



# TOWN OF CORTLANDT

**Town Clerk**  
LAROUÉ R. SHATZKIN

**Deputy Town Clerk**  
CHRISTINE B. COTHREN

## OFFICE OF THE TOWN CLERK

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

**Town Supervisor**  
RICHARD H. BECKER

**Town Board Members**  
CRISTIN JACOBY  
FRANCIS X. FARRELL  
JAMES F. CREIGHTON  
ROBERT E. MAYES

## REGULAR MEETING

### TOWN BOARD AGENDA – JANUARY 24, 2023

**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 December 5, 2022 Special Meeting, and the December 13, 2022 Regular Meeting

**PUBLIC HEARINGS**

1. Public Hearing to consider Agreements with various fire departments with respect to Fire Protection Services (Continental Village Fire Department, Montrose Fire Department and the Village of Croton.)
  - a. Close Public Hearing
  - b. Adopt a Negative Declaration
  - c. Adopt Resolutions
  
2. Public Hearing to Consider Zoning Amendments for approximately 40 parcels in the Annsville area from Highway Commercial (HC) to Annsville Waterfront Enhancement (AWE)
  - a. Close Public Hearing
  - b. Adopt Negative Declaration
  - c. Adopt Resolution
  
3. Public Hearing to Consider the Increased Cost of the Improvement of Facilities of the Consolidated Water District in the Town of Cortlandt.
  - a. Close Public Hearing
  - b. Adopt Negative Declaration
  - c. Adopt Resolution

**HEARING OF CITIZENS – AGENDA ITEMS ONLY**

**REPORTS**

**Receive and File the following:**

For the months of September, October, November and December of 2022.

For the month of December 2022 from the Office of the Aging, Purchasing Department, Receiver of Taxes and the Town Clerk.

2022 Annual Report from the Receiver of Taxes and the Town Clerk.

**OLD BUSINESS:**

**Receive and File the following:**

**NEW BUSINESS**

**Receive and File the following:**

1. Memorandum from Director of Planning and documents regarding Annsville Waterfront Enhancement District.

**RESOLUTIONS**

1. Appoint Steven Kessler as Chair, and Thomas Bianchi as Vice Chair of the Planning Board.
2. Authorize renewal of Concession Stand Services at Charles J. Cook Pool.
3. Appoint or re-appoint members to the following:
  - a. Architectural Review Council
  - b. Alarm Appeals Board
4. Appoint the following:
  - a. Deputy Town Supervisor for the year 2023.
  - b. Town Board Liaison for Personnel Matters.
  - c. Town Board Liaison for sustainability and solar energy issues.
  - d. Town Board Liaison to Hudson Valley Chamber of Commerce.
  - e. Town Board Liaison to Shared Services Task Force and staff members to serve with the Supervisor as Chairperson.
  - f. Town Board Liaison to Local Waterfront Revitalization Committee.
  - g. Town Board Liaison to Geographic Information System
  - h. Town Board Liaisons to Departments
  - i. Purchasing Director.
  - j. EFPR Group LLP (CPA's) as Town Auditors

- k. Triad Group LLC as Manager of Town of Cortlandt Self-Insured Workers' Compensation Fund.
  - l. Midwest Employers Casualty as carrier for Excess Workers Compensation.
5. Adopt the following for 2023:
- a. Rules of Procedure for the Town Board Meetings
  - b. Designate the Official Newspaper and alternates.
  - c. Designate the Depositories
  - d. Designate the Supervisor and Human Resource Coordinator as authorizing authorities to execute all Civil Service Forms.
  - e. Set the mileage reimbursement for Town Officials and employees.
  - f. Purchasing Manual.
  - g. IT Security Policy.
  - h. Drug and Alcohol Policy.
  - i. Social Media Policy.
  - j. Sexual Harassment Policy.
  - k. Workplace Violence Prevention Policy.
6. Authorize Town Officials to attend the Association of Towns training sessions in February in NYC.
7. Designate the Voting Delegate and Alternate for the Association of Towns Annual Business Session.
8. Authorize the Supervisor to execute the following 2023 Agreements and/or Contracts:
- a. All contracts on behalf of the Town Awarded by the Purchasing Department.
  - b. Applications for pool permits
  - c. Agreement with the Town of Yorktown covering Nutrition Meals under Title 3C of the Older Americans Act.

- d. Inter-Local Agreements for Nor-West Regional Services.
  - e. All nutrition contracts for the Senior Center.
  - f. Agreement with Westchester Jewish Community Services.
  - g. Agreements with respect to covering shared equipment.
  - h. Agreement with the Villages authorizing the Town Purchasing Director to advertise bids on behalf of the Villages.
  - i. Partners in Safety.
  - j. All Personal Service Contracts.
  - k. All contracts with various Libraries servicing the Town of Cortlandt.
  - l. Agreement with Fiscal Advisors & Marketing, Inc. for Financial Advisory/Bond Services.
9. Authorize Agreements with Peekskill Community Volunteer Ambulance Corps., the Village of Croton on Hudson and Cortlandt Volunteer Ambulance Corp. with respect to calls within the Town of Cortlandt.
  10. Authorize the Supervisor to execute contracts with Westchester County with respect to CDBG projects for 2023.
  11. Declare the Town of Cortlandt Town Board as Lead Agent for the Sprout Brook Dam Removal Project.
  12. Convey 60 Whalen Avenue to the Village of Croton.
  13. Refer Meadowbrook Application to the Planning Board and set Public Hearing for Proposed Zoning Text Amendments for March 14, 2023.
  14. Authorize payment of Snow Plowing Charge for Croton Park Colony.
  15. Authorize License Agreement with the Owner of 122 10<sup>th</sup> Street in Verplanck.
  16. Authorize an Assessment Roll Correction and Payment for the owner of 228 Mt. Airy Road West.
  17. Authorize 2023 Economic Development Marketing Budget for the Town of Cortlandt.

18. Agenda items for DOTS:

- a. Authorize DOTS to Design and Advertise for Cortlandt Waterfront Park Amphitheatre and Park.
- b. Authorize Consultant Services with French & Parello Associates for Cortlandt Lake Dam.
- c. Authorize Consultant Services with French & Parello Associates for Furnace Brook Dam.
- d. Adjust Benefit Assessment Roll for Marty's Formal Wear to one-half unit.

19. Agenda items for DES:

- a. Award contract for Town-Wide Fence Installation.
- b. Award Contract for Pest Control for 2023-2024.

20. Appoint a Town Assessor.

21. Appoint Fred Pardee to the title of Park Foreman.

22. Appoint Elvia Sinchi as a Senior Office Assistant (Automated Systems) in accordance with Westchester County Civil Service.

23. Approve a temporary stipend for the Director of Environmental Services.

24. Approve hourly rates for Part-Time Employees at the Youth Center.

25. Authorize a one-year Leave of Absence for an employee in DES-Parks.

26. Schedule Public Hearing for March, 14, 2023 on State-updated Tax Exemption Limits.

**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**

**February 14, 2023 at 7:00 pm**  
**Town Hall Web Site address: [www.townofcortlandt.com](http://www.townofcortlandt.com)**

**The January meeting closes in memory of**  
**Charles DiGiacomo, former Supervisor of the Town of Cortlandt**  
**And**  
**Raymond Reber, former Member of the Zoning Board of Appeals**