



TOWN OF CORTLANDT

OFFICE OF THE TOWN CLERK

Town Clerk
LAROUE R. SHATZKIN

Deputy Town Clerk
AMANDA SHAFIULLAH

Town Hall
1 Heady Street
Cortlandt Manor, NY 10567
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Town Supervisor
RICHARD H. BECKER, MD

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

NOTICE:

Clickable Agenda from Town Clerk, Laroue Shatzkin

Dear Viewer,

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

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

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

Warmly,

Laroue Shatzkin



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REGULAR MEETING

TOWN BOARD AGENDA – MARCH 10, 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 February 10, 2026 Regular Meeting.

PUBLIC HEARINGS

HEARING OF CITIZENS – AGENDA ITEMS ONLY

REPORTS

Receive and File the following:

MS4 Annual Report for 2025.

2025 Annual Report from DOTS-Code Enforcement.

For the month of January 2026 from the Department of Recreation.

For the month of February 2026 from the Office of the Aging, Purchasing Department, Receiver of Taxes and the Town Clerk.

OLD BUSINESS:

Receive and File the following:

NEW BUSINESS

Receive and File the following:

1. Letter from Resident of 125 11th Street in Verplanck, requesting License Agreement for a retaining wall. (See Resolution 7)

RESOLUTIONS

1. Schedule a Special Town Board Meeting for March 23, 2026.
2. Appoint Karen Timko and Reappoint and Steven Kessler as Members of the Planning Board, and appoint Steven Kessler as Chair and Thomas Bianchi as Vice Chair.
3. Appoint Michael Mule as a member of the Conservation Advisory Council.
4. Adopt Credit Card Policy for 2026.
5. Authorize Ambulance Agreement the Village of Croton on Hudson with respect to calls within the Town of Cortlandt.
6. Authorize an Intermunicipal Agreement with the Town of Philipstown for water usage for Continental Village.

7. Authorize a License Agreement with the Resident of 125 11th Street in Verplanck for a Retaining Wall.
8. Appoint Members to the Climate Smart Task Force.
9. Award RFB 2026-04 for Camp Bus Transportation.
10. Award RFQ 01-29-2026 for Audio-Visual Upgrade for Nyberg Room.
11. Award RFP 03-05-2026 Cook Pool Food Vendor.
12. Appoint a Seasonal in DES – Sanitation.

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

April 14, 2026 at 7:00 pm

Town Hall Web Site address: www.townofcortlandt.com



A **Regular Meeting** of the Town Board of the Town of Cortlandt was conducted on **February 10, 2026** 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 - ABSENT
MICHAEL CUNNINGHAM	Deputy Town Attorney
LAROUÉ ROSE SHATZKIN	Town Clerk
AMANDA SHAFIULLAH	Deputy Town Clerk
ANN SCAGLIONE	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 7:02 P.M.

PLEDGE TO THE FLAG

Supervisor Becker started the meeting with the Pledge of Allegiance.

SUPERVISOR'S PROCLAMATIONS & REPORTS

Supervisor Becker spoke about Eaglefest on February 14th, 2026 at Waterfront Park in Verplanck which is free and the second location at Croton Point Park in Croton, tickets are required which you can purchase online. The Town of Cortlandt Ice-Skating Rink is closing on February 22nd, 2026.

Supervisor Becker spoke about upcoming events such as the Cortlandt Regional Veterans Committee meeting scheduled for Wednesday February 25th at 11:00 A.M at Town Hall. The Town would like to continue to honor the active duty reserve or National Guard members with

the beautiful banners around Town. If anyone would like to order a banner the deadline is April 6th, 2026. Please call the supervisors office at 914-734-1002 or online was www.townofcortlandtny.gov/banners. The Senior Center is hosting their annual Senior Academy Awards on Tuesday March 10th at 11:00 A.M in conjunction with the Cortlandt's Rotary Club. Please RSVP for this event and the fee is eight dollars. Lastly, to honor the nations 250th anniversary, the town has been showcasing different points of historic significance throughout the Town. If anyone knows of any areas to be showcased please reach out to the supervisors office.

TOWN BOARD REPORTS

Councilperson Cristin Jacoby gave her report

OF NOTE:

Councilperson Jacoby commented it is so nice for DES to bring the Town so much good news and praise. She also thanked the DES for all their hard work in keeping the roads safe and clean during the storm. She also thanked all the African-American heritage for all their contributions they have made to the Town and the community. She also is looking forward Councilperson White's efforts in creating the Town first Juneteenth event in the next few months. Councilperson Jacoby toured the Westchester Joint Water Works along with Claudia Vahey, Councilperson Creighton and White, and Matthew Geho who works there and showed us how much work goes into supplying clean drinking. She is very grateful for the employees of Joint Water Works for all that they do.

Councilperson Joyce White gave her report

OF NOTE:

Councilperson White acknowledged Resolution Number 72-26, "Authorize Department Of Technical Services To Solicit Proposals For TE 2026.05 Sprout Brook Park Bridge Evaluation", this bridge has been deemed as unsafe and in need of repair. Councilperson Mayes and I participated in a Park and Facilities analysis which identified this specific bridge requiring restoration so I am happy to see this occurring. She stated County Legislator, Emiljana Ulaj, will be providing an update for the Peekskill Briarcliff Trail Restoration which she will provide to the Town. She stated she will be attending the New York New Jersey Trail Conference in March so she will come back with updates from that as well. The Town will be hosting the first Juneteenth celebration this year. The town is looking for members to serve on the Juneteenth Committee, so if you are interested in joining please come forward by February 13th, 2026. She also acknowledge Black History month which allows us to honor the brilliance, leadership, and legacy, that has shaped our communities.

Councilperson Robert Mayes gave his report

OF NOTE:

Councilperson Mayes thanked the Department of Environmental Services for an amazing job on the cleaning up the roads from the last snow storm. He acknowledged the crews not only works during the snow but they are out prepping before and then after the storm for cleanup. He also reminded residents to keep their cars off the street so the plows can get through to clean the roads.

Supervisor Becker shared a story of a 14-year-old girl who required immediate medical attention and her mother who is a nurse drove her to Hudson Valley Hospital where they quickly assessed her and decided she needed to go to Westchester Medical Center. The roads were too terrible to drive through so the Cortlandt Paramedics sprung into action by calling the Department of Transportation to send a plow in which the ambulance then followed the plow to get the child safely to Westchester Medical Center. The child is doing well and home recovering.

Councilperson Mayes thanked Supervisor Becker for sharing this story and commented this is exact reason why it is important to clear the road for emergencies first for the first responders.

**Councilperson James Creighton gave his report
OF NOTE:**

Councilperson Creighton spoke about the upcoming Eagle fest and how he is excited to attend. He also spoke about Black History Month and it is a time not only to honor Black heroes but a time to emphasize commitment to equality, dignity, and justice.

APPROVAL OF THE MINUTES

Approve the Minutes for the January 13, 2026 Regular Meeting.

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

PUBLIC HEARINGS

1. Public Hearing to consider Agreements with various fire departments with respect to Fire Protection Services (Continental Village Fire Department, Montrose Fire Department and the Village of Croton.)

The Public Hearing opened at 7:21 P.M

- a. Close Public Hearing
RESOLUTION NO. 57-25: Recognize Action as SEQR Type II.

RESOLUTION NO. 58-25: Authorize Supervisor To Execute An Agreement With The Village Of Croton For Fire Protection To The Mt. Airy/Quaker Bridge Fire Protection District For The Year 2026

RESOLUTION NO. 59-25: Authorize Supervisor to Execute an Agreement with The Montrose Fire District for Fire Protection In The Furnace Dock Fire Protection District For The Year 2026

RESOLUTION NO. 60-25: Authorize Supervisor to Execute an Agreement with The Continental Village Fire Department for Fire Protection In The Consolidated Continental Village Fire Protection District For The Year 2026

The Public Hearing closed at 7:22 P.M.

Councilmember Creighton made a motion to Close the Public Hearing, adopt a Negative Declaration, and adopt the Resolutions, seconded by Councilmember Jacoby with all voting **AYE**.

Supervisor Becker commented these resolutions occur annually to form an agreement with the Town's various Fire Departments.

HEARING OF CITIZENS – AGENDA ITEMS ONLY

Warren Smith of 209 9th Street in Verplank asked questions about Resolution 66-25 and 67-25, he questioned what the bus would be used for and the busing service.

Supervisor Becker answered the 24-passenger bus is a used bus that will be used for the senior center as the current bus company the Town uses is no longer offering the service. The bus allows the seniors of the community to get to places like ShopRite, Kohl's, and doctor visits, etc. The other items referenced by Mr. Warren Smith is a coach bus which takes the campers from camp to the youth center after field trips and etc.

Warren Smith also asked about the Broadway Overlook Improvements and asked what renovations will be completed.

Supervisor Becker answered it is the waterfront area by the flagpole which has not been fixed in about 20 years so the Town would like to have it fixed for the 250th anniversary, which the Town is using grant money to do this.

Michael Preziosi commented the overlook, the flagpole, and the memorials that are down there need some updating. The drainage and asphalt infrastructure need to be levelled out and it will be replaced with new drainage and sidewalk.

Warren Smith also asked Resolution Number 71-26, Solar Canopies at Various Town Sites.

Supervisor Becker answered these solar canopies would be installed by Roa Hook where the Sanitation vehicles are parked. The weather is harsh by the river so maybe having solar canopies to cover the area will prolong the life of the vehicles. The Town would like to do it at no or minimal cost, it will help generate electricity and the Town Board is also looking to have them installed at the garages in Verplanck as well.

Councilperson Mayes also commented there are a lot of positives as the Supervisor pointed out but there are a lot of unknowns which is why the Town is going out and assessing the situation to make sure that when the Town does move forward with it, its going to be the right thing to do for the community.

Warren Smith commented the low-cost roofing but he thought it would be better to have one place where all of the DES vehicles and offices can be housed together. Then the areas where they are now can be turned into more of a Town square. Supervisor Becker answered it would be great but the cost of having a central location is about forty million dollars.

Warren Smith commented about Resolution 74-26, Sale of Portion of SBL 55.9-2-1.1 to a Self-Storage Facility, he asked where exactly it is located. Supervisor Becker answered it is by the youth center by Memorial Drive. The Planning Board felt it was less invasive to the community to bring in traffic in off Memorial Drive and less impactful for tress and wetlands that are there.

REPORTS

Receive and File the following:

2025 Annual Reports from the Planning Board, and the Recreation Department.

~~2025 Annual Report from the Montrose Improvement District.~~ *REMOVED*

For the month of December 2025 from the Recreation Department.

For the month of January 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:

1. Letter from Resident of Baltic Place, requesting stop sign and traffic analysis of other street signs; refer to DES.

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

RESOLUTIONS

RESOLUTION NO. 61-25: Authorize 3 Park Rangers with Westchester County for the 2026 Season.

RESOLUTION NO. 62-25: Authorize Contract with Enormous Creative for Media Services.

RESOLUTION NO. -6325: Authorize Snow and Ice Agreement with NYS DOT for 2025-2026.

RESOLUTION NO. 64-25: Authorize contract with Apex Software for sketching and digitization services for the Assessor's Office.

RESOLUTION NO. 65-25: Authorize Settlement of Index # 71799/2024.

RESOLUTION NO. 66-25: Authorize Purchase of 24 Passenger Bus from Hudson Valley Bus Company for transportation for Senior Programs.

RESOLUTION NO. 67-25: Authorize Bid 2026-01 for Coach Bus Transportation.

RESOLUTION NO. 68-25: Amend Master Fee Schedule for 2026.

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

Supervisor Becker commented the Town hires Park Rangers annually which benefits the Quarry, Gorge, and parks in the area. They work together with Westchester County Police.

RESOLUTION NO. 69-25: Authorize DOTS to Bid TE 2026.02 – Broadway Overlook Improvements.

RESOLUTION NO. 70-25: Authorize DOTS to Award TE 2026.03 – Lafayette Avenue TV Inspection and Jetting Services.

RESOLUTION NO. 71-25: Authorize DOTS/DES to Solicit Proposals for TE 2026.04 –Solar Canopies at Various Town Sites.

RESOLUTION NO. 72-25: Authorize DOTS to Solicit Proposals for TE 2026.05 – Sprout Brook Bridge Evaluation.

RESOLUTION NO. 73-25: Appoint Jennifer Montero Provisionally to the title of Assessment Clerk in the Assessor's Office.

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

Supervisor Becker commented on Lafayette Avenue during the installation of the new sewer there were old corrugated drainage pipes that collapsed and since it is already opened the Town will do some scoping to see what pipes need to be repaired. The Sprout Brook Bridge is in terrible shape and the Town is not sure if it can be repaired or needs to be replaced. It provides access to the ball fields so it is important to fix.

RESOLUTION NO. 74-25: Amend Resolution 329-25 Authoring 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. 75-26: Authorize a 90-Day Temporary Appointment to the title of Assistant Building Inspector in DOTS – Code Enforcement.

RESOLUTION NO. 76-25: Authorize a Seasonal Employee in DES.

RESOLUTION NO. 77-25: Authorize Leave of Absence in DOTS – Engineering.

RESOLUTION NO. 78-25: Authorize a Leave of Absence in DES – Highway.

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

Supervisor Becker congratulated Mr. William Riekert on his new position as Assistant Building Inspector and welcomed him to the Town of Cortlandt.

Town Clerk, Laroue Shatzkin, commented the Governor's draft budget indicated that Westchester County may get full funding for UPK ahead of the rest of the state which would greatly impact the school districts in the Town of Cortlandt. It would greatly benefited for all families. This is government at work and the many different levels of government coming together to function such as the little girl and the snow plow.

ADDITIONS TO THE AGENDA – YES

BUDGET TRANSFERS – NONE

REPORTS FROM VARIOUS DEPARTMENTS

REPORTS FROM STANDING & SPECIAL COMMITTEES

SECOND HEARING OF CITIZENS

Warren Smith commented the snow plowing was excellent and he saw the snow plows up at 4:00 A.M starting to dig up and get the salt loaded into the trucks. He commented on Broadway the snow plow did a good job initially but never came back to get rid of the snow on the sides to help widen it as Broadway is relatively narrow. He also commented about the street parking in Verplanck because the snow plow buries the cars and there is nowhere for the cars to go before hand.

Supervisor Becker and Councilperson Mayes suggested some sort of alternate street parking and are interested in any input from the community as well to help this situation. The Town Board will also look into it.

Warren Smith also commented a lot of New Yorkers from the City have moved up here and they are walkers and would be interested in having some more sidewalks added to the streets especially by the train station area. He also asked about broadcasting the work sessions to be more open to the public via zoom.

ADJOURNMENT

The Town Board meeting was closed in memory of Edward Grexa.

With deep sadness, we want to share that on Saturday, February 7, 2026, Mr. Eddie Grexa passed away peacefully after a long illness.

Edward Robert Grexa passed away at his home in Cortlandt Manor. He was born on December 29, 1936, in the Bronx, New York, to the late Joseph and Caroline Grexa.

Eddie leaves behind a legacy of love and commitment, exemplified by his 66-year marriage to his beloved wife, Karen-- who also worked for the Town and retired last year.

Together they raised their daughters, Denise and Alisa here in the Town of Cortlandt. Ed loved his four grandchildren, and two great-grandchildren, who were his pride and joy. Ed is survived by his brothers, William and George.

Eddie worked for the Town of Cortlandt—for many years, in Code Enforcement and was also very involved with the Cortlandt/Regional Veterans Committee. A proud veteran, Ed served his country with distinction in the United States Army National Guard from 1955 to 1996.

AND: Eddie was a former commissioner and a 69-year member of the Mohegan Volunteer Fire Association and was an active member of the Verplanck American Legion Post 1030. Ed was a man of many interests. If he wasn't tinkering with his 1951 Willy's Jeep, he could often be found with a fishing rod in hand, pondering over military history, or scouting the next great find at a gun show.

Eddie was known as "Gertz" to his children, grandchildren, and inner circle, he was always present at countless sporting events where he gave his unwavering support (and occasionally his dissenting opinions on referee calls) from the sidelines.

Those who knew Ed will remember him as loving, funny, and selfless. His passing leaves a void in the hearts of those who loved him, yet his memory will continue to inspire. Edward Robert Grexa will be deeply missed and forever cherished in the stories and memories that will be passed down through generations.

In lieu of flowers donations to Tunnel to Towers would be appreciated. t2t.org

Councilperson Creighton made a motion to adjourn the meeting, seconded by Councilperson White with all voting **AYE**.

NEXT TOWN BOARD MEETING

March 10, 2026 at 7:00 P.M
Town Hall Web Site address: www.townofcortlandtny.gov

Respectfully submitted,

Laroue Rose Shatzkin
Town Clerk

Amanda Shafiullah
Deputy Town Clerk

MS4 Annual Report/Interim Progress Certification—2026

version 1.1

(Submission #: HQK-KTS9-ZGEZ9, version 1)

Details

Originally Started By Catherine Brosnan

Alternate Identifier NYR20A181

Submission ID HQK-KTS9-ZGEZ9

Status Draft

Form Input

MS4 Operator Information

Permit ID #:
NYR20A181

Municipality Name or Legal Entity Name
Town of Cortlandt

Report Preparer

Report Preparer Title	First and Last Name	Phone	Email
Stormwater Program Coordinator	Michael Preziosi	914-734-1060	michaelp@townofcortlandtny.gov

MS4 Operator Type
Traditional land use control

Part IV

Was the information in this section completed as part of a coalition/group?

No

MS4 General Permit Resources

Use the following webpages for more information on the permit and fact sheet:

[MS4 Permit Webpage](#)

[MS4 Toolbox](#)

SWMP Plan

Annually: Have the alternative implementation agreements in the SWMP Plan been updated? (Part IV.A.1.e.)

Yes

Annually: Has the SWMP been updated? (Part IV.B.3.)

Yes

Mapping

Annually: Has the comprehensive system mapping been updated? (Part IV.D.)

Yes

What tools are used to satisfy the comprehensive system mapping requirements? (e.g. paper maps, GIS, web mappers, etc.)

Paper maps, GIS, and web mappers

Within three (3) years of the EDC: Has Phase I of the comprehensive mapping been completed? (Part IV.D.2.a.)

Yes

Within five (5) years of the EDC: Has Phase II of the comprehensive mapping been completed? (Part IV.D.2.b.)

No

Please clarify the reason for selecting "No" for this item.

Basemap and infrastructure completed. Storm sewersheds and priority sites being mapped and updated.

Legal Authority

Within three (3) years of the EDC: For newly designated MS4 Operators, has adequate legal authority been developed and implemented? (Part IV.E.)

Yes

Enforcement Tracking

This reporting year, how many enforcement actions were undertaken for illicit discharges (e.g. verbal warnings, citations, stop work orders)? (Part IV.F.2.)

8.0

This reporting year, how many enforcement actions were undertaken for construction sites (e.g. verbal warnings, citations, stop work orders)? (Part IV.F.2.)

7.0

This reporting year, how many enforcement actions were undertaken for post-construction SMPs (e.g. verbal warnings, citations, stop work orders)? (Part IV.F.2.)

0.0

Please enter any comments related to the questions in this section below:

NONE PROVIDED

Part V

In Year 5: Has the SWMP Plan been evaluated? (Part V.C.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

Item not due this year

Part VI

Which MCMs in this Part were completed as a coalition/group, if any?

NONE PROVIDED

Minimum Control Measure 1

Within three (3) years of the EDC: Have the focus areas been identified? (Part VI.A.1.a.)

Yes

What focus areas were identified?

Areas discharging to waters with Class AA-S, A-S, AA, A, B, SA, or SB waters (mapped in accordance with Part IV.D.1.e.ii.a))

TMDL watersheds listed in Table 3 (subject to Part IX. requirements; mapped in accordance with Part IV.D.1.e.ii.c))

Areas with on-site wastewater systems (subject to Part VIII. or Part IX. requirements)

Residential, commercial, and industrial areas (mapped in accordance with Part IV.D.1.e.iii.)

Areas with construction activities

Sewersheds for impaired waters listed in Appendix C (subject to Part VIII. requirements; mapped in accordance with Part IV.D.1.c. for MS4 Operators continuing coverage and Part IV.D.2.a.ii. for newly designated MS4 Operators)

Within three (3) years of the EDC: Have the target audience(s) and associated pollutant generating activities been identified? (Part VI.A.1.b.)

Yes

What target audience(s) and associated pollutant generating activities were identified?

Residents

Industrial: Owners and staff

Construction: Developers, contractors, and design professionals

MS4 Operator's municipal staff

Commercial: Business owners and staff

Institutions: Managers, staff, and students

Within three (3) years of the EDC: Have the education and outreach topics been identified and how the education and outreach topics will reduce the potential for pollutants explained? (Part VI.A.1.c.)

Yes

What education and outreach topics were identified?

Phosphorus reduction within watersheds identified as TMDL with POC being phosphorus.

In Year 5: Has the method(s) used for distribution of educational messages been identified? (Part VI.A.2.a.)

Yes

What is the method(s) used for distribution of educational messages?

Printed materials (e.g., mail inserts, brochures, and newsletters)

Electronic materials (e.g., websites, email listservs)

Social Media (e.g., Facebook, Twitter, blogs)

Displays in public areas (e.g., town halls, library, parks)

In Year 5: Has one educational message been delivered to each target audience(s) for each focus area based on the education and outreach topic(s)? (Part VI.A.2.b.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

Item is not due this year

In Year 4 and Year 5: Have target audiences, focus areas, and/or education and outreach topics been updated? (Part VI.A.2.c.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

Item is not due this year

Please enter any comments related to the questions in this section below:

NONE PROVIDED

Minimum Control Measure 2

Annually: Has an opportunity for public involvement/participation in the development and implementation of the SWMP been provided? (Part VI.B.1.a.)

Yes

What was the opportunity for public involvement/participation in the SWMP?

Public hearings or meetings

Annually: Has the public been informed about the opportunity for their involvement in the development and implementation of the SWMP and how they can get involved? (Part VI.B.1.b.)

Yes

What is the method(s) used for distribution to inform the public of the opportunity for involvement?

Electronic materials (e.g., websites, email listservs)

Printed materials (e.g., mail inserts, brochures and newsletters)

Annually: Has an opportunity to review and comment on the publicly available SWMP Plan been provided? (Part VI.B.2.a.)

Yes

Annually: Has an opportunity to review and comment on the draft annual report been provided? (Part VI.B.2.b.i.)

Yes

What opportunity for review and comment on the draft annual report has been provided?

Posting of draft Annual Report on a public website

Annually: Have the comments received on the SWMP Plan been summarized? (Part VI.B.2.c.i.)

Yes

How many comments were received on the SWMP Plan?

0

Annually: Have the comments received on the draft annual report been summarized? (Part VI.B.2.c.i.)

Yes

How many comments were received on the draft annual report?

0

Please enter any comments related to the questions in this section below:

The Town has a stormwater website, and residents have the opportunity to email the Town with their stormwater concerns (stormwater@townofcortlandtny.gov). The draft annual report is anticipated to be received and filed at the March 2026 Town Board Meeting.

Minimum Control Measure 3

Within three (3) years of the EDC: Has an inventory of monitoring locations been developed? (Part VI.C.1.c.i.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

Item not due this year

In Year 4 and Year 5: Has the monitoring location inventory been updated? (Part VI.C.1.c.ii.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

Item not due this year

Within three (3) years of the EDC: Have monitoring locations been prioritized? (Part VI.C.1.d.i.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

Item not due this year; however, it is in development for year 3.

In Year 4 and Year 5: Has the monitoring location prioritization been updated? (Part VI.C.1.d.iii.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

Item not due this year

Within two (2) years of the EDC: Has a monitoring locations inspection and sampling program been developed and implemented? (Part VI.C.1.e.)

Yes

In Year 5: Every five (5) years following the most recent inspection, have all the monitoring locations been inspected? (Part VI.C.1.e.i.a))

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

Item not due this year

In Year 5: Has training on the MS4 Operator's monitoring locations inspection and sampling procedures been provided? (Part VI.C.1.e.ii.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

Item not due this year

In Year 3, Year 4, and Year 5: Have the names, titles, and contact information for the individuals who have received monitoring locations inspection and sampling training been updated? (Part VI.C.1.e.iii.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

Item not due this year

In Year 3, Year 4, and Year 5: Have the monitoring locations inspection and sampling procedures been updated? (Part VI.C.1.e.iv.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

Item not due this year

Within two (2) years of the EDC: Has an illicit discharge track down program been developed and implemented? (Part VI.C.2.)

Yes

In Year 5: Has training on the MS4 Operator's illicit discharge track down procedures prior to conducting illicit discharge track down been provided? (Part VI.C.2.b.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

Item not due this year

In Year 3, Year 4, and Year 5: Have the names, titles, and contact information for the individuals who have received illicit discharge track down procedures training been updated? (Part VI.C.2.c.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

Item not due this year

In Year 3, Year 4, and Year 5: Have the illicit discharge track down procedures been reviewed and updated? (Part VI.C.2.d.)

No

Please clarify the reason for selecting "No" or "N/A" for this item.

Item not due this year

Within two (2) years of the EDC: Has an illicit discharge elimination program been developed and implemented? (Part VI.C.3.)

Yes

In Year 5: Has training on the MS4 Operator's illicit discharge elimination procedures prior to conducting illicit discharge elimination been provided? (Part VI.C.3.b.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

Item not due this year

In Year 3, Year 4, and Year 5: Have the names, titles, and contact information for the individuals who have received illicit discharge elimination procedures training been updated? (Part VI.C.3.c.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

Item not due this year

In Year 3, Year 4, and Year 5: Have the illicit discharge elimination procedures been reviewed and updated? (Part VI.C.3.d.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

Item not due this year

Please enter any comments related to the questions in this section below:

Our outlets are inspected following the IDDE checklist/report from the DEC. Visual observations only, no sampling unless stormwater is suspected for contaminants.

Minimum Control Measure 4

Within one (1) year of the EDC: Has a construction oversight program been developed and implemented? (Part VI.D.3)

Yes

In Year 5: Has training on the MS4 Operator's construction oversight procedures prior to conducting construction oversight been provided? (Part VI.D.3.b.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

Item not due this year

In Year 2, Year 3, Year 4, and Year 5: Have the names, titles, and contact information for the individuals who have received construction oversight procedures training been updated? (Part VI.D.3.c.)

Yes

In Year 2, Year 3, Year 4, and Year 5: Have the construction oversight procedures been reviewed and updated? (Part VI.D.3.e.)

Yes

Annually: Has the inventory of construction sites been updated? (Part VI.D.4.b.)

Yes

How many construction sites are on the inventory?

4

Within one (1) year of the EDC: Have construction sites been prioritized? (Part VI.D.5.a.)

Yes

In Year 2, Year 3, Year 4, and Year 5: Has the construction site prioritization been updated? (Part VI.D.5.c.)

Yes

How many high priority construction sites are on the inventory?

0

Within three (3) years of the EDC: Have the individuals responsible for reviewing SWPPPs for acceptance received four (4) hours of Department endorsed training in proper erosion and sediment control principles from a Soil & Water Conservation District, or other Department endorsed entity prior to conducting SWPPP reviews and/or approvals? (Part VI.D.6.a.i.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

Item not due this year

Annually: Have the names, titles, and contact information for the individuals who have received four (4) hours of Department endorsed training in proper erosion and sediment control principles from a Soil & Water Conservation District, or other Department endorsed entity, for individuals responsible for reviewing SWPPPs been updated? (Part VI.D.6.d.)

Yes

Are pre-construction meetings conducted prior to the commencement of construction activity? (Part VI.D.7.)

Yes

Within three (3) years of the EDC: Have the individuals responsible for construction site inspections received four (4) hours of Department endorsed training in proper erosion and sediment control principles from a Soil & Water Conservation District, or other Department endorsed entity prior to conducting construction site inspections? (Part VI.D.8.a.i.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

Item not due this year

Annually: Have all sites with construction activity identified in the inventory been inspected during active construction after the pre-construction meeting, or sooner if deficiencies are noted that require attention? (Part VI.D.8.c.)

Yes

Annually: Have the names, titles, and contact information for the individuals who have received four (4) hours of Department endorsed training in proper erosion and sediment control principles from a Soil & Water Conservation District, or other Department endorsed entity, for individuals responsible for construction site inspections been updated? (Part VI.D.8.d.)

Yes

Are final construction site inspections conducted? (Part VI.D.9.)

Yes

Please enter any comments related to the questions in this section below:

NONE PROVIDED

Minimum Control Measure 5

Annually: Has the inventory of post-construction SMPs been updated? (Part VI.E.2.c.)

Yes

How many post-construction SMPs are on the inventory?

2

Within five (5) years of the EDC: Have the required components been included in the post-construction SMP inventory? (Part VI.E.2.d.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

Item not due this year

Within one (1) year of the EDC: Has a post-construction SMP inspection and maintenance program been developed and implemented? (Part VI.E.4.)

Yes

Has each post-construction SMP identified in the inventory been inspected at the required frequency? (Part VI.E.4.a.)

No

Please clarify the reason for selecting "No" or "N/A" for this item.

Annually, the Town inspects and cleans phosphorus retro-fit projects (Quarry Acres and Walter Panas Catch Basins). It is in the process of notifying individual property owners that have post construction control to provide required interal inspections.

How many post-construction SMPs have been inspected at the required frequency?

2

In Year 5: Has training on the MS4 Operator's post-construction SMP inspection and maintenance procedures prior to conducting post-construction SMP inspection and maintenance been provided? (Part VI.E.4.b.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

Item not due this year

Annually: Have names, titles, and contact information for the individuals who have received post-construction SMP inspection and maintenance procedures training updated? (Part VI.E.4.c.)

Yes

In Year 2, Year 3, Year 4, and Year 5: Have the post-construction SMP inspection and maintenance procedures been reviewed and updated? (Part VI.E.4.d.)

Yes

Please enter any comments related to the questions in this section below:

NONE PROVIDED

Minimum Control Measure 6

Within three (3) years of the EDC: Have best management practices (BMPs) been incorporated into the municipal facility program and municipal operations program? (Part VI.F.1.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

Item not due this year

Within three (3) years of the EDC: Has a municipal facility program been developed and implemented? (Part VI.F.2.a.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

Item not due this year

In Year 5: Has training on the MS4 Operator's municipal facility procedures prior to conducting municipal facility procedures been provided? (Part VI.F.2.a.ii.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

Item not due this year

In Year 4 and Year 5: Have the names, titles, and contact information for the individuals who have received municipal facility procedures training been updated? (Part VI.F.2.a.iii.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

Item not due this year

In Year 4 and Year 5: Have the municipal facility procedures been updated? (Part VI.F.2.a.iv.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

Item not due this year

Within two (2) years of the EDC: Has a municipal facility inventory been developed? (Part VI.F.2.b.i.)

Yes

How many municipal facilities are on the inventory?

5

In Year 3, Year 4, and Year 5: Has the municipal facility inventory been updated? (Part VI.F.2.b.ii.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

Item not due this year, however the Town has an updated inventory and will continue to organize in a manner to address the MS4 permit requirements.

Within three (3) years of the EDC: Have the municipal facilities been prioritized? (Part VI.F.2.c.i.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

Item not due this year. Initial prioritization has been completed and will be incorporated into the SWMP and MS4 Permit for next year.

In Year 4 and Year 5: Has the municipal facility prioritization been updated? (Part VI.F.2.c.iii.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

Item not due this year

Within five (5) years of the EDC: Has a municipal facility specific SWPPP for each high priority municipal facility been developed? (Part VI.F.2.d.i.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

Item not due this year. Staff is evaluating each site to ensure compliance will met by year 5.

In Year 5: Has all wet weather visual monitoring of the monitoring locations at all high priority municipal facilities been conducted? (Part VI.F.2.d.ii.a)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

Item not due this year

In Year 5: Has a comprehensive site assessment for each high priority municipal facility been completed? (Part VI.F.2.d.ii.c)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

Item not due this year, but has been discussed and being scheduled.

In Year 5: Has a comprehensive site assessment for each low priority municipal facility been completed? (Part VI.F.2.e.ii.c)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

Item not due this year, but has been discussed and being scheduled.

Within three (3) years of the EDC: Has a municipal operations program been developed? (Part VI.F.3.a.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

Item not due this year

In Year 5: Has training on the MS4 Operator's municipal operations procedures prior to conducting municipal operations been provided? (Part VI.F.3.a.ii.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

Item not due this year

In Year 4 and Year 5: Have the names, titles, and contact information for the individuals who have received municipal operations procedures training been updated? (Part VI.F.3.a.iii.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

Item not due this year

In Year 4 and Year 5: Have the municipal operations procedures been reviewed and updated? (Part VI.F.3.a.iv.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

Item not due this year

Within three (3) years of the EDC: Have catch basins in need of inspection been identified? (Part VI.F.3.c.i.)

Yes

Within three (3) years of the EDC: Has catch basin inspection information been inventoried? (Part VI.F.3.c.ii.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

Item not due this year. The Town had implemented a work order management system to capture repairs and inspections of catch basins. The system captures most information but not in the manner identified in the MS4 Permit. Staff will re-evaluate record retention and how the inventory is completed to comply.

In Year 5: Have all streets, bridges, parking lots, and right of ways been swept? (Part VI.F.3.d.i.a))

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

Item not due this year, however, streetsweeping occurs annually.

Annually: Have all streets in business districts and commercial areas been swept? (Part VI.F.3.d.i.b))

Yes

Within five (5) years of the EDC: Have roads, bridges, parking lots, and right of way maintenance specific BMPs been implemented? (Part VI.F.3.d.ii.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

Item not due this year.

Within five (5) years of the EDC: Have winter road maintenance specific BMPs been implemented? (Part VI.F.3.d.iii.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

Item not due this year.

Please enter any comments related to the questions in this section below:

NONE PROVIDED

Part VIII

Does the MS4 Operator discharge to an impaired water listed in Appendix C of GP-0-24-001?

Yes

For which pollutant(s) is the waterbody impaired? Select the pollutants for all the impaired waters listed in Appendix C of GP-0-24-001 to which the MS4 Operator discharges.

Phosphorus

Which requirements in this Part were completed as a coalition/group, if any?

NONE PROVIDED

Phosphorus

Within three (3) years of the EDC: Has the comprehensive system mapping been updated, in a geographic information system (GIS), to include MS4 infrastructure and sewershed information for each MS4 outfall and ADA MS4 outfall discharging to a phosphorus impaired water listed in Appendix C? (Part VIII.A.1.a.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

Item not due this year, Most sewersheds and infrastructure has been mapped already. Efforts will be taken to continue mapping and updates.

Within three (3) years of the EDC: Has the comprehensive system mapping been updated, in a geographic information system (GIS), to include the listed items for each MS4 outfall discharging to a phosphorus impaired water listed in Appendix C? (Part VIII.A.1.b.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

Item not due this year. Outfalls have been mapped and are being updated to include the information required of the current MS4 permit.

Within three (3) years of the EDC: Has the comprehensive system mapping been updated, in a geographic information system (GIS), to include ADA MS4 outfalls discharging to a phosphorus impaired water listed in Appendix C? (Part VIII.A.1.c.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

Item not due this year. Outfalls have been mapped and are being updated to include the information required of the current MS4 permit.

Minimum Control Measure 1

Twice a year, in Year 4 and Year 5: Have educational messages with information specific to phosphorus been provided? (Part VIII.A.2.b.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

Item not due this year.

Minimum Control Measure 3

Within five (5) years of the EDC: Has the number of each item listed in Part VIII.A.1.b. been included on the MS4 outfall inventory for each associated MS4 outfall? (Part VIII.A.4.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

Item not due this year

Minimum Control Measure 4

How many high priority construction sites discharge to the phosphorus impaired water(s)?

0

Minimum Control Measure 6

In Year 4 and Year 5: Have all streets located in sewersheds discharging to phosphorus impaired segments been swept? (Part VIII.A.7.a.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

Item not due this year. The Town does attempt to sweep as many road miles as possible each year.

Please enter any comments related to the questions in this section below:

NONE PROVIDED

Part IX

Does the MS4 Operator discharge to a TMDL listed in Table 3 of GP-0-24-001?

Yes

To which TMDL does the MS4 Operator discharge?

New York City East of Hudson Watershed

Which requirements in this Part were completed as a coalition/group, if any?

Mapping

MCM 3

MCM 5

MCM 6

MCM 4

MCM 1

New York City East of Hudson Watershed

Within three (3) years of the EDC: Has the comprehensive system mapping been updated, in a geographic information system (GIS), to include the areas with potential to contribute phosphorus to the TMDL waterbody? (Part IX.A.1.a.)

Yes

Within three (3) years of the EDC: Has the comprehensive system mapping been updated, in a geographic information system (GIS), to include the additional information for post-construction SMPs? (Part IX.A.1.b.)

Yes

Minimum Control Measure 1

Twice a year, in Year 4 and Year 5: Have educational messages with information specific to phosphorous been made available? (Part IX.A.2.b.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

Item not due this year. The Town does have educational information available to the public.

Minimum Control Measure 3

Within five (5) years of the EDC: Has the number of each item listed in Part IX.A.1.a. been included on the MS4 outfall inventory for each associated MS4 outfall? (Part IX.A.4.a.)

Yes

Once every five (5) years: Has the proper operation of on-site wastewater systems been ensured? (Part IX.A.4.b.i.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

Item not due this year

Minimum Control Measure 4

How many high priority construction sites discharge to the TMDL?

0

Minimum Control Measure 5

Within one (1) year of the EDC: Has a retrofit plan that identifies the required components been submitted to the Department? (Part IX.A.6.f.i.a))

Yes

Within five (5) years of the EDC: Have all retrofit projects been constructed to achieve the five (5) year phosphorus reduction assigned to the MS4 Operator, as required by the Croton Watershed Phase II TMDL Implementation Plan, January 2009? (Part IX.A.6.f.i.b))

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

The East of Hudson Corporation has updated its 5-year plan in which the Town of Cortlandt is a member of.

In Year 2, Year 3, Year 4, and Year 5: Have changes made to the retrofit plan including information in Part IX.A.f.i. been submitted to the Department? (Part IX.A.6.f.ii.)

Yes

Minimum Control Measure 6

How many catch basins are located in the TMDL watershed?

354

Twice a year: Have all catch basins located in the TMDL watershed been inspected? (Part IX.A.7.a.)

Yes

In Year 4 and Year 5: Have all streets located in the TMDL watershed been swept? (Part IX.A.7.b.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

Item not due this year

Please enter any comments related to the questions in this section below:

East of Hudson Watershed Coalition: <https://eohwc.org/>

Interim Progress Status

Interim Progress Resources

Use the following webpages for more information on the permit and fact sheet:

[MS4 Permit Webpage](#)

[MS4 Toolbox](#)

Have you reviewed compliance items due within three years of EDC?

Yes

Have you reviewed compliance items due within four years of EDC?

Yes

Have you reviewed compliance items due within five years of EDC?

Yes

Have you reviewed compliance items which need to be completed routinely (annually, every five (5) years, etc.)?

Yes

Please enter any comments related to the questions in this section.

NONE PROVIDED

Certification

The ranking elected official or Principal Executive Officer for the MS4 Operator will be signing the form.

Yes

As the Ranking Elected Official or Principal Executive Officer, please download the certification form using the link below. Complete and sign the certification. Then, upload the certification form to this Interim Progress Certification and/or Annual Report.

[Certification Form](#)

Attach completed certification form.

NONE PROVIDED

Comment

NONE PROVIDED



UNIFORM CODE ADMINISTRATION AND ENFORCEMENT REPORT (REPORTING YEAR: 2025)

GENERAL INFORMATION

Instructions

Are you using a supported web browser?

Make sure the web browser application you are using is updated to the most current release before proceeding. This form should work with current versions of *Chrome*, *Edge*, *Firefox*, and *Safari*. We recommend that you not use *Internet Explorer*, which is no longer supported by the underlying software for this form.

You may complete this form over multiple sessions.

This form will save your work on your computer as you go. If you close your browser before submitting your work, your answers should load again the next time you open the form. The data are stored by your web browser in a storage space it manages, so you must open the form again on the same computer and with the same browser to retrieve your work. You must also be logged in as the same user each time if your computer requires you to log in with a username and password.

Who must complete this form?

The official who oversees code enforcement activities for your local government must complete this form. If your local government has transferred such responsibilities to another local government by opting out of enforcement or entering a shared services agreement as provided by law, then this official will be part of the other local government. Do not complete this form if you are not responsible for code enforcement activities in this local government's jurisdiction.

Instructions

The *Reporting Year* is the calendar year (January through December) for which the reported data have been collected. The *Uniform Code* is the New York State Uniform Fire Prevention and Building Code. The *Energy Code* is the New York State Energy Conservation Construction Code. The *Code Official* is the official enforcing the Uniform Code or Energy Code in the local government.

If you are submitting on behalf of a local government that administers the Uniform Code or the Energy Code for other local governments, you must submit a separate report on each city, town, village, and county for which you administer those services.

If you still have questions after reviewing this form and instructions, please contact the Division of Building Standards and Codes by emailing dos.sm.codes.1203ReportForm@dos.ny.gov or calling (518) 474-4073.

Jurisdiction

Name of Local Government

Provide the full name of the local government (e.g., for counties, "Albany County" and for others, "City of Albany", "Village of Cayuga Heights", etc.) for which you are reporting activities relative to administration and enforcement of the Uniform Code and or Energy Code. You can type part of the local government's name and choose from the list that appears.

Town of Cortlandt (Westchester County)

MUNICIPALITY INFORMATION

Responsibility for Administration of Uniform Code and Energy Code in Local Government

Has the local government opted out of enforcing the Uniform Code and Energy Code?

Answer "yes" only if the municipality adopted a local law which was in effect during the reporting period and provided it will not enforce the Uniform Code and Energy Code pursuant to Executive Law § 381(2).

No

Has the local government entered into an agreement pursuant to General Municipal Law, Article 5-G, with one or more other local governments to jointly administer the Uniform Code or Energy Code as authorized by Executive Law Section 381(2)?

No

Does another local government administer the Uniform Code for the local government pursuant to such a shared services agreement?

If yes, you will be prompted later in the submission to report details about Uniform Code administration.

Not Applicable

Specify the other local government that is responsible for administration of Uniform Code in the local government.

Does another local government administer the Energy Code for the local government pursuant to such a shared services agreement?

If yes, you will be prompted later in the submission to report details about Energy Code administration.

Not Applicable

Specify the local government that is responsible for administration of the Energy Code in the local government.

Does the local government employ any code enforcement officials or building safety inspectors to support its administration of the Uniform Code or Energy Code?

If yes, you will be prompted later in the submission to identify these personnel. Answer no if personnel who administer code for the local government are not employees of the local government.

Yes

SCOPE OF REPORT

Submitting Official

Your earlier responses indicate the local government is responsible for its own administration of the Uniform Code and Energy Code. You must be an employee of the local government to submit this report.

OK

Are you an employee of the local government?

Not Applicable

Please specify the local government you work for.

If you work for multiple local governments, specify the one that is responsible for administration of activities you are reporting for the local government in this report.

Cortlandt

Name

John Schembari

Business Phone

Provide business phone number with area code.

914-734-1010

Business Email

The e-mail receipt for this submission will be sent to this address.

Jchembari@townofcortlandtny.gov

Business Address

1 Heady St. Cortlandt Manor NY 10567

City

For business address

Town of Cortlandt

Zip Code

10567

This report pertains to the local government, and it will be submitted by **Cortlandt**.

You **must** report on administration of the Uniform Code for the local government in this report.

OK

Reporting Period

Does reported activity cover the full calendar year 2025?

Answer yes if reported code enforcement activities cover the full calendar year 2025 from January 1 to December 31.

Answer no if they cover only part of the year. You should only answer no if responsibility for enforcement was transferred to or from another jurisdiction during the calendar year.

UNIFORM CODE ADMINISTRATION AND ENFORCEMENT REPORT (REPORTING YEAR: 2025)

Yes

Reporting Period Start

What is the first date of the period for which you are reporting on the **town's** administration activity in 2025?

Reporting Period End

What is the last date of the period for which you are reporting on the **town's** administration activity in 2025?

Except where otherwise indicated, information provided in this report should reflect the status of the local government as of **Dec 31, 2025**. Information provided regarding activities that happened during the reporting period should include any activities that happened from **Jan 1, 2025 to Dec 31, 2025**.

OK

ADMINISTRATIVE AND LEGISLATIVE CONTEXT

How Responsibility Is Assigned

Do you hire an outside individual or entity to perform building safety or code enforcement duties as per 19 NYCRR 1203.2(e)(1)-(2)?

No

Does the outside individual or entity meet the education requirements of 19 NYCRR Section 1203.2(e)?

Not Applicable

Does the fire department perform fire safety inspections?

No

Who is responsible for fire safety inspections?

Code Enforcement Division

Legislative Authorization

Please list the local law(s), ordinance(s) or appropriate regulation that provides for the administration and enforcement of the Uniform Code and/or the Energy Code in the local government:

Enter the name and number of the local law, ordinance, and/or regulation that provides for the administration and enforcement of the Uniform Code in the local government (example: Local Law #12 of 2006)

Town code 131

Local Legislative Modifications of Uniform Code Standards

Does the local government have in effect any local law or ordinance that imposes construction standards that are more stringent than the requirements imposed by the *Uniform Code*?

[Answer "Yes" if the local government has a code in place that may be subject to Executive Law Article 18, Section 379.]

No

Is each such local law or ordinance approved or pending approval by the State Fire Prevention and Building Code Council pursuant to Executive Law Article 18, Section 379?

Not Applicable

Specify the year and number of the local law(s) or ordinance(s):

Do not include laws or ordinances that have been completely repealed or replaced by more recent legislation.

Local Legislative Modifications of Energy Code Standards

Does the local government have in effect any local law or ordinance that imposes a local energy conservation construction code that is more stringent than the *Energy Code*?

[Answer "Yes" if the local government has a local energy conservation construction code in place that may be subject to Energy Law § 11-109.]

No

UNIFORM CODE ADMINISTRATION AND ENFORCEMENT REPORT (REPORTING YEAR: 2025)

Is each such local law or ordinance filed with State Fire Prevention and Building Code Council pursuant to Energy Law § 11-109?

Not Applicable

Specify the year and number of the local law(s) or ordinance(s):

Do not include laws or ordinances that have been completely repealed or replaced by more recent legislation.

PERMITTING

Building Permits

Instructions for this section

Enter the number of building permits issued for each occupancy type listed.

(A) One-family dwellings, two-family dwellings, and townhouses

(A)(1) New construction

9

(A)(2) Additions, alterations, or repairs of existing

281

(A)(3)(1) How many of the building permits were issued for the installation of a manufactured home?

2

(A)(3)(2) How many of the manufactured home installations were completed by persons/entities certified by the Department of State pursuant to 19 NYCRR Part 1210?

0

(A)(3)(3) How many of these manufactured home installations were completed by an owner/occupant certified by the Department of State pursuant to 19 NYCRR Part 1210?

0

(B) Other residential occupancies

Exclude one-family dwellings, two-family dwellings, and townhouses reported above.

(B)(1) New construction

0

(B)(2) Additions, alterations, or repairs of existing

5

(C) Nonresidential buildings

Include commercial, industrial, and hazardous occupancies

(C)(1) New construction

0

(C)(2) Additions, alterations, or repairs of existing

23

(D) Other permits

(D)(1) All other permits (pools, sheds, decks, plumbing, HVAC, etc.)

This number should include all building permits not included in figures reported above.

UNIFORM CODE ADMINISTRATION AND ENFORCEMENT REPORT (REPORTING YEAR: 2025)

1221

(D)(2) Certificates of occupancy or compliance issued for all occupancies
Enter the number of certificates of occupancy and/or compliance issued here.

1326

(D)(2)(1) How many of the certificates of occupancy were issued for a manufactured home installation?

0

(D)(2)(1)(1) How many of the manufactured home installations had the installer's warranty seal present prior to issuance of the certificate of occupancy in accordance with 19 NYCRR Section 1210.16?

0

Operating Permits

Are operating permits required in the local government?

[Throughout the reporting period, operating permits were defined in the Uniform Code under Section 105 of the 2020 New York State Fire Code as follows:

105.6 Operating permits.

Where the stricter of the authority having jurisdiction's Code Enforcement Program or a Part 1203—Compliant Code Enforcement Program requires an operating permit to conduct an activity or to use a category of building, no person or entity shall conduct such activity or use such category of building without obtaining an operating permit from the authority having jurisdiction. The procedures for applying for, issuing, revoking, and suspending operating permits shall be as set forth in the stricter of the authority having jurisdiction's Code Enforcement Program or a Part 1203—Compliant Code Enforcement Program.]

Yes

Stop Work Orders

Number of Stop Work Orders issued in reporting year

Enter the number of stop work orders issued. If none have been issued, enter 0.

22

PRACTICES

Notification of Fire or Explosion

Have procedures been established for notification by the chief of your fire department(s) regarding fire or explosion involving any structural damage, fuel burning appliance, chimney, or gas vent?

Yes

Unsafe Structures and Equipment

Have procedures been established for identifying and addressing unsafe structures and equipment?

Yes

Procedures for Assuring Compliance with Uniform Code

Please identify all procedures used by the local government to assure compliance with the Uniform Code:

field_inspections,plan_reviews,software_report,compliance_checklist

Record Keeping

Has a system of records of the features and activities specified in 19 NYCRR section 1203.3(a-k) been established and maintained?

Yes

Does the local government utilize computer software to support your Uniform Code or Energy Code administration?

Yes

Which vendors' software products does the local government use to administer the Uniform Code or Energy Code?

Opengov

INSPECTIONS

Fire Safety and Property Maintenance Inspections

Use this section to report information regarding fire safety and property maintenance inspections performed in the local government *during* the reporting period. In reporting numbers of buildings and occupancies, include *only* those which **Cortlandt** is required to inspect pursuant to 19 NYCRR 1203.3(h). Do not include those for which a state agency, such as the New York State Office of Fire Prevention and Control, or another local government is responsible.

(A) Buildings Containing One Or More Areas of Public Assembly in the local government
[An area of public assembly is any area with an occupant load of 50 or more]

(A)(1) Number of buildings

51

(A)(2) Number of buildings inspected.
During the reporting period.

51

(A)(3) Number of buildings not inspected in the last 12 months
As of **Dec 31, 2025**, the last day of the reporting period.

0

(B) Buildings Containing 3 or More Dwelling Units in the local government
Do not include:

buildings containing areas of public assembly reported in (A)(1) above or dormitories reported in (C)(1) below.

(B)(1) Number of buildings

99

(B)(2) Number of dwelling units in buildings reported in question (B)(1) above

2142

(B)(3) Number of buildings inspected
During the reporting period.

24

(B)(4) Number of buildings not inspected in the last 36 months
As of **Dec 31, 2025**, the last day of the reporting period.

0

(C) Dormitories in the local government

(C)(1) Number of buildings in the local government

1

(C)(2) Number of buildings inspected
During the reporting period.

UNIFORM CODE ADMINISTRATION AND ENFORCEMENT REPORT (REPORTING YEAR: 2025)

0

(C)(3) Number of buildings not inspected in the last 12 months
As of **Dec 31, 2025**, the last day of the reporting period.

0

(D) Nonresidential Buildings in the local government

Do not include:

buildings containing areas of public assembly reported in (A)(1) above;
buildings containing 3 or more dwelling units reported in (B)(1) above; or,
dormitories reported in (C)(1) above.

(D)(1) Number of buildings

723

(D)(2) Number of buildings inspected
During the reporting period

51

(D)(3) Number of buildings not inspected in the last 36 months
As of **Dec 31, 2025**, the last day of the reporting period.

0

Special Inspections

Instructions for this section

Answer questions in this section in reference to special inspections as defined in Section 1702 of the Uniform Code.

Are special inspections required in the local government?

Yes

Construction Activity and Compliance

For each of the following project categories, provide the total number of projects in each category that were **completed** during the year covered by this report. For both the Uniform Code and State Energy Code:

New commercial building construction projects completed

Uniform Code	Energy Code
--------------	-------------

2	2
----------	----------

Completed new commercial building construction projects that are compliant.

Uniform Code	Energy Code
--------------	-------------

2	2
----------	----------

New residential building construction projects completed.

Uniform Code	Energy Code
--------------	-------------

9	9
----------	----------

UNIFORM CODE ADMINISTRATION AND ENFORCEMENT REPORT (REPORTING YEAR: 2025)

Completed new residential building construction projects that are compliant.

Uniform Code	Energy Code
9	9

Existing commercial building renovation projects completed.

Uniform Code	Energy Code
3	3

Completed existing commercial building renovation projects that are compliant.

Uniform Code	Energy Code
3	3

Existing residential building renovation projects completed.

Uniform Code	Energy Code
86	86

Completed existing residential building renovation projects that are compliant.

Uniform Code	Energy Code
86	86

Average Number of Uniform Code Inspections Per Construction Project

On average, how many construction inspections are conducted for Uniform Code compliance for each new residential building?

10

On average, how many construction inspections are conducted for Uniform Code compliance for each new commercial building?

12

Average Number of Energy Code Inspections Per Project

On average, how many construction inspections are conducted for Energy Code compliance for each new residential building?

4

On average, how many construction inspections are conducted for Energy Code compliance for each new commercial building?

4

Complaints

Has a procedure been established for addressing bona fide complaints asserting violations of either or both of the Codes?

Yes

UNIFORM CODE ADMINISTRATION AND ENFORCEMENT REPORT (REPORTING YEAR: 2025)

PERSONNEL

Instructions

Identify all Code Enforcement Officials and Building Safety Inspectors enforcing the Uniform Code within the local government on any date between **Jan 1, 2025** and **Dec 31, 2025**

Do not include individuals who are limited to zoning and/or planning functions.

Include both employees and those performing these functions under contract.

Include personnel performing any work that requires them to obtain or possess certification as a Building Safety Inspector or Code Enforcement Officer. For example, fire department staff who perform fire safety or property maintenance inspections should be included. If services are provided by another local government that is required to file this report, you do not need to list any personnel in this report who will be listed in that local government's report. Do not include any person who ceased performing such work before **Jan 1, 2025**, the start of the period covered by this report. Do not include any person who started performing such work after **Dec 31, 2025**, the end of the period covered by this report.

Use *plus (+)* button to add as many as needed.

Personnel

Training ID ¹	Name	Role	Cntr ²	Business Email ³	DOS Cert # ⁴	DOS Cert Expected ⁵	Hrs / Wk.
NY0054749	John Schembari	ceo	No		0618-0185		40
NY0004715	Holly Haight	ceo	No		1204-7789B		40
NY0005841	Martin Rogers	ceo	No		0304-7173B		40
CE1002639	Michael Preziosi	ceo	No		0821-0304		40

¹ If the person was selected from the drop-down list in the form. For manually entered individuals, this field remains blank.

² Yes if the person was identified as a third-party contractor. No if an employee of the submitting municipality.

³ For manually entered individuals. If the person was selected from the drop-down list in the form, this field remains blank.

⁴ Certification number or, for a trainee not yet possessing certification, training identification number.

⁵ For a trainee not yet possessing certification, date certification is expected to be received.

FINAL STEPS

Please provide any additional information or comments

Provide any additional information or comments that may prove helpful in processing the form and interpreting your response. Provide feedback on any data that were difficult to obtain and any concerns that might influence the accuracy, completeness, or precision of information you provided.

You Will Receive a Receipt

The Division of Building Standards and Codes will send an email receipt with a copy of your submission shortly after you submit. The receipt will be sent from dos.sm.codes.1203ReportForm@dos.ny.gov.

OK



Town Supervisor
RICHARD H. BECKER, MD

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

TOWN OF CORTLANDT
DEPARTMENT OF RECREATION AND CONSERVATION

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



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

February 12, 2026

TO: Supervisor Richard H. Becker

RE: ATTENDANCE REPORT – JANUARY 2026 - RECREATION

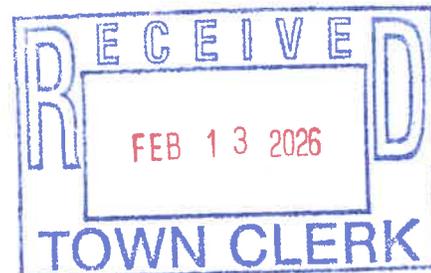
Attached for your information are various reports compiled by the Cortlandt Recreation Division.

1. Indicates the total monthly attendance in our programs beginning January 2017.
2. Provides a detailed attendance report for our YOUTH recreation programs conducted during the month of January 2026.
3. Provides a detailed attendance report for our ADULT recreation programs conducted during the month of January 2026.
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

	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
JANUARY	8,329	10,343	10,193	9,309	727	6,026	8,135	7,192	6,062	6,678
FEBRUARY	9,166	9,179	9,061	10,044	948	6,334	7,396	8,284	7,889	
MARCH	6,787	6,087	7,046	3,500	1,092	4,420	6,163	6,034	7,354	
APRIL	9,437	7,699	8,448	8,027	3,708	2,392	11,347	12,097	10,882	
MAY	15,092	12,887	11,480	110	8,696	8,755	10,951	10,717	11,092	
JUNE	18,196	15,840	12,541	54	13,769	10,754	12,700	13,932	13,186	
JULY	31,056	29,060	38,686	3,003	20,742	29,166	33,781	41,938	47,086	
AUGUST	14,485	14,944	17,904	5,196	10,445	14,751	14,322	22,543	22,314	
SEPTEMBER	9,449	9,208	8,968	5,391	8,000	10,001	10,731	13,751	12,690	
OCTOBER	12,515	13,401	12,183	7,237	10,056	10,899	18,401	20,238	20,526	
NOVEMBER	7,645	6,793	7,084	1,866	4,441	6,601	7,032	8,721	7,725	
DECEMBER	4,047	3,765	3,575	720	3,161	4,457	4,412	3,962	5,142	
TOTAL	146,204	139,206	147,169	54,457	85,785	114,556	145,371	169,409	171,948	6,678

**TOWN OF CORTLANDT RECREATION
MONTHLY ATTENDANCE REPORT
YOUTH ACTIVITY - 2026**

Activity	# of Sessions	Totals	# of Sessions	Totals	Difference	2026 Daily
	Jan. '26	Jan. '26	Jan. '25	Jan. '25	Jan. '26-Jan. '25	Average
Babysitting Skills					0	0
Baseball Camp					0	0
Baseball-Travel Tryout					0	0
Baseball-Travel Practice					0	0
Baseball-Travel Ruth Games					0	0
Basketball-Trav Scrimmage					0	0
Basketball-Boys Trav Team Games	21	735	6	210	.525	35
Basketball-Trav Team Tryouts-Boys					0	0
Basketball- Trav Team Boys Prac	24	240	8	80	160	10
Basketball-Girls Trav Team Game	6	210	0	0	210	0
Basketball-Girls Trav Team Tryouts					0	0
Basketball-Girls Trav Team Prac	8	80	0	0	80	0
Basketball-League Meetings					0	0
Basketball-Midget Girls Games					0	0
Basketball-Midget Girls Practice					0	0
Basketball-Midget Girls Tryouts					0	0
Basketball-Pee Wee Games	3	900	3	675	225	225
Basketball-Pee Wee Practice	24	312	24	312	0	13
Basketball-Pee Wee Tryouts					0	0
Basketball-Cub Boys Games	3	450	3	675	-225	225
Basketball-Cub Boys Praticce	16	192	24	288	-96	12
Basketball-Cub Boys-Tryouts					0	0
Basketball-Jr Boys Games					0	0
Basketball-Jr Boys Practice					0	0
Basketball-Jr Boys-Tryouts					0	0
Basketball-9th/10th-Practice					0	0
Basketball-9th/10th-Games					0	0
Basketball-11th/12th-Practice					0	0
Basketball-11th/12th-Games					0	0
Basketball-Cub Girls-Tryouts					0	0
Basketball-Cub Girls-Games	3	450	3	450	0	150
Basketball-Midget Girls-Practice	12	155	12	155	0	12.91666667
Basketball-Midget Girls-Games	3	450	3	450	0	150
Basketball-Cub Girls-Practice	12	144	12	144	0	12
Basketball Camp-Sailors					0	0
Basketball-Jr Girls Games					0	0
Basketball-Jr Girls Practice					0	0
Basketball-Jr Girls Tryout					0	0
Basketball-Free Play FGL					0	0
Basketball-Free Play FW	3	30	3	38	-8	12.66666667
Basketball - Free Play 6-10 grade-Winter					0	0
Basketball - Free Play 3-5 grade-Winter					0	0
Basketball Clinic (1st & 2nd Grade)	3	201	3	183	18	61
Basketball Camp - Derek					0	0
Basketball Camp-Red Devil					0	0
Basketball-Dinners					0	0
Bowling-After School	2	12	3	6	6	2
Bowling-Bumper Bowl	2	14	3	18	-4	6
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
Day Camp-(7,8)					0	0

**TOWN OF CORTLANDT RECREATION
MONTHLY ATTENDANCE REPORT
YOUTH ACTIVITY - 2026**

Activity	# of Sessions	Totals	# of Sessions	Totals	Difference	2026 Daily
	Jan. '26	Jan. '26	Jan. '25	Jan. '25	Jan. '26-Jan. '25	Average
Day Camp- (5,6)					0	0
Day Camp-Day Play					0	0
Environ. Prog.-mommy, daddy & me					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					0	0
Football-Punt, Pass & Kick					0	0
Football Coaches Meeting					0	0
Football Tryouts - Juniors					0	0
Football Tryout - 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					0	0
Flute Choir					0	0
Golf					0	0
Guitar Lessons					0	0
Halloween - Parade					0	0
Halloween - Party					0	0
Ice Skating	10	93	12	180	-87	15
Inline Skating Lessons					0	0
Junior Explorers					0	0
Karate					0	0
Krafty Kids					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	30	10	82	-52	8.2
National Youth Sports Coaches -Clinic					0	0
Painting/Drawing					0	0
Piano					0	0
Playgrounds-FG Lindsey					0	0
Playgrounds-West Brook					0	0
Playtime					0	0
Sailor Fitness					0	0
Sailor Softball Camp					0	0
Skate Park					0	0
Skateboard Camp					0	0

TOWN OF CORTLANDT RECREATION

MONTHLY ATTENDANCE REPORT

YOUTH ACTIVITY - 2026

Activity	# of Sessions	Totals	# of Sessions	Totals	Difference	2026 Daily
	Jan. '26	Jan. '26	Jan. '25	Jan. '25	Jan. '26-Jan. '25	Average
Skateboard Summer Jam					0	0
Soccer Camp					0	0
Soccer Clinic 1st Grade					0	0
Soccer Clinic					0	0
Soccer Draft/Coaches Meet					0	0
Soccer League-Evaluations					0	0
Soccer League-Midget Games-Boys					0	0
Soccer League-Midget Games-Girls					0	0
Soccer League-Junior Games-Boys					0	0
Soccer League-Junior Games-Girls					0	0
Soccer League-Pewee Games-Boys					0	0
Soccer League-Pewee Games-Girls					0	0
Soccer League-Midget Prac.-Boys					0	0
Soccer League-Midget Prac.-Girls					0	0
Soccer League-Junior Prac.-Boys					0	0
Soccer League-Junior Prac.-Girls					0	0
Soccer League-Pewees Pract.-Boys					0	0
Soccer League-PeeWee Prac.-Girls					0	0
Soccer - Awards Night					0	0
Soccer - Parent & Me					0	0
Soccer Travel Tryouts					0	0
Soccer Travel Games - High School - Boys					0	0
Soccer Travel Games - U09 Boys					0	0
Soccer Travel Games - U10 Boys					0	0
Soccer Travel Games - U11 Boys					0	0
Soccer Travel Games - U12 Boys					0	0
Soccer Travel Games - U13 Boys					0	0
Soccer Travel Games - U14 Boys					0	0
Soccer Travel Games - U15 Boys					0	0
Soccer Travel Games - U11 Girls					0	0
Soccer Travel Games - U12 Girls					0	0
Soccer Travel Games - U13 Girls					0	0
Soccer Travel Games - U14 Girls					0	0
Soccer Travel Meetings					0	0
Soccer Travel Practice - High School - Boys					0	0
Soccer Travel Practice - U09 Boys					0	0
Soccer Travel Practice - U10 Boys					0	0
Soccer Travel Practice - U11 Boys					0	0
Soccer Travel Practice - U12 Boys					0	0
Soccer Travel Practice - U13 Boys					0	0
Soccer Travel Practice - U14 Boys					0	0
Soccer Travel Practice - U15 Boys					0	0
Soccer Travel Practice - U11 Girls					0	0
Soccer Travel Practice - U12 Girls					0	0
Soccer Travel Practice - U13 Girls					0	0
Soccer Travel Practice - U14 Girls					0	0
Sports Squirts					0	0
Super Hero Camp					0	0
Swim-Competitive Swim Clinic					0	0
Swim Instruction- 1,2,3	2	112			112	0
Swim - Cook Staff Orientation					0	0
Swim-Pre-School					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

**TOWN OF CORTLANDT RECREATION
MONTHLY ATTENDANCE REPORT
YOUTH ACTIVITY - 2026**

Activity	# of Sessions	Totals	# of Sessions	Totals	Difference	2026 Daily
	Jan. '26	Jan. '26	Jan. '25	Jan. '25	Jan. '26-Jan. '25	Average
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 yr. olds					0	0
Tennis Camp 9-14 yr. olds					0	0
Tennis Camp - Advanced					0	0
Tennis Camp - Junior Aces					0	0
Tennis Camp - Mini Mites					0	0
Tennis Instr- Youth - Indoor Premier					0	0
Tennis Instr - Youth Indoor					0	0
Tennis Instr - Youth Outdoor					0	0
Town Hall Tours					0	0
Track Meet					0	0
Volleyball Camp - 3 camps					0	0
Volleyball Development					0	0
Yoga for Little Learners					0	0
Youth Employment-Hen Hud	31	448	31	378	70	12.19354839
Youth Employment-Walter Panas	31	428	31	397	31	12.80645161
Youth Center	24	307	24	503	-196	20.95833333
Y.C.S - Canteens	8	118	9	152	-34	16.88888889
Y.C.S. - Courses (performance) & trips	0	0			0	0
Y.C.S. - 5th Grade Fun Club-After School					0	0
Y.C.S. - DJ Nights, Karaoke, YC got talent			2	25	-25	12.5
Y.C.S. - Lifeskills: 6th & 7th					0	0
Y.C.S. - Lifeskills: booster					0	0
Y.C.S. - Too Good for Violence-6th					0	0
Y.C.S. - Too Good for Violence-7th					0	0
Y.C.S. - Too Good for Violence-8th					0	0
Y.C.S. - Smart Cannabis	1	6			6	0
Y.C.S. - Special Event					0	0
Y.C.S. - Sports Programs	2	7	2	12	-5	6
Y.C.S. - Rock Wall, Weight Training	24	34	24	48	-14	2
Y.C.S.- Open Gym	2	49	4	23	26	5.75
Y.C.S - Gaming for Seniors					0	0
Y.C.S - 5th & 6th and 7th & 8th grade camp trips					0	0
Y.C.S - After Camp Program					0	0
Y.C.S - Open House					0	0
Y.C.S - Healthy Snack Club					0	0
Y.C.S - Birthday Parties/Rental	0	0	4	39	-39	9.75
Y.C.S.- Ice Skating	0	0	9	46	-46	5.111111111
TOTAL	289	6207	272	5569	638	20.47426471

TOWN OF CORTLANDT RECREATION

MONTHLY ATTENDANCE REPORT

ADULT ACTIVITY - 2026

Activity	# of Sessions	Totals	# of Sessions	Totals	Difference	2026 Daily
	Jan. '26	Jan. '26	Jan. '25	Jan. '25	Jan. '26-Jan. '25	Average
Awareness Through Movement					0	0
Badminton	1	15			15	0
Basketball - 30 & Older	8	30	3	22	8	7.333333333
Basketball - 18 & Older	2	30	3	17	13	5.666666667
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
Healthy Nutrition					0	0
Hip Hop					0	0
Karate-Adult Beginner					0	0
Mambo-Beginner					0	0
Adult Dance Classes			1	22	-22	22
Navigating College Financial Aid Process					0	0
Nor-West	11	294	15	346	-52	23.06666667
Oxygen Administration					0	0
Piano					0	0
Pickleball	2	12	2	9	3	4.5
Pilates					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 Arc 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					0	0
Tennis Instruction-Premier					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.					0	0
Water for a City					0	0
Waterfront Lifeguarding					0	0
Woga I	1	14	1	13	1	13
Woga II	1	19	1	20	-1	20
Yoga Anyone					0	0
Yoga-Gentle					0	0
Yoga Core & Stretch	2	40	1	21	19	21
Yoga II	1	16	1	14	2	14
Yoga Lite	1	12	1	9	3	9
TOTAL	30	482	29	493	-11	17

ATTENDANCE - FIGURE COMPARISONS
Jan-26

2026 6,678
2025 6,062
DIFFERENCE 616

PRINCIPLE PROGRAMS AFFECTING DECREASE IN PROGRAM ATTENDANCE		PRINCIPLE PROGRAM AFFECTING INCREASE IN PROGRAM ATTENDANCE	
basketball cub boys games	-225	basketball-travel team games-boys	525
basketball cub boys practice	-96	4 additional teams	160
ice skating	-87	basketball-travel team boys practice	210
nor-west youth	-52	not held in 2025	80
youth center	-196	not held in 2025	225
nor-west adult	-52	increase in program participation	112
		not held in 2025	70
		swim 1,2,3	
		youth employment-Hen Hud	
		increase in program participation	

TOTAL

-708

TOTAL

1382



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

February 27, 2026

To: Town Clerk Laroue Rose Shatzkin

Re: Senior Citizen Monthly Attendance

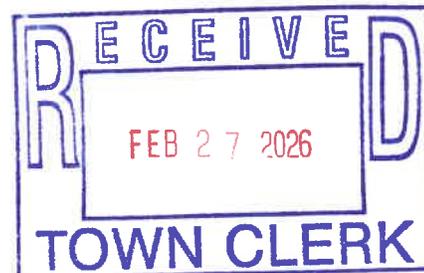
Enclosed are the statistics related to the programs conducted at the Muriel Morabito Community Center, during the month of February, for the senior citizens of the Town of Cortlandt under my direction.

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

Sincerely,

A handwritten signature in black ink that reads "Dawn Mahoney".

Dawn Mahoney
Director of Senior Services



Senior Citizen Clubs:

We had only 3 large club meetings this month with an average of 110 in attendance due to a snow day. Attendance remains at one of its highest points in recent years. Verplanck Seniors continue to meet at the Schoolhouse/Our Lady of Mount Carmel each week.

Nutrition Program:

The Home Delivered Meal Program is sporadic in nature, due in part to the fragile health of those involved. February 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.

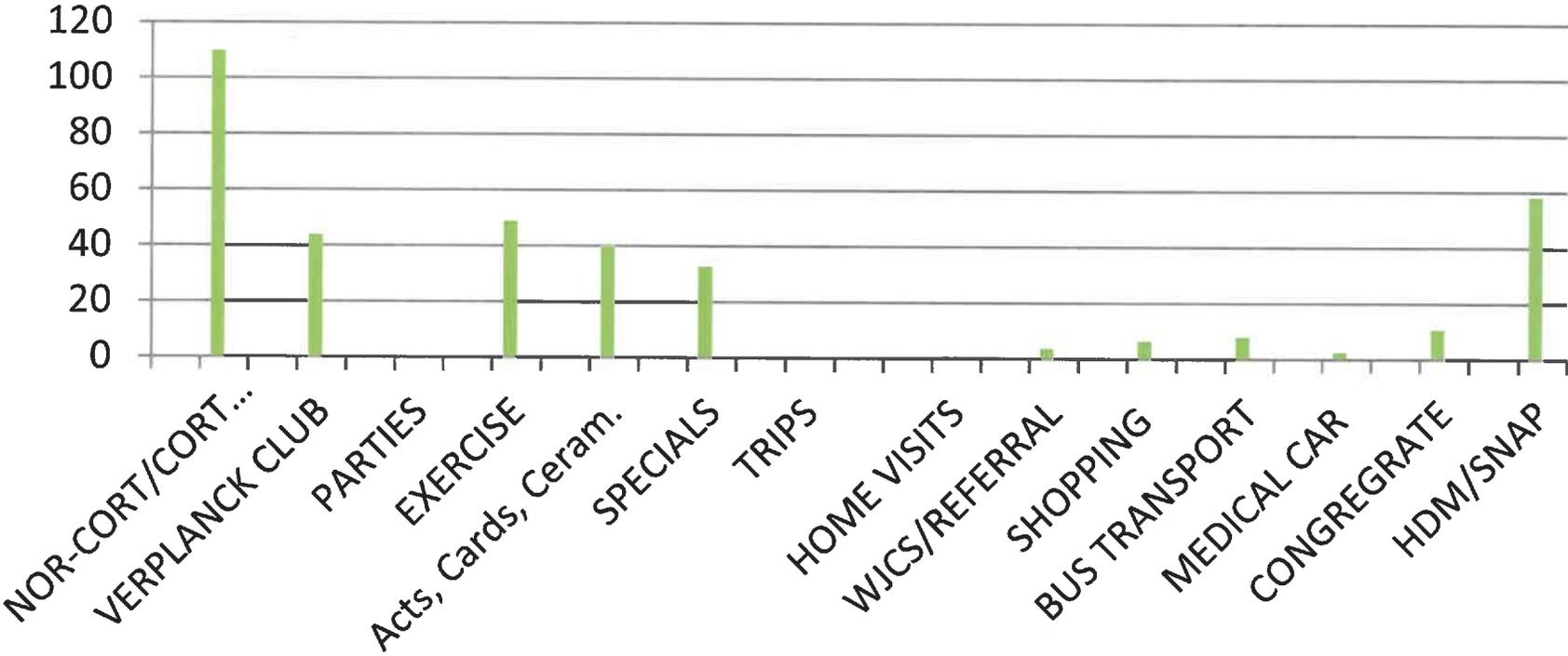
Other Services:

I've attached our monthly February 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 from the Attorney General Office on Scams and AI, Gentle Movement Class, musical afternoon and trip openings/registrations via the new Community Pass. We have our regular scheduled programs that continue year around and are very successful.

2026-FEBRUARY

Activity	# of sessions	Totals	Avg/ session
NOR-CORT/CORT CLUB	3	331	110
VERPLANCK CLUB	2	88	44
PARTIES	N/A	N/A	N/A
EXERCISE	12	599	49
Acts, Cards, Ceram.	6	242	40
SPECIALS	8	266	33
TRIPS	N/A	N/A	N/A
HOME VISITS	2	2	1
WJCS/REFERRAL	17	64	3.76
SHOPPING	2	13	6.5
BUS TRANSPORT	2	16	8
MEDICAL CAR	12	32	2.67
CONGREGRATE	15	164	10.93
HDM/SNAP	16	934	58.38

Senior Citizen Activities for February 2026



TOWN OF CORTLANDT - THE GOLDEN CONNECTION



February 2026



Monday	Tuesday	Wednesday	Thursday	Friday
2 Line Dancing 10:30-11:30am Gentle Movement 12:00-1:00pm *Paid class Poker 1:00-3:00pm Drop in Pickleball 1:00-3:00pm	3 Nor-Cort/Cortlandt Meeting 10:30am Lunch Bingo <div style="border: 1px solid blue; padding: 5px; background-color: #e0f0ff;"> * Snow date for 1/27 Big Bingo </div>	4 Zumba with Barbara 10:00-10:45am *Paid class Men's Discussion Group 12:00pm Coffee Hour 12:00pm Drop in Pickleball 1:00-3:00pm	5 NO Chair Yoga Wii Bowling 11:45am Mahjong/Chinese Mahjong, Cards, Canasta and Board Games 12:00pm Speaker: Dr. Rashad Shelton, Podiatrist 10:00pm at CC Bereavement Support Group 12:00pm Culinary Institute trip opens in Community Pass Verplanck Mtg. 10am @ Schoolhouse Speaker: Westchester Residential	6 Total Strength 10:15-11:15am Dance 4 Fit 12:15pm Pizza & Movie 1:15pm <i>Before We Go</i>
9 Line Dancing 10:30-11:30am Gentle Movement 12:00-1:00pm *Paid class Cardio Drumming 1:15pm *Paid class NO Poker NO Drop in Pickleball	10 Nor-Cort/Cortlandt Meeting 10:30am Lunch Bingo Music Café Afternoon 12:30pm	11 Zumba with Barbara 10:00-10:45am *Paid class Men's Discussion Group 12:00pm Coffee Hour 12:00pm Drop in Pickleball 1:00-3:00pm	12 Chair Yoga 10:30-11:30am Wii Bowling 11:45am Mahjong/Chinese Mahjong, Cards, Canasta and Board Games 12:00pm Caregiver Support Group 12:00pm Verplanck Senior's Valentine Party	13 NO Total Strength Dance 4 Fit 12:15pm
16 Center Closed 	17 Nor-Cort/Cortlandt Meeting 10:30am Lunch Bingo	18 Zumba with Barbara 10:00-10:45am *Paid class Speaker: Troy Outlaw, "Scams and Artificial Intelligence" 12:00pm NO Men's Discussion Group NO Coffee Hour NO Drop in Pickleball	19 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. 10am @ Schoolhouse HHFL Craft day @ Verplanck Olde Mystick trip opens in CP	20 Total Strength 10:15-11:15am Dance 4 Fit 12:15pm HHFL Craft day 1:30pm 
23 Line Dancing 10:30-11:30am Gentle Movement 12:00-1:00pm *Paid class Poker 1:00-3:00pm Drop in Pickleball 1:00-3:00pm	24 Nor-Cort/Cortlandt Meeting 10:30am Lunch Big Bingo 12:30pm	25 Zumba with Barbara 10:00-10:45am *Paid class Men's Discussion Group 12:00pm Coffee Hour 12:00pm Drop in Pickleball 1:00-3:00pm	26 Chair Yoga 10:30-11:30am Wii Bowling 11:45am Mahjong/Chinese Mahjong, Cards, Canasta and Board Games 12:00pm Verplanck Mtg. 10am @ School house	27 NO Total Strength Dance 4 Fit 12:15pm Phone Help 1:15pm
Muriel H. Morabito Community Center 29 Westbrook Drive Cortlandt Manor, NY 914-528-1572	*SNOW CANCELLATION POLICY* If Lakeland School District is DELAYED OR CLOSED - <u>ALL</u> Senior Programs are CANCELLED. *Cancellation Hotline: 914-739-2826*			Program Information on Reverse Side! 

TOWN OF CORTLANDT



RICHARD H. BECKER
Town Supervisor

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

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

Purchasing Director
Jennifer Glasheen

PURCHASING DEPARTMENT

REPORT TO THE TOWN BOARD

MONTH OF FEBRUARY 2026

PURCHASE ORDERS PROCESSED **191**

APPROXIMATE PURCHASING VOLUME **\$763,046**

AWARDED BIDS/RFP

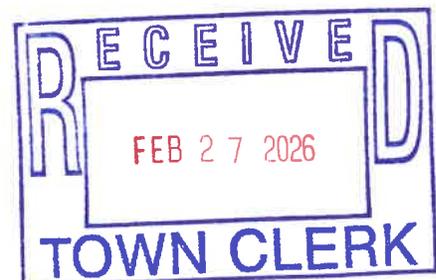
REQUEST FOR RESOLUTIONS:

RFB#2026-01 CAMP BUS TRANSPORTATION – SUMMER CAMP
RFQ#01-29-2026 AV EQUIPMENT – NYBERG ROOM
RFB#2026-09 COOK POOL PUMP AND ACCESSORY REPLACEMENT

Renewal Bid#24-02 Grass Cutting
Renewal BID#24-05 Hardware Supplies
Renewal BID#24-06 Equipment Services
Renewal BID#24-08 Heating Oil
Renewal BID#2025-01 Recreation Planner
Renewal BID#2025-07 Emergency Tree Services

SCHEDULED BIDS/RFP'S

RFB#2026-06 -Cabling - Ethernet or Fiber requirements.
RFB#2026-07 Asphalt Concrete – Road Repairs
RFB#2026-08 Heating and AC – Service Agreement
RFB#2026-09 Cook Pool Pump and Accessory Replacement
RFB#2026-10 Verkada CCTV Solution and Installation



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

March 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 February 2026.

Sincerely,

Debra A Carter
Receiver of Taxer



**TOWN OF CORTLANDT
RECEIVER OF TAXES
DEBRA A CARTER
FEBRUARY 1, 2026 TO FEBRUARY 28, 2026**

Description	Tax Warrant	Balance to Collect	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	1,236,398.94	2.86%	833,773.70						402,625.24	0.93%
Hendrick Hudson	49,078,103.00	1,681,985.89	3.43%	1,135,596.23						546,389.66	1.11%
Lakeland *	53,429,092.00	1,554,712.66	2.91%	867,833.71						686,878.95	1.29%
Putnam	3,916,704.00	128,754.21	3.29%	63,467.08						65,287.13	1.67%
Yorktown	1,696,700.00	147,931.00	8.72%	82,612.13						65,318.87	3.85%
Total School Taxes *	151,279,537.00	4,749,782.70	3.14%	2,983,282.85						1,766,499.85	1.17%
School Penalty 2025-2026				59,183.50							
Town & County 2025											
Town & County	60,179,068.56	289,153.01	0.48%	16,719.06						272,433.95	0.45%
Town & County 2025 Penalty				2,006.29							
Total Current Warrants	211,458,605.56			3,061,191.70						2,038,933.80	0.96%
Liens		1,748,848.37		113,297.09						1,635,551.28	
Lien Interest				27,690.30							
Installment Plan		6,654.05		2,195.96						4,458.09	
Installment Plan Interest				527.69							
Total Lien & Interest				140,987.39							
Base & Interest				3,204,902.74		2,436.54	170.00	113.13	(0.49)	3,207,621.92	

2/3/26 WT 2023 LN 55.20-2-10 Reddy

2/11/26 WT to replace stop payment 55.20-2-1 Weintraub

2/19/26 WT 2022 LN 54.8-3-7 Cohen solo

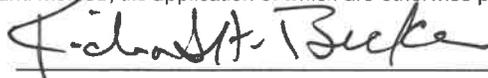
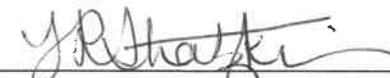
2/27/26 WT to pay various outstanding LN 54.6-4-8 Desa,

2/2/26 deposited check #3601 to replace check #1899 due to NSF

Account#	Account Description	Fee Description	Qty	Local Share
	Marriage License	marriage license	8	140.00
	TOWN CLERK FEES	Birth Certificates	140	1,400.00
		Carting License	25	6,250.00
		Death Certificates	330	3,300.00
		Dog Release Fee	1	25.00
		EZPass	1	25.00
		Genealogy	3	66.00
		Marriage Copy	21	210.00
		Sub-Total:		\$11,416.00
A2544	Dog Licensing	Female, Spayed	10	90.00
		Female, Unspayed	3	45.00
		Male, Neutered	17	153.00
		Male, Unneutered	4	60.00
		Sub-Total:		\$348.00
Total Local Shares Remitted:				\$11,764.00
Amount paid to:	NYS Ag. & Markets for spay/neuter program			48.00
Amount paid to:	Nystatedept. For Marriage Lic.			180.00
Total State, County & Local Revenues:		\$11,992.00	Total Non-Local Revenues:	
			\$228.00	

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, Larue 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.

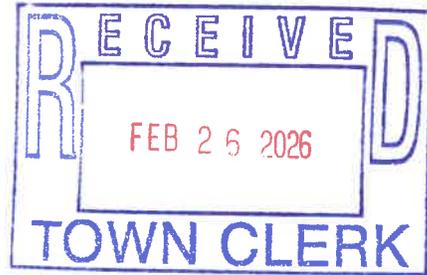

3/2/26

03/02/2026

Supervisor
Date
Town Clerk
Date

125 11th Street
Verplanck, NY 10596

February 18, 2026

Town Hall Office
1 Heady Street
Cortlandt Manor, NY 10567



Re: Tax Map No. 43.18 – 5 – 26
Zone R-G

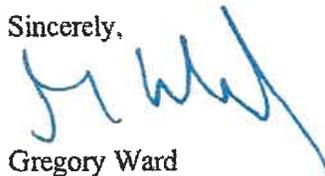
Dear Supervisor and Town Board Members:

Please be advised that I, the undersigned Gregory Ward, purchased the property located at 125 11th Street, Verplanck, NY 10596 on 2/5/21. At the time of purchase, there was an existing railroad tie retaining wall which was on town property. The retaining wall was collapsing and unsafe and has been replaced with a block wall in the same location. Please see attached survey dated 4/23/2025. A building permit is in the process of being obtained and will be issued shortly.

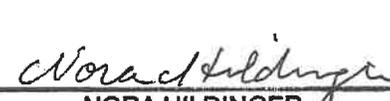
It is my intent to request a licensing agreement to allow these conditions to continue to exist as is without imposing any liability on the Town of Cortlandt. I understand that, under this agreement, the Town of Cortlandt will have access to Town property as needed. These pre-existing conditions do not impede Town of Cortlandt access to the town property in any way.

I thank you in advance for favorable consideration of this matter.

Sincerely,

 2/23/2026

Gregory Ward

 2/23/2026

NORA HILDINGER NOTARY PUBLIC, STATE OF NEW YORK Registration No. 01HI6377888 Qualified in Westchester County Commission Expires July 16, 2026

RESOLUTION

NUMBER X-26

(RE: SCHEDULE A SPECIAL TOWN BOARD MEETING FOR MARCH 23, 2026)

RESOLVED, that the Town Board of the Town of Cortlandt, Westchester County, New York will conduct a Special Town Board Meeting on March 23, 2026 at 6:00 PM in the Nyberg Room at Town Hall, for the purpose of Authorizing Liability Insurance.

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

**Adopted March 10, 2026
At a Regular Meeting
Held at Town Hall**

RESOLUTION

NUMBER X-26

(RE: APPOINT KAREN TIMKO AND REAPPOINT AND STEVEN KESSLER AS MEMBERS OF THE PLANNING BOARD, AND APPOINT STEVEN KESSLER AS CHAIR AND THOMAS BIANCHI AS VICE CHAIR.)

WHEREAS, it is the desire of the Town Board to appoint Karen Timko as a Member of the Planning Board to fill the term vacated by David Douglas, commencing immediately and ending December 31, 2038; and

WHEREAS, it is the desire of the Town Board to reappoint Steven Kessler for a full term commencing January 1, 2026 and ending December 31, 2032; and

WHEREAS, it is the desire of the Town Board to reappoint Steven Kessler as Chair, and Thomas Bianchi as Vice-Chair for a one-year term commensurate with the Supervisor's term beginning January 1, 2026 and ending December 31, 2026;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Cortlandt does hereby reappoint Jeffrey Rothfeder as a Member for a full term commencing on January 1, 2025 and ending on December 31, 2031, and

BE IT FURTHER RESOLVED, that all said appointees shall be compensated at a salary as outlined in the annual salary resolution to be paid on the same payroll as other Town of Cortlandt Planning Board members; and the above appointed members shall serve along with the following previously appointed members whose terms are outlined below:

**7 MEMBERS - 7 YEAR TERMS
1 ALTERNATE - 2 YEAR TERM
CHAIRS – 2 YEAR TERMS**

KEVIN KOBASA
15 Maple Moor Lane
Cortlandt Manor, New York 10567

TERM EXPIRES 12/31/2030

NORA HILDINGER
One James Street
Verplanck, NY 10596

TERM EXPIRES 12/31/2027

PETER McKINLEY
29 Montrose Point Rd
Montrose, NY 10548

TERM EXPIRES 12/31/2029

JEFFREY ROTHFEDER

1426 Washington Street
Cortlandt Manor, New York 10567

TERM EXPIRES 12/31/2031

VACANT (Alternate)

TERM EXPIRES 12/31/2023

APPOINTED ABOVE:

STEVEN KESSLER

1515 Lower Washington Street
Cortlandt Manor, New York 10567

(Chair 12/31/2026)

TERM EXPIRES 12/31/2032

THOMAS BIANCHI

2 Fairgreen Court
Cortlandt Manor, New York 10567

(Vice Chair 12/31/2026)

TERM EXPIRES 12/31/2026

KAREN TIMKO

6 Laura Court
Cortlandt Manor, New York 10567

TERM EXPIRES 12/31/2028

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

**Adopted on March 10, 2026
At a Regular Meeting
Held at Town Hall**

RESOLUTION

NUMBER X-26

(RE: APPOINT MICHAEL MULE TO THE CONSERVATION ADVISORY COUNCIL)

WHEREAS, the Town Board of the Town of Cortlandt did by Resolution 126-13 approve joining the activities of the Conservation Advisory Council and the Open Space Committee; and

WHEREAS, at this time the Town Board wishes to appoint Michael Mule to the Conservation Advisory Council for a current term alongside existing members;

BE IT FURTHER RESOLVED, that the Town Board of the Town of Cortlandt does hereby appoint Michael Mule as a member of the Conservation Advisory Council for a term effective immediately and ending May 31, 2026:

UP TO ELEVEN MEMBERS//TWO YEAR TERMS

WENDY TALIO (Chair) Term Expires May 31, 2026
3 Watson Street, Cortlandt Manor

PAUL BUCKOUT (Vice Chairman) Term Expires May 31, 2026
McGregor Lane, Crompond

ANTHONY CARBONE Term Expires May 31, 2026
3 Trolley Road, Cortlandt Manor

MARK BARTH Term Expires May 31, 2026
8 Quaker Hill Court E, Croton-on Hudson

JOSEPH MINTZ Term Expires May 31, 2026
10 Langeloth Drive, Cortlandt Manor

RAMSEY SALCEDO Term Expires May 31, 2026
10 Lakeview Ave, Cortlandt Manor

PATRICK THOMAS Term Expires May 31, 2026
37 Andover Court, Cortlandt Manor

CHRISTOPHER VARGO Term Expires May 31, 2026
26 Hardie Street, Verplanck

MARYBETH ALLEN-KNECHT Term Expires May 31, 2026

32 Edgewood Road, Cortlandt Manor

APPOINTED ABOVE:

MICHAEL MULE
38 Mountainside Trail, Cortlandt Manor

Term Expires May 31, 2026

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

**Adopted on March 10, 2026
At a Regular Meeting
Held at Town Hall**

DRAFT

RESOLUTION

NUMBER X-26

(RE: ADOPT TOWN-ISSUED CREDIT CARD POLICY FOR 2026)

RESOLVED, that the Town Board of the Town of Cortlandt does hereby adopt the Town-Issued Credit Card Policy for 2026.

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

**Adopted on March 10, 2026
At a Regular Meeting
Held at Town Hall**

TOWN OF CORTLANDT
CREDIT CARD USE POLICY
DRAFT 3-4-2026

1. Purpose and Principles 1

2. Scope and Authority 2

3. Card Issuance and Authorization Procedures 2

4. Authorized Purchases and Spending Limits 2

 A. Spending Limits 3

 B. Allowable Purchases..... 3

 C. Compliance with Procurement Law 3

5. Prohibited Uses 3

6. Documentation and Submission Requirements 3

7. Review and Oversight Process..... 4

8. Other Circumstances and Exceptions 4

9. Compliance 4

Employee Acknowledgment..... 5

1. Purpose and Principles

The purpose of this policy is to establish clear and uniform guidelines governing the use of Town-issued credit cards (Procurement Cards) for the purchase of goods and services on behalf of the Town of Cortlandt.

Pursuant to New York State General Municipal Law (GML) §104(b), the Town’s Procurement Policy, and Internal Control Policy, this program is intended to:

- Improve efficiency and streamline the purchasing process for small-dollar items
- Reduce the volume of individual purchase orders and payment vouchers
- Eliminate the need for petty cash accounts at the department level
- Ensure strong internal controls, transparency, and accountability

All credit card expenditures must:

- Be reasonable, necessary, and directly benefit the Town
- Comply with GML §103(4), Town Code, and all applicable laws and policies
- Be properly documented, coded, and approved

Town credit cards are a privilege, not a right. Cardholders are expected to exercise sound judgment, fiscal responsibility, and ethical conduct at all times.

2. Scope and Authority

This policy applies to all departments of the Town of Cortlandt and to any employee authorized to use a Town-issued credit card.

- The Town Supervisor (or designee) authorizes participation in the program and may approve exceptions when in the Town's best interest.
- The Town Comptroller oversees financial compliance and internal controls.
- The Purchasing Department monitors compliance with procurement requirements.
- Department Heads are responsible for supervising cardholders within their departments and ensuring adherence to this policy.

For purposes of this policy, "Supervisor" shall refer to the elected Town Supervisor or an authorized designee.

3. Card Issuance and Authorization Procedures

1. Credit cards shall be issued in the name of an authorized employee and will clearly identify the Town of Cortlandt as the governmental purchaser.
2. Card issuance requires approval by the Supervisor and/or Comptroller.
3. Each cardholder must sign an acknowledgment agreeing to comply with this policy prior to receiving a card.
4. Cards may only be used by the named cardholder. Sharing of cards or account numbers is prohibited.
5. Cardholders are responsible for safeguarding the card at all times and preventing unauthorized use.
6. In the event a card is lost or stolen, the cardholder must immediately notify:
 - The Town Comptroller's Office; and
 - The credit card issuer.

4. Authorized Purchases and Spending Limits

All purchases must be for legitimate Town business purposes only.

A. Spending Limits

- Credit cards may be used for approved commodities and services costing \$1,000 or less, unless otherwise authorized.
- Purchases exceeding \$1,000 must be supported by an approved purchase order in accordance with the Town's Procurement Policy.

B. Allowable Purchases

Allowable purchases include routine, operational goods and services necessary for Town business, provided they comply with procurement requirements and budget appropriations.

C. Compliance with Procurement Law

All purchases must comply with:

- GML §103(4)
- The Town's Procurement Policy
- The Town's Internal Control Policy

The credit card does not replace competitive procurement requirements where applicable.

5. Prohibited Uses

The Town maintains a strict policy prohibiting misuse of credit cards. The following are strictly prohibited:

- Personal purchases of any kind
- Cash advances
- Alcoholic beverages
- Gift cards (unless specifically authorized for official Town programs)
- Travel expenses not approved in accordance with the Travel Policy
- Splitting purchases to circumvent the \$1,000 limit
- Any purchase prohibited by law or Town policy

Credit cards will be configured to prohibit cash advances and block inappropriate merchant category codes inconsistent with Town operations.

6. Documentation and Submission Requirements

To ensure proper internal controls:

- Itemized receipts and supporting documentation must be uploaded into the designated credit card management system immediately upon completion of the purchase.
- Documentation must clearly describe the business purpose of the expense.

- The general ledger account number must be entered to ensure proper financial reporting.
- Cardholders must verify:
 - Items listed on receipts are accurate;
 - Goods or services were received;
 - No sales tax was charged (the Town is tax-exempt).

Missing or incomplete documentation may result in delayed approval, denial of the charge, or personal reimbursement responsibility.

7. Review and Oversight Process

- Cardholder submits receipts and indicates general ledger account to be charged.
- The Purchasing Department monitors compliance with procurement requirements.
- The Comptroller's Office reviews transactions for completeness, budget availability, and adherence to financial policies and internal controls.
- The Town reserves the right to audit credit card transactions at any time.

Card privileges may be suspended or revoked for non-compliance.

8. Other Circumstances and Exceptions

This policy is intended to address common purchasing situations. The Supervisor may authorize exceptions when:

- The purchase clearly serves the Town's best interest; and
- The exception is not prohibited by law; and
- Adequate documentation is provided.

All exceptions must be documented in writing.

9. Compliance

Failure to comply with this policy may result in:

- Suspension or revocation of credit card privileges
- Personal reimbursement to the Town
- Disciplinary action, up to and including termination
- Restitution of funds

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

This policy is adopted to promote accountability, transparency, and efficiency in the expenditure of public funds by the Town of Cortlandt.

Employee Acknowledgment

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

Employee Name: _____

Department: _____

Signature: _____ **Date:** _____

Draft

RESOLUTION

NUMBER X-26

**(RE: AUTHORIZE AMBULANCE AGREEMENT WITH VILLAGE OF
CROTON WITH RESPECT TO CALLS WITHIN THE TOWN OF
CORTLANDT)**

RESOLVED, that the Town Board of the Town of Cortlandt does hereby authorize the Supervisor to execute an Agreement with the Village of Croton (not to exceed \$211,315.) to be charged to Account Number 066.3410.0440, with respect to calls within the Town of Cortlandt.

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

**Adopted on March 10, 2026
At a Regular Meeting
Held at Town Hall**

RESOLUTION

NUMBER X-26

(AUTHORIZE THE TOWN SUPERVISOR TO EXECUTE AN IMA WITH THE TOWN OF PHILIPSTOWN FOR WATER USAGE)

WHEREAS, the Continental Village community contains many homes, some of which are in Cortlandt and others that are in Philipstown; and

WHEREAS, residents who live in the Town of Cortlandt receive water through the Cortlandt Consolidated Water District; and

WHEREAS, residents who live in the Town of Philipstown receive water through the Continental Village Water District; and

WHEREAS, at times, the residents who receive water through the Continental Village Water District need to tap into water supplied through the Cortlandt Consolidated Water District; and

WHEREAS, the Intermunicipal Agreement requires the Town of Philipstown to reimburse the Town of Cortlandt for any amounts that are owed and outstanding and to reimburse the Town of Cortlandt at a rate of 1.2 times the rate the Cortlandt Consolidated Water District users are charged;

NOW, THEREFORE, BE IT RESOLVED that the Town Supervisor is authorized to execute an IMA with the Town of Philipstown for water usage.

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

**Adopted March 10, 2026
At a Regular Meeting
Held at Town Hall**

RESOLUTION

NUMBER X-26

**(AUTHORIZE THE TOWN SUPERVISOR TO EXECUTE A LICENSE AGREEMENT
WITH THE OWNER OF 125 11th Street)**

WHEREAS, the owner of 125 11th Street (SBL 43.18-5-26) has applied to the Town for permits for a retaining wall and deck; and

WHEREAS, a section of the wall is in the Town's right-of-way; and

NOW, THEREFORE, BE IT RESOLVED, that the Supervisor is authorized to execute a license agreement with the owner of 125 11th Street subject to approval of the agreement by the Town Attorney's Office.

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

**Adopted March 10, 2026
At a Regular Meeting
Held at Town Hall**

RESOLUTION

NUMBER X-26

(RE: REAPPOINT ALL MEMBERS TO THE CLIMATE SMART GREEN TEAM AND APPOINT NEW MEMBERS)

WHEREAS, the Town of Cortlandt participates in the New York State Department of Environmental Conservation Climate Smart Communities (CSC) program, and

WHEREAS, the through this program the Town completes a variety of green/sustainable projects, acquires points to receive a level of Statewide Certification, and grant funding to complete additional green/sustainable projects, and

WHEREAS, the formation of a Climate Smart Green Team in 2024 was a mandatory requirement of the CSC program and provided the opportunity to receive a maximum of 20 points towards maintaining our Bronze Level CSC Certification, and

WHEREAS, to more accurately reflect the work of the Team, it shall be renamed the Climate Smart Task Force; and

WHEREAS, the all previous Climate Smart Task Force members shall be reappointed and one new member added by the Town Board, and hold regular meetings to continue to develop a government operations and community climate action plan and to exchange ideas, coordinate efforts and create a clearer path forward for the Town’s climate action planning and implementation process;

NOW THEREFORE BE IT RESOLVED, that the following are hereby appointed to the Climate Smart Green Team for a term of one-year:

CHRISTOPHER KEHOE	Planner
MICHELLE ROBBINS	Assistant Planner
PATTY ROBCKE	Comptroller
STEPHEN FERREIRA	Director of Dept of Environmental Services
MICHAEL PREZIOSI	Director of Dept of Technical Services
JENNIFER GLASHEEN	Director of Purchasing
CLAUDIA VAHEY	Director of Operations
MICHAEL CUNNINGHAM	Deputy Town Attorney
JAMES CREIGHTON	Councilman/Deputy Supervisor
MICHELLE PICCOLO-HILL	Resident
PAUL BUCKHOUT	Resident/CAC Member

BE IT FURTHER RESOLVED, that Councilman James Creighton, appointed above, shall serve as Liaison to the Town Board for the Climate Smart Task Force.

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TOWN CLERK**

**Adopted on March 10, 2026
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RESOLUTION

NUMBER X-26

(RE: AUTHORIZE CONTRACTS/AWARD BID WITH RESPECT TO FIRST STUDENTS INC RFP#2026-04)

WHEREAS, the Purchasing Director previously advertised for bids for **CAMP BUS TRANSPORTATION**, to be charged to Account Number 020.7140.0440; and

WHEREAS, said bids were received and opened by the Purchasing **Director on February 20, 2026**; and

WHEREAS, the lowest responsible bidder for **CAMP BUS TRANSPORTATION** was **FIRST STUDENTS INC**, 191 Rosa Parks Street, 8th Floor, Cincinnati, OH 45202, whose bid was \$75 per hour for each bus (Three Daily); and

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

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

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

**BY ORDER OF THE TOWN BOARD
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TOWN CLERK**

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RESOLUTION

NUMBER X-26

**(RE: AUTHORIZE CONTRACTS/AWARD BID WITH RESPECT TO
SOLUTIONZ RFQ#01-29-2026)**

WHEREAS, the Purchasing Director previously advertised for bids for **AV Equipment**, to be charged to Account Number 010.1620.0210; and

WHEREAS, said bids were received and opened by the Purchasing Director on January 29, 2026; and

WHEREAS, the lowest responsible bidder for Audio Visual Equipment was Solutionz Inc. 1029 Swathmore Avenue, Pacific Palisades, California 90272 at a cost of \$15,333.73; and

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

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

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

**BY ORDER OF THE TOWN BOARD
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RESOLUTION

NUMBER X-26

(RE: AWARD RFP# PUR-03-05-2026 FOOD CONCESSION)

WHEREAS, The Town approves Costa Foods as its food service vendor at the Charles J. Cook Pool pursuant to proposal PFP# PUR-03-05-2026 received and publicly opened on March 5, 2026; and

WHEREAS, the Director of Recreation and the Purchasing Director have reviewed the quotations and recommend awarding a one-year contract with options for renewal to Costa Foods who have offered to pay the Town \$7,000 per season to be the food concession vendor;

NOW, THEREFORE, BE RESOLVED, that the Supervisor is hereby authorized to execute the contract with Costa Foods for one-year with an option to renew the agreement for an additional year; and

BE IT FURTHER RESOLVED, that the contract be subject to all health and safety requirements

**BY ORDER OF THE TOWN BOARD
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**Adopted March 10, 2026
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RESOLUTION

NUMBER X-26

**(RE: AUTHORIZE THE APPOINTMENT OF THE FOLLOWING SEASONAL EMPLOYEES
IN THE DEPARTMENT OF ENVIRONMENTAL SERVICES FOR THE YEAR 2026)**

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

SANITATION	NAME	START DATE
	Sean Stubblefield	03/16/2026

BE IT FURTHER RESOLVED, all temporary employees in the Department of Environmental Services shall be compensated at an hourly rate of pay of \$18.00.

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