



TOWN OF CORTLANDT

OFFICE OF THE TOWN CLERK

Town Clerk
LAROUÉ R. SHATZKIN

Deputy Town Clerk
AMANDA SHAFIULLAH

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, Laroué 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,

Laroué Shatzkin



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REGULAR MEETING

TOWN BOARD AGENDA – JANUARY 13, 2026

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 9, 2025 Regular Meeting.

PUBLIC HEARINGS

HEARING OF CITIZENS – AGENDA ITEMS ONLY

REPORTS

Receive and File the following:

For the month of November 2025 from the Department of Recreation.

For the month of December 2025 from the Office of the Aging, Purchasing Department, Receiver of Taxes and the Town Clerk.

2025 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. Letter from Owner of 3116 East Main Street requesting reinstatement into the Peekskill Sanitary Sewer District.

RESOLUTIONS

1. Reappoint Tino Martin, Joseph Ryan and Joy Snyder as members of the PRC Advisory Board, Reappoint Tino Martin as Chair, and Appoint Everett Skelly as a Youth Member.
2. Reappoint Lonica Smith to the Board of Assessment Review.
3. Appoint Staff of the Town Clerk's Office as Registrars of Vital Statistics.
4. Reappoint Members to the Continental Village Park District Joint Advisory Committee for the year 2026.
5. Appoint or re-appoint members to the following:
 - a. Architectural Review Council

- b. Alarm Appeals Board
6. Appoint the following:
- a. Town Board Liaison for Personnel Matters.
 - b. Town Board Liaison for Sustainability and Solar energy issues.
 - c. Town Board Liaison to Hudson Valley Chamber of Commerce.
 - d. Town Board Liaison to Local Waterfront Revitalization Committee.
 - e. Town Board Liaison to the Cortlandt Quarry & Recreation.
 - f. Town Board Liaison to School Districts.
 - g. Town Board Liaison to Youth & Recreation.
 - h. Town Board Liaisons to Departments.
 - i. Purchasing Director.
 - j. Town Attorney, Deputy Town Attorney, Town Comptroller, and the Director of Technical Services as Town Officers; authorize employment contracts with respect to same.
 - k. Employment Agreements with Non-Union Employees.
 - l. EFPR Group LLP (CPA's) as Town Auditors.
 - m. Triad Group LLC as Manager of Town of Cortlandt Self-Insured Workers' Compensation Fund.
 - n. Midwest Employers Casualty as carrier for Excess Workers Compensation.
7. Adopt the following for 2026:
- a. Rules of Procedure for the Town Board Meetings
 - b. Designate the Official Newspaper and alternates.
 - c. Designate the Depositories.
 - d. Master Fee Schedule for 2026.

- e. Designate the Supervisor and Human Resource Coordinator as authorizing authorities to execute all Civil Service Forms.
 - f. Set the Mileage and Per Diem reimbursement for Town Officials and Employees.
 - g. IT Security Policy.
 - h. Drug and Alcohol Policy.
 - i. Social Media Policy.
 - j. Sexual Harassment Policy.
 - k. Workplace Violence Prevention Policy.
 - l. Travel Policy for Town Employees.
8. Designate the Voting Delegate and Alternate for the Association of Towns Annual Business Session.
9. Authorize the Supervisor to execute the following 2026 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 and Northern Westchester Joint Water Works authorizing the Town Purchasing Director to advertise bids on their behalf.
 - i. Partners in Safety.
 - j. All Personal Service Contracts.
 - k. All contracts with various Libraries servicing the Town of Cortlandt.

1. Agreement with Fiscal Advisors & Marketing, Inc. for Financial Advisory/Bond Services.
10. Authorize Re-levy of Unpaid Water and Sewer Charges.
11. Adopt Policy for Re-Appointment of Members and Chairs of the Planning and Zoning Boards.
12. Authorize Partial Refund of Con Edison Escrow for Furnace Woods Sewer Improvement Area.
13. Authorize contract with CAI Technologies for Tax Mapping and GIS Services for the Town.
14. Authorize Settlement of Tax Certiorari proceeding with Kenneth Sena for 15 Finney Farm Road.
15. Authorize Settlement of Tax Certiorari proceeding with Pike Plaza Associates for 2050 E. Main Street.
16. Agenda items for DOTS:
 - a. Renew Accelerate Program Service Contract with OpenGov for 2026.
17. Appoint a Seasonal Winter Employee in Town Hall.
18. Authorize a Leave of Absence in the Office of the Town Clerk.
19. Schedule a Public hearing for February 10, 2026 to consider Agreements with Various Fire Departments pertaining to Fire Protection Services. (Continental Village Fire Department, Montrose Fire Department and the Village of Croton).

ADDITIONS TO THE AGENDA - NONE

BUDGET TRANSFERS - NONE

REPORTS FROM VARIOUS DEPARTMENTS

REPORTS FROM STANDING & SPECIAL COMMITTEES

SECOND HEARING OF CITIZENS

ADJOURNMENT

NEXT TOWN BOARD MEETING

February 10, 2026 at 7:00 pm
Town Hall Web Site address: www.townofcortlandt.com



A **Special Meeting** of the Town Board of the Town of Cortlandt was conducted on **December 9, 2025** with the following elected officials and appointed staff in attendance:

RICHARD H. BECKER	Supervisor
JOYCE WHITE	Councilmember
CRISTIN JACOBY	Councilmember
ROBERT MAYES	Councilmember
JAMES CREIGHTON	Councilmember

Also present:

TOM WOOD	Town Attorney
MICHAEL CUNNINGHAM	Deputy Town Attorney
LAROUÉ ROSE SHATZKIN	Town Clerk- ABSENT
AMANDA SHAFIULLAH	Deputy Town Clerk
ANN SCAGIOLNE	Comptroller- ABSENT
PATRICIA ROBCKE	Comptroller
MICHAEL PREZIOSI	Director, DOTS
CLAUDIA VAHEY	Human Resources Coordinator
STEPHEN FERREIRA	Director, DES - ABSENT
JOE BASSELL	Junior Network Specialist

MEETING CALLED TO ORDER

The meeting was called to order at 7:03 p.m.

PLEDGE TO THE FLAG

Supervisor lead the Pledge of Allegiance.

SUPERVISOR'S PROCLAMATIONS & REPORTS

Supervisor Becker spoke about past events in the town such as Meet Santa at the Youth Center on December 6th, 2025 and The Senior Nor-Cort Holiday Party which was earlier in the day on December 9th, 2025 which was well attended with 148 seniors in attendance.

Supervisor Becker also spoke about upcoming events in the Town such as the Indian Point Decommissioning Oversight Board Meeting on December 11th, 2025 at 6:00 P.M at the Buchanan Verplanck Elementary School. Winter Wonderland is on December 13th, 2025 at 3:00 P.M at the Youth Center on Memorial Drive. Please join the Town Board for an Join us for an

afternoon of fun, twinkling lights, and holiday cheer, and, uh, at the youth center, outdoor activities include inflatable rides for children, ice skating of course, a visit from Santa of course, and again, we're having Binnewater Farms alpaca. Santa will also be in attendance and you can have your picture taken and listen to the Manhattan Carolers. Westchester County Police Department is hosting Operation Blue Santa Toy Drive where they collect and deliver toys to children in need. Please drop off new and not wrapped gifts to Town Hall by December 12th or at the Youth Center and Senior Center. The Cortlandt Ice Rink is opened for the season and attendees must have a Cortlandt Recreation ID to enter. The Town is hosting an Annual Gift Card Drive where gifts cards are given away to those in need, please drop off gift cards to the Supervisors Office by December 12th, 2025.

Tonight, the Town Board is honoring and celebrating the retirement of former comptroller, Patty Robcke, whose been here for many years and has guided the Town Board very well. Super Becker read a speech about Patty Rocke which is below”

Patty was born and raised in Cranford, New Jersey, spending her summers down at the Jersey shore in Ocean Grove. Who knew—Patty was “A Jersey Shore girl!” This may be our first piece of the Patty puzzle!

And, she met her husband Larry in 1987 in New Jersey.

Patty attended Pace University in Pleasantville and graduated with a Bachelor in Business Administration in 1991.

She began her career at Bennett Kielson, in White Plains, working with the founder Harvey Bennett. This firm morphed over the years and is now known to us as O’Connor Davies. While there, Patty became one of their auditors, working and auditing the town of Cortlandt. Maybe The 2nd piece of the Patty Puzzle! Eventually, this led her to later become the Deputy Comptroller of the town of Cortlandt in 1993. Here are some things you might not know about Patty:

In addition to working full-time for the town of Cortlandt and raising her kids, Patty taught Sunday school at the United Methodist Church in Mahopac. ---Sunday School-- Who knew this?? Another piece to the Patty puzzle.

And, ALSO Surprisingly, Patty coached Baton Twirling at the Mahopac schools. How did I just learn of this? I really could have used this information to my advantage and it is certainly another unexpected piece of the Patty puzzle.

One of Patty’s greatest accomplishments for the town of Cortlandt was her integral role in the creation of the Northern Westchester joint waterworks. She was instrumental in both the design of the water plant, as well as establishing the business side of the Joint Waterworks.

Patty went on to get her Master’s degree in Public Administration from Pace University in 2012, earning a Dyson college award for academic achievement.

In 2015, Patty was appointed Town Controller. In this role, Patty brought many new initiatives to this office. Recently, as you will later hear, she was instrumental in the formation of our new

Cortlandt-Peekskill Regional Paramedics program. In retirement, she will continue her work with that organization.

On a personal note, it has been a pleasure working with Patty. She is highly professional, thoughtful, and always well prepared. We know she can find every last nickel. And, she is very creative--a wonderful trait for a comptroller.

The most important lesson I have learned from working with Patty, is that if you douse yourself with double espresso coffee 15 minutes before she spreads out her spreadsheets, you will be able to garner the highlights of her work. I never meet with Patty unless I am totally intoxicated with caffeine. And, the whole town is grateful to Patty for assisting us pick her successor, not replacement-but successor-Ann Scaglione. With this succession fully in place, all of Patty's endeavors and successes will continue into the future. This is a lesson for us all... Never drop the ball at the end; finish the job on a high note!! Congratulations, Patty. We all wish you the best of luck on your next chapter.

Councilperson Robert Mayes said a few words about Patty, such as Patty always welcomed the Town Board to her office and was very straight forward and honest. He thanked her for everything she has done and to enjoy her retirement.

Councilperson Cristin Jacoby thanked Patty Robcke for everything. She thanked her especially for showing her how many people it takes to run Town Hall effectively and efficiently. She also thanked Patty for due diligence with the Town budget to ensure the Town's taxes stayed low and programs are available to residents.

Councilperson Joyce White expressed how grateful she is to Patty Robcke for all her help and knowledge as comptroller. She thanked Patty for always for explaining in layman terms as it helped herself and the Town Board understand how things works to make better informed decisions.

Councilperson Jim Creighton stated the Town was truly blessed to have had Patty's guidance, wisdom, and knowledge to make great decisions and guide away from the bad ones. He went on the thank her for everything she has accomplished for the Town.

Councilperson Jim Creighton presented to Patty on behalf of the Town Board a Certificate of Recognition.

Patty Robcke stated she started here in 1990 and the Town of Cortlandt is dear to her heart. She is happy she was able to help see the visions of the town board and the supervisors come to fruition. She thanked Dr. Becker and the Town Board for always giving her respect and integrity and made her career what she wanted her career to be.

ROLL CALL

Deputy Town Clerk, Amanda Shafiullah, took roll call, and all Town Board members were present.

TOWN BOARD REPORTS

Councilperson Robert Mayes gave his report

OF NOTE:

Councilperson Mayes thanked Patty Rocke once again for everything. He spoke about the Youth Soccer Program Award ceremony which occurred earlier which had great attendance and the kids were excited for their awards. He also spoke about how this time of year is about helping other, whether it is family, friends, or your neighbor. He wished everyone Happy Holidays.

Councilperson Joyce White gave her report

OF NOTE:

Councilperson White acknowledge how much fun herself and the Town Board had at Meet Santa at the Youth Center. She thanked the Recreation department for putting the event together and looks forward to Winter Wonderland on Saturday. Councilperson White reported on a meeting herself and Councilperson Mayes with the BCOES Director and Assistant Director of Environment Education and Sustainability Center for Environmental Education where we spoke about some great programs and ideas and to see how BCOES can partner with the Hendrick Hudson School District for more environmentally sound programs.

She also wanted to clarify at the special meeting she voted against a salary increase for elected officials due to the pending federal funding cuts from Washington, D.C, which in good conscious she cannot place an additional burden on the community's tax payers. She does whole heartily agrees to salary increases for the Town staff which was previously negotiated with unions. She wished everyone a safe and great Holiday.

Supervisor Becker clarified to the public that no one on the Town Board, not the Supervisor nor Councilmembers are receiving a raise. The raise was for two full-time employees that were elected officials.

Councilperson Cristin Jacoby gave her report

OF NOTE:

Councilperson Jacoby echoed about the annual Town's gift card drive and asked residents to please remember there are neighbors who many be struggling to put food on their tables so a gift card to a grocery store would be generous. She thanked the residents for always being generous when the Town Board has asked and she wished everyone Happy Holidays.

Councilperson James Creighton gave his report

OF NOTE:

Councilperson Creighton thanked all of the Town employees for all that they do. He spoke about the Recreation department starting to work on the Charles Cook Pool in order for it to be ready for the summer. Also, how the recreation staff put together these amazing programs for the Town

residents while the Town keeps the taxes low, which is what the Town is all about. He went expressed how the Town of Cortlandt is truly where life works. He spoke about the tree lighting ceremonies he attended in Buchanan and also in neighboring City of Peekskill how great is to see the community come together. He reminded residents to shop locally to continue to support our community. He stated there are so many ways to help out others during this time. He wished everyone a Happy Holiday!

Councilperson Jacoby also mentioned if anyone needs help with groceries this year or need assistance in the Supervisor's Newsletters there are a list of food pantries in the area. If residents do not have access to the newsletter please reach out to any Town Board member so we can get residents in touch with local partners for help.

APPROVAL OF THE MINUTES

Approve the Minutes for the November 10, 2025 Special Meeting, the November 18, 2025 Regular Meeting, and the December 1, 2025 Special Meeting.

Councilperson Mayes made a motion to approve the above Minutes, seconded by Councilperson Jacoby, with all voting **AYE**.

PUBLIC HEARINGS

Public Hearing to Extend the Battery Energy Storage Moratorium

a. Close Public Hearing.

RESOLUTION NO. 326-25 RE: Adopt Negative Declaration

RESOLUTION NO. 327-25 RE: Adopt Resolution for Local Law to Extend the Battery Energy Storage Moratorium.

Supervisor Becker commented the Town has had the Battery Storage Moratorium in effect for about a year now because there is a lot of controversy about these plants about their safety in particular if a fire occurs. The Town is waiting on guidelines from both the county and state therefore the Town Board decided to extend the moratorium.

Councilperson Jacoby made a motion to close the Public hearing, and Adopt the Negative Declaration and Adopt the Resolution, seconded by Councilperson Creighton, with all voting **AYE**.

REPORTS

Receive and File the following:

For the month of November 2025 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:

Councilperson Creighton made a motion to receive and file the above, seconded by Councilperson White, with all voting **AYE**.

RESOLUTIONS:

RESOLUTION NO. 328-25 RE: Authorize updated procedures related to maintaining the Town's Fleet Inventory to align with the State Climate Smart Community Fleet Inventory requirements.

RESOLUTION NO. 329-25 RE: Authorize the Sale of a Portion of SBL 55.9-2-1.1 to DHIP Group/Jam Storage, LLC for access to a proposed Self-Storage Facility, Subject to Permissive Referendum.

RESOLUTION NO. 330-25 RE: Authorize refund of deposit for Hillview Court (SBL 45.9-1-26) and Lakeview Avenue (SBL 45.9-1-27).

RESOLUTION NO. 331-25 RE: Adopt Capital Improvement Plan for 2026 - 2030.

RESOLUTION NO. 332-25 RE: Authorize Settlement of Tax Certiorari for 2127 Crompond Road.

RESOLUTION NO. 333-25 RE: Authorize Settlement of Tax Certiorari for 26 Hillcrest Avenue.

RESOLUTION NO. 334-25 RE: Approve request of St. Peter and Paul Byzantine Catholic Church for event at the Cortlandt Waterfront Park.

Supervisor Becker commented St. Peter and Paul Byzantine Catholic Church in Peekskill asked for permission to perform a ceremony, Blessing of the Waters, which the Town Board agrees with and would love to help out. The Climate Start Community Fleet inventory requirements gets the Town green points which allows the Town to remain a bronze certified community. The

DHIP group is building a self-storage facility on Memorial Drive and the Town is allowing them access to store materials there in exchange for a fee.

Councilperson Creighton commented the Climate Smart Community Program has a recertification in process. It requires 120 points and the Town submitted 144 points and one was kicked back which is what is in the resolution because it was requested more information from the Town's Fleet Inventory.

Councilperson White made a motion to receive and file the above, seconded by Councilperson Mayes, with all voting **AYE**.

RESOLUTION NO. 335-25 RE: Award Bid 2025-15 for Sewage Pumps for Cortlandt Ridge.

RESOLUTION NO. 336-25 RE: Authorize the 2026 Salary Resolution.

RESOLUTION NO. 337-25 RE: Authorize Increase for Part-time Employees at NorWest.

RESOLUTION NO. 338-25 RE: Authorize one-time payment for Continuous Service for Part-time Employees at Nor-West.

RESOLUTION NO. 339-25 RE: Appoint Ed Tandy as a Part-Time Rec Attendant at the Youth Center.

RESOLUTION NO. 340-25 RE: Authorize Seasonal Employees in DES.

RESOLUTION NO. 341-25 RE: Authorize a Seasonal Employee in Town Hall.

RESOLUTION NO. 342-25 RE: Authorize an Intermittent Leave of Absence for an Employee in DES – Highway.

RESOLUTION NO. 343-25 RE: Authorize an Intermittent Leave of Absence for an Employee in DES – Highway.

Supervisor Becker commented Nor West is a self-sustaining part of the Town, meaning they self-fund themselves billing through Medicaid. It does not cost the Town or taxpayers any funding for that which allows them to have to set their own budget and salaries. Supervisor Becker also welcomed Ed Tandy as a part-time recreation attendant who will work at the Youth Center on Friday evenings. He also welcomed all seasonal employees in DES and the seasonal employees in Town Hall.

Councilperson Mayes made a motion to approve the above Minutes, seconded by Councilperson Jacoby, with all voting AYE.

ADDITIONS TO THE AGENDA

BUDGET TRANSFERS - NO

REPORTS FROM VARIOUS DEPARTMENTS

REPORTS FROM STANDING & SPECIAL COMMITTEES

SECOND HEARING OF CITIZENS

ADJOURNMENT

Councilperson Jacoby made a motion to adjourn the meeting, seconded by Councilperson Mayes with all voting AYE.

The meeting was adjourned at 7:38 P.M.

NEXT TOWN BOARD MEETING

January 13, 2026 at 7:00 pm
Town Hall Web Site address: www.townofcortlandt.com

Respectfully submitted,

Laroue Rose Shatzkin
Town Clerk

Amanda Shafiullah
Deputy Town Clerk



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

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tocrec@townofcortlandt.com



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

December 19, 2025



TO: Supervisor Richard H. Becker

RE: ATTENDANCE REPORT – NOVEMBER 2025 - 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 2016.
2. Provides a detailed attendance report for our YOUTH recreation programs conducted during the month of November 2025.
3. Provides a detailed attendance report for our ADULT recreation programs conducted during the month of November 2025.
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

	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
JANUARY	9,159	8,329	10,343	10,193	9,309	727	6,026	8,135	7,192	6,062
FEBRUARY	10,045	9,166	9,179	9,061	10,044	948	6,334	7,396	8,284	7,889
MARCH	7,620	6,787	6,087	7,046	3,500	1,092	4,420	6,163	6,034	7,354
APRIL	12,792	9,437	7,699	8,448	8,027	3,708	2,392	11,347	12,097	10,882
MAY	14,267	15,092	12,887	11,480	110	8,696	8,755	10,951	10,717	11,092
JUNE	18,065	18,196	15,840	12,541	54	13,769	10,754	12,700	13,932	13,186
JULY	21,151	31,056	29,060	38,686	3,003	20,742	29,166	33,781	41,938	47,086
AUGUST	16,242	14,485	14,944	17,904	5,196	10,445	14,751	14,322	22,543	22,314
SEPTEMBER	10,614	9,449	9,208	8,968	5,391	8,000	10,001	10,731	13,751	12,690
OCTOBER	15,129	12,515	13,401	12,183	7,237	10,056	10,899	18,401	20,238	20,526
NOVEMBER	7,764	7,645	6,793	7,084	1,866	4,441	6,601	7,032	8,721	7,725
DECEMBER	4,109	4,047	3,765	3,575	720	3,161	4,457	4,412	3,962	
TOTAL	146,957	146,204	139,206	147,169	54,457	85,785	114,556	145,371	169,409	166,806

**TOWN OF CORTLANDT RECREATION
MONTHLY ATTENDANCE REPORT
YOUTH ACTIVITY - 2025**

Activity	# of Sessions	Totals	# of Sessions	Totals	Difference	2025 Daily
	Nov. '25	Nov. '25	Nov. '24	Nov. '24	Nov. '25-Nov. '24	Average
					0	0
Art Explorers-Little Hands			2	14	-14	7
Art Quest-Cool Vibes			2	10	-10	5
Babysitting Skills					0	0
Baseball Camp					0	0
Baseball - Travel Tryout					0	0
Baseball - Travel Practice					0	0
Baseball - Travel Games					0	0
Basketball - Travel Scrimmage					0	0
Basketball - Travel Team Games-Boys			0	0	0	0
Basketball - Travel Team Tryouts - Boys					0	0
Basketball - Travel Team Boys Prac.	24	240	8	80	160	10
Basketball - Girls Travel Team Game					0	0
Basketball - Girls Travel Team Tryouts					0	0
Basketball - Girls Travel Team Prac.	8	80	0	0	80	0
Basketball - League Meetings					0	0
Basketball - Cub Girls Games					0	0
Basketball - Cub Girls Tryouts					0	0
Basketball - Cub Girls Practice	12	144	12	144	0	12
Basketball - Cub/Midget Girls Practice					0	0
Basketball - Cub/Midget Girls Games					0	0
Basketball - Midget Girls Games					0	0
Basketball - Midget Girls Practice	12	144	13	168	-24	12.923077
Basketball - Midget Girls Tryouts	1	25			25	0
Basketball - Pee Wee Games					0	0
Basketball - Pee Wee Practice	24	260	24	288	-28	12
Basketball - Pee Wee Tryouts	1	45	1	40	5	40
Basketball - Cub Boys Games					0	0
Basketball - Cub Boys Practice	18	220	24	312	-92	13
Basketball - Cub Boys Tryouts	1	35	1	44	-9	44
Basketball - Jr Boys Games					0	0
Basketball - Jr Boys Practice					0	0
Basketball - Jr Boys Tryouts					0	0
Basketball - Jr. Girls Games					0	0
Basketball - Jr. Girls Practice					0	0
Basketball - Jr. Girls Tryouts					0	0
Basketball-9th/10th-Practice					0	0
Basketball-9th/10th-Tryouts					0	0
Basketball - Free Play FGL					0	0
Basketball - Free Play FWS					0	0
Basketball - Free Play 6-10 grade-Winter					0	0
Basketball - Free Play 3-5 grade-Winter					0	0
Basketball Clinic (1st & 2nd Graders)					0	0
Basketball Camp - Derek					0	0
Basketball Camp - Red Devil					0	0
Basketball - Dinners					0	0
Bowling-After School	4	8	4	8	0	2
Bowling-Bumper	4	16	4	40	-24	10
Cheerleading Camp					0	0
CPR/ for Prof. Rescuer					0	0
Game Café at the CUE					0	0
Parents Night (Camp)					0	0
Camp Orientation					0	0
C.I.T. Seminar					0	0
Day Camp (1-4)					0	0

**TOWN OF CORTLANDT RECREATION
MONTHLY ATTENDACE REPORT
YOUTH ACTIVITY - 2025**

Activity	# of Sessions	Totals	# of Sessions	Totals	Difference	2025 Daily
	Nov. '25	Nov. '25	Nov. '24	Nov. '24	Nov. '25-Nov. '24	Average
Day Camp (7,8)					0	0
Day Camp (5,6)					0	0
Day Camp - Day Play					0	0
Environ. Prog.- Fun w/Seeds					0	0
Environ. Prog.-Hidden Signs of Animals					0	0
Environ. Prog.-Pond Study					0	0
Environ. Prog.-Things, Creep Crawl & Fly					0	0
Environ. Prog.-Trailblazers					0	0
Explorers					0	0
First Aid					0	0
Football - Clinic - Flag	2	82	2	82	0	41
Football - Punt, Pass & Kick					0	0
Football Coaches Meeting					0	0
Football Tryouts - Juniors					0	0
Football Tryouts - Seniors					0	0
Football League - Games					0	0
Football League - Practice					0	0
Football League - Uniforms					0	0
Football - Cranberry Bowl-Coach Wolff					0	0
Football - Dinner/Awards					0	0
Flute Choir					0	0
Golf					0	0
Guitar Lessons					0	0
Halloween - Parade					0	0
Halloween - Party					0	0
Ice Skating Rink	4	4	4	48	-44	12
Inline Skating Lessons					0	0
Junior Ballers					0	0
Junior Explorers					0	0
Karate 4 Kidz	5	12	5	60	-48	12
Karate-Advanced					0	0
Lacrosse Camp					0	0
Lacrosse Clinic					0	0
Lacrosse 5&6 Grade Team					0	0
Lacrosse Elem. League Practice					0	0
Lacrosse Elem. League Games					0	0
Lacrosse League - Summer League					0	0
Lacrosse League - Tryouts					0	0
Lacrosse Intramurals					0	0
Learn to Skateboard					0	0
Lego-Oh!					0	0
Lifeguard Test					0	0
Lifeguard Training					0	0
Mad Science					0	0
Moms & Toddlin Tots					0	0
Movie Night					0	0
Mini-Multi Sports Camp					0	0
Multi Sports Camp					0	0
Music, Movement & Crafts					0	0
Nor-West	9	39	13	87	-48	6.6923077
National Youth Sports Coaches - Clinic					0	0
Painting/Drawing					0	0
Piano					0	0
Playgrounds - FG Lindsey					0	0
Playgrounds - Westbrook Drive					0	0
Playtime					0	0

TOWN OF CORTLANDT RECREATION

MONTHLY ATTENDACE REPORT

YOUTH ACTIVITY - 2025

Activity	# of Sessions	Totals	# of Sessions	Totals	Difference	2025 Daily
	Nov. '25	Nov. '25	Nov. '24	Nov. '24	Nov. '25-Nov. '24	Average
Sailor Fitness					0	0
Sailor Softball Camp					0	0
Skyhawks Baseball	1	10			10	0
Soccer Camp					0	0
Soccer Clinic 1st Grade					0	0
Soccer Clinic					0	0
Soccer Draft/Coaches Meeting					0	0
Soccer League - Evaluations					0	0
Soccer League - Midget Games - Boys	3	189	3	225	-36	75
Soccer League - Midget Games - Girls	3	156	3	120	36	40
Soccer League - Junior Games - Boys	3	135	3	150	-15	50
Soccer League - Junior Games - Girls	3	126	3	150	-24	50
Soccer League - Pee Wee Games - Boys	3	159	3	210	-51	70
Soccer League - Pee Wee Games - Girls	3	123	3	120	3	40
Soccer League - Pee Wee Co-Ed Clinic					0	0
Soccer League - Midget Prac. - Boys	10	150	10	150	0	15
Soccer League - Midget Prac. - Girls	10	150	10	150	0	15
Soccer League - Junior Prac. - Boys	10	150	10	150	0	15
Soccer League - Junior Prac. - Girls	10	100	10	100	0	10
Soccer League - Pee Wee Prac. - Boys	10	150	10	150	0	15
Soccer League - Pee Wee Prac. - Girls	10	100	10	100	0	10
Soccer - Awards Night			1	350	-350	350
Soccer - Parent & Me					0	0
Soccer Travel Tryouts					0	0
Soccer Travel Games - High School - Boys					0	0
Soccer Travel Games - U9 Boys					0	0
Soccer Travel Games - U10 Boys					0	0
Soccer Travel Games - U11 Boys	3	105	3	135	-30	45
Soccer Travel Games - U12 Boys	3	105	3	129	-24	43
Soccer Travel Games - U13 Boys	3	105	3	150	-45	50
Soccer Travel Games - U14 Boys	3	135	2	86	49	43
Soccer Travel Games - U15 Boys	3	135			135	0
Soccer Travel Games - U10 Girls					0	0
Soccer Travel Games - U11 Girls	3	90	2	90	0	45
Soccer Travel Games - U12 Girls	3	120	3	135	-15	45
Soccer Travel Games - U13 Girls	3	120	3	150	-30	50
Soccer Travel Games - U14 Girls	3	120			120	0
Soccer Travel Games - U15 Girls					0	0
Soccer Travel Meetings					0	0
Soccer Travel Games - High School - Boys					0	0
Soccer Travel Practice - U9 Boys					0	0
Soccer Travel Practice - U10 Boys					0	0
Soccer Travel Practice - U11 Boys	8	112	8	144	-32	18
Soccer Travel Practice - U12 Boys	8	112	8	136	-24	17
Soccer Travel Practice - U13 Boys	8	114	8	400	-286	50
Soccer Travel Practice - U14 Boys	8	144	8	136	8	17
Soccer Travel Practice - U15 Boys					0	0
Soccer Travel Practice - U10 Girls					0	0
Soccer Travel Practice - U11 Girls	8	96	8	144	-48	18
Soccer Travel Practice - U12 Girls	8	128	8	144	-16	18
Soccer Travel Practice - U13 Girls	8	128	8	160	-32	20
Soccer Travel Practice - U14 Girls	8	128			128	0
Soccer Travel Practice - U15 Girls					0	0
Sports Squirts					0	0
Super Hero Camp					0	0

TOWN OF CORTLANDT RECREATION

MONTHLY ATTENDANCE REPORT

YOUTH ACTIVITY - 2025

Activity	# of Sessions	Totals	# of Sessions	Totals	Difference	2025 Daily
	Nov. '25	Nov. '25	Nov. '24	Nov. '24	Nov. '25-Nov. '24	Average
Swim - Competitive Swim Clinic					0	0
Swim Instruction - 1,2,3			4	156	-156	39
Swim - Cook Staff Orientation					0	0
Swim - PreSchool					0	0
Swim - Tiny Tot					0	0
Swim Team - Party					0	0
Swim Team - Swim Practice					0	0
Swim Team - Dive Practice					0	0
Swim Team - Dive Meet					0	0
Swim Team - Swim Meet					0	0
Swim & Dive Orientation					0	0
Swim & Dive Pictures					0	0
Swim Instr.-Registration-CJC					0	0
Swim Instr.-CJC Camp					0	0
Swim Instr.-Croton					0	0
Tennis Camp - 5-8 year olds					0	0
Tennis Camp - 9-14 year olds					0	0
Tennis Camp - Advanced					0	0
Tennis Camp - Jr. Aces					0	0
Tennis Camp - Mini Mites					0	0
Tennis Instruction - Premier					0	0
Tennis Instruction - Youth Indoor					0	0
Tennis Instruction - Youth Outdoor					0	0
Town Hall Tours					0	0
Track Meet					0	0
VolleyBall Camp - 3 camps					0	0
Volleyball Development					0	0
Youth Employment- Hen Hud	30	439	30	373	66	12.433333
Youth Employment - Walter Panas	30	410	30	389	21	12.966667
Youth Center	24	299	25	526	-227	21.04
YCS - Canteens	5	115	6	108	7	18
YCS - Courses & Trips	1	45			45	0
YCS - 5th Grade Fun Club After School					0	0
YCS - Rock Wall & Weight Training	24	48	25	90	-42	3.6
YCS - Too Good for Violence 6th grade			4	63	-63	15.75
YCS - Too Good for Violence 6th grade make up			15	60	-60	4
YCS - Too Good for Violence 7th grade			4	26	-26	6.5
YCS - Too Good for Violence 7th grade make up			9	25	-25	2.777778
YCS - Smart Talk: Middle School	30	57			57	0
YCS - Special Event					0	0
YCS - Sports Activities	4	7			7	0
YCS - DJ Nights, Karaoke, YC Got Talent			1	7	-7	7
YCS - Open Gym	4	85	3	28	57	9.333333
YCS - After Camp Program					0	0
YCS - Gaming for Senior Citizens					0	0
YCS - Birthday Parties/Rental	1	67	6	79	-12	13.166667
YCS - Lifeskills: booster					0	0
					0	0
Total	452	6621	435	7619	-998	17.514943

**TOWN OF CORTLANDT RECREATION
MONTHLY ATTENDANCE REPORT
ADULT ACTIVITY - 2025**

Activity	# of Sessions	Totals	# of Sessions	Totals	Difference	2025 Daily
	Nov. '25	Nov. '25	Nov. '24	Nov. '24	Nov. '25-Nov. '24	Average
					0	0
Badminton	2	30	3	54	-24	18
Basketball - 30 & Older	5	60	5	96	-36	19.2
Basketball - 18 & Older	2	14	3	69	-55	23
Boating & Seamanship					0	0
Body Sculpting					0	0
Choosing a College Major					0	0
CPR Review					0	0
CPR/AED for the Professional Rescuer					0	0
Defensive Driving					0	0
Environmental Programs					0	0
Exertone - Mon./Wed.					0	0
Golf Outing					0	0
Golf Instruction					0	0
Guitar Lessons					0	0
International Folk Dance					0	0
Introduction to Japanese	4	20	3	9	11	3
Karate-Advanced					0	0
Karate	4	60	3	27	33	9
Light Saber Training					0	0
Line Dancing					0	0
Navigating College Admission Process					0	0
Navigating College Financial Aid Process					0	0
Nor-West	26	456	24	401	55	16.708333
Oxygen Administration					0	0
Piano					0	0
Pickleball	4	28			28	0
Pilates					0	0
Piloxing					0	0
Run, Jog, Walk					0	0
Soccer-Referee Course					0	0
Softball League - Meeting					0	0
Softball League - Umpires Meeting					0	0
Softball - Men Fall Ball					0	0
Softball - Men Games					0	0
Softball - Mens/Tournament					0	0
Softball - Women's Games					0	0
Special Events/Supervisor					0	0
Summer Staff - Directors Meeting					0	0
Swim - Adult Beginner					0	0
Swim Facilities - CJC					0	0
Tai Chi	4	64	3	45	19	15
Tai Chi Advances					0	0
Tennis Instruction-Outdoor					0	0
Tennis Team (Men's League)					0	0
Tennis Team (Women's League)					0	0
Track & Field Meets					0	0
Volleyball - Co-Ed					0	0
Volleyball - Adv.	2	28	3	45	-17	15
Yoga - Core & Stretch	3	70	4	76	-6	19
Yoga - Lite	4	60	4	52	8	13
Yoga 2.0	4	70	4	84	-14	21
Yoga Anyone					0	0
Yoga - Gentle			0	0	0	0
Westchester Women's Chorus					0	0
Woga	8	144	8	144	0	18
TOTAL	72	1104	67	1102	2	16.447761

ATTENDANCE - FIGURE COMPARISONS

Nov-25

2025 7,725
 2024 8,721
 DIFFERENCE (996)

PRINCIPLE PROGRAMS AFFECTING DECREASE IN PROGRAM ATTENDANCE

basketball 18 & over	1 less session held	-55
basketball cub boys practice	6 less sessions held	-92
soccer league-pee wee games boys	decrease in program participation	-51
soccer awards night	not held in 2025	-350
soccer travel practice BU13	decrease in program participation	-286
swim instruction-1,2,3	not held in 2025	-156
youth center	decrease in program participation	-227
YCS-too good for violence 6th grade	not held in 2025	-63
YCS-too good for violence 6th grade: make-up	not held in 2025	-60

TOTAL -1340

PRINCIPLE PROGRAM AFFECTING INCREASE IN PROGRAM ATTENDANCE

nor-west adult	2 additional sessions held	55
basketball-travel team boys practice	increase in program participation	160
basketball-travel team girls practice	not held in 2024	80
soccer travel games BU15	not held in 2024	135
soccer travel games GU14	not held in 2024	120
soccer travel practice GU14	not held in 2024	128
youth employment-hen hud	increase in program participation	66
YCS-smart talk middle school	not held in 2024	57
YCS-open gym	1 additional session held	57

TOTAL 858



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.townofcortlandtny.gov/seniors
Seniors@townofcortlandtny.gov



Office of Senior Services
Director
DAWN J. MAHONEY

December 30, 2025

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 December, for the senior citizens of the Town of Cortlandt under my direction.

In addition to a detailed report of attendance, I have explained the program's fluctuations.

Sincerely,

Dawn Mahoney
Director of Senior Services



Senior Citizen Clubs:

We had only 1 large club meetings this month with an average of 115 in attendance due to a club holiday party and snow day. Attendance remains at one of its highest points in recent years. Verplanck Seniors continue to meet at the Schoolhouse each week.

Nutrition Program:

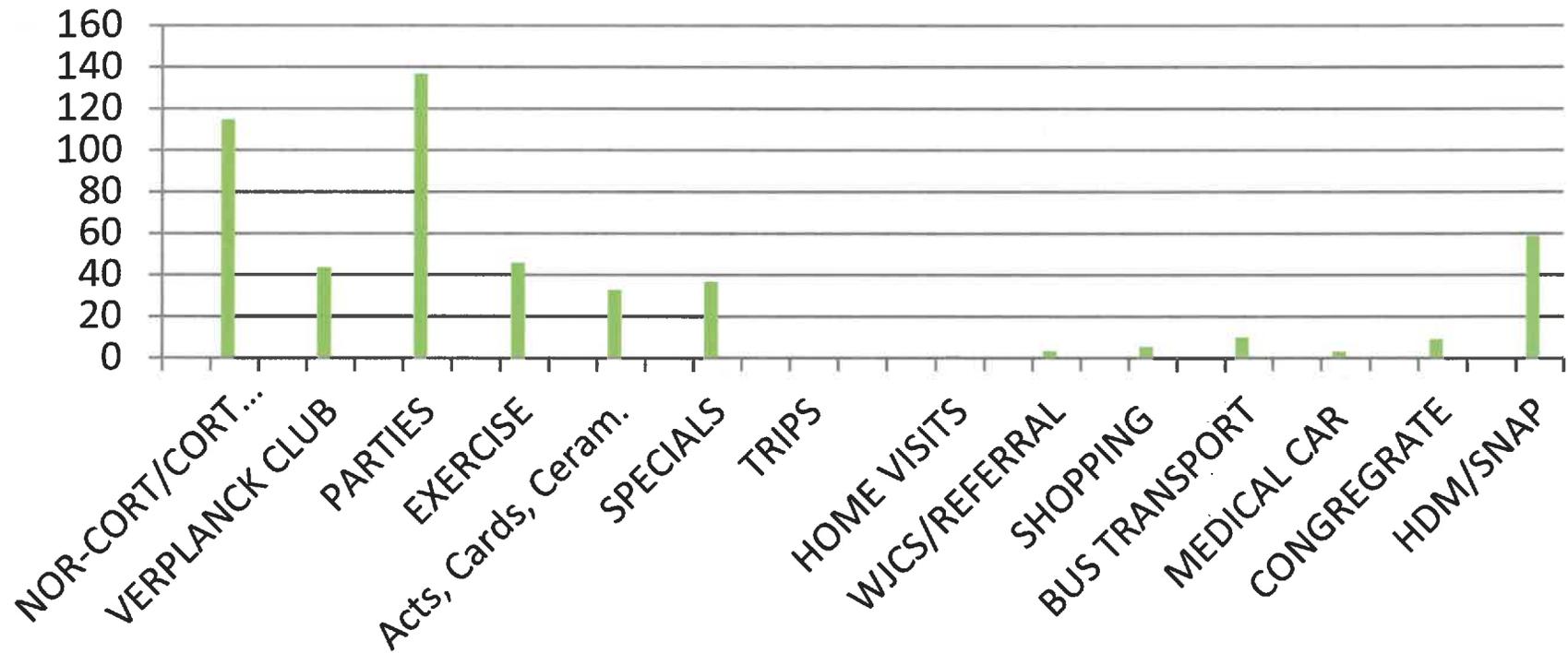
The Home Delivered Meal Program is sporadic in nature, due in part to the fragile health of those involved. December yielded a few new additions to the program.

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 monthly December calendar so you can reference all the programs at the Center. In addition, to our regularly scheduled programs, we offered a few new offerings like educational speaker on Brain Health and an Older Driver Safety Class, Reindeer Races, Ring in the New Year, Gingerbread House Making, and some trainings for the new Community Pass registration. We have our regular scheduled programs that continue year around and are very successful.

Senior Citizen Activities for December 2025



2025 -DECEMBER

Activity	# of sessions	Totals	Avg/ session
NOR-CORT/CORT CLUB	1	115	115
VERPLANCK CLUB	2	88	44
PARTIES	2	273	137
EXERCISE	10	454	46
Acts, Cards, Ceram.	10	308	33
SPECIALS	11	400	37
TRIPS	n/a	n/a	n/a
HOME VISITS	2	2	1
WJCS/REFERRAL	19	68	3.58
SHOPPING	2	11	5.5
BUS TRANSPORT	1	10	10
MEDICAL CAR	13	42	3.23
CONGREGRATE	18	167	9.28
HDM/SNAP	18	1061	58.94

TOWN OF CORTLANDT - THE GOLDEN CONNECTION

December 2025

Monday	Tuesday	Wednesday	Thursday	Friday
<p>1 No Line Dancing</p> <p>Poker 1:00-3:00pm</p> <p>Drop in Pickleball 1:00-3:00pm</p>	<p>2 Nor-Cort/Cortlandt Meeting 10:30am Speaker: Assembly Woman Dana Levenberg @ 10:45am (10 min)</p> <p>Lunch</p> <p>*Community Pass Trip Registration Forum 1:30-2:00PM</p>	<p>3 Boot Camp w/ M2 - 10:00-11:00am * Paid class Older Driver Safety Program—11:30am-12:30pm Men's Discussion Group 12:30pm Coffee Hour 12:30pm Drop in Pickleball 1:00-3:00pm Diabetes Self-Management Workshop 12:30-3:00pm</p>	<p>4 Chair Yoga 10:30-11:30am Wii Bowling 11:45am Mahjong/Chinese Mahjong, Cards Canasta and Board Games 12:00pm Bereavement Support Group 12:00pm Verplanck Mtg. 10:00am @ Schoolhouse</p>	<p>5 Total Strength 10:15-11:15am</p> <p>Zumba 12:15-1:00pm</p> <p>Pizza & Movie 1:15pm "Merry Friggin' Christmas"</p>
<p>8 Line Dancing 10:30-11:30am Gingerbread House Making 12:00pm *Paid class Poker 1:00-3:00pm Drop in Pickleball 1:00-3:00pm</p>	<p>9 Nor-Cort/Cortlandt Holiday Party at the Cortlandt Colonial Restaurant</p> <p>NO Meetings</p> 	<p>10 Boot Camp w/ M2-10:00-11:00am * Paid class Men's Discussion Group 12:00pm Coffee Hour 12:00pm Drop in Pickleball 1:00-3:00pm Diabetes Self-Management Workshop 12:30-3:00pm</p>	<p>11 NO Chair Yoga Wii Bowling 11:45am Mahjong/Chinese Mahjong, Cards Canasta and Board Games 12:00pm NO Verplanck Meeting</p>	<p>12 NO Total Strength NO Zumba Craft day 1:15pm Verplanck Holiday Party at the Cortlandt Colonial Restaurant</p> <div style="border: 2px solid red; padding: 5px;"> <p>Toys for Tots Special Zumba 10:00—10:45am (free, must bring unwrapped toy)</p> </div>
<p>15 Line Dancing 10:30-11:30am Sound Bath/Meditation 12:00-1:00pm *Paid class Poker 1:30-3:00pm Drop in Pickleball 1:30-3:00pm</p>	<p>16 Nor-Cort/Cortlandt Meeting 10:30am Speaker: "Brain Health Awareness" 10:45am (15 minutes) Lunch Big Bingo @12:30pm Alzheimer's & Dementia Support 11:00am—1:00pm (Consultations available)</p>	<p>17 Boot Camp w/ M2-10-11:00am * Paid class Reindeer Races 12:30pm NO Men's Discussion Group NO Coffee Hour NO Pickleball</p>	<p>18 Chair Yoga 10:30-11:30am Wii Bowling 11:45am Mahjong/Chinese Mahjong, Cards Canasta and Board Games 12:00pm Bereavement Support Group 12:00pm Verplanck Mtg. 10:00am @ Schoolhouse</p>	<p>19 Total Strength 10:15-11:15am</p> <p>Zumba 12:15-1:00pm</p> <p>*Community Pass Trip Registration Forum 1:15-1:45PM</p>
<p>22 Line dancing 10:30-11:30am Cardio Drum 1:15pm *Paid class NO Poker NO Drop in Pickleball</p>	<p>23</p> <p>NO Nor-Cort /Cortlandt Meeting</p>	<p>24 1/2 day — Holiday No Programs</p> 	<p>25 Holiday - Center Closed</p> 	<p>26 NO Total Strength</p> <p>NO Zumba</p>
<p>29 Line dancing 10:30-11:30am Poker 1:00-3:00pm Drop in Pickleball 1:00-3:00pm</p>	<div style="border: 2px solid red; padding: 5px;"> <p>30 No Nor-Cort /Cortlandt Meeting</p> <p>Ring in 2026! New Year's Party 11:00am-2:00pm (Must pre-register by 12/23, NO-WALK-INS)</p> </div>	<p>31 1/2 day — Holiday No Programs</p> <p>HAPPY NEW YEAR</p> 	<p>Muriel H. Morabito Community Center 29 Westbrook Drive Cortlandt Manor, NY 914-528-1572</p>	<p>Program Information on Reverse Side!</p> 

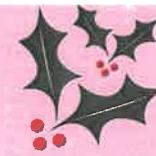


TOWN OF CORTLANDT

“Golden Connection”



Schedule of Events



Community Pass: Sign up for activities on our secure and efficient on-line registration program. If you do not have an account, you can go to www.townofcortlandtny.gov/reconline and create an account. If you already have an account, you can go to the above website and click “register here” to choose the activity you would like to sign up for. If you are not sure if you have an account or not, please call the center at (914) 528-1572 and plan to drop in at one of our help sessions.

* **CP = Community Pass sign up / NCP = Not in Community Pass / Hybrid = CP and In-person ***

Drop in Pickleball: Learn the fun sport that combines tennis, badminton and ping pong. See calendar for dates and times. *NCP

Forum: How to book a trip on Community Pass: Tuesday, December 2, 1:30-2:00pm & Friday, December 19, 1:15-1:45pm. We are offering two separate forums to learn, as a group, how to navigate the Community Pass system to book a trip. Pre-registration is preferred. *NCP

Older Driver Safety Program: Wednesday, December 3 at 11:30am. “Keys to Safe Driving”. Presented by Westchester County’s Older Driver Coalition, this program offers tools, tips and techniques that older drivers can use to be on the road as safely as possible, for as long as possible. They will explore when it is time to stop driving and what alternative transportation services are available when seniors decide to relinquish their keys. Pre-registration is preferred. *NCP

Boot Camp with M2: Wednesdays. Remaining dates of 6 week program : December 3, 10, 17 at 10:00am. Build strength, balance and agility while burning fat. This fun and instructional one hour class will help you regain functional movement, strength and balance. Not for beginners. Pre-registration with payment is required no later than one week prior start date. Min 20, Max 40. *Hybrid

Bereavement Support Group: Will meet twice a month (December 4th and 18th). For those who are grieving a death, it provides a safe and supportive environment where people can verbalize feelings associated with a loss, Susan Loomis, LMSW will be available for support. *NCP

Pizza & Movie: Friday, December 5, at 1:15pm. “Merry Friggin Christmas” This comedy features an all star cast with Robin Williams and Candace Bergen. When Boyd Mitchler and his family must spend Christmas with his estranged family of misfits. Upon realizing that he left his son’s gifts at home, he hits the road with his Dad in an attempt to make the 8 hour trip before sunrise. Pre-registration required no later than 1 week prior with payment of \$6.00. *NCP

Gingerbread House Making: Monday, December 8, 12:00 pm. Take a break from holiday shopping and get messy with us! All supplies will be provided. Creative, holiday spirit is a must! \$13.00 due at registration, no later than 11/24/25. Maximum 10 participants. *CP

Special Zumba with Barbara - Toys for Tots: Friday, December 12, 10:00-10:45am. Free, but must bring a present for the children—unwrapped.

Sound Bath Meditation: December 15 at 12:00-1:00pm. Instructor Barbara Burns. Sound vibration is an easy and relaxing way to calm your body and mind. Discover the benefits of vibrational sound healing and meditation. \$6.00 per session. Pre-registration with payment is required no later than one week prior to start of class. *Hybrid

Brain Health Awareness Presentation: Tuesday, December 16, at 10:45 am. Brain Health awareness and early detection of dementia are key to supporting our aging population across Westchester County. This presentation will focus on the importance of early detection and brain health.

Big Bingo: Tuesday, December 16, at 12:30pm. Entrance fee is \$7 paid in advance includes card for each game. Additional cards, daubers and bonus games will be available for purchase. Pre-registration is required with payment to reserve your spot. Payment at the door will be \$10 instead of \$7. *NCP

Run, Run Rudolph: Wednesday, December 17 at 12:30pm sharp. Head over to the racetrack for an afternoon at Cortlandt Downs! This exciting horse-themed game is an active race towards the finish line. Six races in total. Cost is \$5 entrance fee, includes first bet and light refreshments. Payment is due no later than 12/12. *NCP

Cardio Drumming: Monday, December 22, at 1:15 pm. Space is limited to 20. Mike Cohen is the Director of cardiac and pulmonary rehabilitation from Northern Westchester Restorative, specializing in the care of patients with heart and lung issues. This session called cardio drumming will include uplifting, upbeat, energetic movements that combines drumming with cardiovascular movements to music. \$5 fee paid in advance as a deposit with your registration. Money will be returned to you when you show up for the class. *NCP

Ring in 2026! Tuesday, December 30, 11:00am—2:00 pm. New Year’s Party with live music and food. Pre-registration with \$5 required at least one week in advance. Min 25 people. *CP
*NO WALK-INS

****We offer 4 ongoing exercise classes at no cost to Town of Cortlandt Seniors****

Mondays from 10:30-11:30am: Line Dancing with Cameron Kelly. Come burn calories, get some exercise and have some laughs line dancing with us! Light to moderate level.

Thursdays from 10:30-11:30am: Chair Yoga with Karen Lett. Improve your health, balance, stability and stress level with this breath and movement yoga class.

Fridays from 10:15-11:15am: Total Strength with Patricia. This light aerobics class will burn fat, improve heart health, build stronger bones and muscles and increase flexibility. All levels are welcome! (Every other week—see calendar)

Fridays from 12:15-1:00pm: Zumba Gold with Suzi Tipa. This fun and active class set to international rhythms focuses on balance, range of motion and coordination. Low intensity, all levels welcome!

Looking Ahead:

Zumba Gold with Barbara: Starts January 14
Educational Series: History of Fleishman’s: January 21



RICHARD H. BECKER
Town Supervisor

TOWN OF CORTLANDT

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 DECEMBER 2025

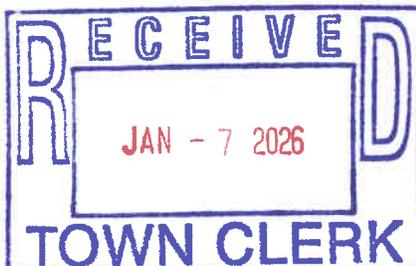
<i>PURCHASE ORDERS PROCESSED</i>	<i>180</i>
<i>APPROXIMATE PURCHASING VOLUME</i>	<i>\$210,220</i>
<i>AWARDED BIDS/RFP</i>	

SCHEDULED BIDS/RFP'S

RFB#2026-01 COACH BUS TRANSPORTATION – SENIOR TRIPS ANNUALLY
RFB#2026-02 UNIFORM APPAREL (DES)
RFB#2026-03 CHAIN LINK FENCE AND REPAIR

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

January 2, 2026

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

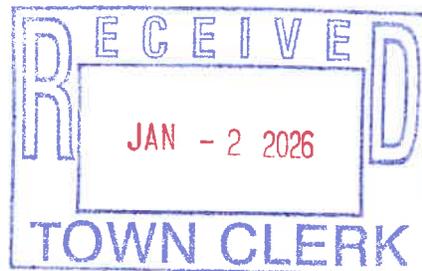
Dear Supervisor Becker:

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 December 2025.

Sincerely,

Debra A Carter

Receiver of Taxer



**TOWN OF CORTLANDT
RECEIVER OF TAXES
DEBRA A CARTER
DECEMBER 1, 2025 TO DECEMBER 31, 2025**

Description	Tax Warrant	Balance to Collect at 12/1/2025	Percent of Warrant to be Collected	Amount Collected	Unapplied	Credit Card Fees	Other Fees	MISC	Over/Short	Uncollected Balance	Percent of Warrant to be Collected
School Taxes 2025-2026											
Croton Harmon *	43,158,938.00	16,866,486.98	39.08%	5,738,279.62						11,128,207.36	25.78%
Hendrick Hudson	49,078,103.00	22,506,742.69	45.86%	8,059,616.87						14,447,125.82	29.44%
Lakeland *	53,429,092.00	25,318,828.40	47.39%	10,619,047.88						14,699,780.52	27.51%
Putnam	3,916,704.00	1,892,025.44	48.31%	865,111.50						1,026,913.94	26.22%
Yorktown	1,696,700.00	838,044.25	49.39%	276,152.75						561,891.50	33.12%
Total School Taxes *	151,279,537.00	67,422,127.76	44.57%	25,558,208.62						41,863,919.14	27.67%
School Penalty 2025-2026				13,896.11							
Town & County 2025											
Town & County	60,179,068.56	358,579.34	0.60%	18,591.75						339,987.59	0.56%
Town & County 2025 Penalty				1,859.19							
Total Current Warrants	211,458,605.56			25,592,555.67						42,203,906.73	19.96%
Liens		1,907,625.05		72,061.52						1,835,563.53	
Lien Interest				13,217.16							
Installment Plan		27,452.64		18,624.37						8,828.27	
Installment Plan Interest				6,259.56							
Total Lien & Interest				85,278.68							
Base & Interest				25,702,718.28	11,003.31	1,576.16	185.00	1,018.17	(0.45)	25,716,500.47	

Account#	Account Description	Fee Description	Qty	Local Share
	Marriage License	marriage license	14	245.00
	One Day Officiant License	One Day Officiant License	3	50.00
	TOWN CLERK FEES	Birth Certificates	106	1,060.00
		Death Certificates	410	4,100.00
		EZPass	5	125.00
		Genealogy	1	22.00
		Marriage Copy	13	130.00
		Sub-Total:		\$5,732.00
A2544	Dog Licensing	Exempt Dogs	2	0.00
		Female, Spayed	15	135.00
		Female, Unspayed	1	15.00
		Male, Neutered	17	153.00
		Male, Unneutered	3	45.00
		Replacement Tags	1	5.00
		Sub-Total:		\$353.00
Total Local Shares Remitted:				\$6,085.00
Amount paid to:	NYS Ag. & Markets for spay/neuter program			44.00
Amount paid to:	Nystatedept. For Marriage Lic.			315.00
Total State, County & Local Revenues:		\$6,444.00	Total Non-Local Revenues: \$359.00	

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. Beeh 12/31/25 Laroue Rose Shatzkin 01/02/2026
 Supervisor Date Town Clerk Date



TOWN OF CORTLANDT

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

DEBRA A CARTER
RECEIVER OF TAXES



To: Dr. Richard Becker, Town Supervisor
Members of the Town Board

From: Debra Carter
Receiver of Taxes

RE: Annual Collection Report 2025

Date: January 9, 2026

2025 was a fantastic year for the Tax Receivers office! Our office was able to increase revenue for the town while at the same time provide savings for our town residents. Some of the highlights include:

- Collected over \$208M in total taxes
- Increased outreach to our residents through tax bill reminders (paper and online), inclusion in the Supervisor’s weekly bulletin, and Facebook posts.
- Achieved a 99.5% collection rate on the Town/County bills.
- Notified property owners earlier than required (by mail and email) the amount owed for both their Town/County and School bills. This resulted in over \$3.6M dollars of early collections which we are able to place in an interest-bearing account. *
- Completed first auction under the new foreclosure laws, generating \$488k in revenue
- Started In-Rem 2026 process. This has generated payoff of \$296k in liens with payment plans in process for another \$200k expected in January.
- Held office hours the last Saturday of April and September for collections to help accommodate residents.

Year	Lien	Interest	Penalty	Total Revenue
2023	\$704,230	\$112,258	\$281,018	\$1,097,506
2024	\$1,143,492	\$186,771	\$283,971	\$1,614,234
2025	\$967,037	\$191,510	\$341,854	\$1,500,401

- Generated over \$2M in revenue from Liens, interest, penalty’s, auction sales and interest on early collections.
- Added a QR Code to all bills.
- Successfully put 3 new properties back on the tax roll

2026 Initiatives:

- Shared services with the Villages are still in discussion.
- Present possible cost savings from outsourcing bill printing/mailing, and smart safe.
- *Receivers office anticipates returning to the standard statutory billing timelines.

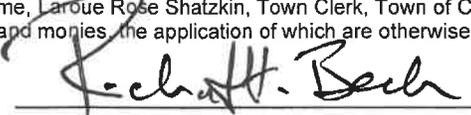
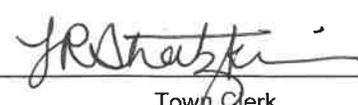
TOWN OF CORTLANDT
RECEIVER OF TAXES
2025 ANNUAL REPORT

MONTH	TOWN AND COUNTY				SCHOOL			LIENS		PAYMENT PLAN		UN-	CREDIT CARD	MEMO	OVER/	MISC	TOTAL
	2024	2024 Penalty	2025	2025 Penalty	2024-2025	2025-2026	Penalty	Face	Interest	Base	Interest	APPLIED	FEES	FEES	SHORT	FEES	COLLECTION
JAN	38,631.09	4,635.73			34,316,821.63		13,562.43	82,631.66	14,776.06			2,309.19	23,629.82	565.00	18.68		34,497,581.29
FEB	5,105.82	612.70			1,647,591.74		82,187.02	74,592.17	19,779.21				1,792.41	235.00	1.99		1,831,898.06
MAR	16,918.41	2,030.21	2,090,441.76		460,396.90		45,381.60	12,579.75	1,132.18				3,666.52		0.34	35.00	2,632,582.67
APR	4,580.08	549.62	55,074,211.23		221,449.19		26,768.93	50,609.65	9,547.66			24,938.17	19,280.84	155.00	0.82	630.00	55,432,721.19
MAY	15,931.80	2,071.12	1,969,400.94	21,414.07	59,375.01		7,718.73	26,345.21	7,015.20				2,098.99	230.00	(7.54)		2,111,593.53
JUN	32,363.00	4,530.83	328,189.76	14,764.91	211,705.02		29,638.74	143,937.71	31,465.66				679.30	125.00	(0.27)		797,399.66
JUL			91,215.95	4,560.81				116,589.15	4,016.56				195.96	25.00		18.96	216,622.39
AUG			85,141.92	5,959.28		1,587,319.26		58,841.08	7,417.30				2,882.68	25.00			1,747,586.52
SEP			94,882.79	6,641.81		71,074,763.98		104,349.84	21,539.52			57,010.50	24,452.04	746.00	0.16		71,384,386.64
OCT			63,568.90	6,349.31		10,309,462.75	21,004.04	130,004.86	21,547.23				2,575.32	420.00	4.43		10,554,936.84
NOV			23,434.13	2,343.43		885,416.95	17,114.18	94,495.10	40,056.90				1,260.54	110.00	0.37		1,064,231.60
DEC			18,591.75	1,859.19		25,558,208.62	13,896.11	72,061.52	13,217.16	18,624.37	6,259.56	11,003.31	1,576.16	185.00	(0.45)	1,018.17	25,716,500.47
TOTAL	113,530.20	14,430.21	59,839,079.13	63,892.81	36,917,339.49	109,415,171.56	257,271.78	967,037.70	191,510.64	18,624.37	6,259.56	95,261.17	84,090.58	2,821.00	18.53	1,702.13	207,988,040.86

Account#	Account Description	Fee Description	Qty	Local Share
		Special Permit	3	300.00
	Marriage License	marriage license	173	2,957.50
	One Day Officiant License	One Day Officiant License	12	250.00
	TOWN CLERK FEES	Birth Certificates	1659.5	16,595.00
		Carting License	34	8,500.00
		Death Certificates	4241	42,410.00
		Dog Release Fee	12	300.00
		EZPass	47	1,175.00
		Fireworks License	4	1,300.00
		FOIL	2	66.00
		Genealogy	33	878.00
		Marriage Copy	171	1,710.00
		Marriage Officiant	23	575.00
		Misc. Cash	1	10.00
		Sub-Total:		\$77,026.50
A2530	WAGERING FEES	Games Chance Permits	9	90.00
		Games Chance Proceed	2	262.25
		Sub-Total:		\$352.25
A2544	Dog Licensing	Exempt Dogs	1	0.00
		Female, Spayed	16	0.00
		Female, Unspayed	235	2,115.00
		Male, Neutered	22	330.00
		Male, Unneutered	232	2,088.00
		Replacement Tags	33	495.00
			17	85.00
		Sub-Total:		\$5,113.00
			Total Local Shares Remitted:	\$82,491.75
Amount paid to:	NYS Ag. & Markets for spay/neuter program			632.00
Amount paid to:	Nystatedept. For Marriage Lic.			3,802.50
Amount paid to:	State Comptroller for Games of Chance			135.00
Total State, County & Local Revenues:		\$87,061.25	Total Non-Local Revenues:	
			\$4,569.50	

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.

Supervisor _____ Date 1/7/26 Town Clerk _____ Date 01/08/2026

November 11, 2025

Supervisor Richard H. Becker & Town Board Members
Town of Cortlandt
Town Hall, 1 Heady Street
Cortlandt Manor, New York 10567

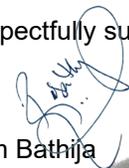
Re: *Request to Reinstate Parcel into the Westchester County Peekskill Sanitary Sewer District*
Owner – Bathija Brothers LLC (Ram Bathija)
3116 East Main Street (Commercial Property)
Cortlandt Manor, New York 10567
Tax Map Designation: Section 24.6, Block 1, Lot 2

Dear Supervisor Becker and Town Board Members:

As the current property owner of the following parcel, I am requesting that you please petition Westchester County to reinstate the parcel located at 3116 East Main Street, Cortlandt Manor, New York, Section 24.6 Block 1 Lot 2, into the Peekskill Sanitary Sewer District located in the Town of Cortlandt.

Should you have any questions or require additional information, please do not hesitate to contact me. Thank you for your time and consideration in this matter.

Respectfully submitted,


Ram Bathija

cc: Arthur D'Angelo Jr., P.E., Deputy Director, Dept. of Technical Services, Town of Cortlandt; via email
Keith Staudohar, Project Engineer/Manager, Cronin Engineering, P.E., P.C. via e-mail
File: Bathija=3116 east main street-sewer-re instatement-letter-town board-20251111

RESOLUTION

NUMBER X-26

(RE: REAPPOINT TINO MARTIN, JOSEPH RYAN AND JOY SNYDER AS MEMBERS OF THE PRC ADVISORY BOARD, REAPPOINT TINO MARTIN AS CHAIR, AND APPOINT EVERETT SKELLY AS A YOUTH MEMBER)

BE IT RESOLVED, that the Town Board of the Town of Cortlandt does hereby Reappoint Tino Martin, Joseph Ryan, Pamela Bush Denenberg, And Joy Snyder, existing Members, to additional terms beginning January 1, 2026 and ending December 31, 2028; and

BE IT FURTHER RESOLVED, that the Town Board of the Town of Cortlandt does hereby Reappoint Tino Martin, existing Chair, to additional term beginning January 1, 2026 and ending December 31, 2027;

BE IT FURTHER RESOLVED, that the Town Board of the Town of Cortlandt does hereby Appoint Everett Skelly as a Youth Member, for a term beginning immediately and ending June 30, 2027;

**THREE YEAR MEMBER TERMS/TWO YEAR CHAIR TERMS
ONE YEAR YOUTH TERMS**

Chairs:

CHAIR – TINO MARTIN to 12/31/2027
VICE CHAIR – VACANT to 12/31/2025

Members:

TINO MARTIN, 11 Arlington Court, Montrose to 12/31/2028*Chairman
JOSEPH RYAN, 11 Lake Dr, Buchanan to 12/31/2028
JOSEPH MINTZ, 10 Langeloth Dr, Cortlandt to 12/31/2027
PAUL J DIROMA, 1314 Washington St., Cortlandt to 12/31/2027
JOY SNYDER, 84 7th Street, PO Box 397 Verplanck to 12/31/2028
NATHAN PALMER, 6 Kings Ln., Montrose to 12/31/2027
JEFFREY BOUDIN, 5 Lafayette St., Verplanck to 12/31/2026
MICHAEL FLEMING, 24 Knollwood Rd, Cortlandt to 12/31/2026
JENNIFER L CORRADO, 1 Amato Dr, Cortlandt to 12/31/2027
KELLY LEVASSUER REILLY, 42 Ruth Rd, Cortlandt to 12/31/2026

Youth Members:

DECLAN FLEMING 6/30/2026 (student)
EVERETT SKELLY 6/30/2027 (student)
VACANT 6/30/2020 (student)
VACANT 6/30/2020 (student)

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

TOWN CLERK

**Adopted on January 13, 2026
At a Regular Meeting
Held at Town Hall**

DRAFT

RESOLUTION

NUMBER X-26

**(RE: REAPPOINT LONICA SMITH TO THE BOARD OF ASSESSMENT
REVIEW)**

WHEREAS, the Town Board wishes to reappoint Lonica Smith as a member of the Board of Assessment Review;

NOW, THEREFORE, BE IT RESOLVED, that **Lonica Smith of 25 Chester Court, Cortlandt Manor**, be, and hereby is, appointed to serve as a member of the **TOWN OF CORTLANDT BOARD OF ASSESSMENT REVIEW** for a term retroactive to her previously expired term on September 30, 2025 and terminating on September 30, 2030; and

BE IT FURTHER RESOLVED, that the above appointee shall serve along with the following previously appointed members whose names and terms are outlined below:

5 MEMBERS, 5 YEAR TERMS

JOHN A. LENTINI

124 Allen Street

Cortlandt Manor, New York 10567

Term Expires 9/30/2028

GLEN MALIA

42 Winthrop Drive

Cortlandt Manor, New York 10567

Term expires 9/30/2026

MICHAEL F. BARONE

16 Fox Hill Road

Cortlandt Manor, NY 10567

Term Expires 9/30/2027

DONALD LIEBMAN

4 Dickerson Road

Cortlandt Manor, New York 10567

Term Expires 9/30/2029

APPOINTED ABOVE:

LONICA SMITH

25 Chester Court

Cortlandt Manor, NY 10567

Term Expires 9/30/2030

Adopted on January 13, 2026

At a Regular Meeting

Held at the Town Hall

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

RESOLUTION

NUMBER X-26

(RE: APPOINT REGISTRAR, DEPUTY REGISTRAR AND SUB REGISTRARS OF VITAL STATISTICS)

RESOLVED, pursuant to appointment by the New York State Department of Health, that LAROUÉ ROSE SHATZKIN be, and hereby is, appointed as REGISTRAR OF VITAL STATISTICS in and for the Town of Cortlandt; and

BE IT FURTHER RESOLVED, that the appointment of AMANDA SHAFIULLAH as DEPUTY REGISTRAR by the Town Clerk be, and hereby is approved and ratified; and

BE IT FURTHER RESOLVED, that the appointment of LISA BRUDERLEIN as SUB REGISTRAR by the Town Clerk be, and hereby is approved and ratified; and

BE IT FURTHER RESOLVED, that the appointment of TINA TOBACK as SUB REGISTRAR by the Town Clerk be, and hereby is approved and ratified; and

BE IT FURTHER RESOLVED, that the appointment of JENNIFER MONTERO as SUB REGISTRAR by the Town Clerk be, and hereby is approved and ratified; and

BE IT FURTHER RESOLVED, that the above appointments shall become retroactively effective on January 1, 2026, shall receive annual stipends as outlined in the 2026 Salary Resolution, and terminate with the term of office of the Town Clerk pursuant to NYS Law.

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

**Adopted on January 13, 2026
At a Regular Meeting
Held at the Town Hall**

DRAFT

RESOLUTION

NUMBER: X-26

(REAPPOINT MEMBERS TO THE CONTINENTAL VILLAGE PARK DISTRICT AND APPOINT RYAN PALACE AS MAINTENANCE SUPERVISOR OF THE CONTINENTAL VILLAGE PARK DISTRICT JOINT ADVISORY COMMITTEE)

RESOLVED, that the Town Board does hereby reappoint members of the Continental Village Park District; and

BE IT FURTHER RESOLVED, upon the recommendation of the Continental Village Park District Joint Advisory Committee, that Ryan Palace be, and hereby is **APPOINTED** as Maintenance Supervisor of the Joint Advisory Committee of the Cortlandt Continental Village Park District for the year 2026.

MEMBERS:

CHARLES H. PARK, JR., 89 Putnam Rd., Cortlandt Mnr., NY 739-3616

BERNARD ZIPPRICH, 143 Highland Dr., Cortlandt Mnr., NY 739-0378

DR. LAWRENCE BASKIND, 130 Highland Dr., Cortlandt Mnr., NY 736-0785

VACANT POSITION

AND BE IT FURTHER RESOLVED, that the above Committee members and appointees shall serve along with the following Officers of the Joint Advisory Committee:

FRED ROMER

Superintendent

FRED ROMER

Administrator

RYAN PALACE

Maintenance Supervisor

CHARLES H. PARK JR.

Chairman

ORLY LYNN

Secretary

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

**Adopted on January 13, 2025
At a Regular Meeting
Held at Town Hall**

RESOLUTION

NUMBER X-26

**(RE: APPOINT MEMBERS TO THE CORTLANDT ARCHITECTURAL
REVIEW COUNCIL FOR THE YEAR 2026)**

RESOLVED, that the following be, and hereby are, **appointed as members of the Town of Cortlandt Architectural Review Council** to serve for the year 2026; and that **Arthur Clements** is hereby designated as the Chairperson of same.

Arthur Clements, Chairperson

176 Dogwood Road

Cortlandt Manor, NY 10567

Tele. 737-8099

Kimberly Miller

28 Henning Drive

Montrose, NY 10548

Tele. 382-9370

Christopher Borchardt

205 Furnace Dock Road

Cortlandt Manor, NY 10567

Tele. 736-1356

Michael Lenihan, RA

1869 Jacob Street

Cortlandt Manor, NY 10567

Tele. 734-9127

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

**Adopted on January 13, 2026
At a Regular Meeting
Held at Town Hall**

RESOLUTION

NUMBER X-26

(RE: APPOINT MEMBERS OF THE ALARM APPEALS BOARD FOR THE YEAR 2026)

WHEREAS, on February 11, 1992, the Town Board adopted Local Law No. 2-92 which amended Local Law No. 5 of 1990 entitled "Alarm Devices and Systems"; and

WHEREAS, pursuant to Paragraph G of said Local Law No. 2-92, the Town Board must appoint members to serve on the Alarm Appeals Board, who after filing an Oath of Office with the Town Clerk as such members, may conduct hearings as required under said Local Law; and

WHEREAS, it is the desire of the Town Board to appoint said Board for the year 2025;

NOW, THEREFORE, BE IT RESOLVED, that the following be, and hereby are, re-appointed to serve as members of the **Alarm Appeals Board**; said terminate on December 31, 2026:

**MICHAEL PREZIOSI, Director DOTS
(Or his designated representative)
Town Hall, One Heady Street, Cortlandt Manor, N.Y.
Telephone: 734-1060**

Chairman of Fire Advisory Board

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

**Adopted on January 13, 2026
At a Regular Meeting
Held at Town Hall**

RESOLUTION

NUMBER X-26

(RE: APPOINT TOWN BOARD LIAISON FOR PERSONNEL MATTERS)

WHEREAS, it is the desire of the Town Board to appoint a Town Board Liaison for Personnel Matters,

NOW, THEREFORE, BE IT RESOLVED, that Supervisor Richard Becker be and hereby is, appointed as Town Board Liaison for Personnel Matters for 2026.

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

**Adopted on January 13, 2026
At a Regular Meeting
Held at Town Hall**

RESOLUTION

NUMBER X-26

(RE: APPOINT TOWN BOARD LIAISON FOR SUSTAINABILITY AND SOLAR ENERGY ISSUES)

WHEREAS, it is the desire of the Town Board to appoint a Town Board Liaison for Sustainability and Solar Energy Issues,

THEREFORE, NOW, BE IT RESOLVED, that Councilman James Creighton be, and hereby is, appointed as Town Board Liaison for Solar Energy Issues for 2026.

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

**Adopted on January 13, 2026
At a Regular Meeting
Held at Town Hall**

RESOLUTION

NUMBER X-26

**(RE: APPOINT TOWN BOARD LIAISON TO THE HUDSON VALLEY
CHAMBER OF COMMERCE)**

WHEREAS, it is the desire of the Town Board to appoint a Town Board Liaison to the Hudson Valley Chamber of Commerce,

THEREFORE, NOW, BE IT RESOLVED, that Councilman James Creighton be and hereby is, appointed as Town Board Liaison to the Hudson Valley Chamber of Commerce for 2026.

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

**Adopted on January 13, 2026
At a Regular Meeting
Held at Town Hall**

RESOLUTION

NUMBER X-26

**(RE: APPOINT TOWN BOARD LIAISON FOR LOCAL WATERFRONT
REVITALIZATION COMMITTEE)**

WHEREAS, it is the desire of the Town Board to appoint a Town Board Liaison for The Local Waterfront Revitalization Committee,

NOW, THEREFORE, BE IT RESOLVED, that Councilman Robert Mayes be and hereby is, appointed as Town Board Liaison for the Local Waterfront Revitalization Committee for 2026; and

BE IT FURTHER RESOLVED, that said appointee is to be compensated by stipend as outlined in the annual salary resolution.

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

**Adopted on January 14, 2026
At a Regular Meeting
Held at Town Hall**

RESOLUTION

NUMBER X-26

(RE: APPOINT TOWN BOARD LIAISON FOR CORTLANDT QUARRY AND RECREATION)

WHEREAS, it is the desire of the Town Board to appoint a Town Board Liaison for Cortlandt Quarry and Recreation,

NOW, THEREFORE, BE IT RESOLVED, that Councilman Robert Mayes be and hereby is, appointed as Town Board Liaison for Cortlandt Quarry And Recreation for 2026.

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

**Adopted on January 13, 2026
At a Regular Meeting
Held at Town Hall**

RESOLUTION

NUMBER X-26

(RE: APPOINT TOWN BOARD LIAISON FOR SCHOOL DISTRICTS)

WHEREAS, it is the desire of the Town Board to appoint a Town Board Liaison for the School Districts located within the Town of Cortlandt,

NOW, THEREFORE, BE IT RESOLVED, that Councilwoman Cristin Jacoby be and hereby is, appointed as Town Board Liaison for School Districts for 2026.

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

**Adopted on January 13, 2026
At a Regular Meeting
Held at Town Hall**

RESOLUTION

NUMBER X-26

(RE: APPOINT TOWN BOARD LIAISON FOR YOUTH AND RECREATION)

WHEREAS, it is the desire of the Town Board to appoint a Town Board Liaison for Youth and Recreation,

NOW, THEREFORE, BE IT RESOLVED, that Councilwoman Joyce White be and hereby is, appointed as Town Board Liaison for Youth and Recreation for 2026.

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

**Adopted on January 13, 2026
At a Regular Meeting
Held at Town Hall**

RESOLUTION

NUMBER X-26

(RE: RESOLUTION DESIGNATING TOWN BOARD LIAISONS TO THE VARIOUS TOWN DEPARTMENTS FOR 2026)

WHEREAS, the members of the Town Board are desirous of having various members of the Board be responsible as liaisons to various Departments of the Town; and

WHEREAS, it is the desire of the Board that the Department Head report on a regular basis to the Town Board liaison for his or her Department, and keep said liaison fully and completely informed of all matters pertaining to the affairs of his or her Department; and

WHEREAS, the Town Board directs that the Department Heads have full and complete access to their Town Board liaison member, and are authorized to communicate fully and completely with respect to any matter pending in their Department.

NOW, THEREFORE, BE IT RESOLVED, that the following Departmental liaisons are hereby designated:

<u>DEPARTMENT</u>	<u>LIAISON</u>	<u>ALTERNATE</u>
ASSESSOR	Cristin Jacoby	Robert Mayes
CODE ENFORCEMENT	Robert Mayes	Jim Creighton
COMPTROLLER	Cristin Jacoby	Joyce White
ENGINEERING/WATER	Joyce White	Jim Creighton
ENVIRONMENTAL SERVICES	Jim Creighton	Joyce White
HISTORIAN	Joyce White	Cristin Jacoby
HIGHWAY	Joyce White	Jim Creighton
JUSTICE COURT	Robert Mayes	Joyce White
LEGAL	Jim Creighton	Robert Mayes
PARKS	Robert Mayes	Jim Creighton
PLANNING	Jim Creighton	Robert Mayes
PURCHASING/CENT.SUPPLY	Joyce White	Cristin Jacoby
RECEIVER OF TAXES	Cristin Jacoby	Robert Mayes
RECREATION	Joyce White	Cristin Jacoby
SANITATION	Robert Mayes	Jim Creighton
SUPERVISOR	Richard Becker	Jim Creighton
TOWN CLERK	Cristin Jacoby	Robert Mayes

AND, BE IT FURTHER RESOLVED, that in accordance with the desire of the Town Board, all Department Heads are to report regularly the affairs of their Departments to the Town Board liaison designated above; and

BE IT FURTHER RESOLVED, that the Department Heads are hereby directed to have full and complete access to their liaisons with respect to the operations and affairs of their Departments.

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

**Adopted on January 13, 2026
At a Regular Meeting
Held at Town Hall**

DRAFT

RESOLUTION

NUMBER **X-26**

(RE: APPOINT THE PURCHASING DIRECTOR FOR 2026)

RESOLVED, that the Town Board of the Town of Cortlandt does hereby appoint Jennifer Glasheen the Director of the Purchasing Department for a term commencing on January 1, 2026 and expiring on December 31, 2026.

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

**Adopted January 13, 2026
At a Regular Meeting
Held at Town Hall**

RESOLUTION

NUMBER X-26

**(RE: APPOINT TOWN OFFICERS OF THE TOWN OF CORTLANDT FOR THE
CALENDAR YEAR 2026)**

WHEREAS, the Town Board meeting on January 13, 2026 is the re-organizational meeting of the Town Board of the Town of Cortlandt in accordance with the provisions of New York State Law; and

WHEREAS, it is the desire of the Town Board in accordance with State and Local Law to appoint the Town Offices of Town Attorney, Town Comptroller, and Director of the Department of Technical Services and the Deputy Town Attorney; and

WHEREAS, in appointing said Officials this Board also would seek to grant authorization to the Supervisor to execute agreements reflecting the terms and conditions of employment;

NOW, THEREFORE, BE IT RESOLVED, that **THOMAS F. WOOD** be, and hereby is appointed in accordance with Local Law No. 9 of 1997 as the Town Attorney of the Town of Cortlandt; and

BE IT FURTHER RESOLVED, that **ANN SCAGLIONE** be, and hereby is, appointed as Town Comptroller of the Town of Cortlandt in accordance with the provisions of New York State Law; and

BE IT FURTHER RESOLVED, that **MICHAEL PREZIOSI** be, and hereby is, appointed in accordance with local Law No. 3 of 1996 as the Director of Technical Services of the Town of Cortlandt; and

BE IT FURTHER RESOLVED, that **MICHAEL CUNNINGHAM** be, and hereby is, appointed as the Deputy Town Attorney of the Town of Cortlandt; and

BE IT FURTHER RESOLVED, that the Supervisor be, and hereby is, authorized to execute Terms and Conditions of Employment Agreements with the Town Attorney, the Town Comptroller, and the Director of Technical Services and the Deputy Town Attorney for the year 2026 and said Terms and Conditions of Employment Agreements shall be filed in the office of the Town Clerk.

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

**Adopted on January 13, 2026
At a Regular Meeting
Held at the Town Hall**

RESOLUTION

NUMBER X-26

**(AUTHORIZE THE SUPERVISOR TO EXECUTE EMPLOYMENT AGREEMENTS
WITH NON-UNION EMPLOYEES)**

WHEREAS, the majority of the Town's full-time employees are members of a union and subject to Collective Bargaining Agreements; and

WHEREAS, for non-union employees, the Town has historically entered into new agreements with terms and conditions of employment after the start of the new term of the Town Supervisor;

NOW, THEREFORE, BE IT RESOLVED, that the Town Supervisor is authorized to execute agreements with non-union employees subject to the approval of the agreements by the Town Attorney's office.

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

**Adopted January 13, 2026
At a Regular Meeting
Held at Town Hall**

RESOLUTION

NUMBER X-26

(RE: APPOINT EFPR Group LLP (CPA's) AS TOWN AUDITORS)

BE IT RESOLVED, that the firm of EFPR Group LLP (CPA's) be, and they hereby are, appointed as Auditors for Audit Engagement to review financial statements for the Town of Cortlandt and the Town of Cortlandt Justice Court for the current year at the following cost:

Year ending December 31, 2025 Not to exceed \$100,000.

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

**Adopted on January 13, 2026
At a Regular Meeting
Held at Town Hall**

RESOLUTION

NUMBER X-25

(RE: AUTHORIZE A RENEWAL CONTRACT WITH TRIAD GROUP, LLC OF MILLWOOD, NEW YORK AS THE MANAGER OF THE TOWN OF CORTLANDT SELF-INSURED WORKERS' COMPENSATION FUND)

WHEREAS, the current Agreement with the Triad Group, LLC covering Workers' Compensation will expire on December 31, 2025; and

WHEREAS, the Triad Group, LLC is desirous of renewing said contract; and

WHEREAS, said renewal proposal has been reviewed by the Town Attorney and the Comptroller and they find the renewal proposal to be acceptable.

NOW, THEREFORE, BE IT RESOLVED, that the Town Board does hereby authorize a (1) one year Agreement with Triad Group, LLC of 400 Jordan Road, Troy, New York (12180) as the Manager of the Town of Cortlandt Self-Insured Workers' Compensation Fund at a cost not to exceed **\$35,000.00 (THIRTY FIVE THOUSAND DOLLARS and 00/100)** plus additional services geared toward cost savings per contract agreement, covering a one year period commencing on January 1, 2026; and

BE IT FURTHER RESOLVED, that the Supervisor be, and hereby is, authorized to execute said Agreement which has been reviewed by the Town Attorney.

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

**Adopted on January 13, 2026
At a Regular Meeting
Held at Town Hall**

RESOLUTION

NUMBER X-26

(RE: AUTHORIZE AN AGREEMENT WITH MIDWEST EMPLOYERS CASUALTY COMPANY AS INSURANCE AGENT FOR EXCESS LIABILITY ON WORKERS' COMPENSATION CLAIMS)

RESOLVED, that the Town of Cortlandt Town Board does hereby authorize an Agreement with Midwest Employers Casualty Company as its Insurance Agent for excess Liability on Workers' Compensation claims for December 31, 2025 through December 31, 2026 at a total contract price to the Town not to exceed \$110,000.

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

**Adopted on January 13, 2026
At a Regular Meeting
Held at Town Hall**

RESOLUTION

NUMBER X-26

(RE: RULES OF PROCEDURES FOR TOWN BOARD MEETINGS IN 2026)

WHEREAS, pursuant to Town Law 63, as amended, provides that the Town Board may prescribe rules to govern its proceedings;

NOW THEREFORE, BE IT RESOLVED, that the following be, and they hereby are, adopted as the Rules that shall govern the proceedings of the Town Board of the Town of Cortlandt.

RULE #1 (a) Stated meetings shall be set in the first meeting of each year, and held in accordance therewith except as changed by a **MAJORITY** vote of the Town Board.

RULE #2 ORDER OF THE TOWN BOARD MEETING AGENDA

- (a) Meeting called to Order
- (b) Pledge to the Flag
- (c) Supervisor's Proclamations & Reports
- (d) Town Board Reports
- (e) Roll Call
- (f) Public Hearings
- (g) Approval of Minutes
- (h) Hearing of Citizens (Agenda Items Only)
- (i) Monthly Reports
- (j) Old Business
- (k) New Business
- (l) Add and Adopt Additions
- (m) Budget Transfers
- (n) Reports from various departments
- (o) Reports from standing committees
- (p) Reports from special committees
- (q) Second Hearing of Citizens
- (r) Adjournment

RULE #3: When a question, motion or resolution is before the Town Board, the following motion shall be received and such motion shall have precedence in the order here stated, viz:

- (a) For an adjournment
- (b) To lay on the table
- (c) To postpone to a certain date
- (d) To commit to a standing committee
- (e) To commit to a special committee
- (f) To commit to the Committee of the Whole
- (g) To amend
- (h) To reconsider
- (i) To postpone indefinitely

(Except as herein provided, the proceedings of the Town will be governed by Roberts Rules of Order.)

RULES of PROCEDURE 2026
Page Two.

RULE #4: The Supervisor and the Town Board shall constitute the Committee of the Whole and shall be considered a standing committee.

RULE #5: Special Advisory Committees may be appointed by the Supervisor or may be appointed by resolution of the Town Board. The resolution may designate the members of the Special Advisory Committee or may request the Supervisor to do so. Special Advisory Committees shall consist of not more than three (3) members.

RULE #6: The call for a Special Meeting of the Town Board may be issued either by the Supervisor or by any two (2) Council members. The notice shall contain a brief statement of the matters to be brought before the special meeting. The original notice shall be filed with the Town Clerk and thereafter a copy shall be served by the Supervisor upon each member pursuant to the provisions of the New York State Town Law, General Municipal Law, and Open Meetings Law.

RULE #7: AGENDA – The Agenda for all Town Board meetings shall be prepared by the Town Clerk. The Town Clerk shall place upon the Agenda for the Town Board meeting, all items received by the Town Clerk prior to the first work session of the Town Board for that month's regularly scheduled meeting. The Town Clerk must place upon the agenda any items submitted to the Town Clerk by any member of the Town Board or Supervisor. Any additions to a Town Board agenda shall only be made upon a motion duly made and seconded by a majority vote.

RULE #8: ADDING to the AGENDA – No resolution or business shall be transacted at the regular meeting of the Town Board unless such resolution or business appears upon the agenda of the meeting and members of the Town Board have received the agenda of the meeting. By majority consent of the members of the Town Board present, this provision may be considered and acted upon at such meeting even though not appearing on the agenda.

RULE #9: AGENDA for the COMMITTEE of the WHOLE – The Supervisor shall prepare or cause to be prepared an agenda for all meetings of the Committee of the Whole. On this agenda shall appear all matters which have been referred by the Town Board to the Committee of the Whole, and the matters referred shall be set up on the agenda in the order and priority of the date on which the matter was referred to the Committee of the Whole. No matter shall appear on the agenda of the Committee of the Whole by the Town Board. This agenda shall be emailed or physically mailed to the members of the Town Board at least two (2) days before the meeting of the Committee of the Whole, when practical.

RULE#10: APPOINTMENTS by SUPERVISOR – Whenever the Supervisor shall make an appointment which he or she is authorized to make under the Town Law, Ordinances of the Town and otherwise by law, the Town Clerk shall thereafter place or cause to be placed on the agenda of the next meeting held after the Certificate of Appointment has been filed in the Office of the Town Clerk in accordance with law, the name, address, title, and position of the appointment made by the Supervisor.

RULE#11: WORK SESSION – All work sessions of the Town Board shall be publicly noticed on the Town’s website. Any changes in work session schedule shall be provided via press release and posted on the Town’s website. Said work sessions shall be scheduled and the topics to be discussed shall be determined from time to time by the Town Board. All work sessions are public meetings and the public and press are to be notified by the Supervisor in accordance with law, and the public shall be authorized to attend all work sessions of the Town Board. No member of the public shall be authorized to speak at any work session unless they are invited to appear before the Town Board on a particular subject or unless they are part of any group which have previously had an item placed upon the Agenda of any Work Session; and

IT IS FURTHER RESOLVED, that all rules and amendments heretofore adopted are hereby repealed; and

IT IS FURTHER RESOLVED, that these Rules shall take effect on January 1, 2026.

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

**Adopted on January 13, 2026
At a Regular Meeting
Held at Town Hall**

RESOLUTION

NUMBER X-26

(RE: DESIGNATE OFFICIAL NEWSPAPERS FOR 2026)

RESOLVED, that the following newspapers be, and hereby are, designated as the OFFICIAL NEWSPAPERS for the Town of Cortlandt for the year 2026.

THE OFFICIAL NEWSPAPER FOR ALL LEGAL NOTICES OF THE TOWN SHALL BE

THE GAZETTE OF CROTON

P.O. Box 810, Croton-on-Hudson, New York 10520.

THE ALTERNATE NEWSPAPERS FOR GENERAL CIRCULATION WHEN VERY IMPORTANT ISSUES ARE TO BE PUBLISHED SHALL BE THE FOLLOWING:

THE EXAMINER, Northern Westchester Examiner of
P.O. BOX 611, Mount Kisco, New York 10549

THE JOURNAL NEWS, Westchester-Rockland Newspapers of
1 Gannett Drive, White Plains, New York 10604

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

**Adopted on January 13, 2026
At a Regular Meeting
Held at the Town Hall**

RESOLUTION

NUMBER X-26

(RE: DESIGNATION OF TOWN DEPOSITORIES FOR 2026)

WHEREAS, under Section 64 of the Town Law, it is provided that the Town Board designate, by written resolution, the Banks or Trust Companies in which the Town Officials shall deposit the monies coming into their offices:

NOW, THEREFORE, BE IT RESOLVED, that the following banks be, and the same hereby are, designated as **DEPOSITORIES** in which the Supervisor, Comptroller, Town Clerk and Receiver of Taxes of this Town shall deposit monies coming into their hands by virtue of their offices:

CHASE BANK

KEY BANK

NEW YORK CLASS

AND, BE IT FURTHER RESOLVED, that this resolution be entered in full in the official proceedings of this meeting and said resolution shall become effective January 1, 2026.

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

**Adopted on January 13, 2026
At a Regular Meeting
Held at Town Hall**

RESOLUTION

NUMBER X-26

(ADOPTING THE MASTER FEE LIST FOR THE TOWN OF CORTLANDT)

WHEREAS, the following changes are being made to the Master Fee List:

1. Expand Water and Sewer to include the full contents of Resolution 70-24, setting rates.
2. Add section for Fire Inspections under the Department of Technical Services – Code Enforcement.

BE IT RESOLVED that the Town Board of the Town of Cortlandt does hereby adopt the Master Fee List for the Town of Cortlandt as of January 13, 2026, encompassing all fees for the various departments; and

BE IT FURTHER RESOLVED, this Master Fee List shall be posted on the Town's website.

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

**Adopted January 13, 2026
At a Regular Meeting
Held at Town Hall.**

Town of Cortlandt Master Fee List

Office of the Town Clerk

Vital Records

Birth Certificate	\$	10.00	As set by NYS
Death Certificate	\$	10.00	As set by NYS
Marriage Certificate	\$	10.00	As set by NYS
Genealogy Record	\$	22.00	As set by NYS
Marriage License	\$	40.00	As set by NYS
Marriage Officer	\$	25.00	As set by NYS

Dog Licensing

Annual Fee - Spayed	\$	10.00	
Annual Fee - Unspayed	\$	18.00	
Dog Tag Replacement	\$	5.00	
Dog Release Fee	\$	25.00	

Filming

1st Private Property (Per Day)	\$	1,000.00	
Add'l Private Property (Per Day)	\$	300.00	
Public Property (Minimum)	\$	1,500.00	
Public Property (Use Fee)		Set by Town Board	

FOIL

Hard Copies up to 9"X14" per page	\$	0.25	
Hard Copies larger than 9"X14"	\$	5.00	
Staff production time over 2 hours		Hourly Staff Wage	

Gaming

Bingo		Set by NYS Gaming	
Games of Chance		Set by NYS Gaming	
Raffles		Set by NYS Gaming	

Misc

E-Zpass	\$	25.00	
Fireworks Permit	\$	1,500.00	
Annual Boat Launch Tag - Motorized	\$	100.00	
Annual Boat Launch Tag - Unmotorized	\$	50.00	
Hunting and Fishing Licenses		Set by DEC	
Hunting and Fishing - Water Resistant Paper	\$	1.00	Per sheet
Bid Copies	\$	50.00	
Return Check Fee	\$	20.00	

Department of Environmental Services

Highway

Road Opening	\$	150.00	Plus security set by Director of DES
Tie into Catchbasin	\$	150.00	Plus security set by Director of DES

Water Department

New Sewer Service	\$	275.00	
New Water Service	\$	425.00	Per tap

Sanitation

Special Bulk Pickup	\$	30.00	
Refrigerator or Freezer	\$	10.00	
Air Conditioner	\$	10.00	
Dehumidifier	\$	10.00	
Television	\$	10.00	
Item containing Freon	\$	10.00	
E-Waste	\$	5.00	
Tires with Rims	\$	10.00	Per tire; max 8 per year.
Tires without Rims	\$	5.00	Per tire; max 8 per year.

Department of Technical Services - Code Enforcement

DOTS Fee Notes:

1) All consultant fees shall be paid by the applicant and placed in escrow (trusted agency).
2) The Town collects a 10% Administration and Review Fee for consultant escrow accounts.
3) Applicant responsible for any e-check / ETF fee / bank fee / credit card processing fee, etc...

Alarm Permits

Residential	\$	50.00	
Existing Multi-Family or Commercial	\$	250.00	
New Multi-Family or Commercial	\$	250.00	Plus cost of work shall be included in building permit fee

Backflow Devices

Residential (irrigation or pool autofill)	\$	200.00	Per device
Non-compliance - Residential	\$	100.00	Per device
Commercial	\$	350.00	Per device
Non-compliance - Commercial	\$	150.00	Per device
Residential Dwelling	\$	-	1, 2 family homes exempt

Blasting Permit

Residential	\$	500.00	Valid for 30 days
Commerical	\$	1,500.00	Valid for 30 days
Renewals	\$	250.00	Each occurrence

Building Permits

Application Fee			
Residential	\$	200.00	
Commercial	\$	550.00	

Residential Building Permit	\$ 150.00	Up to \$10,000 in value; plus \$10 per \$1,000 over \$10,000
Commercial Building Permit	\$ 300.00	Up to \$10,000 in value; plus \$12 per \$1,000 over \$10,000
Renewal Residential (all permit types)		
1st Renewal	\$ 200.00	12 months from date of initial permit
Subsequent Renewal	\$ 200.00	Plus 50% of original permit fee, not to exceed \$2000; every 6 months thereafter
Renewal Commercial (all permit types)		
1st Renewal	\$ 550.00	Plus 50% of original permit fee, not to exceed \$2000; at 12 months from date of initial permit
2nd Renewal	\$ 550.00	Plus 50% of original permit, fee not to exceed \$3500; at 12 months from date of initial permit
Subsequent Renewals	\$ 550.00	Plus 50% of original permit fee, not to exceed \$5000; at 12 months from date of initial permit
Permits Issued (No activity within first 12 months)		131-3.D Permit shall be deemed null and void and require new application/fee
Residential Plan Amendment	\$ 200.00	Plus revised permit fee based on additional construction cost
Commercial Plan Amendment	\$ 550.00	Plus revised permit fee based on additional construction cost
Work Performed without Approval and Permit	Double all Fees	Penalty fee may be waived by Town Board (declared emergency, fire damage)
Certificate of Completion / Compliance		
Temporary - Residential (90 days)	\$ 50.00	
Temporary - Commercial (90 days)	\$ 300.00	
Failure to close-out within 90 days		All types, building permit must be renewed and permit will be re-opened.
Residential	\$ 50.00	
Commercial	\$ 200.00	
Duplicate Certificates	\$ 25.00	
Prior to Zoning Inspection - Residential	\$ 250.00	
Prior to Zoning Inspection - Commercial	\$ 500.00	
Duplicate Prior to Zoning Certs.	\$ 50.00	
Copies and Digital Scans		
Up to 9"x14"	\$ 0.25	
Greater than 9"x14"	\$ 5.00	Per sheet (includes a scan)
Demolition Permit		
Residential Single Family	\$ 200.00	Main dwelling
Residential Accessory Structure	\$ 50.00	Each additional structure
Multi-Family	\$ 250.00	Each structure
Commercial	\$ 500.00	Each structure
Driveway Permits		
Residential Standalone	\$ 100.00	The cost of all work. Otherwise shall be included with associated building permit
Commercial Standalone	\$ 200.00	
Electrical Permit		
Residential	\$ 200.00	Plus cost of electrical work shall be included in building permit fee
Commercial	\$ 200.00	
Expired Permit Close-Out		
Applicable to all open permits that have expired and have not been renewed in which there is no active construction and all work inspected.		Permits issued <i>prior</i> to Jan. 1, 2024 will be required to pay the current permit renewal application fee to close-out the permit. Permits issued <i>subsequent</i> to Jan. 1, 2024 shall be required to renew permits and are responsible for all cumulative amounts of prior years' renewal.
Fire Inspections		
Accessory Dwelling Unit	\$ 100.00	Renewal, every 3rd year

	Home Occupancy	\$	100.00	Renewal, every 3rd year
	Places of Public Assembly	\$	250.00	100 or greater occupants, per tenant/inspection
	Places Containing Hazardous Uses	\$	350.00	Per NYS Code, per visit/inspection
	Places Requesting/Requiring Annual Inspection	\$	250.00	per building/per inspection
	Places Requiring Tri-Annual Inspection	\$	150.00	Renweal, every 3rd year
	Religious and Recognized not-for profits	\$	-	
	1st Reinspection for Non-Compliance	\$	-	
	Subsequent Reinspections for Non-Compliance	\$	150.00	Each occurrence
	2nd Non-Compliance Notice	\$	500.00	Plus reinspection fee
Flood Damage Prevention				
	Residential	\$	200.00	Plus cost of work shall be included in building permit fee
	Commercial	\$	500.00	
Gas Line Inspection / Test				
	Residential	\$	200.00	Each occurrence
	Commercial	\$	200.00	
Heating Oil Tank				
	Remove / Install / Abandon	\$	200.00	
HVAC Permit				
	Residential	\$	200.00	Plus cost of HVAC work shall be included in building permit fee
	Commercial	\$	200.00	
LP Gas Tanks				
	Install or Relocate - Residential	\$	100.00	
	Install or Relocate - Commercial	\$	200.00	
Operating Permits (Not Including Fire Inspections)				
	Public Assembly (100 or greater occupants)	\$	200.00	Annual renewal
	Hazardous Uses (Per NYS Uniform Code)	\$	350.00	Annual renewal
	Tents	\$	100.00	Per tent, each occurrence
	Parking Garages	\$	500.00	As required by NY State
	Home Occupancy	\$	-	Every 3rd year; included with Planning Board renewal fee
	Religious and Recognized non for profits	\$	-	Frequency as required by Uniform Code; fee exempt
	Cell Tower Re-Certification	\$	5,000.00	Tower and Site; 5-years from date of initial approval
	Co-location Re-Certification	\$	3,500.00	Each carrier; 5-years from date of initial building permit
	Other	\$	350.00	Any other use requiring an operating permit from any other authority having jurisdiction
Peddler Permits				
	Up to 11"X17"	\$	200.00	
Plumbing Permit				
	Residential	\$	200.00	Plus cost of plumbing work shall be included in Building Permit fee
	Commercial	\$	200.00	
Reinspection Fees				
	Reinspection Fee - Residential	\$	50.00	After 2nd Failure - all Permit types
	Reinspection Fee - Commercial	\$	150.00	After 2nd Failure - all Permit types
Sign Permits				
	Window Signs	\$	150.00	Per sign
	Wall / Awning / Free Standing	\$	250.00	Per sign and/or awning

Sprinkler, Stand Pipe, & Supression Systems			
	Residential Multi-Family w/ Building Permit		Included with Residential Building Permit
	Residential Multi-Family Standalone	\$ 100.00	Up to \$10,000 in value; plus \$10 per \$1,000 over \$10,000
	Commercial w/ Building Permit		Included with Commercial Building Permit
	Commercial Standalone	\$ 200.00	Up to \$10,000 in value; plus \$12 per \$1,000 over \$10,000
Steep Slope Permit			
	Residential	\$ 200.00	Plus cost of work shall be included in building permit fee
	Commercial	\$ 500.00	
	Escrow / Securities Accounts	-	Refer to Town Code Ch. 259; as determined by approving authority; plus 10% Town Administration Fee
Stop Work Order			
	1st Offence for a Property		Necessary Permits and approvals must be obtained within timeframe specified
	2nd and Subsequent Offence for a Property	\$ 1,000.00	Base fee to lift order, plus \$250/day where work is found to be done in violation of stop work order
Title Searches			
	Request Fee	\$ 150.00	Plus \$20 per certified copy of BP, CO, or CC
Topographical Alteration			
	Residential	\$ 500.00	Plus cost of work shall be included in building permit fee
	Commercial	\$ 500.00	
	Escrow / Securities Accounts	-	Refer to Town Code Ch. 283; as determined by approving authority; plus 10% Town Administration Fee
Tree Removal Permit (Stand-Alone)			
	Residential	\$ 50.00	3 or more trees, non-diseased
	Commercial	\$ 100.00	Plus \$10 per tree
	Escrow / Securities Accounts		Refer to Town Code Ch. 283; as determined by approving authority; plus 10% Town Administration Fee
	Security Deposit	2x	Cost of plant material - including labor
Trees - in Lieu of Plantings			
	Tree	\$ 150.00	Per tree
	Specimen Tree	\$ 200.00	Per tree
	Protected Tree	\$ 300.00	Per tree
Utility and Agency Permits			
	Initial Meeting	\$ 200.00	
	Pre-Application Review Fee	\$ 500.00	Plus escrow as determined by DOTS Director; 10%Town Administration Fee
	Subsequent Meeting (virtual or in-person)	\$ 150.00	Each occurrence
	Permit Fee	\$ 500.00	Plus \$12 per \$1,000 of estimated construction cost
	Inspection Fee	\$ 100.00	Each occurrence
	Final Compliance Inspection	\$ 250.00	
	Securities		As set forth by various Chapters of Town Code or as determined by the Director of DOTS to function as a restoration security for public infrastructure
Water Main and Sanitary Sewer Extensions			
	Water Main Extension - Residential	\$ 4,000.00	Per application plus \$350/lot for subdivisions
	Water Main Extension - Commercial	\$ 4,000.00	Per application plus \$2 per gallon of estimated consumption
	Sanitary Sewer Extension - Residential	\$ 4,000.00	Per application plus \$350/lot for subdivisions
	Sanitary Sewer Extension - Commercial	\$ 5,000.00	Per application plus \$2 per gallon of estimated consumption

Wetland Permit		
Residential	\$ 250.00	Plus cost of work shall be included in building permit fee
Commercial	\$ 500.00	
Escrow / Securities Accounts		Refer to Town Code Ch. 179; as determined by approving authority; plus 10% Town Administration Fee

Department of Planning and Community Development -Planning

Planning Notes:

1) All consultant fees shall be paid for by the applicant and placed in escrow (trusted agency). Escrow accounts to be replenished by Applicant as required to 50% of initial value when depleted.
2) The Town Collects a 10% Town Administration and Review Fees for consultant escrow accounts.
3) Construction inspection fees includes all earthwork, site work, paving, drainage, landscaping and utilities required to complete construction. Decorative ammenities (i.e. benches, bicycle racks, etc...) are exempt.

Lot Line Adjustment	\$ 300.00	
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Subdivision

Pre-Application Meeting	\$ 250.00	first free; subsequent meeting
Preliminary Major Plat	\$ 750.00	plus \$750 for each building lot
Preliminary Minor Plat	\$ 500.00	plus \$500 for each building lot
Final Approval	\$ 1,000.00	

Site Plan

Application Fee	\$ 150.00	for each 1,000 sf of proposed floor area plus \$5 for each parking space(minimum of \$500.00)
Time Extension	\$ 250.00	at time of extension; maximum two (2) 1-year time ext. allowed.

Site Plan Amendment

Application Fee	\$ 250.00	for each 1,000 sf of proposed floor area;plus \$5 for each parking space(minimum of \$250.00)
Time Extension	\$ 250.00	per request

Special Permit	\$ 500.00	plus Application Fee
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Accessory Apartment	\$ 250.00	initial application fee
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Home Occupancy	\$ 500.00	initial application;\$150 at time of renewal (every 3 years)
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Time Extension Preliminary Approval	\$ 100.00	per lot; six (6) 6-month approvals allowed
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Time Extension Final Approval - 90 day extensions (unlimited by State Law)

0-2 requests	Free	per request
2-8 requests	\$ 100.00	plus \$25 per lot; per request
8-15 requests	\$ 150.00	plus \$50 per lot; per request
more than 15 requests	\$ 300.00	plus \$100 per lot; per request

Inspection fee	\$ 0.05	of estimated cost of construction improvements based on Engineer's Estimate (excludes lot & buildings)
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Telecommunication			
	New Tower	\$ 15,000.00	
	Escrow Deposit	\$ 7,500.00	per Town Code Chapter 277
	Re-Certification	\$ 2,500.00	every 5 years
	Co-Location	\$ 5,000.00	
	Small Cell Wireless Facility	\$ 10,000.00	
	Recreation Fee	\$ 6,000.00	per lot
	Bond Reduction Request	\$ 150.00	per request
Escrow Account Deposits			
	0 to 2 lots or dwelling units	\$ 2,500.00	
	3 to 10 lots or dwelling units	\$ 1,500.00	per proposed lot
	11 to 35 lots or dwelling units	\$ 1,200.00	per proposed lot
	More than 35 lots or dwelling units	\$ 1,000.00	per proposed lot
Site Plan / Amendment/Special Permit Escrow Accounts			
	0 to 5,000 square feet	\$ 5,000.00	
	5,000 to 20,000 square feet	\$ 15,000.00	
	20,000 to 50,000 square feet	\$ 25,000.00	
	Greater than 50,000 square feet	\$ 50,000.00	plus \$350 for each additional 1,000 sf. Above 50,000 sf
	Penalties	2x regular fee	Referrals to rectify Town Code Violations 3 times regular fees
Department of Planning and Community Development -Zoning			
Application Fee			
	Area Variance	\$ 200.00	
	Intpretation	\$ 300.00	
	Use Variance	\$ 400.00	
	Special Permit	\$ 500.00	

Recreation Department

ID Cards

Recreation Photo ID Card (Ages 4+)	\$ 8.00	Valid For 3 Years
Recreation Photo ID Card (Ages 60+)	\$ 4.00	Valid For 3 Years
Replacement Recreation Photo ID Card	\$ 5.00	

Hollowbrook Golf

1 Year Club Membership	\$ 12.00	
1 Year Club Membership (60+)	\$ 6.00	

Charles J. Cook Pool

Family Season Pass (2 Adults & 1 Child or 1 Adult & 2 Children)	\$ 320.00	Summer 2025
Family Season Pass (Each Additional Child Beyond Regular Season Pass)	\$ 65.00	Summer 2025
Adult Season Pass	\$ 145.00	Summer 2025
Senior Season Pass	\$ 78.00	Summer 2025
Youth Season Pass	\$ 115.00	Summer 2025
Adult Daily Fee (Before 4 PM)	\$ 12.00	Summer 2025
Adult Daily Fee (After 4 PM)	\$ 6.00	Summer 2025
Senior Daily Fee (Before 4 PM)	\$ 6.50	Summer 2025
Senior Daily Fee (After 4 PM)	\$ 3.25	Summer 2025
Youth Daily Fee (Before 4 PM)	\$ 9.50	Summer 2025
Youth Daily Fee (After 4 PM)	\$ 4.75	Summer 2025
Guest Daily Fee (Without TOC Photo ID)	\$ 15.00	Summer 2025
Immediate Family Members of Active Military	\$ 6.50	Summer 2025
Immediate Family Members of Active Military (After 4 PM)	\$ 3.25	Summer 2025
Mini Golf	FREE	Summer 2025

Spout Brook Pavilion Rental (May - September)

25 to 100 People (Monday- Friday)	\$ 75.00	Per Event
101 to 200 People (Monday- Friday)	\$ 150.00	Per Event
25 to 100 People (Saturday, Sunday, & Holidays)	\$ 150.00	Per Event
101 to 200 People (Saturday, Sunday, & Holidays)	\$ 200.00	Per Event

CUE Rental

Town Resident + \$300.00 Cash Deposit	\$ 150.00	Per Event
Profit Groups + Liability Insurance	\$ 250.00	Per Event
Non-Profit Groups + Liability Insurance	\$ 25.00	Per Event

Commemorative Memorials

Bench & Plaque	\$ 3,000.00	Upon application and approval
Other Memorials	By Application	Upon application and approval - Cost will cover materials and installation

Office of the Receiver of Taxes

Tax Payment Fees

Check in Person		FREE	
E-Check Online	\$	1.00	
Credit Card Online		1.8% of total	
Bounced Check	\$	20.00	

Late Fees

School Taxes		SET BY NYS	
Real Property Taxes		SET BY NYS	

Purchasing Department

Misc

EV Charging Stations 7am-9pm	\$	3.00	Per Hour
EV Charging Stations 9pm-7am	\$	20.00	Per Hour
EV Charging Stations Per Kilowatt Hour		Set by Comptroller	Subject to market fluctuations

Water & Sewer

Water - Cortlandt Consolidated Water District

Purchase of Water	\$	4.22	Per 1,000 Gallons
Distribution of Water	\$	7.00	Per 1,000 Gallons
Minimum Billing	\$	49.00	4,500 Gallons or Less
Quarterly Meter Maintenance	\$	15.00	
Annual Meter Maintenance 1"	\$	76.00	
Annual Meter Maintenance 1 1/2"	\$	100.00	
Annual Meter Maintenance 2"	\$	150.00	

Water - Outside Cortlandt Consolidated Water District

Consumer Purchase of Water	\$	4.22	Per 1,000 Gallons
Consumer Distribution of Water	\$	11.46	Per 1,000 Gallons
Minimum Billing	\$	270.00	22,500 Gallons or Less
Annual Meter Maintenance 5/8" and 3/4"	\$	8.00	
Annual Meter Maintenance 1"	\$	76.00	
Annual Meter Maintenance 1 1/2"	\$	100.00	
Annual Meter Maintenance 2"	\$	150.00	

Water - Commercial Accounts

Purchase of Water	\$	4.22	Per 1,000 Gallons
Distribution of Water	\$	7.00	Per 1,000 Gallons
Minimum Billing	\$	16.33	1,500 Gallons or Less

Water - Miscellaneous Charges

On/Off	\$	45.00	Seasonal/During OT
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	Final Reading	\$	45.00	
	Meter Test	\$	50.00	
	Late Fee		10%	Percent of total amount billed after due date listed on bill.
Sewer				
	Rates		Set by Town Board	
	Late Fee		10%	Percent of total amount billed after due date listed on bill.
Non-Compliance Testing & Upgrades				
	Per month	\$	100.00	Up to \$300 may be waived by Town Attorney for just cause, upon application by resident.

RESOLUTION

NUMBER X-26

**(RE: DESIGNATE THE SUPERVISOR AND HUMAN RESOURCE
COORDINATOR AS AUTHORIZING AUTHORITIES TO EXECUTE CIVIL
SERVICE PERSONNEL FORMS)**

RESOLVED, that the Supervisor be, and hereby is, designated by the Town Board of the Town of Cortlandt, Westchester County, as the authorizing authority to sign all payrolls for the Town of Cortlandt; and does further authorize Claudia Vahey, Human Resource Coordinator, to execute and sign all letters and other personnel forms to appoint, extend the probationary period, or terminate any employee in the service of the Town.

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

**Adopted on January 13, 2026
At a Regular Meeting
Held at Town Hall**

RESOLUTION

NUMBER X-26

(RE: AUTHORIZE MILEAGE AND PER DIEM RATES FOR TOWN OFFICIALS AND EMPLOYEES)

RESOLVED, that all Town Officials and employees be compensated at the rate of seventy-two point five cents (\$.725) per mile for use of their private automobiles when on official Town business; said mileage rate to become effective on January 1, 2026; and

BE IT FURTHER RESOLVED, that all Town Officials and employees be compensated at the rate of sixty-eight dollars (\$68) per day for meals when traveling on official Town business; said rate to become effective on January 1, 2026.

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

**Adopted on January 13, 2026
At a Regular Meeting
Held at Town Hall**

RESOLUTION

NUMBER X-26

(RE: ADOPT UPDATED INFORMATION TECHNOLOGY POLICY FOR 2026)

RESOLVED, that the Town Board of the Town of Cortlandt does hereby adopt the updated Information Technology Policy.

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

**Adopted on January 13, 2026
At a Regular Meeting
Held at Town Hall**

INFORMATION TECHNOLOGY SECURITY POLICY

- SECTION I TECHNOLOGY USE
- SECTION II SECURITY
- SECTION III LOCAL NETWORK
- SECTION IV E-MAIL
- SECTION V INTERNET
- SECTION VI WEBSITE

Matt Logerfo –Director of Information Technology

Technology Use

- a. **Overview** - The purpose of this policy is to provide the following requirements for the use of Town-owned computer systems, phones and Internet / E-mail service, and other technology.
- b. **Guidelines** – This policy is a written notice to all users that the unauthorized use of the Town’s technology and/or using the system in excess of authorization may be a cause for criminal penalties and/or disciplinary action.
- c. **Users /Employee** – Employees should understand that they should have no expectation of privacy in connection with the use of these systems or with transmission, use, or storage of information via these systems and equipment. This includes stored voice mail or e-mail messages, word processing, internet browsing, pictures and other digital files.
- d. **Department Heads** - Make sure that all personnel are aware and comply with this policy.

Make sure that staff members are aware of proper options and procedures so that essential, legal information is handled appropriately as it pertains to FOIL.

- e. **IT** – Review and maintain policy and report to applicable officials to note lack of compliance. This includes appropriate performance standards, control practices, and procedures designed to provide reasonable assurance that all employees observe this policy.
- f. **HR** –Work closely with IT to ensure that all policies are followed and all employees are aware of these policies. This includes all interns and/or temporary employees.

II. Security

- a. **Overview** -The Town maintains at great expense an integrated structure consisting of hardware, software and data and goes to great lengths to protect this structure from a variety of threats.
- b. **Guidelines** – While this policy serves as basic guidelines for network security, IT staff can take any appropriate action to secure the safety of the network at any time if deemed necessary.
- c. **Users** – Each town staff member has a responsibility to not only follow all guidelines set forth in the manual, but to show due diligence performing any technology task. All town user/email accounts are protected with Multi-Factor Authentication.

- d. **Department Heads** – Make sure that employees take the following precautions for effective continuity of operations planning:
- i. Make backup copies at a minimum of every four months of all Outlook “contacts” to keep at an appropriate offsite location.
 - ii. Review with all applicable personnel their respective IT Emergency procedures and test accordingly. This should be done at a minimum once per year. IT will work with department heads at their request to facilitate this important testing.
 - iii. Department heads should arrange for additional backups and verification of backups where necessary. The end user should be familiar with the restoration process.
 - iv. Mission Critical (Emergency) Go-Kits: It has been determined that each Department will develop and utilize Emergency Go-Kits that will support the Departments response to an emergency. Each department is to maintain at least one Go-Kit that will help support the needs of any mission critical functions.
- e. **IT** – In the event that IT observes a violation of any form of this policy that jeopardizes the safety/reliability of the network, the Town reserves the right to act immediately.
- i. Install and maintain appropriate anti-virus software on all computers.
 - ii. Respond to all malware, virus, ransomware, etc. attacks, and remediate the situation post haste.
 - iii. Responsible for all basic Town backups located in the **Town server** room. This includes periodic off-site storage of tapes and primary Town backup process.
 - iv. Assist, at the direction of the Department Head, with any continuity exercises that pertain to IT.
- f. **HR** – Keep IT informed of any potential abuses and notify IT of any terminations.
- g. **Vendor Use** - With advanced permission from IT, vendors may be given remote access to relevant network resources. They are **never** allowed server console access. Vendors **MUST** notify the IT department in advance of any updates, major upgrades, or new installs.
- h. **Dedicated Remote Access** - Remote access is the ability to access the Town’s computer system from outside of the Town’s Network and is controlled, monitored, and tracked so that only authorized individuals are allowed access to the computer system.
In some circumstances, with prior approval, software vendors and approved Town staff may have access to their applicable part of the Network from remote locations.

III. Network

- a. **Overview** – Access to the Town’s Network / Resources is provided to the employees for the benefit of the Town of Cortlandt and its citizens.
- b. **Guidelines** - Every user on the Town’s network has access to a folder or folders on Town maintained servers in which Town related documents and data should be stored. This ensures that these documents and data are backed up on a daily basis.
- c. **Users** - All users should practice the following:
 - i. Only save Town of Cortlandt related data / documents on the server(s).
 - ii. No personal information (including but not limited to; data, documents, pictures, emails) should be stored on Town equipment.
 - iii. Users should not attempt to install any software or connect any devices, including but not limited to flash drives, thumb drives, cameras, smart phones, etc. to the Town’s computers or network.
 - iv. Users must not allow Non-Town of Cortlandt employees access to the Town’s computers or network.
 - v. Any employee who suspects that his/her workstation has been infected by a virus or other malware must IMMEDIATELY contact IT.
 - vi. Notify IT for all major equipment installations, disconnections, modifications and relocations, including but not limited to scanners, printers, monitors or computers. Employees are not permitted to perform these activities unless approved by Technical Support. This does NOT apply to temporary moves of **portable** computers for which an initial connection has been set up by IT.
 - vii. Environmental hazards to hardware such as food, smoke, liquids, high or low humidity, and extreme heat or cold should be avoided.
 - viii. Critical computer equipment, e.g., file servers, must be protected by an uninterruptible power supply (UPS). Other computer equipment should be protected by a surge suppressor/protector.
 - ix. Any software or files downloaded via the internet into the Town’s network become the property of the Town. Any such files or software may be used only in ways that are consistent with their licenses or copyrights.
- d. **Department / Division Heads** - Must make sure that all staff are aware and follow all guidelines stated above.
- e. **IT department** – Must provide appropriate support and guidance to assist employees and department heads to fulfill their responsibilities under this directive. Since IT is responsible for all major equipment installations, disconnections, modifications, and relocations, employees are not to perform these activities unless approved by Technical Support. This does NOT apply to temporary moves of portable computers for which an initial connection has been set up by IT.

The Town reserves the right to inspect any and all files stored in all areas of the network in order to assure compliance with policy.

- f. **HR** - Ensures all policies are distributed to all employees. Ensures all employees have signed “The **IT Security Policy**” and notify the IT Department of new employees, transfers, and terminations. Involuntary terminations must be reported concurrent with the termination.
- g. **Security** - No person who has not been given personal login credentials may access any local computer or network resources. No one is allowed physical access to servers without express permission of the IT department. In some rare cases when access must be granted, the IT department monitors every keystroke and mouse move. This includes servers located in any and all offices and buildings.
- h. **Password Protection** - Users are responsible for any and all activity initiated from their accounts. Therefore, users should protect their passwords, not reveal them to others, and not leave their computers on and open for non-authorized users to access. Users are also responsible for protecting their own files (e-mail, word processing, spreadsheets, etc.). If a user inadvertently accesses another user's files, the user must immediately discontinue access and refrain from revealing any personal information discovered. Passwords should not be given to anyone other than the IT department. The password policy applies not only to the Windows login and email account, but also to department specific programs that require such passwords.

IV. E-Mail

- a. **Overview** - All messages created, sent, or retrieved over the Internet are the property of the Town of Cortlandt and *may be regarded as public information*. The Town of Cortlandt reserves the right to access the contents of any messages sent over its facilities if the Town believes, in its sole judgment, that it has a business need to do so.

As a result, all communications including text and images can be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver despite any information to the contrary in literature or instructions that describe the Town’s network. Please note that e-mails are subject to FOIL (Freedom of Information Law) and can be requested by the public.

- b. **Guidelines** – The Town’s e-mail system must be used in full accordance with all Town policies.
- c. **Users** – Must maintain a working knowledge and understanding of accessing work related e-mail from alternate locations. They also avoid transmission of nonpublic Town information. If it is necessary to transmit nonpublic information, employees are required to take steps reasonably intended to ensure that information is delivered to the proper person who is authorized to receive such information for legitimate use. Be aware of unfamiliar e-mails with or without attachments. Users must not use personal email accounts for town business.

- d. **Department Heads** – Must make sure that employees recognize proper e-mail storage as it pertains to possible FOIL documents. Make sure that employees properly check spam filters on a regular basis.
- e. **IT** – Maintains system functions in an efficient manner and notes any policy violations to the proper officials.
- f. **HR** – Must notify IT of any staff changes so that all systems can be modified accordingly.
- g. **Security**- If PII (Personally identifiable information is any data that could potentially identify a specific individual. Any information that can be used to distinguish one person from another and can be used for de-anonymizing anonymous data can be considered PII.) must be sent via email it should be either password protected, or encrypted.

V. Internet

- a. **Overview**-Employees using the Internet are representing the Town of Cortlandt. Employees are responsible for ensuring that the internet is used in an effective, ethical, and lawful manner.
- b. **Guidelines** – The Town has software and systems in place that can monitor and record most Internet usage. No employee should have any expectation of privacy as to his or her internet use. As per Town Board Resolution certain staff are authorized to post on the Town’s Facebook page. For all other staff unless the use of social media is pertinent to Town business and authorized by a Department Head, employees are prohibited from using social media during working hours. This applies regardless of whether or not such usage occurs on Town-owned devices or a device personally owned by the employee.
- c. **Users** - Any users who access the internet must ensure that all communications are for professional reasons and that they do not interfere with his/her productivity. Excessive use of home e-mail or inappropriate web browsing may be brought to the attention of the department head, Human Resources and the Town Supervisor. All staff must know and abide by all applicable Town of Cortlandt policies that deal with security and confidentiality of Town records. This access may be denied at any time, for any reason.
- d. **Department Heads** – Any internet access by non-Town personnel must be arranged with IT. If a Department Head views an inappropriate use of the Internet, it should be reported to the applicable officials immediately.
- e. **IT** – Monitors Internet usage for all town computers. They review reports prior to submission for any network security risks and acts accordingly.
- f. **Non-Town Use** –Use of the internet for guests (non Town of Cortlandt employees) is strictly prohibited through the Town’s network. The IT department

maintains a guest WiFi connection to the internet only that is not connected to the town's network. If the IT department is given reasonable advanced knowledge of guest needs, access to the internet can be setup.

VI. Website

- a. **Overview** - The Town website is considered an essential tool for communicating to the Public. Overall management is done by the IT Department with some delegated authority distributed to specific department representatives.
- b. **Guidelines** – All posted information must be approved by the appropriate department head. Questionable material should first be approved by the Town Supervisor.
- c. **General Overview**- The town has designated certain employees as web content managers. Any and all changes to the website should be coordinated through this group.
 - i. These users must be trained by IT or a representative from the website hosting company.
 - ii. Website users should also maintain a working knowledge and understanding of accessing the website to make changes from an alternate location.
- d. **HR** – Communicates Supervisor needs to appropriate staff and maintains administrative rights to all sections.

Acknowledgment of Information Technology Security Policy

This form is used to acknowledge receipt of, and compliance with, the Town of Cortlandt Information Security Policy.

Procedure

Complete the following steps:

1. Read the Information Security Policy.
2. Sign and date in the spaces provided below.
3. Return this page only to Human Resources.

Signature

By signing below, I agree to the following terms:

- i. I have received and read a copy of the “**IT Security Policy**” and understand the same;
- ii. I understand and agree that any computers, software, and storage media provided to me by the Town contains proprietary and confidential information about the Town of Cortlandt and its citizens or its vendors, and that this is and remains the property of the Town at all times;
- iii. I agree that, if I leave the Town of Cortlandt for any reason, I shall immediately return to the Town the original and copies of any and all software, computer materials, computer equipment, cell phones, smart phones, etc that I may have received from the Town that is either in my possession or otherwise directly or indirectly under my control.

Employee signature: _____

Employee name: _____

Date: _____

Department: _____

RESOLUTION

NUMBER X-26

**(RE : ADOPT 2026 DRUG AND ALCOHOL POLICY FOR THE TOWN OF
CORTLANDT)**

RESOLVED, that the Town Board of the Town of Cortlandt does hereby adopt the 2026 Drug and Alcohol Policy, also known as the Substance Abuse Testing Policy.

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

**Adopted on January 13, 2026
At a Regular Meeting
Held at Town Hall**

**TOWN OF CORTLANDT
SUBSTANCE ABUSE TESTING POLICY**

Introduction

1. The U.S. Department of Transportation (D.O.T.) has issued regulations (49 CFR 40.382.391 and 395) pursuant to Omnibus Transportation Employee Testing Act of 1991 (P.L. 102-143) (Omnibus Act) which govern the use of drugs and alcohol by commercial motor vehicle drivers and safety sensitive employees and which also requires the Town of Cortlandt government to conduct mandatory drug and alcohol testing of covered employees. The regulations required the testing to begin on January 1, 1996. This policy includes all applicants seeking employment with the Town of Cortlandt government, including seasonal and part-time employees.
2. The Town government fully complies with the Omnibus Act and the D.O.T.'s regulations governing drug and alcohol use and testing, and the requirements of the D.O.T.'s regulations are incorporated into this policy. In the event D.O.T.'s Regulations are amended, this policy and the applicable term(s) condition(s) and or requirement(s) of this policy shall be deemed to have been amended automatically at that time, without the need for redrafting, in order to reflect and be consistent with D.O.T.'s regulations. In such case, the Town reserves the right to apply the amended requirements immediately, and without giving prior notice to affected employees, unless such notice is required by D.O.T. or other applicable laws.
3. The Town has arranged for training of all supervisors who may be called upon to determine whether reasonable suspicion exists to test a driver for alcohol misuse or controlled substance abuse.
4. Any violation of this policy, The Drug and Alcohol Testing Educational Material Act, or DOT regulations by a covered employee shall be grounds for disciplinary action, up to and including discharge, in a manner consistent with the Town's pre-existing policies, practices and the terms of any other applicable other collective bargaining agreement.
5. The Town also has the right to test all other employees, this will be done in the same manner and under the same conditions as those required to be tested under the U.S. Department of Transportation issued guidelines.
6. The Town shall also provide for an informal administrative appeal process whereby a covered employee may appeal a positive alcohol test and/or controlled substance test. Said process shall not interfere with DOT mandated actions (e.g.: removal from safety-sensitive functions.)

Section 1 – Prohibited Substances:

A. Controlled Substances:

The presences, as evidenced by the results of an initial screening test, and subsequent confirmatory test, of the following substances is prohibited for any employee.

Marijuana (cannabinoids)

Cocaine

Opium or Opiates

Phencyclidine

Amphetamines or Methamphetamines.

New Change – January 1, 2018-07-30

In order to be in compliance with the Department Transportation Regulations for CDL holders effective January 1, 2018 the DOT drug testing program will now include testing for expanded opiates – including hydrocodone, hydromorphone, oxymorphone, and oxycodone. Common names for these semi-synthetic opioids include OxyContin®, Percodan®, Percocet®, Vicodin®, Lortab®, Norco®, Dilaudid®, and Exalgo®. This regulation will now become part of the Town of Cortlandt policy.

Possible impacts of these panel changes to motor carriers include an increase in positive test results and more safety concerns raised by the Medical Review Officer (MRO). As before, if a legitimate medical explanation like a valid prescription is established, the MRO will report the result to you as a 'negative'. However, if the MRO identifies a potential safety risk, you will be notified. Under the new changes to Part 40, the MRO must allow your drivers up to five days to have their prescribing physician contact the MRO to discuss whether the safety risk can be mitigated. If the MRO believes there is still a safety risk after talking to the doctor or after 5 business days (whichever is shorter), the MRO will report the potential safety issue. Due to the changes in Part 40, it may take an extra week to receive certain results. It may even be possible that you receive a negative test result, but receive a safety warning one week later.

Drivers will not be permitted to work in a safety sensitive position until the employee has been referred for a fitness for duty exam and receive the results.

This change will also be applicable to all Town employees regardless of CDL status.

B. Alcohol Testing:

Any employee who performs safety sensitive functions as defined below or who is required to obtain a Commercial Drivers License (CDL), will be subject to discipline, up to and including discharge, and the Town and its contractors may risk losing its federal funding, if he/she:

1. Uses alcohol on the job:
2. Uses alcohol during the four (4) hours before performing a safety sensitive function even if the alcohol is contained in prescription medication (If a driver is called to duty by the Company less than four (4) hours before their regular sign on time, they must indicate that they are unable to perform a safety sensitive function, and no disciplinary action will result).
3. Has prohibited concentrations of alcohol in his/her system while performing safety sensitive functions, as evidenced by the results of an initial test and subsequent confirmation test, through the use of testing devices as approved by the National Highway Traffic Safety Administration.
4. Uses alcohol during the eight (8) hours following an accident if the employees involvement has not been discounted as the contributing factor in the accident or until the employee(s) has been tested: or
5. Refuses to submit to a required alcohol test.

C. Federal Transit Administration (FTA):

For purposes of alcohol testing for employees who perform safety sensitive functions where the Town or its contractors receive federal funding under sub sec 3.9 or 18 of the Federal Transit Act of 23 U.S.C. sub sec 103 (e) (4), the FTA defines the term "safety sensitive function" to include:

1. All time spent at the terminal, facility or other public property, waiting to be dispatched, unless the driver has been relieved from duty:
 2. All time inspecting equipment or otherwise servicing or commissioning any commercial vehicle at any time:
 3. All driving time:
 4. All time, other than driving time, in any commercial motor vehicle:
 5. All time spent performing post accident procedures:
 6. All time spent repairing, obtaining assistance or remaining in attendance upon a disabled vehicle.
- D.** In addition to the FHWA's and FTA's definition of the term "safety sensitive function", The Town defines "safety sensitive function" to include the following positions:
1. All drivers of Town vehicles and motor/construction equipment
 2. Dispatchers
 3. Vehicle maintenance work of any kind
 4. Driver development and safety personnel
 5. Employees holding CDL's
 6. "Safety Sensitive Functions" as defined by the FHWA and the FTA
- E.** In addition, the Town and the AFSCME Union have agreed that all employees covered by the terms and conditions of the AFSCME Contract shall be subject to random testing in accordance herewith.

Section 2 – Categories of Testing

- A. Pre-employment:**
Any applicant or a current employee being considered for a promotional position or a position requiring a CDL or transfer into such position, shall be required to pass a drug urine test as defined in Federal D.O.T. regulations prior to being hired for that position or performing any functions of the position. In addition, pre-employment testing will be conducted on all new hires including seasonal and part-time employees.
- B. Reasonable Cause:**
1. Post Accident:
 - a. Control Substances
Defined by Federal D.O.T. regulations as the involvement by an employee in a motor vehicle accident while operating a Town owned or operated vehicle, when such accident results in the fatality and/or his/her performance contributed to the accident as evidenced by the issuance of a citation. It is required that such post-accident controlled substance testing take place no later than 32 hours after the incident. Town policy is that all employees shall be tested when involved in any motor vehicle accident. The Department Head shall exercise discretion when an accident occurs

during periods of emergency response.

In the event a driver is seriously injured and cannot provide a urine specimen at the time of the accident, the driver must provide the necessary authorization to obtain hospital reports or document that would indicate whether there was a controlled substance in the driver's system.

b. Alcohol Testing

Town policy is that an alcohol test will be conducted as soon as practicable after an accident involving disabling damage to a Town vehicle, or when there is a fatality, or bodily injury requiring medical treatment away from the scene of the accident. The Town will test every employee whose performance could have contributed to the accident. Any Town Employee involved in a vehicle accident will be subject to a post accident test.

A driver who leaves the scene of an accident or otherwise fails to remain readily available for testing will be deemed to have refused to submit to an alcohol test and will be discharged. Neither the Town's policy nor federal regulation prohibits an employee from leaving the scene of an accident to secure emergency medical care or to obtain assistance in responding to the accident.

C. Random Screening:

1. Any employee subject to random testing or holders of CDL licenses and all Town employees performing "safety sensitive" functions, as defined by federal regulation or the Town, will be required to submit to a drug and/or alcohol screen pursuant to a DOT approved random method of selection. The total number of covered employees for drugs and 25% of the number covered employees for alcohol, or as may be further required by FWHA or the FTA. Some drivers may be tested more than once each year, and some may not be tested at all depending on random selection. The random method of selection shall be conducted by an organization outside the Town, preferably the organization performing the drug and/or alcohol screening.
2. For the purpose of alcohol testing only, a random test will be conducted just before, during or after all employees' performance of safety duties.

D. Return to Duty/Follow-up Testing:

Drivers who have previously failed an alcohol test with a positive result of 0.02 – 0.039, or who have taken medical leave for voluntary rehabilitation, must undergo a return to duty test before they are permitted to perform safety sensitive functions. Pursuant to Town policy, a driver whose retest establishes a positive result of 0.02 or greater will be discharged.

Section 3 – Compliance with Screening Requirement:

An employee required by the town to submit to a drug and/or alcohol screen must proceed immediately to the designated facility to accomplish the urine specimen and/or alcohol test. Current employees shall be paid for all time spent in submitting to screening.

An employee who refuses to submit to any substance abuse test as provided in Section 2 will be discharged.

If an employee or applicant claims that he or she is unable to provide a sufficient breath sample for an alcohol test, then that employee must obtain a physician's statement confirming the employee's inability to provide a sufficient breath sample.

Section 4 – Specimen:

The normal screening methodology for drug screens will be urinalysis. For alcohol testing, devices approved by the National Highway Traffic Safety Administration (NHTSA) will be used, and may include saliva sampling and will include Evidential Breath Testing ("EBT") for confirmation of initial testing.

Section 5 – Employee's Privacy vs. Security:

Employees and applicants shall be required to comply with the procedures of the collection facility, unless such procedures violate the DOT testing laws and regulations.

Section 6 – Witness:

An employee or applicant required to submit to a drug and/or alcohol screen may request that another employee be allowed to accompany him/her throughout the process, except when a urine specimen is being provided. Such time spent by such witness shall not be paid for by the Town

Section 7 – Designated Collection Facility:

The Town shall designate the medical facility to be used for the collection of the urine specimen and/or the alcohol test; provided, however, that the designated facility shall possess all required licenses and permits and shall have written procedures for ensuring employees/applicants privacy, health, safety and the security and chain-of-possession of samples. Such written procedures shall be made available to an affected employee or applicant, and the Town shall discontinue use of any facility it learns has materially violated its written procedures so that an employees or applicant's health is threatened or the accuracy of the screening is compromised.

Section 8 – Designated Screening Facility:

The Town shall designate the laboratory for drug and/or alcohol tests, provided, however, that such designated laboratory shall possess any required relevant licenses and permits and shall have a written procedure for insuring the security and Chain-of-Possession of samples, the accuracy of its

work, and for the confidentiality of its records and results. Further, such designated screening laboratory must be approved by the Department of Health and Human Services (“DHHS”).

Section 9 – Screening Procedure:

B. Controlled Substances

1. All positive results of initial screening tests for controlled substance shall be subjected to a Gas Chromatography/mass spectrometry GC/MS Confirmatory test.
2. For controlled substances testing, each urine specimen (45ml.) is to be subdivided into two (2) bottles labeled “primary” (30ml.) and “split” (15ml.) specimen. If the analysis of the primary specimen confirms the presence of illegal controlled substances, the employee has seventy-two (72) hours to request that the split specimen be sent to another DHHS certified laboratory for analysis, from the time he/she is notified of such result **at the employee’s expense.**

C. Alcohol Testing:

1. All initial alcohol testing showing an alcohol concentration of 0.02 or greater will be subject to a second confirmatory test using an EBT device approved by NHTSA. The Town will record the results between 0.00 and 0.019, but no confirmation test will be conducted.
2. Only a result that is positive, (i.e., 0.02 or greater) which is following both the initial and confirmatory analysis shall be reported to the Town as a positive result.

Section 10 – Employee Status Pending Receipt of Results:

- A. An Employee who is required to submit to a drug and/or alcohol screen as provided in Section 2 (A) (pre-employment) and (B) (post-accident) of this Policy shall not be assigned to operate any Town vehicle and/or perform safety sensitive function pending the outcome of such screening. The Town may, at its option, assign such an employee to available non-safety sensitive duties or place him/her on temporary suspension.
- B. An employee whose drug and/or alcohol screen produces a negative result shall be promptly returned to his/her former work. Under no circumstances will an employee be made whole for any lost wages on negative result if he/she is suspended for any additional purpose.
- C. An employee whose drug and/or alcohol screening test produces a positive result (0.02 or greater) shall not be made whole for any wages lost while assigned as provided in this Section and will be subject to discipline, up to and including discharge

Section 11 – Record of Negative Screening:

An employee required to submit to a drug and/or alcohol screening as provided in this Policy and whose screening results are negative (i.e., less than 0.02) shall have his/her personnel file documented to reflect the negative result.

Section 12 – Positive Drug Screening:

An employee who is required to undergo a drug screening and whose screening and confirmation produces a positive result for prohibited substance as defined in Section 1 of this policy will be discharged.

Section 13 – Positive Alcohol Screening:

Pursuant to Town policy, an employee whose confirmation alcohol test registers a positive result of 0.02-0.039 will be removed from at least 24 hours or until his/her next regularly scheduled shift, whichever is longer. Any employee who tests positive on more than one occasion between 0.02 and 0.039 will be discharged.

Pursuant to Town policy, an employee whose confirmation alcohol test result is equal to 0.04 or greater will be discharged.

Section 14 – Voluntary Rehabilitation:

An employee who voluntarily (not in response to a Town request to take a drug/alcohol test or the positive result of a drug/alcohol test) admits to management he/she has a drug problem, and who wishes to submit to a Rehabilitation Program, must sign Appendix "A" of this Policy, and will be subject to the following:

- A. The employee shall be placed on unpaid medical leave until:
 - 1. He/she presents evidence of having enrolled in and successfully completed, **at his/her own expense**, a rehabilitation program approved by the Town:
and
 - 2. He/she submits to return-to-duty drug and alcohol screening to his/her own expense which produces a negative result, and:

3. He/she signs the Town's Post Rehabilitation Return to Work Agreement that is attached to and expressly made part of this Policy (Appendix "A").
- B. An employee placed on rehabilitation leave as provided in paragraph (A) of this Section must satisfy the provisions of sub-paragraphs (1), (2) and (3) of that paragraph nor later than twelve (12) weeks from his/her commencement of this personal leave. An employee failing to do so shall be deemed to have abandoned his/her job.
 - C. The Town agrees that once an employee has commenced a medical leave, the employee will be entitled to use any accrued time due to the employee in the form of sick, vacation or personal time in order to continue to receive salary during the above time period. Should the employee not have sufficient accruals, the Town agrees to advance time to the employee of personal or sick time which will be repaid by the employee upon their resumption of regular employment by the Town.

Section 15 – Return to Work Agreement:

- A. An employee who has returned to work as provided in Section 1-4 of this policy and who fails with any terms of the Post-Rehabilitation Return-to-Work Agreement will be discharged.

Section 16 – Post-Rehabilitation Return to Work Agreement:

- A. I understand that my previous job performance warrants close supervision for an extended period of time upon my return to work and I will accept such supervision as a constructive part of my recovery.
- B. I understand that upon my return to work, I must meet all established standards of conduct and job performance and that I will be subject to the Town's disciplinary procedures for failure to meet those standards.
- C. For a period of one (1) calendar year after the date of reinstatement to my position, I will be subject to random drug and alcohol testing at the sole discretion of the Town. The Town shall pay the cost of such tests as well as all time spent by me in submitting to such examination.
- D. I agree that I shall cooperate fully with any and all request to submit to any random drug and alcohol tests. I further acknowledge and understand that if I fail to

cooperate fully or to submit to such drug tests when requested, such failure will be cause for discipline up to and including discharge under this policy.

- E. In the event that any of my drug or alcohol tests indicate a positive reading which discloses that I have used any of the prohibited substances or alcohol identified in Section 1 of this Policy, I will be discharged.
- F. I understand that I will be subject to the above stated rules and conditions for twelve (12) calendar months from the date of this agreement.
- G. I understand that I will continue to work through EAP program of the Town to follow-up on any treatment or rehabilitation and aftercare programs scheduled by them.

I UNDERSTAND AND AGREE THAT MY LEAVE OF ABSENCE, REINSTATEMENT AND CONTINUED EMPLOYMENT ARE CONTINGENT UPON MY SATISFYING ALL OF THE ABOVE RULES AND CONDITIONS OF EMPLOYMENT AND THAT MY FAILURE TO DO SO SUBJECTS ME TO DISCIPLINE, UP TO AND INCLUDING DISCHARGE.

Section 17 – Receipt of Policy

All employees shall sign a receipt signifying their receipt of the Town's Substance Abuse Testing Policy.

Section 18 – Record Retention of Test Results:

The Town must, pursuant to Federal Regulations, retain its alcohol testing records in a secure location with controlled access to such information. Records of positive test results of 0.02 and greater, refusals to submit to testing, annual testing summaries, driver evaluations and referrals must be maintained for a minimum of five (5) YEARS. Records relating to the testing collection process (except calibration) and training must be maintained for a minimum of two (2) years. Records of negative results and results of less than 0.02 must be maintained for a minimum of one year

Section 19 – Restrictions on the Release of Alcohol Testing Information:

The Town is prohibited, by federal regulation, from releasing a driver's alcohol testing records unless required by law or otherwise authorized by federal regulations. Under federal regulations, drivers are entitled to copies of their alcohol testing records and may consent to a third party obtaining them.

The Town may obtain, pursuant to a driver's consent, information on the driver's positive alcohol test results with a positive result of 0.04 or greater, and refusals to be tested within the previous two years. As a result of their requirement, the Town may condition any offer of employment on an applicant's release of his or her prior records from a previous employer.

If the Town receives information regarding impermissible alcohol levels or refusals to be tested: then the Town cannot permit that driver to perform a safety sensitive function until that driver has been certified as qualified by a substance abuse professional and passes a pre-employment alcohol test.

DRUG AND ALCOHOL POLICY

This Policy is adopted in accordance with the obligation of the Town Board to appropriately implement a Drug and Alcohol Testing Policy for all of the employees of the Town. This policy is intended to be adopted pursuant to the Collective Bargaining Agreements of the Town for the random drug testing of employees of the Town, and it is with this in mind that this policy was adopted.

1. The use of illegal controlled substances or alcohol by employees adversely affects the Town's ability to safely deliver services, impairs the efficiency of the work force, endangers the safety of employees and the public, and undermines public trust. The Town and the Union therefore, agree that the use, sale, distribution or possession of illegal controlled substances or alcohol while on duty is prohibited. Employees in violation of this policy are subject to disciplinary action, up to and including discharge.
2. Unless otherwise noted, all discipline under this policy shall be in accordance with applicable provisions of the Collective Bargaining Agreement or Civil Service Law.
3. Random testing provided for herein shall be to test fifty percent (50%) for drug and twenty five percent (25%) for alcohol at all times.
4. Based on reasonable suspicion, members of the bargaining unit shall be subject to urinalysis for illegal controlled substance use or breathalyzer testing for alcohol use. Any employee who refuses to submit to testing or who refuses to cooperate with the testing procedures may be subject discipline, including discharge. Attempt to alter or substitute the testing specimen will be deemed refusal to take the test.
 - A. The order to submit to testing must be justified by a reasonable suspicion that the employee is or may be under the influence of illegal controlled substances or alcohol while on duty, or is engaging in the use, sale, distribution or possession of illegal controlled substances or alcohol while on duty.
 - B. While the "reasonable suspicion" standard does not lend itself to precise definition or mechanical application, vague or unparticularized or unspecified or rudimentary hunches or intuitive feelings do not meet the standard.

- C. Reasonable suspicion is the quantum of knowledge sufficient to induce an ordinarily prudent and cautious person to act under the circumstances. Reasonable suspicion must be directed at the specific person and be based on specific and articulate facts and the logical inferences and deductions that can be drawn on those facts.
- D. Reasonable suspicion may be based, among other things, on the following:
- i. Observable phenomena, such as direct observation of drug or alcohol use or possession

and/or physical symptoms of being under the influence of drugs or alcohol; or
 - ii. A pattern of unusual or abnormal conduct or erratic behavior (e.g. unexplained excessive

absenteeism, lateness or early leave)
 - iii. Arrest or conviction for drug-related offense or the identification by law enforcement personnel of an employee as the focus of a criminal investigation into illegal drug possession, use or trafficking; or
 - iv. Information provided by a reliable and credible source.
 - v. Newly discovered evidence the employee has tampered with a previous drug or alcohol test.
 - vi. Post accident of vehicle or any other equipment.
- E. Disputes concerning the matter of reasonable suspicion to order a test shall be subject to review by way of the contract grievance procedure. Such dispute shall be incorporated with any grievance filed, concerning discipline resulting from such testing.
- F. The decision to test an employee may be made by the Department Supervisor for all other employees, or in his or her absence, his or her designee, in accordance with the standards discussed below after consultation with the Program Coordinator.
- G. It is intended that when a decision is made to test, the employee will be given a direct order to submit to the test and advised of his/her right to have a Union representative present for such testing, but the test shall not be delayed more than one (1) hour to accommodate the presence of a Union official, and the Union shall be notified in such order. The test shall be conducted immediately thereafter. The employee shall be given a brief verbal statement of the basis for reasonable suspicion.
- H. For purposes of reasonable suspicion only, where reasonable suspicion is based on information provided by a confidential informant (defined as an employee or agent of a governmental law enforcement agency of the employee's department) the identity of the source need not be disclosed at the time of the test, except for the name of the governmental law enforcement agency involved.

5. Insofar as practical, the sample collection process shall be confidential with due regard for the dignity of the employee. There shall be no direct observation of giving of urine specimens, unless there is reason to believe that the specimen may be tampered with, in which event direct observation shall be made by a person of the same gender as the employee giving the specimen. The employee shall cooperate with requests for information concerning use of medications and acknowledgment of giving of the specimen.
6. For drug testing, initial urinalysis testing shall be conducted by means of an enzyme multiplied immunoassay test (EMIT). All specimens identified as positive on the initial test shall be confirmed using a gas chromatography/mass spectrometry test (GC/MS). For those drugs for which NIDA standards exist, a test shall be deemed positive for the presence of drugs in accordance with such NIDA standards. The laboratory shall report as negative on either the initial test or the confirmatory test. Only specimens which test positive on both the initial test and the confirmatory test shall be reported as positive. All tests conducted pursuant to this procedure will be paid for by the Town

New Change – January 1, 2018-07-30

In order to be in compliance with the Department Transportation Regulations for CDL holders effective January 1, 2018 the DOT drug testing program will now include testing for expanded opiates – including hydrocodone, hydromorphone, oxymorphone, and oxycodone. Common names for these semi-synthetic opioids include OxyContin®, Percodan®, Percocet®, Vicodin®, Lortab®, Norco®, Dilaudid®, and Exalgo®. This regulation will now become part of the Town of Cortlandt policy.

Possible impacts of these panel changes to motor carriers include an increase in positive test results and more safety concerns raised by the Medical Review Officer (MRO). As before, if a legitimate medical explanation like a valid prescription is established, the MRO will report the result to you as a 'negative'. However, if the MRO identifies a potential safety risk, you will be notified. Under the new changes to Part 40, the MRO must allow your drivers up to five days to have their prescribing physician contact the MRO to discuss whether the safety risk can be mitigated. If the MRO believes there is still a safety risk after talking to the doctor or after 5 business days (whichever is shorter), the MRO will report the potential safety issue. Due to the changes in Part 40, it may take an extra week to receive certain results. It may even be possible that you receive a negative test result, but receive a safety warning one week later.

Drivers will not be permitted to work in a safety sensitive position until the employee has been referred for a fitness for duty exam and receive the results.

This change will also be applicable to all Town employees regardless of CDL status.

7. For alcohol testing, the employee shall submit to an intoxilyzer test to be administered by an agent. Such test results shall be given to same weight as provided under applicable provisions of the New York State Vehicle and Traffic Law.
8. Drug testing results shall be forwarded from the testing laboratory to a Medical Review Officer (MRO) or the staff of the MRO. The MRO shall be designated by the Town and must be a licensed physician

with knowledge of substance abuse disorders and the appropriate medical training to interpret and evaluate test results.

9. The MRO shall analyze the test results. If the MRO receives a positive test result, he shall interview the individual in question, review the individual's medical history, and review other relevant biomedical information. The MRO will evaluate these factors to determine whether a justification exists for the positive test result. Evidence to justify a positive test result may include, but is not limited to, a valid prescription or verification from the individual's physician verifying a valid prescription. If the MRO determines that justification exists, the test result will be treated as a negative test result and may not be released for purposes of identifying illegal drug use. The MRO shall then forward all test results.
10. Urine samples shall be maintained by the designated laboratory in accordance with appropriate procedures for a period of six (6) months following the test.
11. After an employee receives notice of a positive test result, the employee may make a written request to the Supervisor within fourteen (14) calendar days to have the second sample tested at a different laboratory duly licensed with the NIDA. The employee shall be responsible for all costs related to transportation and testing for the preservation of the chain of custody. The test results shall be delivered by the laboratory to the Department Supervisor. Testing and positive results will be in accordance with Paragraph 6 above.
12. In the event the test procedure reveals the presence of illegal controlled substances or their metabolites or alcohol level of 0.02 or greater, such employee may be subject to discipline, including discharge. However, in the first instance of such positive drug or alcohol test any disciplinary charges may be suspended at the Town's sole discretion if the employee agrees, in writing, to complete counseling and treatment on his/her own time for such illegal controlled substance use or alcohol use in a program jointly agreed to by the Town and the Union. The employee shall agree, as a condition to the suspension of the disciplinary charge or in lieu of firing, that for a period of one year following the completion of treatment, he/she shall be subject to periodic random testing for illegal controlled substances and/or alcohol, and that if he/she completes counseling and treatment and does not test positive for illegal controlled substances or alcohol during such one year period, the original disciplinary charge or penalty shall be considered resolved. The record of such charges and their resolution shall remain in the employee's file unless the parties agree otherwise. Should the employee test positive, then the employee shall be terminated.

Sample

STIPULATION OF AGREEMENT

I, _____, understand that because I had a confirmed positive random drug test and/or alcohol test, I am about to be brought up on charges. In lieu of being brought up on charges, I agree to the following stipulations for my employment:

1. I hereby agree to participate in any program recommended by the Substance Abuse Professional I will be seeing as required by Federal Law for holders of Commercial Drivers Licenses and those whose jobs are considered safety sensitive who have a positive test result.

2. I agree to provide the Town with proof of such participation. If I withdraw from the recommended program without approval from said program, I will be terminated by the Town.

3. I understand that prior to my returning to work as a _____, I must take and pass a drug and/or alcohol test.

4. I am aware that under Federal Regulations, I will be randomly tested for drugs at least six (6) times over the next year. I will also be randomly tested over the next five (5) years at intervals other than the normal CDL testing.

5. I understand that if I test positive for drug use again, I will be terminated.

By agreeing to these stipulations I hereby waive any due process afforded me under Section 75 of the Civil Service Law and I furthermore realize that the penalty for violation of this stipulation shall be nothing less than termination.

EMPLOYEE

RICHARD H. BECKER, Supervisor

AFSCME President

RESOLUTION

NUMBER X-26

RE: (ADOPT SOCIAL MEDIA POLICY FOR 2026)

BE IT RESOLVED, that the Town Board of the Town of Cortlandt does hereby adopt the Social Media Policy for 2026.

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

**Adopted on January 13, 2026
At a Regular Meeting
Held at Town Hall**

TOWN OF CORTLANDT SOCIAL MEDIA POLICY

Policy Statement – The purpose of the policy is to provide the framework for employee usage of Social Media, both inside and outside of the workplace. Social Media in general refers to internet based applications that allow for the creation and exchange of user generated content. Examples of Social Media include, but are not limited to: Facebook, Twitter, Instagram, LinkedIn, YouTube, web blogs, and web based wikis whereby users can add, modify, or delete its content via a web browser. The Town’s right to monitor communication systems and equipment also applies to the use of Social Media if employees are using Town computers or communications systems.

Usage During Working Hours – Unless the use of Social Media is pertinent to Town business or authorized by a Department Head, employees are prohibited from using Social Media during working hours. At no time, including on a rest or meal break, shall employees use Town-owned computers or communication equipment to access social media sites.

Posting Content on Social Media (regardless of point of access) – The following uses of Social Media are prohibited. These terms pertain to content posted from computers or communication systems that are not Town owned, as well as those that are Town property.

This list is meant to be illustrative, and not exhaustive.

- Disclosing confidential or proprietary information pertaining to matters of the Town that is not otherwise deemed accessible to the general public under the Freedom of Information Law (Public Officers Law Article 6, §§ 84-90).
- Matters which will imperil the public safety if disclosed.
- Promoting or endorsing any illegal activities.
- Threatening, promoting, or endorsing violence.
- Directing comments, or sharing images that are discriminatory or insensitive to any individual or group based on race, religion, gender, disability, sexual orientation, national origin, or any other characteristic protected by law.
- Knowingly making false or misleading statements about the Town, or its employees, services or Elected Officials.
- Posting, uploading, or sharing images that have been taken while performing duties as an agent of the Town, or while wearing Town uniforms – the only exception to this rule is when it is directly pertinent to Town business and such posting, uploading, or sharing of images is authorized in advance by the appropriate Department Head.
- Representing that an opinion or statement is the policy or view of the Town, or of any individual acting in their capacity as a Town employee or official, or otherwise on behalf of the Town, when that is not the case.
- Posting anything in the name of the Town or in a manner that could reasonably be attributed to the Town without prior written authorization from the applicable Department Head.
- Using the name of the Town or a Town e-mail address in conjunction with a personal blog or Social Media account.

An employee's Social Media usage must comply with Town policies pertaining to but not limited to Non-Discrimination and Harassment, Confidentiality, Violence in the Workplace, and Substance Abuse. Any harassment, bullying, discrimination, or retaliation that would not be permissible in the workplace is not permissible between co-workers online, even if it is done after hours, outside of the workplace, using computers or communication systems that are not Town-owned.

Notwithstanding the above, nothing in this policy is meant to imply any restriction or diminishment of an employee's right to appropriately engage in protected concerted activity under law.

Reporting of Violations – Anyone with information as to a violation of this policy is to report said information to the appropriate Department Head. Once the Department Head is informed of the violation, a formal process, consistent with this Employee Handbook and/or applicable law, will begin.

RESOLUTION

NUMBER X-26

RE: (ADOPT SEXUAL HARRASSMENT POLICY FOR 2026)

BE IT RESOLVED, that the Town Board of the Town of Cortlandt does hereby adopt the Sexual Harassment Policy for 2026.

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

**Adopted on January 13, 2026
At a Regular Meeting
Held at Town Hall**

Introduction

The Town of Cortlandt is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination. The Town of Cortlandt has a zero-tolerance policy for any form of sexual harassment, and all employees are required to work in a manner that prevents sexual harassment in the workplace. This Policy is one component of the Town of Cortlandt's commitment to a discrimination-free work environment.

Sexual harassment is against the law. All employees have a legal right to a workplace free from sexual harassment, and employees can enforce this right by filing a complaint internally with the Town of Cortlandt, or with a government agency or in court under federal, state or local antidiscrimination laws.

Policy:

1. The Town of Cortlandt's Policy applies to all employees, applicants for employment, interns, whether paid or unpaid, contractors and persons conducting business with the Town.
2. Sexual harassment will not be tolerated. Any employee or individual covered by this policy who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action, up to and including termination.
3. Retaliation Prohibition: No person covered by this Policy shall be subject to adverse employment action including being discharged, disciplined, discriminated against, or otherwise subject to adverse employment action because the employee reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. The Town of Cortlandt has a zero-tolerance policy for such retaliation against anyone who, in good faith complains or provides information about suspected sexual harassment. Any employee of the Town of Cortlandt who retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination. Any employee, paid or unpaid intern, or non-employee¹ working in the workplace who believes they have been subject to such retaliation should inform a supervisor, manager, or **Director of Operations**. Any employee, paid or unpaid intern or non-employee who believes they have been a victim of such retaliation may also seek compensation in other available forums, as explained below in the section on Legal Protections.
4. Sexual harassment is offensive, is a violation of our policies, is unlawful, and subjects Town of Cortlandt to liability for harm to victims of sexual harassment. Harassers may also be

¹ A non-employee is someone who is (or is employed by) a contractor, subcontractor, vendor, consultant, or anyone providing services in the workplace. Protected non-employees include persons commonly referred to as independent contractors, "gig" workers and temporary workers. Also included are persons providing equipment repair, cleaning services or any other services provided pursuant to a contract with the employer.

individually subject to liability. Employees of every level who engage in sexual harassment, including managers and supervisors who engage in sexual harassment or who knowingly allow such behavior to continue, will be penalized for such misconduct.

5. The Town of Cortlandt will conduct a prompt, thorough and confidential investigation that ensures due process for all parties, whenever management receives a complaint about sexual harassment, or otherwise knows of possible sexual harassment occurring. Effective corrective action will be taken whenever sexual harassment is found to have occurred. All employees, including managers and supervisors, are required to cooperate with any internal investigation of sexual harassment.
6. All employees are encouraged to report any harassment or behaviors that violate this policy. The Town of Cortlandt will provide all employees a complaint form for employees to report harassment and file complaints.
7. Managers and supervisors are **required** to report any complaint that they receive, or any harassment that they observe to the **Director of Operations**.
8. This policy applies to all employees, paid or unpaid interns, and non-employees and all must follow and uphold this policy. This policy must be posted prominently in all work locations and be provided to employees upon hiring.

What Is “Sexual Harassment”?

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, gender identity and the status of being transgender.

Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual’s sex when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive work environment, even if the complaining individual is not the intended target of the sexual harassment;
- Such conduct is made either explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual’s employment.

A sexually harassing hostile work environment consists of words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual’s sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, which interfere with the recipient’s job performance.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called “quid pro quo” harassment.

Any employee who feels harassed should complain so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy.

Examples of sexual harassment

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited:

- Physical assaults of a sexual nature, such as:
 - Touching, pinching, patting, grabbing, brushing against another employee’s body or poking another employees’ body;
 - Rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or propositions, such as:
 - Requests for sexual favors accompanied by implied or overt threats concerning the victim’s job performance evaluation, a promotion or other job benefits or detriments;
 - Subtle or obvious pressure for unwelcome sexual activities.
- Sexually oriented gestures, noises, remarks, jokes or comments about a person’s sexuality or sexual experience, which create a hostile work environment.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
 - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
- Hostile actions taken against an individual because of that individual’s sex, sexual orientation, gender identity and the status of being transgender, such as:
 - Interfering with, destroying or damaging a person’s workstation, tools or equipment, or otherwise interfering with the individual’s ability to perform the job;
 - Sabotaging an individual’s work;
 - Bullying, yelling, name-calling.

Who can be a target of sexual harassment?

Sexual harassment can occur between any individuals, regardless of their sex or gender. New York Law protects employees, paid or unpaid interns, and non-employees, including independent contractors, and those employed by companies contracting to provide services in the workplace. A perpetrator of sexual harassment can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer or visitor.

Where can sexual harassment occur?

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer sponsored events or parties. Calls, texts, emails, and social media usage by employees can constitute unlawful workplace harassment, even if they occur away from the workplace premises or not during work hours.

What is “Retaliation”?

Unlawful retaliation can be any action that would keep a worker from coming forward to make or support a sexual harassment claim. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation.

Such retaliation is unlawful under federal, state, and (where applicable) local law. The New York State Human Rights Law protects any individual who has engaged in “protected activity.” Protected activity occurs when a person has:

- filed a complaint of sexual harassment, either internally or with any anti-discrimination agency;
- testified or assisted in a proceeding involving sexual harassment under the Human Rights Law or other anti-discrimination law;
- opposed sexual harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of harassment;
- complained that another employee has been sexually harassed; or
- encouraged a fellow employee to report harassment.

Reporting Sexual Harassment

Preventing sexual harassment is everyone’s responsibility. The Town of Cortlandt cannot prevent or remedy sexual harassment unless it knows about it. Any employee, paid or unpaid intern or non-employee who has been subjected to behavior that may constitute sexual harassment is encouraged to report such behavior to a supervisor, manager or **Director of Operations**. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to a supervisor, manager or **Director of Operations**.

Reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint is attached to this Policy, and all employees are encouraged to use this complaint form. Employees who are reporting sexual harassment on behalf of other employees should use the complaint form and note that it is on another employee’s behalf.

Employees, paid or unpaid interns or non-employees who believe they have been a victim of sexual harassment may also seek assistance in other available forums, as explained below in the section on Legal Protections.

Supervisory Responsibilities

All supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual harassment is occurring, **are required** to report such suspected sexual harassment to the **Director of Operations**.

In addition to being subject to discipline if they engaged in sexually harassing conduct themselves, supervisors and managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

Supervisors and managers will also be subject to discipline for engaging in any retaliation.

Complaint And Investigation Of Sexual Harassment

All complaints or information about suspected sexual harassment will be investigated, whether that information was reported in verbal or written form. Investigations will be conducted in a timely manner, and will be confidential to the extent possible.

An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough, and should be completed within 30 days. The investigation will be confidential to the extent possible. All persons involved, including complainants, witnesses and alleged perpetrators will be accorded due process to protect their rights to a fair and impartial investigation.

Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment. Employees who participate in any investigation will not be retaliated against.

Investigations will be done in accordance with the following steps:

- Upon receipt of complaint, the **Director of Operations** will conduct an immediate review of the allegations, and take any interim actions, as appropriate. If complaint is oral, encourage the individual to complete the "Complaint Form" in writing. If he or she refuses, prepare a Complaint Form based on the oral reporting.
- If documents, emails or phone records are relevant to the allegations, take steps to obtain and preserve them.
- Request and review all relevant documents, including all electronic communications.
- Interview all parties involved, including any relevant witnesses;

- Create a written documentation of the investigation (such as a letter, memo or email), which contains the following:
 - A list of all documents reviewed, along with a detailed summary of relevant documents;
 - A list of names of those interviewed, along with a detailed summary of their statements;
 - A timeline of events;
 - A summary of prior relevant incidents, reported or unreported; and
 - The final resolution of the complaint, together with any corrective actions action(s).
- Keep the written documentation and associated documents in the employer's records.
- Promptly notify the individual who complained and the individual(s) who responded of the final determination and implement any corrective actions identified in the written document.
- Inform the individual who complained of their right to file a complaint or charge externally as outlined below.

Legal Protections And External Remedies

Sexual harassment is not only prohibited by the Town of Cortlandt but is also prohibited by state, federal, and, where applicable, local law.

Aside from the internal process at the Town of Cortlandt, employees may also choose to pursue legal remedies with the following governmental entities **at any time**.

New York State Division of Human Rights (DHR)

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to employers in New York State with regard to sexual harassment, and protects employees, paid or unpaid interns and non-employees regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with DHR or in New York State Supreme Court.

Complaints with DHR may be filed any time **within one year** of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, **within three years** of the alleged discrimination. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to the Town of Cortlandt does not extend your time to file with DHR or in court. The one year or three years is counted from date of the most recent incident of harassment.

You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that discrimination has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If discrimination is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including paying monetary damages, attorney's fees and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458, (718) 741-8400 [appropriate other contact info], www.dhr.ny.gov

Contact DHR at (888) 392-3644 or visit dhr.ny.gov/complaint for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

United States Equal Employment Opportunity Commission (EEOC)

The EEOC enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred.

If an employee believes that he/she has been discriminated against at work, he/she can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (1-800-669-6820 (TTY)), visiting their website at www.eeoc.gov or via email at info@eeoc.gov

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists. For example, employees who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 40 Rector Street, 10th Floor, New York, New York; call 311 or (212) 306-7450; or visit www.nyc.gov/html/cchr/html/home/home.shtml

Contact the Local Police Department

If the harassment involves physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department.

Model Complaint Form for Reporting Sexual Harassment



Combating Sexual Harassment

Town of Cortlandt

New York State Labor Law requires all employers to adopt a sexual harassment prevention policy that includes a complaint form to report alleged incidents of sexual harassment.

If you believe that you have been subjected to sexual harassment, you are encouraged to complete this form and submit it to *Director of Operations, Claudia Vahey at Town Hall, 1 Heady Street or ClaudiaV@townofcortlandt.com*. You will not be retaliated against for filing a complaint.

If you are more comfortable reporting verbally or in another manner, your employer should complete this form, provide you with a copy and follow its sexual harassment prevention policy by investigating the claims as outlined at the end of this form.

For additional resources, visit: ny.gov/programs/combating-sexual-harassment-workplace

COMPLAINANT INFORMATION

Name:

Work Address:

Work Phone:

Job Title:

Email:

Select Preferred Communication Method:

Email Phone In person

SUPERVISORY INFORMATION

Immediate Supervisor's Name:

Title:

Work Phone:

Work Address:

Adoption of this form does not constitute a conclusive defense to charges of unlawful sexual harassment. Each claim of sexual harassment will be determined in accordance with existing legal standards, with due consideration of the particular facts and circumstances of the claim, including but not limited to the existence of an effective anti-harassment policy and procedure.

COMPLAINT INFORMATION

1. Your complaint of Sexual Harassment is made about:

Name:

Title:

Work Address:

Work Phone:

Relationship to you: Supervisor Subordinate Co-Worker Other

2. Please describe what happened and how it is affecting you and your work. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.

3. Date(s) sexual harassment occurred:

Is the sexual harassment continuing? Yes No

4. Please list the name and contact information of any witnesses or individuals who may have information related to your complaint:

The last question is optional, but may help the investigation.

5. Have you previously complained or provided information (verbal or written) about related incidents? If yes, when and to whom did you complain or provide information?

If you have retained legal counsel and would like us to work with them, please provide their contact information.

Signature: _____ Date: _____

Instructions for Employers

If you receive a complaint about alleged sexual harassment, follow your sexual harassment prevention policy.

An investigation involves:

- Speaking with the employee
- Speaking with the alleged harasser
- Interviewing witnesses
- Collecting and reviewing any related documents

While the process may vary from case to case, all allegations should be investigated promptly and resolved as quickly as possible. The investigation should be kept confidential to the extent possible.

Document the findings of the investigation and basis for your decision along with any corrective actions taken and notify the employee and the individual(s) against whom the complaint was made. This may be done via email.

RESOLUTION

NUMBER X-26

RE: (ADOPT WORKPLACE VIOLENCE PREVENTION POLICY FOR 2026)

BE IT RESOLVED, that the Town Board of the Town of Cortlandt does hereby adopt the Workplace Violence Prevention Policy for 2026.

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

**Adopted on January 13, 2026
At a Regular Meeting
Held at Town Hall**

TOWN OF CORTLANDT WORKPLACE VIOLENCE PREVENTION PROGRAM

The Town of Cortlandt Town Board is concerned and committed to our employees' safety and health. We refuse to tolerate violence in the workplace and will make every effort to prevent violent incidents from occurring by implementing a Workplace Violence Prevention Program (WPVP). We will provide adequate authority to responsible parties so that our goals and responsibilities can be met.

All managers and supervisors are responsible for implementing and maintaining our WPVP Program. We encourage employee participation in designing and implementing our program. We require prompt and accurate reporting of all violent incidents whether or not physical injury has occurred. We will not discriminate against victims of workplace violence.

A copy of this policy statement and our WPVP Program is readily available to all employees from each manager and supervisor.

Our program ensures that all employees, including supervisors and managers, adhere to work practices that are designed to make the workplace more secure, and do not engage in verbal threats or physical actions which create a security hazard for others in the workplace.

All employees, including managers and supervisors, are responsible for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe and secure work environment.

The management of the Town of Cortlandt government is responsible for ensuring that all safety and health policies and procedures involving workplace security are clearly communicated and understood by all employees. Managers and supervisors are expected to enforce the rules fairly and uniformly.

Our program will be reviewed and updated annually.

Introduction

What is Workplace Violence?

The National Institute of Occupational Safety and Health (NIOSH) defines workplace violence as the violent acts, including physical assaults and threats of assault, directed toward persons at work or on duty. Workplace violence is any physical assault, threatening behavior or verbal abuse occurring in the work setting. These incidents could take place on the Town property, or in the community where municipal services are delivered. Example, an angry argument between co-workers, in an employee vehicle parking area before or after work hours is included.

Workplace violence is not just the potential physical assault or threat of assault between a Town employee and a non-employee, but also between Town co-workers. It is possible that various factors in the employees personal lives can be brought into the workplace environment that could result in workplace violence. The root causes of workplace violence incidents are often NOT conflicts or disputes about the work itself or work assignments.

1. WPV Types of Incidents

- A. Non –specific threats of violence by an employee to another employee or non-employee
- B. Specific threats of violence by an employee to another employee or non-employee
- C. Threats of violence directed against an employee or non-employee
- D. Violent confrontation by a spouse or significant other/domestic partner with an employee over a non-workplace personal/domestic dispute that occurs at the workplace
- E. Threats or threatening conduct by disgruntled or former employees
- F. Violent altercations between co-workers or employee(s) and supervisory staff
- G. Assaults of any type by intruder
- H. Employee bullying of other employees
- I. Verbal abuse and threats directed at or by employees or non-employees
- J. Forms of harassment
- K. Emotional abuse
- L. Other as defined by the situation

2. Workplace Violence Prevention Program (WPVP) Threat Team

Town Safety Committee will function as the Workplace Violence Prevention Program (WPVP) Threat Team in making an assessment of the potential WPV incident. Department of Environmental Services and Department of Technical Services will assign personnel in each operating office to make this determination.

3. Hazard Assessment

The Town has identified three tier groups of potential workplace violence exposure. Tier 1 represents the higher level of exposure, Tier 2 having less exposure, and Tier 3 having little or no potential workplace violence exposure.

Tier 1 – Assessment:

- Exchanging money with the public
- Municipal court justice system
- Issuance of building permits, certificates of occupancy, and other Town code violations enforcement, parking, zoning, inspections

- Traveling alone with cash or checks to make bank deposits
- Other

Tier 2 - Assessment:

- Working alone, site visits, land development, off site meetings, etc.
- Working in high crime areas (not identified as frequent for Cortlandt)
- Working late at night, early morning hours
- Working away from Town Hall or other offices in scheduled routes of delivery or collection, mail delivery, refuse collection, snow and ice control etc.
- Guarding valuable sites or property
- Town Hall office staff who interface with the public.
- Other

Tier 3 – Assessment:

- All others not listed in Tier 1 or Tier 2
- All staff in this Tier would require a basic Workplace Violence Program Awareness course
- Other

These Hazard Assessments are further reviewed for the degree of vulnerability into these additional categories;

- Violence by strangers
- Violence by customers, residents, clients, and the public where there is legitimate and purposeful interaction intended
- Violence by co-workers and other personal relationships
- Other

Hazard Assessment will also further identify and list specific Town of Cortlandt job position and titles into one of the three Tiers listed above, in addition, coupled with a short job hazard assessment duty.

4. Workplace violence Hazard Control and Prevention

- A. Town Hall – Panic buttons, silent alarms were installed in each department and are monitored by a central alarm system. Once an alarm has been activated, Westchester County Police are dispatched and respond to Town Hall.
- B. Town municipal justice court – Two court officers are assigned to the Town Hall during court days to check in and conduct metal detection screening of individuals needing to access the Court.
- C. Department of Technical Services – Code Enforcement Office has a counter entry sign-in book.

5. Training and Education

The Town Board will authorize training to be done semi-annually for all Town employees who must be trained as per the exposure Tiers listed in section 3 Hazard Assessment.

Any new employees will be trained upon hiring.

Town Policy and the WPV Program will be included in the Employee Manual.

Incident Reporting, Investigation, WPV Program follow-up and Evaluation

The Town would develop and implement a WPV reporting and investigation procedure. This would involve the employee completing the WORK PLACE VIOLENCE POLICY INCIDENT REPORT FORM (see attached), whether or not medical services beyond first aid were provided. **The employee's department head would be responsible for the initial receiving the report and initial WPV incident investigation to further determine the required course of action according to the Town's procedures.**

The Town WPV program would be reviewed annually and changes made accordingly.

6. WPV Recordkeeping - The Personnel Manager will be responsible for all record keeping:

1. Initial report by the employee
2. Follow up training and sign-in sheets
3. Course rosters, course outline, instructor qualifications
4. Incident reports and incident investigations.
5. Each Department/Division will also maintain a set of records for each employee making a report of an incident.

**Adopted by the Town Board on March 10, 2009
Resolution Number 88-09**

**WORK PLACE VIOLENCE POLICY
INCIDENT REPORT FORM**

EMPLOYEE NAME: _____ JOB TITLE: _____

EMPLOYEE ADDRESS: _____

HOME PHONE NUMBER: _____ WORK PHONE NUMBER: _____

EMPLOYERS NAME AND ADDRESS: _____

DEPARTMENT/SECTION: _____

6. INCIDENT DATE AND

TIME: _____

INCIDENT LOCATION: _____

WORK LOCATION (if different): _____

TYPE OF INCIDENT: (circle one): Assault, Robbery, Harassment, Disorderly Conduct, Sex
Offense, Other. (Please Specify)

_____ (See
attached - DEFINITION OF INCIDENTS WORKSHEET)

WERE YOU INJURED: (circle): Yes If yes, please specify your injuries and the location of
any treatment:

DID POLICE RESPOND TO INCIDENT: Yes

WHAT POLICE DEPARTMENT: _____

POLICE REPORT FILED: Yes

REPORT NUMBER: _____

WAS YOUR SUPERVISOR NOTIFIED: Yes

SUPERVISORS NAME: _____

WAS THE LOCAL UNION/EMPLOYEE REPRESENTATIVE NOTIFIED: Yes Who should
be notified _____

WAS ANY ACTION TAKEN BY EMPLOYER: (specify)

ASSAILANT/PERPETRATOR: (circle one): Intruder, Customer, Patient, Resident, Client,

Visitor, Student, Co-Worker, Former, Employee, Supervisor, Family/Friend, Other,
(specify):

ASSAILANT/PERPETRATOR - NAME/ADDRESS/AGE (if known): _____

PLEASE BRIEFLY DESCRIBE THE INCIDENT: _____

21. INCIDENT DISPOSITION: (Circle all that apply): No action taken, Arrest, Warning,
Suspension, Reprimand, Other: _____

22. DID THE INCIDENT INVOLVE A WEAPON: Yes No
Specify _____

23. DID YOU LOSE ANY WORK DAYS: Yes
Specify _____

24. WERE YOU SINGLED OUT OR WAS THE VIOLENCE DIRECTED AT MORE THAN
ONE INDIVIDUAL: _____

25. WERE YOU ALONE WHEN THE INCIDENT OCCURRED: _____

26. DID YOU HAVE ANY REASON TO BELIEVE THAT AN INCIDENT MIGHT OCCUR:

Yes Why: _____

27. HAS THIS TYPE OR SIMILAR INCIDENT(S) HAPPENED TO YOU OR YOUR CO-
WORKERS: Yes

Specify: _____

28. HAVE YOU HAD ANY COUNSELING OR SUPPORT SINCE THE INCIDENT:

Yes Specify: _____

29. WHAT DO YOU FEEL CAN BE DONE IN THE FUTURE TO AVOID SUCH AN
INCIDENT: _____

30. WAS THIS ASSAILANT INVOLVED IN PREVIOUS INCIDENTS:

31. ARE THERE ANY MEASURES IN PLACE TO PREVENT SIMILAR INCIDENTS: \

Yes Specify: _____

32. HAS CORRECTIVE ACTION BEEN TAKEN:

Specify: _____

COMMENTS: _____

RETURN COMPLETED FORM TO:

Department Head: _____

CC: Claudia Vahey, Personnel Manager
Thomas Wood, Town Attorney

DEFINITION OF INCIDENTS

ASSAULT: The intentional use of physical injury, (impairment of physical condition or substantial pain) to another person, with or without a weapon or dangerous instrument.

CRIMINAL MISCHIEF: Intentional or reckless damaging of the property of another person without permission.

DISORDERLY CONDUCT: Intentionally causing public inconvenience, annoyance or alarm or recklessly creating a risk thereof by fighting (without injury) or in violent, numinous or threatening behavior or making unreasonable noise, shouting abuse, misbehaving, disturbing an assembly or meeting or persons or creating hazardous conditions by an act which serves no legitimate purpose.

HARASSMENT: Intentionally striking, shoving or kicking another or subjecting another person to physical contact, or threatening to do the same (without physical injury). ALSO, using abusive or obscene language or following a person in about a public place, or engaging in a course of conduct which alarms or seriously annoys another person.

LARCENY: Wrongful taking, depriving or withholding property from another (no force involved). Victim may or may not be present.

MENACING: Intentionally places or attempts to place another person in fear of imminent serious physical injury.

RECKLESS ENDANGERMENT: Subjecting individuals to danger by recklessly engaging in conduct which creates substantial risk of serious physical injury.

ROBBERY: Forcible stealing of another's property by use of threat of immediate physical force. (Victim is present and aware of theft).

SEX OFFENSE: Public Lewdness: Exposure of sexual organs to others. Sexual Abuse: Subjecting another to sexual contact without consent. Sodomy: A deviant sexual act committed as in rape. Rape: Sexual intercourse without consent.

RESOLUTION

NUMBER X-26

(RE : ADOPT 2026 TRAVEL POLICY FOR TOWN EMPLOYEES)

RESOLVED, that the Town Board of the Town of Cortlandt does hereby adopt the 2026 Travel Policy for Town of Cortlandt Employees.

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

**Adopted on January 13, 2026
At a Regular Meeting
Held at Town Hall**

TOWN OF CORTLANDT
TRAVEL POLICY
At 12/8/2025

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1. Purpose and Principles

The purpose of this policy is to establish clear and uniform guidelines for authorizing, paying, and reimbursing business-related travel expenses incurred on behalf of the Town of Cortlandt. This policy ensures that:

- Travel expenditures are **reasonable, necessary, and directly benefit the Town.**
- All costs comply with **Town Code, procurement policies, IRS regulations, and New York State law.**
- Adequate **controls, transparency, documentation, and accountability** exist regarding the use of public funds.

Employees and officials traveling on Town business must:

- Exercise **good judgment, cost consciousness, and ethical conduct.**
- Spend Town funds **prudently.**
- Report expenses accurately and submit required documentation.

Only **actual, reasonable, and necessary** business expenses will be reimbursed.

2. Scope and Authority

This policy applies to all **Town employees, elected and appointed officials, volunteers, and agents** traveling on behalf of the Town.

- The **Town Supervisor** (or designee) has the authority to approve travel, grant exceptions in the Town's best interest, and enforce compliance.
- **Department Heads** are responsible for ensuring prior approval of travel and adherence to this policy.
- The **Town Comptroller** verifies the availability of funds and ensures compliance with financial and regulatory requirements.

3. Travel Authorization Procedures

1. All travel must be **pre-approved** using the Town's **Travel Request Form**, signed by the Department Head and Town Supervisor.
2. The **Comptroller** must confirm that sufficient funds exist in the applicable budget line.
3. Acceptable travel purposes include:
 - Conferences, seminars, and training programs
 - Professional development
 - Official meetings and events
 - Other purposes that provide a clear benefit to Town operations
4. Registration, lodging, or ticket purchases may occur **only after written approval**.
5. Employees must:
 - Verify the availability of sufficient budget funds.
 - Enter a requisition for payments made directly by the Town (registration fees, hotel, etc.).
 - Submit itemized receipts for any expenses they personally pay.

4. Reimbursable Expenses

All reimbursement requests must include **itemized original or electronic receipts** unless otherwise specified. Receipts must clearly identify all individuals whose meals or expenses are included to avoid duplicate reimbursement.

A. Transportation

- **Personal Vehicle Use:**
 - Reimbursed at the current Town mileage rate established by Town Board resolution.

- Mileage must be supported by a Google/MapQuest printout from the employee's regular workplace unless home is closer.
- **Rental Cars, Taxis, Shuttles, Buses, Parking/Tolls:**
 - Reimbursable when economical and necessary.
- **Airfare:**
 - Must use the most economical fare.
 - May be booked by the employee or Town's Purchasing Director.

B. Lodging

- Only the employee's lodging cost is reimbursable.
- Additional costs for spouses, relatives, or guests are non-reimbursable and must be paid separately.
- Room incidentals (food, tips, entertainment, movies, minibar, etc.) are the employee's responsibility and **may not** be charged to a municipal credit card.

C. Meals

- Reimbursement is based on the **per diem rate of \$68**.
- Itemized receipts are required for all meal reimbursements.
- Tips reimbursed up to **20%**.
- **Alcohol is not reimbursable** (per NYS law).

D. Other Costs

- Reasonable business-related expenses such as local transportation, baggage fees, or required materials are reimbursable with receipts.
- **Third-party payments** (e.g., a sponsoring organization pays a portion of travel) must be documented and must clearly benefit the Town.

5. Non-Reimbursable Expenses

The Town maintains a strict policy against reimbursing **lavish, unnecessary, or personal expenses**. Examples of non-reimbursable expenses include, but are not limited to:

- Travel not approved in advance
- Expenses for spouses, family members, or guests
- Alcoholic beverages
- Social, recreational, or entertainment events (e.g., golf outings, tours)
- Personal items such as toiletries, clothing, dry cleaning, movies
- Additional hotel costs due to personal use or double occupancy
- Any expense not directly related to Town business or prohibited by law

6. Documentation and Submission Requirements

- All vouchers must include **itemized receipts**, proof of payment, conference registration forms, and the approved Travel Request Form.
- Names of individuals included on shared receipts must be noted.
- Vouchers must be submitted **within the same fiscal year** as the travel occurred.
- Missing receipts require written explanation and may limit reimbursement.
- Improper, incomplete, or inaccurate documentation may result in denial of reimbursement.

7. Review and Payment Process

- The **Department Head** reviews submissions to ensure they are business-related and compliant.
- The **Comptroller** reviews for completeness, funding availability, and adherence to Town financial and IRS rules.
- Payments are issued according to Town procedures once documentation is approved.

8. Other Circumstances and Exceptions

This policy is intended to cover common situations related to employee travel. The **Town Supervisor** may approve reimbursements not explicitly addressed in this policy when:

- The expense serves the Town's best interest; and
- The reimbursement is not prohibited by law.

9. Compliance

Failure to comply with this policy may result in:

- Denial of reimbursement
- Revocation of travel privileges
- Repayment of improperly reimbursed amounts
- Disciplinary action

Improper documentation, misuse of funds, or noncompliance may create the appearance of waste or abuse and will be treated accordingly.

Employee Acknowledgment

I acknowledge receipt of the Town of Cortlandt Travel Policy and agree to comply with all requirements set forth within.

Employee Name: _____

Department: _____

Signature: _____ **Date:** _____

Draft

RESOLUTION

NUMBER X-26

(RE: DESIGNATE REPRESENTATIVE AND ALTERNATE TO ATTEND THE ASSOCIATION OF TOWN'S BUSINESS SESSION FOR 2026)

RESOLVED, that the Town Board of the Town of Cortlandt does hereby duly designate the following named person to attend the Annual Business Session of the Association of Town's of the State of New York, to be February 17, 2026, and to cast the vote of the Town of Cortlandt, pursuant to Section 6 of Article III of the Constitution and By-Laws of said Association:

**NAME OF VOTING DELEGATE: Richard Becker
Town Supervisor**

AND, BE IT FURTHER RESOLVED, that in the absence of the above person so designated, the following named person be, and hereby is, designated to cast the vote of the Town of Cortlandt:

**NAME OF ALTERNATE: James Creighton
Town Councilmember**

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

**Adopted on January 13, 2026
At a Regular Meeting
Held at Town Hall**

RESOLUTION

NUMBER X-26

**(RE: AUTHORIZE SUPERVISOR TO EXECUTE ALL CONTRACTS AWARDED BY
THE PURCHASING DIRECTOR IN THE YEAR 2026)**

RESOLVED, that the Supervisor be, and hereby is, authorized and directed to execute all contracts on behalf of the Town of Cortlandt awarded by the Purchasing Director as a result of the competitive bidding process during the year 2026.

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

**Adopted on January 13, 2026
At a Regular Meeting
Held at Town Hall**

RESOLUTION

NUMBER X-26

(RE: AUTHORIZE APPLICATIONS FOR POOL PERMITS FOR THE YEAR 2026)

RESOLVED, that the Town Board of the Town of Cortlandt, with offices at the Town Hall, One Heady Street, Cortlandt Manor, New York (10567), hereby authorizes Ken Sherman, Director of Recreation and Conservation Department to execute and deliver to the Westchester County Department of Health, for and on behalf of said Town Board, an application for a Permit to operate Swimming Pool Facilities at Charles J. Cook Park for the year 2026; and to execute and deliver any and all additional documents which may be appropriate or desirable in connection therewith.

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

**Adopted on January 13, 2026
At a Regular Meeting
Held at Town Hall**

RESOLUTION

NUMBER X-26

(RE: AUTHORIZE AGREEMENT WITH THE TOWN OF YORTOWN FOR THE YEAR 2026 COVERING NUTRITION MEALS UNDER TITLE 3C OF THE OLDER AMERICANS ACT)

RESOLVED, that the Supervisor be, and hereby is, authorized to execute an Inter-Municipal Agreement with the Town of Yorktown on behalf of the Town of Cortlandt; which Agreement authorizes the Town of Yorktown to provide meals to the Town of Cortlandt Nutrition Program at \$6.75. per meal under Title 3C of the Older Americans Act; said Agreement to be effective for the period January 1, 2026 to December 31, 2026.

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

**Adopted on January 13, 2026
At a Regular Meeting
Held at Town Hall**

RESOLUTION

NUMBER X-26

**(RE: AUTHORIZE INTER-LOCAL AGREEMENTS FOR NOR-WEST
REGIONAL SPECIAL SERVICES FOR THE YEAR 2026)**

RESOLVED, that the Supervisor be, and hereby is, authorized to execute an **INTER-LOCAL AGREEMENT** between the Town of Cortlandt, Town of Ossining, Town of Yorktown, and the City of Peekskill, for the provision of a collective program of special recreational services for developmentally disabled individuals to be known as the **NOR-WEST REGIONAL SPECIAL SERVICES PROGRAM**; and

BE IT FURTHER RESOLVED, that this Agreement shall be effective for the calendar year 2026 and the Town of Cortlandt's contribution amount for the Calendar year is \$69,272.

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

**Adopted on January 13, 2026
At a Regular Meeting
Held at Town Hall**

RESOLUTION

NUMBER X-26

**(RE: AUTHORIZE EXECUTION OF ALL NUTRITION CONTRACTS FOR SENIORS
FOR THE YEAR 2026)**

RESOLVED, that the Supervisor be, and hereby is, authorized to execute all **NUTRITION CONTRACTS** for seniors for the year 2026 between the Town of Cortlandt, and the County of Westchester; subject to approval thereof by the Town Attorney prior to signature by the Supervisor.

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

**Adopted on January 13, 2026
At a Regular Meeting
Held at Town Hall**

RESOLUTION

NUMBER X-26

(RE: AUTHORIZE AN AGREEMENT WITH WESTCHESTER JEWISH COMMUNITY SERVICES)

RESOLVED, that the Town Board of the Town of Cortlandt does hereby Authorize an agreement with Westchester Jewish Community Services for social service consultation services for the Community and Youth Centers.

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

**Adopted on January 13, 2026
At a Regular Meeting
Held at Town Hall**

RESOLUTION

NUMBER X-26

(RE: AUTHORIZE SUPERVISOR TO EXECUTE AN AGREEMENT OF COOPERATION WITH THE VILLAGES OF BUCHANAN & CROTON AND THE TOWN OF PHILLIPSTOWN AND THE CITY OF PEEKSKILL COVERING SHARED EQUIPMENT FOR 2026)

WHEREAS, the various operating departments of the Village of Croton, Village of Buchanan, and the Town of Phillipstown, and the City of Peekskill and the Town of Cortlandt, have, on an informal basis over the years, borrowed each other's equipment, including but not limited to, trucks, buses, and other vehicles and equipment; and

WHEREAS, it is the desire of the Municipalities to formalize the process by which this sharing of equipment and vehicles is carried out; and

WHEREAS, it is the desire of the Town Board to provide for indemnification for liability purposes;

NOW, THEREFORE, BE IT RESOLVED, that once the referenced Inter-Municipal Agreement is executed, the Town's operating department heads and managers are hereby authorized to allow the use of Town equipment and vehicles by the Villages of Croton, and Buchanan the Town of Phillipstown, and the City of Peekskill in accordance with said Agreement covering the period from the date of the executed Agreement to December 31, 2026.

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

**Adopted on January 13, 2026
At a Regular Meeting
Held at Town Hall**

RESOLUTION

NUMBER X-26

(RE: AUTHORIZE SUPERVISOR TO EXECUTE AGREEMENTS OF COOPERATION WITH THE VILLAGES OF BUCHANAN & CROTON AND NORTHERN WESTCHESTER JOINT WATER WORKS TO PROVIDE THAT THE TOWN'S PURCHASING DIRECTOR WILL ADVERTISE FOR BIDS ON THEIR BEHALF)

WHEREAS, it is the desire of the Town Board to cooperate, share, and coordinate expenses, and costs with the Villages with the Town as much as possible; and

WHEREAS, the Villages of Croton-on-Hudson and Buchanan have utilized the Town's purchasing services over many years by using Town bids to purchase supplies and materials for similar purposes as the Town; and

WHEREAS, Northern Westchester Joint Water Works joined this cooperative effort in 2024 by Resolution Number 294-24, and it is the desire of all parties to continue to authorize the Town's Purchasing Director, when advertising for bids on behalf of the Town, to include the Village of Croton-on-Hudson, the Village of Buchanan, and Northern Westchester Joint Water Works as parties who may utilize the bids; and

WHEREAS, it is required by law that the **TOWN** have an agreement with the Villages to designate the Town Director of Purchasing as Purchasing Agent for the Villages and with Northern Westchester Joint Water Works as Purchasing Liaison with Bidding;

NOW, THEREFORE, BE IT RESOLVED, that the Supervisor be, and hereby is, authorized to execute Agreements of Inter-Municipal Cooperation pursuant to the provisions of the General Municipal Law; and

BE IT FURTHER RESOLVED, that upon execution of the referenced Agreements by the parties thereto, the Town's Director of Purchasing be, and hereby is, authorized to advertise for bids in the name of the **TOWN OF CORTLANDT, THE VILLAGE OF CROTON-ON-HUDSON, THE VILLAGE OF BUCHANAN and NORTHERN WESTCHESTER JOINT WATER WORKS**; said Agreements to commence and become effective from the date of execution, and to remain in effect through December 31, 2026.

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

**Adopted on January 13, 2026
At a Regular Meeting
Held at Town Hall**

RESOLUTION

NUMBER X-26

RE: (AUTHORIZE CONTRACT WITH PARTNERS IN SAFETY FOR SERVICES PERFORMED TO COMPLY WITH NEW DEPARTMENT OF TRANSPORTATION REGULATIONS)

NOW, THEREFORE, BE IT RESOLVED, that the Town Supervisor is authorized to enter into a contract with Partners in Safety to provide services related to the Federal Drug and Alcohol Clearing House and the new Department of Transportation Regulations for Commercial Driver License (CDL) drivers in the Town of Cortlandt government.

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

**Adopted on January 13, 2026
at a Regular Meeting
Held at Town Hall**

RESOLUTION

NUMBER X-26

(RE: AUTHORIZE SUPERVISOR TO EXECUTE ALL PERSONAL SERVICE AGREEMENTS COVERING THE YEAR 2026)

WHEREAS, throughout the course of the year, the Town Supervisor needs to execute various agreements for employees and contractors providing services to the Town; and

WHEREAS, this includes, but is not limited to, part-time and seasonal employees in recreation and independent contractors who lead programs;

NOW, THEREFORE, BE IT RESOLVED, that the Supervisor be, and hereby is, authorized to execute all Personal Service Agreements and/or Contracts for the fiscal year 2026 for services provided to the various departments of the Town of Cortlandt; with an original or scanned copy of every such contract to be filed with the Town Clerk, and a copy thereof to be filed with the Town Comptroller by the Department receiving said services.

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

**Adopted on January 13, 2026
At a Regular Meeting
Held at Town Hall**

RESOLUTION

NUMBER X-26

**(RE: AUTHORIZE THE SUPERVISOR TO EXECUTE CONTRACTS WITH
VARIOUS LIBRARIES SERVICING THE TOWN OF CORTLANDT)**

WHEREAS, the Town Board, as a general appropriation within the Town Outside Village Fund, appropriates monies on an annual basis for a contribution to Libraries within the Westchester Library System which are utilized by the residents of the Town of Cortlandt; and

WHEREAS, the funds are normally distributed on an annual basis in accordance with the usage numbers and circulation numbers provided by the Libraries; and

WHEREAS, the Libraries in the Westchester Library System have a standardized method of calculating the number of users of the Libraries; and

WHEREAS, it is desirous of renewing Agreements with the Libraries who are members of the Westchester Library System in accordance with the same formula previously utilized by them:

NOW, THEREFORE, BE IT RESOLVED, that the Supervisor be, and hereby is, authorized to execute a Contract for library services with the Hendrick Hudson Free Library, the Croton Free Library, the John C. Hart Library (Shrub Oak), and the Field Library (Peekskill) for payment of the amounts listed below for the year 2026:

HENDRICK HUDSON FREE LIBRARY	\$ 182,485.00
CROTON FREE LIBRARY	16,007.00
JOHN C. HART LIBRARY	440,993.00
PEEKSKILL FIELD LIBRARY	74,515.00

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

**Adopted on January 13, 2026
At a Regular Meeting
Held at Town Hall**

RESOLUTION

NUMBER X-26

(RE: AUTHORIZE RENEWAL OF AN AGREEMENT WITH FISCAL ADVISORS AND MARKETING INC. WITH RESPECT TO BOND ISSUES AND FINANCIAL ADVISORY SERVICES)

RESOLVED, that the Town of Cortlandt does hereby authorize the renewal of an Agreement with Fiscal Advisors and Marketing, Inc. of 120 Walton Street, Syracuse NY 13202 on an as needed basis.

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

**Adopted on January 13, 2026
At a Regular Meeting
Held at Town Hall**

RESOLUTION

NUMBER X-26

(AUTHORIZE RE-LEVY OF UNPAID SEWER AND WATER CHARGES)

WHEREAS, certain water and sewer improvements are billed based on benefit units; and

WHEREAS, the Town needs a method of collecting unpaid charges;

NOW, THEREFORE, BE IT RESOLVED, that the Town Comptroller and Receiver of Taxes are authorize to re-levy unpaid sewer and water charges as of the close of 2025 onto the next Town tax bill.

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

**Adopted January 13, 2026
At a Regular Meeting
Held at Town Hall**

RESOLUTION

NUMBER X-25

**(POLICY FOR RE-APPOINTMENT OF MEMBERS AND CHAIRS OF THE
PLANNING BOARD AND ZBA)**

WHEREAS, the Planning Board and ZBA are important boards governed by the provisions of the New York State Town Law; and

WHEREAS, the terms for members appointed by the Boards are for seven (7) years; and

WHEREAS, the Town Board seeks to implement a policy for the re-appointment of members;

NOW, THEREFORE, BE IT RESOLVED that the Chairperson and Vice Chairperson of the Planning Board and ZBA shall interview with the Town Board prior to being re-appointed as Chairperson or Vice Chairperson.

BE IT FURTHER RESOLVED that all existing members of the Planning Board and ZBA with expiring terms shall also be required to interview with the Town Board before being re-appointed.

BE IT FUTHER RESOLVED that the Town Board may consider advertising for any position with an expiring term.

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

**Adopted January 13, 2026
At a Regular Meeting
Held at Town Hall**

RESOLUTION

NO.

**(AUTHORIZE PARTIAL REFUND OF ESCROW FOR FURNACE WOODS SEWER
IMPROVEMENT AREA)**

WHEREAS, the Town is overseeing the installation of the infrastructure for the Furnace Woods Sewer Improvement Area; and

WHEREAS, the Yeshiva Ohr Hameir is currently the sole user in the Sewer Improvement Area; and

WHEREAS, prior to the beginning of construction, the Yeshiva Ohr Hameir provided the Town with upfront funding for the project, including a ConEdison lump sum payment of \$227,000 to be held in escrow; and

WHEREAS, pursuant to the Agreement dated November 13, 2024 between the Town of Cortlandt and Yeshiva Ohr Hameir, any excess payment for ConEdison should be refunded to the Yeshiva Ohr Hameir; and

WHEREAS, the Town received an invoice from ConEdison dated 7/29/25 with a total amount of \$5,120.49 for the connection, and the Town incurred \$7,956.25 in related consulting expenses for a total of \$13,076.74; and

WHEREAS, Town staff recommends refunding the ConEdison contingency fee minus the costs already paid and minus approximately \$19,000 in case future expenses should arise;

NOW, THEREFORE, BE IT RESOLVED that the Town Comptroller is authorized to issue a check to the Yeshiva Ohr Hameir for \$195,000 to be paid out of the ConEdison escrow previously received by the Town.

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

**Adopted January 13, 2026
At a Regular Meeting
Held at Town Hall**

RESOLUTION

NUMBER X-26

(RE: AUTHORIZING RENEWAL OF A CONTRACT WITH CAI TECHNOLOGIES FOR PROFESSIONAL TAX MAP MAINTENANCE AND GIS SERVICES)

WHEREAS, CAI Technologies has been providing Tax Map Services to the Town; and

WHEREAS, for the last several years, Woodard & Curran have been providing GIS Services as a part of their annual contract; and

WHEREAS, the needs of the Town have changed significantly, and the Director of IT has recommended that GIS Services now be handled with Cartographic Associates, Inc. DBA CAI Technologies along with their renewal of Tax Mapping Services; and

WHEREAS, the Town Board has agreed to this recommendation;

NOW THEREFORE BE IT RESOLVED, that the Town Supervisor is hereby authorized to execute contract documents with CAI Technologies (subject to the approval of the same by the Town Attorney), both for renewal of Tax Map Services at a cost not to exceed \$15,000, and for GIS Services, at a cost not to exceed \$15,000 for the first year.; and

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

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

**Adopted on January 13, 2026
At a Regular Meeting
Held at Town Hall**

RESOLUTION

NUMBER X-26

**(AUTHORIZING THE SETTLEMENT OF A
TAX CERTIORARI WITH KENNETH SENA)**

WHEREAS, Kenneth Sena filed a tax certiorari for the year 2025; and

WHEREAS, after discussions and review with the Town Assessor it was deemed that a reduction in the roll would be appropriate; and

WHEREAS, it is necessary to review and approve this reduction;

NOW, THEREFORE, BE IT RESOLVED, that the Town Attorney be and hereby is authorized to execute a Consent Judgment and Stipulation of Settlement with respect to the above referenced tax certiorari proceedings as follows:

Tax Map No.: 67.19, Block 2, Lot 8

<u>Assess. Year</u>	<u>Assessed Valuation</u>		<u>Amount of Reduction</u>
	<u>Reduced From</u>	<u>Reduced To</u>	
2025	\$34,200	\$24,200	\$10,000

BE IT FURTHER RESOLVED, that upon approval of the Justice of the Supreme Court, all appropriate steps will be taken by the appropriate Town Officials to effectuate the changes herein.

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

**Adopted January 13, 2026
At a Regular Meeting
Held at Town Hall**

At an IAS Term of the Supreme Court of the State of New York, held in and for the County of Westchester, located at 111 Dr. Martin Luther King Jr. Blvd., White Plains, New York 10601 on the _____ day of _____ 2026.

PRESENT:

HON.

Justice.

In the matter of the Application of
KENNETH SENA,

Petitioner,

-against-

TOWN OF CORTLANDT, (Municipal Corporation), its
ASSESSOR AND BOARD OF ASSESSMENT REVIEW,

Respondents.

For a Review under Article 7 of the Real Property Tax Law
of the State of New York for the 2025 Assessment Roll.

CONSENT JUDGMENT

Index Number: 71345/2025

Tax Year: 2025/26

Proceedings having been brought by **KENNETH SENA**, the Petitioner herein, to review the assessments by the Respondents upon certain real property located in the Town of Cortlandt, at 15 Finney Farm Road, designated as Section 67.19, Block 2, Lot 8 (Parcel ID 67.19/2/8), on the tax maps and assessment rolls of the Town of Cortlandt, and owned by the Petitioner herein, and

The issues of these proceedings having duly come before an IAS Part of the Court and the Petitioner, having appeared by **Jonathan B. Nelson, Esq.**, of **DORF NELSON & ZAUDERER LLP**, and the Respondents, **Town of Cortlandt**, having appeared by **Michael J. Cunningham, Esq.**, and the parties having agreed to a settlement of these proceedings.

NOW, upon the consent of the parties indicated by the signatures of the attorneys

for each of the respective parties indicated hereon and due deliberation having been had thereon, it is

ORDERED ADJUDGED AND DECREED, that the assessments on the above-referenced property designated as Parcel ID 67.19/2/8 on the tax maps and assessment rolls of the Town of Cortlandt shall be amended and reduced to read as follows:

Desc.: 67.19/2/8:

<u>Assessment Year</u>	<u>Original Assessment</u>	<u>Reduced Assessment</u>	<u>Reduction</u>
2025	\$34,200	\$24,200	\$10,000

and so reduced and confirmed; it is further

ORDERED, ADJUDGED AND DECREED, that the officer or officers having custody of the assessment rolls upon which the above-mentioned assessments and any taxes levied thereon are entered shall correct the said entries in conformity with this Order and shall note upon the margin of said rolls, opposite of said entries, that the same have been corrected by the authority of this Order; and it is further

ORDERED, ADJUDGED AND DECREED, that there shall be audited, allowed and paid to the Petitioner by the **TOWN OF CORTLANDT** the amount of all Town taxes, together with the proportionate share of any interest and penalty paid by reason of delinquent payment of any excess taxes, paid by the Petitioner as taxes against the said erroneous assessments in excess of what the taxes would have been if the said assessments made in the aforesaid years had been determined by this Order, together with interest thereon from the date of payment thereof as provided by statute; and it is further

ORDERED, ADJUDGED AND DECREED, that there shall be audited, allowed and paid to the Petitioner by the **CROTON HARMON UNION FREE SCHOOL DISTRICT** the amount of all School and/or library taxes, paid by the Petitioner as taxes against the said erroneous

assessments in excess of what the taxes would have been if the said assessments made in the aforesaid years had been determined by this Order, together with interest thereon from the date of payment thereof as provided by statute; and it is further

ORDERED, ADJUDGED AND DECREED, that the County Legislators of the **COUNTY OF WESTCHESTER**, State of New York, be and are hereby directed and authorized to audit, allow and pay to the Petitioner the amount, if any, of State, County, Judiciary and Sewer District taxes, paid by the Petitioner as taxes against the erroneous assessments in excess of what the taxes would have been if the said assessments had been determined by this Order, together with interest thereon from the date of payment thereof as provided by statute; and it is further

ORDERED, ADJUDGED AND DECREED, that the Commissioner of Finance of Westchester County be served with a copy of this judgment with notice of entry, together with proof of payment of State, County, Judiciary, Sewer and any other Westchester County special district taxes; and it is further

ORDERED, ADJUDGED AND DECREED, that all tax refunds are to be paid with interest pursuant to RPTL § 726; provided, however, interest shall be waived in the event that full payment is made within sixty (60) days from the date of service of this Order, time of the essence, with notice of entry upon the respective taxing authorities, and with respect to the Commissioner of Finance only, such Order shall be served with proof of payment of taxes; and it is further

ORDERED, ADJUDGED AND DECREED, that all tax refunds hereinabove directed to be made by Respondent, the **TOWN OF CORTLANDT** and/or any of the various taxing authorities, be made by check or draft payable to the order of **DORF NELSON & ZAUDERER LLP**, as attorneys for the Petitioner; and it is further

ORDERED, ADJUDGED, AND DECREED, that the application of RPTL § 727 shall not apply with respect to this settlement to allow for the 2025 assessment to be corrected, but all other aspects of the statute, as well as the exceptions contained therein, shall remain applicable; and it is further

ORDERED, ADJUDGED AND DECREED, that this Order hereby constitutes and represents full settlement of each of the tax review proceedings herein, and there are no costs or allowances awarded to, by or against any of the parties, and that upon compliance with the terms of this Order, the above-entitled proceedings be and the same are settled and discontinued.

DATED: _____, 2026

ENTER:

Hon.

J.S.C.

**Entry of the foregoing Order
is hereby consented to:**

DORF NELSON & ZAUDERER LLP

By: _____
Jonathan B. Nelson, Esq.
Attorneys for Petitioner
555 Theodore Fremd Avenue
Rye, New York 10580
Tel: (914) 381-7600
jnelson@dorflaw.com

TOWN OF CORTLANDT

By: _____
Michael J. Cunningham, Esq.
Attorney for Respondents
1 Heady Street
Cortlandt Manor, New York 10567
Tel: (914) 736-0930
mcunningham@townofcortlandtny.gov

RESOLUTION

NUMBER X-26

**(AUTHORIZING THE SETTLEMENT OF A
TAX CERTIORARI WITH PIKE PLAZA ASSOCIATES, LLC)**

WHEREAS, Pike Plaza Associates, LLC filed a tax certiorari for the years 2023, 2024 and 2025; and

WHEREAS, after discussions and review with the Town Assessor it was deemed that a reduction in the roll would be appropriate; and

WHEREAS, it is necessary to review and approve this reduction;

NOW, THEREFORE, BE IT RESOLVED, that the Town Attorney be and hereby is authorized to execute a Consent Judgment and Stipulation of Settlement with respect to the above referenced tax certiorari proceedings as follows:

Tax Map No.: 23.20, Block 1, Lot 4

<u>Assess. Year</u>	<u>Assessed Valuation</u>		<u>Amount of Reduction</u>
	<u>Reduced From</u>	<u>Reduced To</u>	
2023	\$85,120	\$78,161	\$ 6,959
2024	\$85,120	\$77,000	\$ 8,120
2025	\$85,120	\$74,500	\$10,620

BE IT FURTHER RESOLVED, that upon approval of the Justice of the Supreme Court, all appropriate steps will be taken by the appropriate Town Officials to effectuate the changes herein.

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

**Adopted January 13, 2026
At a Regular Meeting
Held at Town Hall**

At an IAS Term of the Supreme Court of the State of New York held in and for the County of Westchester at White Plains, New York on the _____ day of _____, 2026.

PRESENT:

HON. ANNE E. MINIHAN,

Justice.

-----X
In the Matter of the Application of

PIKE PLAZA ASSOCIATES, LLC,

Petitioner(s),

-against-

**THE TOWN OF CORTLANDT, ITS ASSESSOR AND
BOARD OF ASSESSMENT REVIEW,**

Respondents,

-and-

THE LAKELAND CENTRAL SCHOOL DISTRICT,

Intervenor-Respondent,

For a Review Under Article 7 of the RPTL.
-----X

**CONSENT
JUDGMENT**

**Index No.
67732/2023
71241/2024
71764/2025**

The above petitioner having heretofore served and filed a Notice of Petition and Petition to review the tax assessments fixed by the Town of Cortlandt for the assessment years 2023, 2024 and 2025 upon certain real property located at 2050 East Main Street, Cortlandt Manor, Town of Cortlandt, and designated as Section 23.20, Block 1, Lot 4 on the Official Assessment Map of the Town of Cortlandt, and

The issues of these proceedings having duly come on for trial at an IAS Term of

this Court, and the petitioner having appeared by **ROBERT W. WOLPER, ESQ.**, of Wolper Law Firm, PLLC, and the respondents having appeared by **THOMAS F. WOOD, ESQ.**, Town Attorney, attorney for Respondents, and the intervenor-respondent having appeared by **IRA S. LEVY, ESQ.** of Shaw, Perelson, May & Lambert, LLP, and the parties having made their settlement, it is

ORDERED, that the assessment on Section 23.20, Block 1, Lot 4 be and the same are hereby reduced, corrected and fixed for the assessment years as follows:

<u>Assessment Year</u>	<u>Assessed Valuation</u>		<u>Amount of Reduction</u>
	<u>Reduced From</u>	<u>Reduced To</u>	
2023	\$85,120	\$78,161	\$ 6,959
2024	\$85,120	\$77,000	\$ 8,120
2025	\$85,120	\$74,500	\$10,620

and so reduced and confirmed, it is further

ORDERED, ADJUDGED AND DECREED, that the officer or officers having custody of the assessment rolls upon which the above-mentioned assessments and any taxes levied thereon are entered shall correct the said entries in conformity with this Order and shall note upon the margin of said rolls, opposite of said entries, that the same have been corrected by the authority of this order, and it is further

ORDERED, that there shall be audited, allowed and paid to the petitioner by the **TOWN OF CORTLANDT** the amount of Town taxes and any and all other special district taxes together with the proportionate share of any interest or penalty paid by reason of any delinquent payment of any excess taxes paid by the petitioner as taxes against the said erroneous assessments in excess of what the taxes would have been if the said assessments made in the aforesaid years

had been determined by this Order, together with interest thereon from the date of payment thereof as provided by statute, and it is further

ORDERED, that there shall be audited, allowed and paid to the petitioner by the **THE LAKELAND CENTRAL SCHOOL DISTRICT** the amount of School taxes (and library taxes, if applicable) paid by the petitioner as taxes against the said erroneous assessments in excess of what the taxes would have been if the said assessments made in the aforesaid years had been determined by this Order, together with interest thereon from the date of payment thereof as provided by statute, and it is further

ORDERED, ADJUDGED AND DECREED, that the County Legislators of the **COUNTY OF WESTCHESTER**, State of New York, be and are hereby directed and authorized to audit, allow and pay to the petitioner the amount, if any, of State, County, Judiciary and/or any and all other special district taxes paid by the petitioner as taxes against the erroneous assessment in excess of what the taxes would have been if the said assessment had been determined by this Order, together with interest thereon from the date of payment as provided by statute, and it is further

ORDERED AND DIRECTED, that all tax refunds are to be paid with interest pursuant to §726 of the Real Property Tax Law of the State of New York; provided, however, interest shall be waived in the event that payment is made within sixty (60) days from the date of service of this Order with notice of entry upon the respective taxing authorities, and it is further

ORDERED AND DIRECTED, that the Commissioner of Finance of Westchester County be served with a copy of this judgment with notice of entry, together with proof of payment of State, County, Judiciary and/or any and all other special district taxes, and it is further

ORDERED AND DIRECTED, that all tax refunds hereinabove directed to be made by respondent, the **TOWN OF CORTLANDT** and/or any of the various taxing authorities, be made by check or draft payable to the order of **WOLPER LAW FIRM, PLLC**, as attorneys for the petitioner(s), who are to hold the proceeds as trust funds for appropriate distribution, and who are to remain subject to the further jurisdiction of this Court in regard to their attorney's lien, pursuant to Judiciary Law §475 and it is further

ORDERED, that this Order and Judgment hereby constitutes and represents full settlement of each of the tax review proceedings herein, and that there are no costs or allowances awarded to, by or against any of the parties.

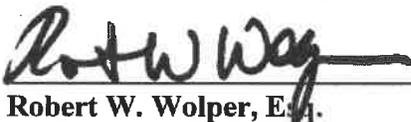
ENTER,

HON. ANNE E. MINIHAN, J.S.C.

**SIGNING AND ENTRY OF THE WITHIN
ORDER IS HEREBY CONSENTED TO:**

Thomas F. Wood, Esq.
Town Attorney
Attorney for Respondents
1 Heady Street
Cortlandt Manor, New York 10567
Tel: (914) 736-0930
Email: tfwesq@townofcortlandtny.gov

Ira S. Levy, Esq.
Shaw, Perelson, May & Lambert, LLP
Attorneys for Intervenor-Respondent
115 Stevens Avenue
Valhalla, New York 10595
Tel: (914) 741-9870
Email: iralevyesq@gmail.com



Robert W. Wolper, Esq.
~~Signer | Daw EA0201103...~~
Attorneys for Petitioner
400 Columbus Avenue, Suite 124s
Valhalla, New York 10595
Tel: (914) 741-5050
Email: RWolper@wolperlaw.com

**SUPREME COURT OF THE STATE OF NEW YORK
COUNTY OF WESTCHESTER**

-----X
In the Matter of the Application of

PIKE PLAZA ASSOCIATES, LLC,

Petitioner,

- against -

**THE TOWN OF CORTLANDT, ITS ASSESSOR AND
BOARD OF ASSESSMENT REVIEW,**

Respondents,

-and-

THE LAKELAND CENTRAL SCHOOL DISTRICT,

Intervenor-Respondent,

For a Review Under Article 7 of the RPTL.
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**STIPULATION OF
DISCONTINUANCE**

**Index Nos.
61363/2020
63775/2021
65470/2022**

IT IS HEREBY STIPULATED AND AGREED, by and between the undersigned attorneys for the parties, that the proceedings for review of the assessments filed pursuant to article 7 of the Real Property Tax Law for the property(ies) set forth in the respective petitions be, and the same hereby are discontinued, with prejudice and without costs to either party against the other. This stipulation may be filed without further notice with the Clerk of the Court.

Dated: _____, 2026

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RESOLUTION

NUMBER X-26

RE: (AUTHORIZE ACCELERATE SERVICE CONTRACT WITH OPENGOV FOR 2026)

RESOLVED, that the Supervisor is hereby authorized to execute a Service Contract with OpenGov for their Accelerate Program for additional staff training and software revisions; and

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

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

**Adopted on January 13, 2026
At a Regular Meeting
Held at the Town Hall**

RESOLUTION

NUMBER X-26

(RE: APPOINT 2025-2026 WINTER SEASONALS)

RESOLVED, pursuant to Town Board Policy adopted on February 11, 1997, that the following be and hereby are appointed as seasonal employees in the Town of Cortlandt Government to work in various departments and divisions with a start date of December 16, 2025 and an end date of January 30, 2026.

TOWN HALL	NAME	DEPARTMENT
	Veronica Paolucci	Legal Department

BE IT FURTHER RESOLVED, all temporary seasonal employees in Town Hall shall be compensated at an hourly rate of pay of \$18.00.

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

**Adopted on January 13, 2026
at a Regular Meeting
Held at Town Hall**

RESOLUTION

NUMBER X-26

**(RE: AUTHORIZE A LEAVE OF ABSENCE FOR AN EMPLOYEE IN THE OFFICE
OF THE TOWN CLERK EFFECTIVE OCTOBER 20, 2025)**

RESOLVED, that the following employee is authorized an intermittent Leave of Absence:

Employee ID # 578560 – Effective January 3, 2026 – January 19, 2026

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

**Adopted on January 13, 2026
at a Regular Meeting
Held at Town Hall**

RESOLUTION

NUMBER X-26

**(RE: SCHEDULE A PUBLIC HEARING FOR FEBRUARY 10, 2026 TO
CONSIDER AGREEMENTS WITH VARIOUS FIRE DEPARTMENTS FOR FIRE
PROTECTION SERVICES)**

RESOLVED, that the Town Board of the Town of Cortlandt, Westchester County, New York will conduct **PUBLIC HEARING** on the 10th day of February, 2026 at 7:00 o'clock P.M., prevailing time, or as soon thereafter as possible, in the Vincent F. Nyberg General Meeting Room of the Town Hall located at One Heady Street, Cortlandt Manor, New York.

All persons interested in this proposed action will be heard at this time, date and place specified above, and written comments in regard thereto should be submitted to the Town Clerk no later than 4:00 pm, of the day of said Public Hearings to be included in the transcript of the proceedings of this hearing.

The Town Hall is a handicapped accessible facility.

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

**Adopted January 13, 2026
At a Regular Meeting
Held at Town Hall**