
2. All receiving for Central Supplies is restricted to either the Central Supplies Manager or a Purchasing Department representative. Exceptions to this should be coordinated through the Central Supplies Manager.
3. Deliveries will be inspected as follows:

A. Basic Visual Package Inspection

- Evaluate the package in terms of letter and parcel bomb recognition points.*
- Damage to a package will be brought to the driver's attention and noted immediately on the freight bill. If there is damage, and Receiving decides to still keep the package, the respective department should be notified immediately to decide on the next course of action.
- A visual count should be done and matched with delivery records.

B. All deliveries will be logged in with the following information;

Vendor's name, method and name of delivery company, purchase order number, name of Receiving department, packing slip information and condition of package. (See exhibit 1)

*Instructions are in the front of Receiving Garage.

C. Unidentifiable Deliveries:

In the event that a delivery comes from an unfamiliar source, with no P.O. number noted on the package, the respective department will be called to validate expecting the delivery. If they are unfamiliar with the delivery, or if the respective Department cannot be identified, Receiving will attempt to track and identify the package through the Vendors return address or the shipping company. Opening the package to help identify the department is up to the sole discretion of the Central Garage Manager. Purchases made directly by departments (No Purchase Order Number) going to the Central Supplies garage must be noted to the Central Supplies Manager prior to delivery.

- D. If the contents of the package are still unidentifiable at this time, and the Central Garage Manager Has reasonable suspicion for not opening the package, the Westchester County Police should be notified.

4. Technical Inspection – (Inspection of Contents)

Central Receiving will delegate most technical inspection tasks to users, but will assist in such an inspection if requested. Departments must complete a technical inspection immediately and notify the vendor and then Purchasing of discrepancies or damages. Technical inspection will include qualitative and quantitative (suitability and/or effectiveness) evaluations.

5. Late Deliveries

If a respective department has not received a delivery in a reasonable amount of time it is their responsibility to contact the vendor and notify the Purchasing Department and Central Receiving to determine a course of action.

- 6. Once Central Receiving has determined the user and logged in all the necessary information, arrangements for shipping must be made. All Town Hall package deliveries are made by Town Hall maintenance staff on a daily basis. Smaller, light deliveries are delivered through the Interoffice mail system. The original log sheet stays with Central Receiving . The delivery person takes a copy of the log sheet and has a staff member from each department sign for any respective orders. The sheet is then sent to Central Receiving for documentation.
- 7. The Department of Environmental Services, Water Department and Highway Department are all contacted by telephone and are responsible for arranging their own pickup. As a general rule, departments are requested to pickup orders within 24 hours. Other arrangements can be made through the Central Supplies Manager if space permits. If a respective department has not picked up their delivery in 48 hours, a written reminder is sent interoffice.

8. Deliveries which are designed as stock items will be logged and added to Central Supplies computerized inventory. These items may be requisitioned with a Central Supplies requisition form.
9. Layover – Departments may request to have supplies stay at Central Supply for short period of time. All procedures will be the same as they are for stock items and will only be stored if room is available. Departments must validate all aspects of the delivery which may include inspection.

III. CENTRAL SUPPLY

The core objective of inventory management in Central Supply is to minimize inventory investment and risks while ensuring adequate supplies to meet departmental needs.

All Departments may utilize the Central Supply Garage but additions and subtractions must be pre-approved by the Central Supply Manager.

THE FOLLOWING PROCEDURES HAVE BEEN ESTABLISHED TO ASSIST DEPARTMENTS WITH STOCKED SUPPLIES REQUISITION.

1. Department Heads must determine who can or cannot pickup supplies. Restrictions must be noted to the Central Supply Manager.
2. All pickups must be between the hours of 8:30 a.m. and 4:00 p.m. on working days only.
3. Central Supplies requisitions submitted via interoffice mail/electronic mail will be processed as quickly as possible. Town Hall deliveries are made on a daily basis and contain a packing slip for content verification. Note: No deliveries are made outside Town Hall.
4. A supplies requisition form must be completed at the time of **pickup** if not previously submitted. (See exhibit 2)
5. The Central Supplies Manager will subtract all requisitions from its existing database daily. (See exhibit 3)
6. Accounting: Departments will receive monthly notices reflecting their purchases with all applicable details. (See exhibit 4)
7. Central Supplies Reordering
 - A. The Central Supply Manager will be responsible for restocking all Central Supplies materials. A periodic memo to departments is required which will update them on changes made in the products carried in Central Supplies.

Departments must call or submit orders at least one week ahead for larger quantities.

- B. A periodic meeting should be conducted with respective departments to review products, procedures and upcoming stock projections. Departments are encouraged to suggest additional Central Supplies products that would assist in their operations.
- C. General Town Hall stock items (Items which are not charged to departments)

Copier paper, computer paper and tax forms may be obtained by any office by call the Central Supply Office at extension 1037. If your department has materials that are not available to other departments, you must notify the Central Supplies Manager. Reordering is your responsibility. (Excluding copier paper)

8. General Central Supplies Practices

- A. Physical Inventory Counts to monitor inventory a physical count will be completed a minimum of every six months to match computer records. Occasionally spot checks must be completed. If a count is in error, it should be scheduled for a recount in the next cycle. All errors should be documented and accompanied by an error analysis. This should be included in a comprehensive report to the Purchasing Director.
- B. Appropriate stock must be monitored and rotated on a timely basis.

SECTION IV – SHIPPING PROCEDURES

A primary function of Town of Cortlandt Shipping/Receiving and Central Supplies Office is to provide assistance to departments with their shipping needs. This assistance may come in the form of materials, knowledge of procedures, cost analysis and to serve as a central shipping point.

PRIORITY OR US MAIL

The most economical method of shipping available to the Town is Priority, or US Mail. Departments should confirm all shipping arrangements with both Vendors and the Mail Messenger if appropriate. All packaging must be done by each respective department with the assistance of materials that are available at the Shipping and Receiving Office.

FEDERAL EXPRESS

In the event that a shipment needs to be tracked, insured, or absolutely has to be at a location in a specified amount of time, the Town has an account with Federal Express.

Again, it is the responsibility of each department to make sure that all items are packaged correctly for shipping. If necessary, Federal Express boxes and/or forms are may be obtained by calling Central Supplies at (914) 734-1037.

First, departments must determine who is covering the shipping costs. If a vendor is covering the costs they should provide the department with a RA (Return Authorization) number which should appear clearly on the package. Vendors may use whatever shipping carrier that they prefer, but the responsibility of issuing a “call tag” or making arrangements should be the Vendors. Departments should document all details if a vendor is covering shipping.

If a respective department is covering the costs of shipment, they should call Shipping & Receiving and request a Federal Express form. The form should be completed and attached to your package accordingly. Once the package is ready for shipment, please send it over to Shipping & Receiving via interoffice mail or our maintenance service.

Shipping and Receiving will contact Federal Express and arrange for a pickup. If a department needs a package to go out the same day, arrangements for the pickup must be made prior to 12:00 Noon. Otherwise, departments can drop off their package to the nearest Federal Express box. Federal Express will send a bill to the Comptrollers Office accordingly.

OTHER CARRIERS

Extremely, large, costly orders, which are not time sensitive, can be accumulated at Central Supplies and sent UPS with a pickup order. This must be coordinated with the approval of the Comptrollers Office because the UPS driver must be presented with a check at the time of the pickup.

Vendors may use whatever shipping carrier that they prefer, but the responsibility of issuing a “call tag” or making arrangements should be the Vendors. Departments should document all details if a vendor is covering shipping. Departments should then communicate all information to Central Receiving.

SECTION V

SCRAP AND SURPLUS

Every item is a potential source for salvage. Every department should be responsible for reviewing and recommending items for salvage when the items become excess to the department's needs.

All surplus, obsolete or unused supplies, materials and equipment shall be identified and reported to the Purchasing Office. He will, in turn, require that a Notification of Scrap/Surplus form be completed and sent accordingly with recommendations. The Central Supplies Manager, the reporting Department Head and other appropriate Town personnel shall make a recommendation to the Director of Purchasing whether the items shall be sold, transferred, donated or disposed of.

1. Transfer for holding at Central Supplies for future Town use (Requires the approval of the Purchasing Office):

The Purchasing Office will keep an ongoing list of all accumulated items that will include the following:

- Town of Cortlandt Identification Number
- Description of item including condition
- Location it came from.
- Recommendation of department head
- Course of action taken by department and/or Central Supplies Manager*

This list will be available to all departments on an "as needed basis" under the title "Available Used Equipment". With no demand, the material will be included in the next "Scrap & Surplus Bid."

- 2. Transfer to another Department** - Upon completion of the form the Purchasing Office will make the appropriate adjustment and transfer in the fixed asset database.
- 3. Hold at department for future course of action** - The Purchasing Office will add this to the respective surplus inventory list pending future departmental requests or the next scrap and surplus bid.

4. **Donated** – Any donations to organizations must be approved through an official Town Board resolution.
5. **Disposal** – Please make sure that the form has been completed and approved, with all T.O.C. documentation taken off and discarded accordingly. Contact D.E.S. for proper disposal. Any computer/electronic equipment that might have sensitive data should be reported to the IT Department for sanitizing.

IMPLEMENTATION OF A SCRAP AND SURPLUS BID

DES, in conjunction with the Purchasing Director, will make a determination as to the time to proceed with a Scrap & Surplus Bid/auction or e-bay sale. A general memo shall go out to each department notifying them of the impending bid and establishing a working list of materials. The bid will not be open to any Town employees.

A list of “usable” items should then be circulated to departments for their possible use. Each department will be given the opportunity to review the list and request a surplus transfer if desired. Transfers must be noted to the Comptrollers Office.

Prior to awarding items, DES, the Town Supervisor, the Comptrollers Office, the Clerks Office and the respective Department Head will receive notification of the following:

1. Successful vendor and their Bid
2. Revenue allocation per Department
3. Total Number of Bidders.

Once the bid/auction/sale has been completed the “Award of Sale” must be approved and signed by the Town Supervisor. Once signed, DES should request a Resolution pertaining to an award. Once the resolution is completed DES is authorized to proceed with award notices. Payment should be made to the Town Clerks Office with administrative procedures coordinated by DES.

SPOT BIDS

If items are few in number, present a safety risk and/or become available on an irregular schedule, the spot bid/auction/e-bay sale may be used for selling the items. This procedure is simply a matter of contacting buyers on an informal basis to determine the “highest informal price quote” for these particular items.

ADDITIONS TO TOWN PROCUREMENT POLICY

Green Procurement

Green Procurement, also known as environmentally preferable purchasing (EPP), is an effort to purchase products and services that have a reduced negative impact or increased positive impact on the environment and human health compared to traditional products. Green products or services may be recycled, consume fewer natural resources, last longer or include or produce less toxic substances or solid waste.

Considerations for green procurement may also include the environmental cost of raw materials, manufacturing, packaging, transporting, distribution, storing, handling, using, maintaining and disposing of the product. Pollution prevention is at the core of green procurement, which strives to reduce or eliminate the use and generation of toxic substances, pollution or waste. As with any purchase, the products form, function and utility is the final evaluator.

The Town of Cortlandt Purchasing Office recognizes the economic and environmental value of environmentally preferable purchasing and will explore green procurement options for certain commodities and services in conjunction with the end user. The Central Supplies Office will also assist departments with exploring options pertaining to Green Cleaning Products.

Certain purchasing functions (such as solicitation of information regarding product specifications), may be obtained from the requesting Department Head. This will not relieve Purchasing of its primary responsibility.

The Purchasing Department tries to make available information of interest to the various Departments. On many occasions a using department will acquire information or knowledge that will be of general interest to other departments. On such occasions it will be appreciated if this information is passed on to the Purchasing Department. This pertains to all Green Products.

The Purchasing Department will then be able to act on it for the general benefit of the Town operation and be in a position to disseminate this information to the various Town departments. While the Purchasing Department does endeavor to keep abreast of new developments and conditions in the market place, on many occasions personnel in the using departments will receive information not readily available to the Purchasing Department. It would be considered of tremendous assistance if this information were shared with the Purchasing Department.

DECISION TO PURCHASE GREEN

The decision to purchase “green” involves many decision makers. The end user, department head, purchasing official, Comptroller and Town Supervisor can all participate in the process that may involve many steps. These include:

Needs Assessment: Based on our current scope of work does a Green Product accomplish our performance goals and meet our needs.

Product Research: Does a Green Product exist on the market that would meet the spirit of the intent of this policy.

Where the Town of Cortlandt is procuring a commodity or service, whether by competitive bid or other type of procurement, that is the subject of a sustainable option as outlined through GreenNY procurement specification that has received final approval of the NYS GreenNY Council pursuant to Executive Order No. 22 (2022), the Town of Cortlandt's Director of Purchasing shall follow the GreenNY procurement specification to the maximum extent practicable and where cost is reasonably competitive as defined in General Municipal Law § 104-a. GreenNY approved procurement specifications can be found online at: <https://ogs.ny.gov/greenny/approved-greenny-specifications>

Products available on State contract:

Energy Efficient Products – The attached table list contracts that include energy efficient products.
<http://www.ogs.state.ny.us/purchase/spg/pdfdocs/EnergyRecycled.pdf>

Cleaned Fuel Vehicles and Fueling Equipment Contracts –
www.ogs.state.ny.us/supportServices/vehicles/defaultCFV.html

Green Cleaning approved products from OGS
<http://www.ogs.state.ny.us/purchase/GreenCleaningProducts.asp>

New York State Green Cleaning Program
<https://greencleaning.ny.gov/Entry.asp>

Information about Environmental Purchasing
<http://www.ogs.state.ny.us/purchase/EnvironmentPurchasing.asp>

NYSERDA - New York State Energy and Research Development Authority
Executive Order No. 111 "Green and Clean" State Buildings and Vehicle Guidelines
www.nyserdera.org/programs/State_Government/exorder111guidelines.pdf 

Energy Star

A government-backed program helping businesses and individuals protect the environment through superior energy efficiency.
www.energystar.gov

Cost consideration: As a general rule the Purchasing Director should not consider purchasing Green Products over comparable conventional products if the cost of the Green Product exceeds by over 25% the cost of comparable Conventional Product. When evaluating the cost of a Green Product and a comparable product. Purchasing shall compare total costs over the life of an item, including, but not limited to: the costs of maintenance, insurance, disposal, replacement, safety and health, training, material management and potential liability costs.

DRAFT

RESOLUTION

NUMBER XX-24

(AUTHORIZE A BLOCK PARTY ON RITA DRIVE IN JULY)

WHEREAS, the Supervisor, Town Board, and Town Clerk receive requests each year during the summer months by hosts of potential block parties; and

WHEREAS, the residents of Rita Drive contacted the Town about hosting a block party between 126-130 Rita Drive on Saturday, June 8th from 1pm-9pm for a Block Party with a rain date of June 9th; and

WHEREAS, as part of any road closure permit application, neighbors are notified of potential road closures, the residents subject to the road closure are asked whether they support the temporary road closure, and the Director of the Department of Environmental Services must approve a road closure and safety plan; and

WHEREAS, the proposed road closure would not impact any through traffic, and would only impact residents on Rita Drive;

NOW, THEREFORE, BE IT RESOLVED that the Town Board approves the issuance of the road closure permit for a block party subject to notification of and support by the impacted residents of the road, and compliance with the road closure and safety plan approved by the Director of DES.

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

**Adopted April 16, 2024
At a Regular Meeting
Held at Town Hall**



RESOLUTION

NUMBER _____

RE: (AWARD TE CONTRACT 2024.07, “NORWEST BUILDING DEMOLITION, 293 FURNACE DOCK ROAD)

WHEREAS, sealed bids were received and opened on April 4, 2024 by the Town of Cortlandt for “NorWest Building Demolition, 293 Furnace Dock Road” (Contract No. TE 2024.07); and

WHEREAS, bids were received in the amounts shown below:

| <u>Company</u> | <u>Base Bid</u> |
|--|-----------------|
| Gentile Construction Corp. 451 Old Nepperhan, Ave Yonkers, NY 10703 | \$33,000.00 |
| Jablko Construction 2 Young Road Katonah, NY 10536 | \$48,000.00 |
| ADP Group 27 E. 33 rd Street Patterson, NJ 07514 | \$49,000.00 |
| Costello Construction Group, LLC. d/b/a DEMTEC 19 Rolling Hill Road Thornwood, NY 10594 | \$53,500.00 |
| WD Excavation and Contracting, Inc. 411 Yorktown Road Croton on Hudson, NY 10520 | \$60,000.00 |
| Stamford Wrecking Company 30 Nutmeg Drive Trumbull, CT 06611 | \$78,913.00 |
| Con-Tech Construction Technology, Inc. 97 Commerce Drive | \$103,536.00 |

Carmel, NY 10512

and;

WHEREAS, the lowest responsible bidder, Gentile Construction Corp. has indicated that providing a Letter of Credit for performance security represents a hardship; and

WHEREAS, the Department of Technical Services has reviewed the bids and recommends awarding the contract to Gentile Construction Corp. 451 Old Nerrperhan Ave, Yonkers, NY 10703.

NOW, THEREFORE, BE IT RESOLVED, that a variance is hereby granted under Section 237-5 of the Town Code and performance and payment bonds may be accepted in lieu of the normally required Letter of Credit.

BE IT FURTHER RESOLVED, that a contract be awarded to the lowest responsible bidder, Gentile Construction Corp. 451 Old Nerrperhan Ave, Yonkers, NY 10703 in the amount of Thirty-Three Thousand Dollars (\$33,000.00).

BE IT FURTHER RESOLVED, that the Supervisor is hereby authorized to execute the contract documents subject to approval of the same by the Town Attorney.

BE IT FURTHER RESOLVED, that the Town Comptroller is hereby authorized to amend the budget accordingly.

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

**Adopted on April 16, 2024
at a Regular Meeting
Held at the Town Hall**

DRAFT

RESOLUTION

NUMBER _____

RE: (AWARD TE CONTRACT 2024.08 BAKER STREET AND LUCS LANE DRAINAGE RELINING)

WHEREAS, the proposed project will consist of the repair of drainage infrastructure by Cured In Place Pipe Lining (“CIPP”) and rebuilding of catch basins, manholes, and field inlets; and

WHEREAS, the Department of Technical Services competitively advertised for bid the Baker Street and Lucs Lane Drainage Relining; and

WHEREAS, four (4) sealed bids were opened on March 11, 2024 for Contract No. 2024.08 – Baker Street and Lucs Lane Drainage Relining in the amounts shown below:

| | |
|--|--------------|
| Precision Trenchless LLC 1710 Eric Blvd. Schenectady, NY 10308 | \$265,816.00 |
| National Water Main Cleaning Co. 1806 Newark Turnpike Kearny, NJ 07032 | \$273,217.50 |
| Vortex Services LLC 210 Bennett Road Freehold, NJ 07728 | \$393,202.00 |
| Arold Construction Co., Inc. 51 Powder Mill Bridge Road Kingston, NY 12401 | \$408,675.00 |

; and

WHEREAS, the Director of Technical Services has reviewed the proposals and recommends awarding the Baker Street and Lucs Lane Drainage Relining Project to Precision Trenchless LLC, 1710 Erie Blvd., Schenectady, NY 10308 in the amount of two hundred sixty-five thousand eight hundred sixteen dollars and no cents (\$265,816.00); and

WHEREAS, the lowest responsible bidder, has indicated that providing a Letter of Credit for performance security represents a hardship.

NOW, THEREFORE, BE IT RESOLVED, that a variance is hereby granted under Section 237-5 of the Town Code and performance and payment bonds may be accepted in lieu of the normally required Letter of Credit.

BE IT FURTHER RESOLVED, that the contract, be awarded to the lowest responsible bidder Precision Trenchless LLC, 1710 Erie Blvd., Schenectady, NY 10308 in the amount of two hundred sixty five thousand eight hundred sixteen dollars and no cents (\$265,816.00).

BE IT FURTHER RESOLVED, that the Supervisor is hereby authorized to execute the contract documents subject to approval of the same by the Town Attorney; and

BE IT FURTHER RESOLVED, that the Town Comptroller is hereby authorized to amend the budget accordingly.

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

**Adopted on April 16, 2024
at a Regular Meeting
Held at the Town Hall**

DRAFT

RESOLUTION

NUMBER _____

RE: (AUTHORIZE THE DIRECTOR OF TECHNICAL SERVICES TO solicit BIDS TO REPAVE VARIOUS ROADS)

RESOLVED, that the Department of Technical Services is hereby authorized to advertise for bids to repave the following roads in 2024 as cited in the 2024 Paving List compiled and as recommended by the Departments of Environmental and Technical Services (DES/DOTS).

1. North Street from Sunset Road to Dead End
2. Sunset Avenue from Sunset Road to Dead End
3. Sunset Road from Kings Ferry Road to Montrose Point Road
4. 10th Street from Broadway to Dead End
5. 3rd Street from Broadway to Dead End (river side of Broadway)
6. 3rd Street Broadway to DE (right side of Broadway)
7. Crugers Road from Dutch Street to cul-de-sac
8. Dutch Street from Sunset Road to Route 9A
9. Lisa Court from Dutch Street to cul-de-sac
10. Roundtree Lane (portion) from Route 9A to house #20
11. Laurel Hill Road SPUR from Laurel Hill Road to Private Road line
12. Lafayette Avenue from Greenlawn Avenue to Maple Avenue
13. Croton Avenue from Apple Hill Road to Furnace Dock Road
14. Fieldstone Lane from Old Crompond Road (through hairpin turn at entrance to Quarry Acres) to North Third Street
15. North Fourth Street from Bluestone to Cobblestone Lane
16. North Third Street from Fieldstone Lane to Cobblestone Lane
17. Old Oregon Road from Red Mill Road to Oregon Road
18. Washington Street from house #1405 to Watch Hill Rd
19. Amanda Court from Furnace Woods Road to cul-de-sac
20. Maple Avenue from house #2433 to just past Kent Drive

BE IT FURTHER RESOLVED, that the Department of Technical Services is hereby authorized to extend the current contract with Tectonic Engineering for a part time construction inspector to monitor paving progress in an amount not to exceed \$50,000.

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

**Adopted on April 16, 2024
at a Town Board Meeting
Held at the Town Hall**

DRAFT

RESOLUTION

NUMBER _____

(RE: AUTHORIZE CONTRACTS/AWARD BID WITH RESPECT TO EMERGENCY TREE SERVICES RFP#24-10)

WHEREAS, the Purchasing Director previously advertised for bids for EMERGENCY TREE SERVICES; and

WHEREAS, said bids were received and opened by the Purchasing Director on MARCH 14, 2024; and

WHEREAS, the TOWN WILL AWARD MULTIPLE BIDDERS FOR EMERGENCY TREE SERVICES FOR THE LOWEST CATEGORY PRICING was

BARNEY ZIPKIN TREE SERVICES, 12 Ridge Road, Montgomery, NY 12549, whose bid was Varied Sections 1-12 with Optional Equipment; AND

ALPINE TREE, 1343 Route 82, Hopewell Junction, NY 10533, whose bid was Varied Sections 1-12 and Plus optional Equipment AND

ALMSTEAD TREE SHRUB AND LAWN CARE COMPANY LLC, 15 Broadway, Hawthorne, NY 10532, whose bid was Varied Sections SECTION 1-12 and Plus optional Equipment AND

BIZBEE BEE TREE SERVICES. PO BOX 716, Mahopac, NY 10541, whose bid was Varied Sections SECTION 1-12 and Plus optional Equipment

WHEREAS, it is the recommendation of the Departments that the bid be awarded to the lowest responsible bidders;

NOW, THEREFORE, BE IT RESOLVED, that the Supervisor be, and hereby is, authorized to execute contracts in accordance with the bid specifications previously prepared; and

BE IT FURTHER RESOLVED, the Comptroller is authorized to amend the Budget if necessary.

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

**Adopted April 16, 2024
At a Regular Meeting
Held at Town Hall**

DRAFT

RESOLUTION

NUMBER -24

**(AUTHORIZE THE OUR LADY OF MT. CARMEL SOCIETY TO USE TOWN OF
CORTLANDT STAGE FOR FEAST IN VERPLANCK)**

WHEREAS, the Mt. Carmel Society runs the annual Feast each Summer; and

WHEREAS, the Feast is enjoyed by many Town of Cortlandt residents; and

WHEREAS, the Mount Carmel Society asked the Town to use its stage during the 102nd Feast of Mt. Carmel taking place between July 17 and July 21, 2024;

NOW, THEREFORE, BE IT RESOLVED that the Our Lady of Mount Carmel Society is authorized to rent the Town's stage for a fee of \$10, plus required deposit.

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

**Adopted April 16, 2024
At a Regular Meeting
Held at Town Hall**

RESOLUTIONNUMBER **-24**

(RE: AUTHORIZE CLOSING OF CERTAIN STREETS IN VERPLANCK FOR OUR LADY OF MT. CARMEL FESTIVAL TO BE HELD JULY 17, 2024 THROUGH JULY 21, 2024 - rain date July 22, 2024)

WHEREAS, Our Lady of Mt. Carmel Society of Verplanck, by letter dated April 12, 2024 has requested permission of the Town Board to close off certain streets in Verplanck during the annual Festival to be held July 17, 2024 through July 21, 2024; and

WHEREAS, should there be inclement weather during this time period, the alternate date will be July 22, 2024 and are subject to receipt by the Town Clerk and approved by the Town Attorney prior to July 22, 2024 of a Certificate of Insurance covering said alternate time period; and

WHEREAS, the street closings have been reviewed in past years and recommended by the various Town Departments and fire agencies and found to be acceptable, and it is therefore the desire of the Town Board that these streets be again closed by Our Lady of Mt. Carmel Society during the hours and dates specified below; **said closings to be enforced by said Society;** and

WHEREAS, Our Lady of Mt. Carmel Society has also provided the Town with a Hold Harmless Agreement, and has agreed that all other laws or regulations of the Town, County and State will be fully complied with by said Society.

NOW, THEREFORE, BE IT RESOLVED, that Our Lady of Mt. Carmel Society of Verplanck be, and they hereby are, directed and permitted to close and restrict parking upon the following conditions:

- 1. Applicant provides and maintains all traffic control in designated area. (The Department of Environmental Services - Highway Division is hereby authorized to allow Our Lady of Mt. Carmel Society to use highway control items from the Highway Department in order to facilitate said street closings and parking restrictions. The placement, maintenance, and return of the traffic control items is entirely the responsibility of Our Lady of Mt. Carmel Society.)**
- 2. Applicant is responsible for the cleanup of the roads during, and after the event.**
- 3. Vendors are not to dump cooking oils, dough, foodstuffs of any nature in or on the roads or drainage systems.**
- 4. Mt. Carmel is responsible to keep a clear path within said closed roadways as to allow for emergency vehicles access if needed.**
- 5. Appropriate Certificate of Insurance must be on file.**

**Our Lady of Mt. Carmel Society
Closing of Streets Resolution
Page Two**

AND, BE IT FURTHER RESOLVED, that Our Lady of Mt. Carmel Society of Verplanck be, and hereby is, directed and permitted to close and restrict parking on the following streets and during the following listed hours and dates:

July 17, 18, 19, 20, 2024 from 5:00 p.m. to 2:00 a.m.: 6th Street, 7th Street, 8th Street, 9th Street, 10th Street and 11th Street from Broadway to Highland Avenue; and from 6th Street to 11th Street.

July 21, 2024 from 3:00 p.m. to 2:00 am (same as above) plus: 9th Street from Broadway to the river.

Rain date, July 22nd, 2024: Same as above

We also request that parking be prohibited as follows:

July 17, 18, 19, 20, 2024 from 5:00 p.m. to 2:00 a.m.

July 21, 2024 3:00 p.m. to 2:00 a.m.

- 1) South side of 6th Street from Highland Ave. to the VFD driveway and 320 feet east of driveway.
- 2) North side of 6th Street from Madalyn Ave. to a point 190 feet east of former school driveway.

Rain date, July 22nd, 2024: Same as above

AND,

BE IT FURTHER RESOLVED, Our Lady of Mt. Carmel is authorized the use of Highway control items from the Highway Department.

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

**Adopted on April 16, 2024
at a Regular Meeting
held at the Town Hall**

DRAFT

RESOLUTION

NUMBER -24

(RE: AUTHORIZE FIREWORKS PERMIT TO OUR LADY OF MT. CARMEL)

WHEREAS, pursuant to Chapter 35 of the Town Code, and pursuant to Section 405.00 of the Penal Law of the State of New York, Our Lady of Mt. Carmel Society, Inc. of Verplanck, New York submitted to the Department of Technical Services - Code Enforcement Division an application for a permit to display fireworks at the following locations and on the specified dates:

At property located at the end of Eighth Street at the Hudson River, Verplanck, New York; and property owned by the Town of Cortlandt located at the end of Ninth Street, Verplanck, New York, intermittently on July 17, 18, 19 and 20; intermittently from 10:45 p.m. to 12:00 Midnight on July 21, 2024; with the alternate date being July 22, 2024 for the same hours; and

WHEREAS, the above locations and times of said display is hereby authorized pursuant to the application of Our Lady of Mt. Carmel Society, Inc. and approved by the various agencies outlined below; and

WHEREAS, said application has been reviewed and endorsed by the Town Supervisor, Deputy Director of Code Enforcement, Chief of the Verplanck Fire Department, and the Chairman of the Fire Advisory Board; and

WHEREAS, in accordance with Section XIII, Paragraph D of the Town Code, authorization for said fireworks display is conditioned upon the licensee's submission to the Town Clerk of the Town of Cortlandt a Certificate of Insurance in the sum of Five Million Dollars naming thereon the Town as additionally insured; which certificate has been approved as to form by the Town Attorney; and upon condition of the approval of the Code Enforcement Division, the Local Fire District and the Fire Advisory Board; and

WHEREAS, said Society has submitted to the Town Clerk of the Town of Cortlandt a Hold Harmless Agreement.

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Cortlandt does hereby **GRANT** a Non-Transferable Permit to Display Fireworks on the 17, 18, 19 and 20, with the full show on the 21 day of July, 2022 (**alternate date of July 22, 2024 to be used ONLY if on July 21 the weather does not permit said display**) and at the times specified above to: Our Lady of Mt. Carmel Society, Inc.; Garden State Fireworks, P. O. Box 403, Carlton Road, Millington, New Jersey (07946); and the following persons designated as those discharging the fireworks; Anthony Capicotti, Jr., Michael Letteri, John Mahoney, Brian Snyder, Joseph Letteri, Jason Letteri and Michael Ritornato, and/or those outlined in the approved Town Application; and

**OUR LADY OF MT. CARMEL
FIREWORKS PERMIT 2024
Page Two**

BE IT FURTHER RESOLVED, that said permit shall require a member of the Town of Cortlandt Code Enforcement Department to be present when the fireworks are delivered; and

BE IT FURTHER RESOLVED, that the Supervisor be, and hereby is, authorized to execute said permit on behalf of the Town Board provided that all necessary documents have been obtained and all Town staff reviews and sign-offs have been secured at the time of said display; and

BE IT FURTHER RESOLVED that Our Lady of Mt. Carmel Society of Verplanck shall follow all health and safety guidance provided by regulatory agencies, and if the Town of Cortlandt has health and or safety concerns, then it can modify any granted approvals.

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

**Adopted on April 16, 2024
At a Regular Meeting
Held at the Town Hall**

DRAFT

RESOLUTION

NO.

**(SUPPORT NYS SENATE BILL S8419 AND NYS ASSEMBLY BILL A9287 TO
LEGALIZE THE USE OF NUTRIENT INACTIVANTS TO IMPROVE THE HEALTH
OF LOCAL WATERBODIES)**

WHEREAS, many lakes in New York State suffer from impaired water quality due to excessive nutrients; and

WHEREAS, high levels of phosphorus in lakes, ponds, and reservoirs are one of the contributors to impaired water quality; and

WHEREAS, blue green algal blooms are associated with high levels of phosphorus; and

WHEREAS, blue green algal blooms, also known as cyanobacterial blooms or harmful algal blooms (HABs), may produce toxins, which in high enough concentrations, can be harmful to people and particularly to pets; and

WHEREAS, NYS Department of Health regulations require the closing of swimming beaches merely upon the appearance of blue green algal blooms, thus disrupting recreational uses of beaches around New York State; and

WHEREAS, the Legislature, through Senate Bill S8419/Assembly Bill A9287, seeks to enhance the ability of local organizations to protect their waterbodies by creating a nutrient inactivant applicator permit;

NOW, THEREFORE, BE IT RESOLVED that the Town Board issues this Resolution in support of Senate Bill S8419/Assembly Bill A9287.

BE IT FURTHER RESOLVED that the Town Board requests that the Town Clerk forward this resolution to the Town's State representatives.

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

**Adopted April 16, 2024
At a Regular Meeting
Held at Town Hall**

DRAFT

RESOLUTION

NUMBER XX-24

**(RENEW APPOINTMENT OF GEORGE OROS AS AN ECONOMIC DEVELOPMENT
CONSULTANT FOR THE TERM OF ONE (1) YEAR)**

WHEREAS, the Town of Cortlandt hired George Oros as an economic development consultant to help support existing businesses and to facilitate the creation of new businesses within the Town of Cortlandt; and

WHEREAS, the Town has been satisfied with George Oros' work as an economic development consultant who is intimately familiar with the Town of Cortlandt; and

WHEREAS, the Town is desirous of appointing George Oros to an additional term as an economic development consultant for the term of one (1) year; and

WHEREAS, Mr. Oros would work under the supervision of the Town Supervisor and the Town Board; and

WHEREAS, Mr. Oros would be compensated \$5,000 per month for a period of 12 months;

NOW, THEREFORE, BE IT RESOLVED, that the Town of Cortlandt re-appoints George Oros as an economic development consultant for the Town of Cortlandt for the term of one (1) year.

BE IT FURTHER RESOLVED, that the Comptroller is authorized to amend the budget as necessary.

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

**Adopted April 16, 2024
At a Regular Meeting
Held at Town Hall**

DRAFT

RESOLUTION

NUMBER XX-24

**(RE: AUTHORIZING A LEAVE OF ABSENCE IN THE DEPARTMENT OF DOTS-
CODE ENFORCEMENT)**

RESOLVED, that the following employee is hereby approved for a Leave of Absence under FLMA effective the following date:

Employee ID # 936850 – Effective February 22, 2024 – March 30, 2024

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

**Adopted on April 16, 2024
at a Regular Meeting
Held at Town Hall**