



MINUTES
TOWN BOARD
TOWN OF OSSINING
IN PERSON AT THE
BIRDSALL-FAGAN POLICE/COURT FACILITY
86-88 SPRING STREET – OSSINING, NEW YORK
AND VIA VIDEO CONFERENCING

JANUARY 13, 2026
REORGANIZATIONAL MEETING
7:30 P.M.

SUPERVISOR
Elizabeth R. Feldman

COUNCILMEMBERS
Gregory G. Meyer **Angelo A. Manicchio**
Jennifer Fields-Tawil **Matthew J. Weiss**

I. CALL TO ORDER—PLEDGE OF ALLEGIANCE—ROLL CALL

The Reorganizational/Regular meeting of the Town Board of the Town of Ossining was held on January 13, 2026 at Birdsall-Fagan Police/Court Facility 86-88 Spring Street – Ossining, New York, 10562 and via video conference. The meeting was called to order at 7:30 PM by Supervisor Elizabeth Feldman, Members of the Board present were: Deputy Supervisor Gregory G. Meyer, Councilmembers Angelo Manicchio, and Councilmember Jennifer Fields-Tawil. Matthew J. Weiss was absent. Also present were Town Counsel Christie Tomm-Addona, Budget Officer Martha C. Quituisaca (via Zoom) and Town Clerk Susanne Donnelly.

II. PUBLIC HEARING

- 2026 Cabaret – Maya Riviera Bar & Restaurant

Public Hearing opened at 7:31 PM.

No Comments.

At 7:31 PM Councilmember Meyer moved and it was seconded by Councilmember Manicchio that the Public Hearing be closed.

III. DEPARTMENTAL REPORT

- Town Clerk Susanne Donnelly.
Town Clerk Susanne Donnelly said the following:
 - 2025 was an interesting year within the Clerk's Office as we transitioned to a software package that our muni and train station parking to a simpler user-friendly system that we will continue with for many years to come. FBS is the software house that worked with us over the past two years to ensure that everything we needed was in the software allowing three cars on a train station permit but only allowing one car to park as any one time at the train station. They worked on our somewhat complication muni parking which has resulted in a more productive office a better coordination with the police department and the availability of access to the number of parking and moving violations tickets of any car or driver. This system is important to all residents of the Town of Ossining. As the Clerk for both the Town and Village of Ossining we understand how just about anything we do effects all the residents of Ossining and often Briarcliff Manor.
 - FOILs (Freedom of Information) which come to the Clerk's Office often span the two communities too. We do request that any FOIL that is directed at the Unincorporated Area of the Town of Ossining be submitted to the Town Foil – we do the same for the Village. However if it for anything to do with the Police department it makes more sense to

have those requests go through the Village of Ossining to help us control the flow through the department.

- At years end The Town had 193 FOIL request the majority being for the Town Building Dept. which we hope to begin bringing down as more and more information goes online for easier access for our residents as well as the many real estate agents who make requests.
- The Village had 1050 FOILs for year ending 2025 which is a tremendous amount to be handled by our departments while they continue to do their daily functions. We use a software package that helps us distribute the FOILs as they are received as well as respond in a timely manner.
- Vital records as the responsibility of the Clerk's office as I have mentioned before we go back to the 1850s with information. Under the supervision of Jeaneth G. our exceptional deputy clerk we have over the past few years have used our Interns to input these historical records into Laserfiche our electronic file cabinet. We provide marriage licenses to anyone in New York so they can have their ceremony anywhere in NY. The One day marriage Officiant license has proved to be popular for those who want someone close to them to be their officiant.
- We also are responsible to issue death certificates for those who pass away in the Town of Ossining – Briarcliff Manor does issue death certificates for those who pass in that Village. While we do not have a hospital here in Ossining since 1955, we do have several Nursing Homes, Maryknoll and those who pass away at home. During this past year we have lost 155 people here in Ossining. Please keep in mind if your loved one is transported to a hospital and passes away it is that Town that will have their death certificate.
- Births are rare in Ossining since as mentioned before we have not had a hospital since 1955. There are those who choose (and some emergencies) to have their child born at home, we are always ready to issue a birth certificate. In 2025 we issued no birth certificates. However, for those born before 1955 and need a copy of their birth certificate for enhanced licenses TSA approvals or any reason we have available at the Clerk's Office.
- Since 2020 we have worked diligently to move all paper in the Clerk's Office to electronic forms, processing and delivery to the requester. This has allowed us to stay on top of any and all requests from our residents as well as required information needed by the governments of the Town and Village, County and State. We often get calls from other communities concerning checking on our information concerning such things as handicap tags. To the public watching this it is illegal to use a handicap tag when the person it was issued to is NOT in the vehicle and the fine for parking illegally in a handicap space is at least \$250.00 This is just one example of some the information shared between municipalities so having it all on databases has proved to be effective and saves a great deal of time.
- We continue to issue fishing and hunting licenses for the NYS DEC though we want to stress to all that this process has moved on line for the convenience of the hunter or fisherman through the NYSDEC.
- Dog licensing must be renewed every year with an effective date of June 1 as per Town law. Please note if you register your dog any time outside of our drive in May for dog licensing your license will expire May 31 of that year. Dog licenses are required by the State of NY.

IV. SUPERVISOR AND TOWN BOARD ANNOUNCEMENTS

Supervisor Feldman said the following:

- The new federal eligibility requirements have taken effect for the SNAP program. Please reach out to the Department of Social Services by calling 914-995-3333 for any assistance you may require when navigating these new regulations.
- The United States Postal Service has made a change in procedure that affects the timing of postmarks. This change will impact time-sensitive mail like tax payments and other bills. For more information please visit, www.currentfederaltaxdevelopments.com.

- Sustainable Westchester has informed us that the Westchester Power renewable energy program has been discontinued. Customers who take no action will be returned to Con Edison as their default supplier of electricity. For questions about the Westchester Power program or to learn more about Sustainable Westchester's wide-ranging services, please email info@sustainablewestchester.org or call 914-242-4725 extension 128.
- The Ossining Farmers Market is closed for the winter season. It will be reopening on May 2nd.
- The Ossining RiverJam band applications are open! There is a link to apply on our Town Facebook and Instagram page.
- The Westchester County Bee-line busses now accept Tap-to-pay. Simply tap your phone, credit/debt card or OMNY card to ride.
- Our cemetery superintendent respectfully requests all seasonal grave decorations in Dale and Sparta Cemeteries be removed from grave sites by January 19th. After that time, they will be removed by cemetery staff.
- Briarcliff Ossining Ministerial Association will be hosting a Dr. Martin Luther King Jr. Interfaith Service on January 18th at 5pm. Visit www.starbethbc.org for more information.
- New York Blood Center will be hosting a Blood Drive on Friday, January 23rd from 12-6pm at the Ossining Volunteer Ambulance Corp.
- The Ossining Public Library will be celebrating the 250th anniversary of the American revolution with a talk from Town historians about Ossining on Wednesday, January 28th at 7pm.
- BAC Docent program will be running from January 31st to March 4th. The program aims to expand volunteers' knowledge of art and history while strengthening communication, critical thinking and leadership skills. Please visit bethanyarts.org for more information.
- Please remember Neighbors Link is a great source for information and community resources for our immigrant population. Please visit their website www.neighborslink.org and click Resources to register to attend informational webinars about Knowing Your Rights in English and in Spanish and to find contact information for trusted professionals.
- As always, our Ossining Public Library will be hosting many events including movies, craft events, meditation, tutoring, yoga, book clubs and more. Please see their website at ossininglibrary.org for more information.
- The Loft LGBTQ+ Community Center has everything from events and programs to resources and presentations all dedicated to providing support to everyone who is a part of the LGBTQ+ Community, including many virtual and in person support groups and clubs for a multitude of different topics. Please check out their website at loftgaycenter.org for more information.
- There are many fun and interesting events being held locally, and you can look at the weekly Supervisor's Update on the Supervisor's webpage to see them.

V. PUBLIC COMMENT ON AGENDA ITEMS

VI. APPOINTMENTS

- **Supervisor Elizabeth Feldman**
 - De-facto on all committees
 - Briarcliff Manor Fire Department
 - Community Equity Task Force
 - Green Ossining Committee
 - Inter Municipal Agreement Committee (IMA)
 - Inter-Municipal Leadership Team
 - Ossining Communities That Care
 - Ossining Fire Department
 - Ossining Volunteer Ambulance Corps.
 - Ossining's 250th Anniversary
 - Sustainable Westchester
 - Teatown Lake Reservation
 - Westchester Municipal Officials Association (WMOA)
- **Councilmember Grey Meyer**
 - Deputy Supervisor

- Comprehensive Plan Zoning Committee
- Green Ossining Committee
- Historic Hudson River Towns
- Inter Municipal Agreement Committee (IMA)
- Inter-Municipal Leadership Team
- New York State
- Ossining School District
- Teatown Lake Reservation
- Village of Ossining
- Westchester County
- Westchester Municipal Planning Federation (WMPF)
- Councilmember Jennifer Fields Tawil
 - Business Development Committee
 - IFCA
 - Ossining Chamber of Commerce
 - Ossining Communities That Care
 - Ossining Community Action Program (CAP)
 - Ossining Police Reform and Reinvention Working Committee
 - Village of Briarcliff Manor
 - Westchester County
 - Westchester Municipal Officials Association (WMOA)
- Councilmember Angelo Manicchio
 - Briarcliff Manor Chamber of Commerce
 - Briarcliff Manor Fire Department
 - Briarcliff Manor School District
 - Highway Department
 - Ossining Boat and Canoe Club
 - Ossining Fire Department
 - Ossining Historical Society
 - Recreation Advisory Board
 - Village of Briarcliff Manor
 - Village of Ossining Water Department
- Councilmember Matthew Weiss
 - Business Development Committee
 - Community Equity Task Force
 - Ossining Historic Cemeteries Conservancy
 - Ossining Public Library
 - Ossining's 250th Anniversary
 - Recreation Advisory Board
 - Village of Ossining Water Department
 - Westchester Municipal Planning Federation (WMPF)

1. Deputy Supervisor

Councilmember Meyer moved and it was seconded by Councilmember Manicchio that the following resolution be approved.
 Supervisor Feldman appoints Gregory G. Meyer as Deputy Supervisor for the Town of Ossining effective January 1, 2026.

Motion Carried: Unanimously

2. Justice Court – Town Constables

Councilmember Meyer moved and it was seconded by Councilmember Manicchio that the following resolution be approved.
 Resolved, that the Town Board hereby re-appoints the following to the position of Town Constable, at an hourly rate of \$50.00, to serve at the pleasure of the Board during calendar year 2026:

John Simkins – Ossining, NY
 Raymond Mena – Yonkers, NY

Motion Carried: Unanimously

3. Appointment of Marriage Officers

Councilmember Meyer moved and it was seconded by Councilmember Manicchio that the following resolution be approved.

Resolved, that the Town Board hereby appoints Susanne Donnelly, Elizabeth Feldman, and Jeaneth V. Guinansaca as Marriage Officers for the Town of Ossining.

Motion Carried: Unanimously

VII. ANNUAL RESOLUTIONS

A. Official Newspaper

Councilmember Meyer moved and it was seconded by Councilmember Manicchio that the following resolution be approved.

Resolved, that the Town Board hereby designates The Gazette as the Official Newspaper and the Journal News as the Alternate Newspaper of the Town of Ossining for 2026.

Motion Carried: Unanimously

B. The Town Board of the Town of Ossining 2026 Meetings Schedule

Councilmember Meyer moved and it was seconded by Councilmember Manicchio that the following resolution be approved.

Resolved, that the Town Board of the Town of Ossining will hold Regular Meetings, Work Sessions, and Town Hall Meetings as set forth on the schedule below for the year 2026.

Regular Legislative Meetings will begin at 7:30 PM at the Birdsall-Fagan Police/Court Facility, 86-88 Spring Street, Ossining, New York 10562 and via videoconferencing, with the log-in information available on the Town's website in advance of the meeting.

Work Sessions and Town Hall Meetings will begin at 7:30 PM at the Municipal Building, 1st Floor Conference Room, 16 Croton Ave, Ossining, NY 10562 and via videoconferencing, with the log-in information available on the Town's website in advance of the meeting.

<u>Town Work Session</u> 1st & 3rd Tuesdays <i>Unless otherwise stated</i>	<u>Town Legislative Session</u> 2nd & 4th Tuesdays <i>Unless otherwise stated</i>	<u>Town Hall Meetings</u>
January 6, 2026	Tuesday, January 13, 2026	March 3, 2026
January 20, 2026	Tuesday, January 27, 2026	May 19, 2026
March 17, 2026	Tuesday, February 10, 2026 <i>(May include Work Session if needed)</i>	September 1, 2026
April 7, 2026	Tuesday, February 24, 2026 <i>(May include Work Session if needed)</i>	December 1, 2026
April 21, 2026		
May 5, 2026		
June 2, 2026	Tuesday, March 10, 2026	
September 15, 2026	Tuesday, March 24, 2026	
October 6, 2026	Tuesday, April 14, 2026	
October 20, 2026	Tuesday, April 28, 2026	
November 17, 2026	Tuesday, May 12, 2026	
December 15, 2026	Tuesday, May 26, 2026	
	Tuesday, June 9, 2026	
	Tuesday, June 23, 2026	
	Tuesday, July 14, 2026 <i>(May include Work Session if needed)</i>	
	Tuesday, July 28, 2026 <i>(May include Work Session if needed)</i>	
	Tuesday, August 11, 2026 <i>(May include Work Session if needed)</i>	
	Tuesday, August 25, 2026 <i>(May include Work Session if needed)</i>	
	Tuesday, September 8, 2026	

	Tuesday, September 22, 2026 Tuesday, October 13, 2026 Tuesday, October 27, 2026 Tuesday, November 10, 2026 Tuesday, November 24, 2026 Tuesday, December 8, 2026 Tuesday, December 22, 2026 <i>(8:30 AM at 16 Croton Ave)</i>	
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Motion Carried: Unanimously

C. Setting Town Office Hours

Councilmember Meyer moved and it was seconded by Councilmember Manicchio that the following resolution be approved.

Resolved, that the office hours of the Town Offices for 2026 will be Monday through Friday, 8:30 a.m. to 4:30 p.m.

Motion Carried: Unanimously

D. Town Historian

Councilmember Meyer moved and it was seconded by Councilmember Manicchio that the following resolution be approved.

Resolved, that the Town Board hereby appoints Caroline Curvan as Town Historian for 2026.

Motion Carried: Unanimously

E. Retaining Attorneys to Represent the Town – General Counsel

Councilmember Meyer moved and it was seconded by Councilmember Manicchio that the following resolution be approved.

Resolved, the Supervisor is authorized to execute an agreement retaining Silverberg Zalantis LLP to provide general legal services to the Town of Ossining for 2026.

Motion Carried: Unanimously

F. Retaining Special Counsel to Represent the Town

Councilmember Meyer moved and it was seconded by Councilmember Fields-Tawil that the following resolution be approved.

Resolved, the Supervisor is authorized to execute an agreement retaining Stephen P. Dewey, Esq., PC to provide special legal services to the Town of Ossining for 2026.

Motion Carried: Unanimously

G. Town Planning Consultant – Nelson, Pope & Voorhis, LLC.

Councilmember Meyer moved and it was seconded by Councilmember Fields-Tawil that the following resolution be approved.

Resolved, the Town Supervisor is authorized to execute an agreement retaining Nelson, Pope & Voorhis, LLC. as the Town’s Planning Consultant for 2026.

Motion Carried: Unanimously

H. 2026 Mileage Allowance

Councilmember Meyer moved and it was seconded by Councilmember Fields-Tawil that the following resolution be approved.

Resolved, that wherever it shall be appropriate to compensate Town Officials and/or Town Employees for mileage, they shall be reimbursed at a rate of

\$0.725 per mile to be paid upon claim voucher, after audit and approval, in accordance with IRS standards.

Motion Carried: Unanimously

I. Membership in the Association of Towns

Councilmember Meyer moved and it was seconded by Councilmember Fields-Tawil that the following resolution be approved.

Resolved, that pursuant to Article 8 of the Town Law, the Town of Ossining shall pay the Annual Membership Dues for membership in the Association of Towns of the State of New York for 2026 in the amount of \$1,750.

Motion Carried: Unanimously

J. Authorization for Attendance at Association of Towns Annual Meeting

Councilmember Meyer moved and it was seconded by Councilmember Fields-Tawil that the following resolution be approved.

Resolved, that the Town Board of the Town of Ossining hereby authorizes the following Town Personnel to attend the Annual Meeting of the Association of Towns at the New York Marriott Marquis, February 15-18, 2026 subject to approval of their Department Heads, Town Supervisor and Members of the Town Board; Town Assessor; Building Inspector; Town Clerk and Deputy Town Clerk; Receiver of Taxes and Deputy Receiver of Taxes; Superintendent of Highways; Town Justices; Town Court Clerks; Budget Officer; Assessment Personnel; Chairman and Members of the Zoning Board; Chairman and Members of the Planning Board and Chairman and Members of the Environmental Advisory Board; and

Be it further Resolved, that attendance is voluntary and no employees shall be eligible for overtime as a result of attending the Meeting.

Motion Carried: Unanimously

K. Delegate to the Association of Towns

Councilmember Meyer moved and it was seconded by Councilmember Fields-Tawil that the following resolution be approved.

Resolved, that the Town Board hereby designates Elizabeth Feldman, Supervisor, as Delegate to the Association of Towns Annual Meeting for 2026.

Motion Carried: Unanimously

L. Alternate Delegate to the Association of Towns

Councilmember Meyer moved and it was seconded by Councilmember Fields-Tawil that the following resolution be approved.

Resolved, that the Town Board hereby designates Holly Perlowitz, Tax Receiver, as Alternate Delegate to the Association of Towns Annual Meeting for 2026.

Motion Carried: Unanimously

M. Animal Control— SPCA of Westchester

Councilmember Meyer moved and it was seconded by Councilmember Fields-Tawil that the following resolution be approved.

Resolved, that the Supervisor be and hereby is, authorized and directed to execute an agreement with SPCA of Westchester for the period January 1, 2026 - December 31, 2026, providing for humane procedures for homeless

and stray dogs and cats seized by dog control officers, animal control officers, police and other agents of the municipality.

Motion Carried: Unanimously

N. Renewal— Delta Dental Insurance Program

Councilmember Meyer moved and it was seconded by Councilmember Fields-Tawil that the following resolution be approved.

Resolved, that the Town Board of the Town of Ossining hereby acknowledges that the Town’s dental insurance program with Delta Dental of New York will continue for the period January 1, 2026- December 31, 2026 for Group #1576-0001 at a rate of \$68.84 per month per employee with no dependents and \$163.75 per month, per employee with family coverage; and be it further

Resolved, that Group #1576-0002 shall be at a rate of \$74.32 per month per employee with no dependents and \$174.04 per month, per employee with family coverage.

Motion Carried: Unanimously

O. 2026 Refuse/Recycle Collection

Councilmember Meyer moved and it was seconded by Councilmember Fields-Tawil that the following resolution be approved.

Whereas, the Town of Ossining entered into an agreement with Sani-Pro Disposal Services Corp, for the removal of refuse, garbage and commingled recyclables at residential properties within the Unincorporated Area of the Town of Ossining in December 2022 for years 2023 through 2027;

Therefore, be it Resolved, that the Town Board of the Town of Ossining hereby approves the 2026 contract with Sani-Pro Disposal of 566 North State Road, Briarcliff Manor, NY for fiscal year 2026 at a cost not to exceed \$644,977.20

Motion Carried: Unanimously

P. Approval of Compensation Plan for 2026

Councilmember Meyer moved and it was seconded by Councilmember Fields-Tawil that the following resolution be approved.

Resolved, that the Town Board hereby approves the following Compensation Plan for the year 2026:

TITLE OF POSITION	ANNUAL SALARY
EXEMPT	
Assessor	\$159,181
Confidential Secretary	\$50,000
Court Clerk – Step 3	\$74,772
Court Clerk – Step 5	\$79,686
Deputy Receiver of Taxes	\$67,464
Deputy Town Clerk	\$76,974
UNCLASSIFIED	
Council Member (4)	\$13,342
Highway Superintendent	\$98,392
Receiver of Taxes	\$101,316
Town Clerk	\$106,728
Town Justice (3)	\$59,980
Town Supervisor	\$92,403
NON-COMPETITIVE	

Administrative Intern	\$58,944
Assistant Auto Mechanic –Year 3	\$83,064
Assistant Parks Foreman	\$100,090
Highway Foreman	\$108,312
Lead Maintenance Auto Mechanic	\$104,448
MEO (3)	\$100,090
Parks Foreman	\$108,312
Road Maintainer (3)	\$92,257
LABOR	
Bus Driver	\$60,315
Chauffeur – Step 5	\$48,416
Chauffeur – Step 4	\$47,045
Food Svc. Helper – Step 5	\$48,416
Food Svc. Helper – Step 4	\$47,045
Park Groundskeeper- After 4 years of service (3)	\$92,257
COMPETITIVE	
Admin. Assistant to Supervisor	\$88,837
Assessment Assistant	\$66,695
Assistant Court Clerk - Spanish Speaking (2)	\$64,300
Building Inspector	\$73,318
Cemetery Superintendent	\$32,560
Deputy Assessor	\$94,984
Intermediate Clerk	\$60,362
Intermediate Clerk - Spanish Speaking	\$56,791
Nutrition Site Manager	\$81,615
Office Assistant Auto Systems – Step 3	\$59,878
Office Assistant Auto Systems – Step 5	\$63,524
Senior Office Assistant	\$89,312

PART-TIME EMPLOYEES			
LAST NAME	FIRST NAME	TITLE/DEPT	HOURLY RATE
MacMahon	Jackie	Assessment Clerk	\$42.84
Fernandez	Richard	Court Attendant	\$27.06
Lilley	Sheila	Court Attendant	\$30.24
Mena	Raymond	Court Attendant	\$27.06
Meudt	Stephen	Court Attendant	\$26.01
Nacarri	John	Court Attendant	\$25.50
Simkins	John	Court Attendant	\$27.06
Tucker	Thomas	Court Attendant	\$26.01
Camacho	Isabel	Intermediate Clerk Clerk’s Office	\$18.00
Zebelman	Erin	Intermediate Clerk Tax Office	\$20.40
Morocho	Patcy	Intermediate Clerk Town Court	\$18.36
Abreau	Larry	Laborer	\$23.48
Dasilva	Marcus	Laborer	\$18.91
Rodriguez Castro	Frankelis	Laborer	\$17.43

Motion Carried: Unanimously

Q. Surety Bonds

Councilmember Meyer moved and it was seconded by Councilmember Fields-Tawil that the following resolution be approved.

Whereas, certain officers and/or employees of the Town of Ossining designated by law are required by law to file an undertaking which shall remain in full force and effect until the expiration of their term of office, the termination of their employment, or the further resolution of this Town Board, and

Whereas, the Town Board of the Town of Ossining by prior resolution has determined it is more beneficial and economical to provide the undertakings by a blanketed bond;

It is, therefore, Resolved, that all officers and/or employees of the Town of Ossining will be bonded by a blanket bond in the amount of \$500,000 except that the following position will carry an additional surety bond in the amount of \$100,000: Receiver of Taxes.

Motion Carried: Unanimously

R. Consulting Engineer IMA

Councilmember Meyer moved and it was seconded by Councilmember Fields-Tawil that the following resolution be approved.

Resolved, the Town Supervisor is authorized to continue the inter-municipal agreement with the Village of Ossining to provide engineering services to the Town for the calendar year 2026, for a fee totaling \$119,349.39 (\$9,945.78 per month).

Motion Carried: Unanimously

S. Bond Counsel

Councilmember Meyer moved and it was seconded by Councilmember Fields-Tawil that the following resolution be approved.

RESOLVED, that upon the recommendation of the Town Comptroller, the Town Board hereby retains the firm of Orrick, Herrington & Sutcliff, LLP, 666 Fifth Avenue, New York, New York 10103-0001 to serve as Bond Counsel, effective immediately in accordance with the letter correspondence dated December 22, 2025.

Motion Carried: Unanimously

T. 2026 Schedule of Fees

Councilmember Meyer moved and it was seconded by Councilmember Fields-Tawil that the following resolution be approved.

Resolved, that the Town Board of the Town of Ossining hereby approves the Schedule of Fees for calendar year 2026
[2026 Town of Ossining Fee Schedule](#)

Motion Carried: Unanimously

U. Records Management Officer

Councilmember Meyer moved and it was seconded by Councilmember Fields-Tawil that the following resolution be approved.

Resolved, that pursuant to Section 57.19 of the Local Government Records Law, the Town Board hereby appoints Susanne Donnelly, Town Clerk Records Management Officer of the Town of Ossining.

Motion Carried: Unanimously

V. Finance – Investment Policy

Councilmember Meyer moved and it was seconded by Councilmember Fields-Tawil that the following resolution be approved.

RESOLVED, that the Town Board of the Town of Ossining hereby adopts the Investment Policy as follows:

**INVESTMENT POLICY
FOR THE TOWN OF OSSINING**

I. SCOPE

This investment policy applies to all moneys and other financial resources available for investment on its own behalf or on behalf of any other entity of individual.

II. OBJECTIVES

The primary objectives of the local government's investment activities are, in priority order,

- to conform with all applicable federal, state and other legal requirements (legal);
- to adequately safeguard principal (safety);
- to provide sufficient liquidity to meet all operating requirements (liquidity); and
- to obtain a reasonable rate of return (yield).

III. DELEGATION OF AUTHORITY

The governing board's responsibility for administration of the investment program is delegated to the Town Supervisor who shall establish written procedures for the operation of the investment program consistent with these investment guidelines. Such procedures shall include an adequate internal control structure to provide a satisfactory level of accountability based on a data base or records incorporating description and amounts of investments, transaction dates, and other relevant information and regulate the activities of subordinate employees.

IV. PRUDENCE

All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the Town of Ossining to govern effectively.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

V. DIVERSIFICATION

It is the policy of the Town of Ossining to diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling.

VI. INTERNAL CONTROLS

It is the policy of the Town of Ossining for all moneys collected by any officer or employee of the government to transfer those funds to the Finance Department and deposited in a designated Town of Ossining revenue account within one business day of receipt of the funds. The Town Supervisor's office shall receive a copy of the transaction record. Employees will receive a written receipt for any cash amounts forwarded to the Finance Department and should maintain original receipt(s) in department records and copies of the receipt(s) in personal records.

The Town Supervisor is responsible for establishing and maintaining an internal control structure to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management’s authorization and recorded properly, and are managed in compliance with applicable laws and regulations.

VII. DESIGNATION OF DEPOSITORY/INVESTMENT PROGRAMS

The banks and trust companies authorized for the deposit of Town monies are:

<u>Depository Name</u>	<u>Officer</u>
J. P. Morgan Chase Bank	Betsy Davis
Wells Fargo Bank	Paul DeGrato
Webster Bank	Michael McGuire
TD Bank	Ryan Fohl
Tompkins Community Bank	Maria G. Lopez
Connect One Bank	Rori Sagal
Valley National Bank	Kelly Velasquez-Carcich

Other designated programs authorized for the investment of Town monies include:

- NYCLASS – Joel Friedman
- Empire Public Investment Cooperative Fund of New York (“EPIC Fund NY”) – Marty Hammond, Jr.

VIII. COLLATERALIZING OF DEPOSITS

In accordance with the provisions of General Municipal Law, §10, all deposits of the Town of Ossining, including certificates of deposit and special time deposits, in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured:

1. By a pledge of “eligible securities” with an aggregate “market value,” Or provided by General Municipal Law, §10, equal to the aggregate Amount of deposits from the categories designated in Appendix A to the policy.
2. By an eligible “irrevocable letter of credit” issued by a qualified bank (or federal home loan bank) other than the bank with the deposits in favor of the government for a term not to exceed 90 days with an aggregate value equal to 140% (100% if federal home loan bank) of the aggregate amount of deposits and the agreed upon interest, if any. A qualified bank is one whose commercial paper and other unsecured short-term debt obligations are rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization or by a bank that is in compliance with applicable federal minimum risk-based capital requirements.
3. By an eligible surety bond payable to the government for an amount at least equal to 100% of the aggregate amount of deposits and the agreed upon interest, if any, executed by an insurance company authorized to do business in New York State, whose claims - paying ability is rated in the highest rating category by at least two nationally recognized statistical rating organizations.

IX. SAFEKEEPING AND COLLATERALIZATION

Eligible securities used for collateralizing deposits shall be held by (the depository and/or a third party) bank or trust company subject to security and custodial agreements.

The security agreement shall provide that eligible securities are being pledged to secure local government deposits together with agreed upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the events, which will enable the local government to exercise its rights against the pledged securities. In the event that the securities are not registered or inscribed in the name of the local government, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the Town of Ossining or its custodial bank.

The custodial agreement shall provide that securities held by the bank or trust company, or agent of and custodian for, the local government, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement should also describe that the custodian shall confirm the receipt, substitution or release of the securities. The agreement shall provide for the frequency of revaluation of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the local government a perfected interest in the securities.

X. PERMITTED INVESTMENTS

As authorized by General Municipal Law, §11, the Town of Ossining authorizes the Town Supervisor to invest monies not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

- Special time deposit accounts;
- Certificates of deposit;
- Obligations of the United States of America;
- Obligations guaranteed by agencies of the United States of America where the payment of principal and interest are guaranteed by the United States of America;
- Obligations of the State of New York;
- Obligations issued pursuant to LFL §24.00 or 25.00 (with approval of the State Comptroller) by any municipality, school district or district corporation other than the Town of Ossining;
- Obligations of this local government, but only with any moneys in a reserve fund established pursuant to GML, §6-c, 6-d, 6-e, 6-g, 6-h, 6-j, 6-k, 6-l, 6-m, or 6-n.
- Cooperative investment programs designed specifically for public sector entities in the State of New York, provided such program is structured in accordance with New York State General Municipal Law (GML), Article 3-A and Article 5-G, Sections 119-n and o, and Chapter 623 of the Laws of 1998.

All investment obligations shall be payable or redeemable at the option of the Town of Ossining within such times as the proceeds will be needed to meet expenditures for purposes for which the moneys were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable at the option of the Town of Ossining within two years of the date of purchase.

XI. AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

The Town of Ossining shall maintain a list of financial institutions and dealers approved for investment purposes and establish appropriate limits to the amount of investments which can be made with each financial institutions or dealer. All financial institutions with which the local government conducts business must be credit worthy. Banks shall provide their most recent Consolidated Report of Condition (Call Report) at the request of the Town of

Ossining. Security dealers not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank, as primary dealers. The Town Supervisor is responsible for evaluating the financial position and maintaining a listing of proposed depositories, trading partners and custodians. Such listing shall be evaluated at least annually.

XII. PURCHASE OF INVESTMENTS

The Town Supervisor is authorized to contract for the purchase of investments:

1. Directly, including through a repurchase agreement, from an Authorized trading partner.
2. By participation in a cooperative investment program with another authorized governmental entity pursuant to Article 5G of the General Municipal Law where such program meets all the requirements set forth in the Office of the State Comptroller Opinion No. 88-46, and the specific program has been authorized by the governing board (for example, NYCLASS – New York Cooperative Liquid Assets Securities System or EPIC Fund NY).
3. By utilizing an ongoing investment program with an authorized tracking partner pursuant to a contract authorized by the governing board.

All purchased obligations, unless registered or inscribed in the name of the local government, shall be purchased through, delivered to and held in the custody of a bank or trust company. Such obligations shall be purchased, sold or presented for redemption or payment by such bank or trust company only in accordance with prior written authorization from the officer authorized to make the investment. All such transactions shall be confirmed in writing to the Town of Ossining by the bank or trust company. Any obligation held in the custody of a bank or trust company shall be held pursuant to a written custodial agreement as described in General Municipal Law, §10.

The custodial agreement shall provide that securities held by the bank or trust company, as agent of and custodian for, the local government, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement shall describe how the custodian shall confirm the receipt and release of the securities. Such agreement shall include all provisions necessary to provide the local government a perfected interest in the securities.

XIII. REPURCHASE AGREEMENTS

Repurchase agreements are authorized subject to the following restrictions:

- All repurchase agreements must be entered into subject to a Master Repurchase Agreement.
- Trading partners are limited to banks or trust companies authorized to do business in New York State and primary reporting dealers.
- Obligations shall be limited to obligations of the United States of America and obligations of agencies of the United State of America where principal and interest are guaranteed by the United States of America.
- No substitution of securities will be allowed.
- The custodian shall be a party other than the trading partner.

Appendix A

Schedule of Eligible Securities

- i. Obligations issued, or fully insured or guaranteed as to the payment of principal and interest, by the United States of America, an agency thereof or a United States government sponsored corporation.
- ii. Obligations partially insured or guaranteed by any agency of the United States of America, at a proportion of the Market Value of the obligation that represents the amount of the insurance or guaranty.
- iii. Obligations issued or fully insured or guaranteed by the State of New York, obligations issued by a municipal corporation, school district or district corporation of such State or obligations of any public benefit corporation which under a specific State statute may be accepted as security for deposit of public moneys.
- iv. Cooperative investment programs designed specifically for public sector entities in the State of New York, provided such program is structured in accordance with New York State General Municipal Law (GML), Article 3-A and Article 5-G, Sections 119-n and o, and Chapter 623 of the Laws of 1998.

W. Finance – Debt Management Policy

Councilmember Meyer moved and it was seconded by Councilmember Fields-Tawil that the following resolution be approved.

RESOLVED, that the Town Board of the Town of Ossining hereby adopts the Debt Management Policy as follows:

The Comptroller will monitor the debt portfolio annually for refinancing opportunities through services of a financial advisor. This can be done in connection to the continuing disclosure process.

The minimum criteria for bond refunding are as follows:

4. Refunding should produce savings equal to 3% of bonds to be refinanced
5. Savings after insurance premium should be 2 ½ times underwriters discount and other costs of issuance.

Motion Carried: Unanimously

X. Finance – Procurement Policy

Councilmember Meyer moved and it was seconded by Councilmember Fields-Tawil that the following resolution be approved.

WHEREAS, Section 104-b of the General Municipal Law requires the governing body of every municipality to adopt a procurement policy for all goods and services which are not required by law to be publicly bid, and

WHEREAS, comments have been solicited from all officers in the Town of Ossining involved in the procurement process, now, therefore, be it

RESOLVED, that the Town of Ossining does hereby adopt the following procurement process which is intended to apply to all goods and services which are not required by law to be publicly bid.

Purchases up to \$1,999

Town Department Managers may authorize purchase of not more than one-thousand nine-hundred and ninety nine dollars (\$1,999) per purchase contract for materials, services, supplies or repairs provided that such purchase is made in conformance with the following procedure:

A. A standard Claim Voucher is to be completed and submitted to the Supervisor's Office with the following information:

1. Name and address of Vendor
2. Date and vendor number
3. Budget Account Codes
4. Quantity, description and purpose of goods or services purchased

5. Signature of Department Head

B. The Claim Voucher must be accompanied by an original invoice and packing slip, if applicable.

Purchases between \$2,000-\$20,000

Department Managers may make purchases between \$2,000 and \$20,000 for materials, supplies and repairs provided that such purchase is made in conformance with the following procedure:

A. A Purchase Order is to be completed in order to encumber the expenditure for all purchases over \$2,000, including purchases made under State or local government contracts. This form shall be submitted to the Budget Officer with the following information:

- a. Name and address of recommended vendor**
- b. Date, Vendor Number, Budget Account Codes**
- c. Quantity, description and purpose of the purchase**
- d. Unit cost and total cost of proposed purchase**
- e. Purchase Order must be signed by the Department Manager**

B. Two verbal quotations are required for purchases between \$2,000-\$4,999. A verbal quotation form available in the Supervisor's Office must be used to document the quotes. Attach verbal quotation form to Purchase Order and submit to Budget Officer for approval.

C. Three written quotations are required for purchases between \$5,000-\$20,000. A written quotation form available in the Supervisor's Office must be used to document the quotes. Attach written bid requests to the Purchase Order along with documentation from vendor indicating cost and submit to Budget Officer for approval.

D. Approved purchases will be acknowledged to the Department Manager by copy of the signed Purchase Order signed by the Town Supervisor with a Purchase Order number assigned to it by the Finance Department.

E. Upon satisfactory receipt of the material, supply or repair, the Department Manager will submit to the Budget Officer the following:

- a. Purchase Order signed by the Department Manager to indicate approval for payment along with an invoice from the vendor attached to the Purchase Order.**

Any public works contract over \$10,000 must follow above procedures and obtain three written quotes. A Public Works Contract over \$30,000 is subject to competitive bidding.

A good faith effort shall be made to obtain the required number of proposals or quotations. If the purchaser is unable to obtain the required number of proposals or quotations, the purchaser will document the attempt made at obtaining the proposals. In no event shall failure to obtain the proposals be a bar to the procurement.

Purchases are subject to the availability of funds. Department Managers may not authorize purchases under this section when there are insufficient funds in the designated budget account. The Budget Officer distributes monthly budget expenditure reports showing the available funds in each department account.

Purchases of \$20,000 and over

All purchases of materials, supplies and repairs of equipment of \$20,000 or more and all public works contracts of \$30,000 or more requires competitive bidding subject to the laws of New York.

A. The Town Supervisor and Clerk's office shall be responsible for the issuance of required documents, notices and advertisements required under the competitive bidding laws and for the receipt of such bids from vendors.

B. Department Managers will be responsible for preparing information regarding the quantity, quality and specifications of the materials, supplies or work to be furnished.

C. Capital Projects are defined as improvements to the Town's operations in excess of \$12,000 per project. Please consult with the Budget Officer in order to establish a Capital Project number and processing of Purchase Order.

General Provisions

1. Where possible, purchases should be made from New York State and Westchester County purchasing contracts. These purchases are exempt from the competitive bidding requirements of General Municipal Law Section 103. Information regarding these contracts is available online at www.ogs.state.ny.us. The NYS Contract number must be written on claim voucher or purchase order along with a print-out from the OGS website indicating the item is on NYS Contract.

In addition, purchases under any NYS county or local government contracts, or purchased through the Empire State Purchasing Group, Sourcewell (formerly National Joint Powers Alliance, NJPA), Keystone Purchasing Network, or OMNIA Partners (formerly US Communities), are permissible, provided that the contract is let in a manner that constitutes competitive bidding consistent with NYS law and made available for use by other governmental entities and subject to the approval of the Town Supervisor.

2. Documentation is required of each action taken in connection with each procurement.

3. Documentation and explanation are required whenever a contract is awarded to other than the lowest responsible offeror. This documentation will include an explanation of how the award will achieve savings or how the offeror was not responsible. A determination that the offeror is not responsible shall be made by the purchaser and may not be challenged under any circumstance.

4. As to the purchase of tires for Town-owned vehicles:

I. Any supplier and/or distributor of tires to the Town must be on New York State and/or Westchester County contract.

II. Any supplier and/or distributor of tires to the Town must be able to provide all tires required and selected for any vehicle in the Town of Ossining fleet.

III. Whenever possible, a supplier/ distributor with a facility within the Town that otherwise meets all other criteria and requirements will be selected to supply tires to the Town.

IV. Travel/ delivery time will be factors utilized in selecting a tire supplier/ distributor.

V. In selecting a tire supplier/ distributor, preference will be given, if and when possible, to purchase tires from American companies that manufacture tires within the United States.

5. As to the use of tow companies and vehicle inspections for Town-owned vehicles:

I. All tows of Town-owned vehicles are to be done by Town of Ossining businesses.

II. All automotive inspections of Town-owned vehicles are to be done by Town of Ossining businesses.

6. Pursuant to General Municipal Law Section 104-b(2)(f). The procurement policy may contain circumstances when, or types of procurement for which, in the sole discretion of the governing body, the solicitation of alternative proposals or quotations will not be in the best interest of the municipality. In the following circumstances, it may not be in the best interest of the Town of Ossining to solicit quotations to document the basis for not accepting the lowest bid:

a. Professional services or services requiring special or technical skill, training or expertise. The individual or company must be chosen based on accountability, reliability or responsibility, skill, education, and training, judgment, integrity and moral worth. These qualifications are not necessarily found in the individual or company that offers the lowest price and the nature of these services are such that they do not readily lend themselves to competitive procurement procedures.

In determining whether a service fits into this category, the Town of Ossining Town Board shall take into consideration the following guidelines: 1) whether the services are subject to state licensing or testing requirements; 2) whether substantial formal education or training is a necessary prerequisite to the performance of the services; and (3) whether the services require a personal relationship between the individual and municipal officials. Professional or technical services shall include but not be limited to the following: services of certified public accountant; investment management services; printing services involving extensive writing, editing, or art work; management of municipally owned property; and computer software or programming services for customized programs or services involved in substantial modification and customization of pre-packaged software.

7. A Request for Proposal must be prepared for Professional Services.

This section is adopted from the Office of the State Comptroller's Financial Management Guide, Subsection 8.3020. Requests for proposals are traditionally used as a means of obtaining many types of professional services. RFPs are used to obtain the services of: architects, engineers, accountants, lawyers, underwriters, fiscal consultants, and other professionals. The purpose of a request for proposal is to have an effective way to award contracts for professional services. RFPs and evaluation of the proposals can consider price plus other factors such as experience, staffing and suitability for needs and may include negotiations on a fair and equal basis. The award should be the most advantageous to the Town.

The overall process involves making a request for proposals from various firms or professionals, and then evaluating the proposals received. Depending on the complexity of the situation, you may prepare the RFP in house or a consultant could be obtained to help you prepare it. The Town Attorney will review all RFPs, contracts to be executed with the firm selected and any other needed items.

There should be a well-planned solicitation effort in order to identify a sufficient number of qualified firms. This can be done by advertising in local trade journals, checking listings of professionals, talking to local officials, etc. A well-planned solicitation effort can result in reduced costs through increased competition.

8. Emergency purchases pursuant to Section 103(4) of the General Municipal Law. Due to the nature of this exception, these goods or services must be purchased immediately and a delay in order to seek alternative proposals may threaten the life, health, safety and welfare of the residents. This section does not preclude alternative proposals if time permits.

9. Sole Source. Competitive bidding is not required under Section 103 of the General Municipal Law in those limited situations when goods or services are available from only one source. If a determination is made that a particular item is available only from one source so that no possibility of competition exists, competitive bidding may not be required for the procurement of the item. Department Managers must document the unique benefits of the item as compared to other items available in the marketplace; that no other item provides substantially equivalent or similar benefits; and that considering the benefits received, the cost of the item is reasonable, when compared to other products or services in the marketplace

10. Purchases of surplus and second-hand goods from any source. If alternate proposals are required, the Town of Ossining may purchase surplus and second-hand goods at auctions, through specific advertised sources, or from Town suppliers, if it can be determined that such purchase is at a fair market value, is in the best interests of the Town, and if approved by the Town Supervisor or Budget Officer. It is understood that it may be difficult to try and compare prices of used goods and that a lower price may indicate an older product.

11. Goods or services under \$2,000. The time and documentation required to purchase through this policy may be more costly than the item itself and would, therefore, not be in the best interests of the taxpayer. In addition, it is not likely that such de minimis contracts would be awarded based on favoritism.

12. Green Purchasing and Procurement of Services. Recognizing the responsibility of local governments to take effective measures to reduce or limit the environmental impacts of their operations and conserve resources, the Town adopts the following:

A. Energy Use: Priority shall be given to products and services which consume the least amount of energy in their manufacture, use and disposal. Where possible, Energy Star qualification and/or an equivalent elevated measure of efficiency should be a minimum requirement in any energy consuming equipment, device, vehicle or appliance purchase.

B. Sustainability of Materials: Priority shall be given to products and services which incorporate products which are made from sustainable materials, and/or contain a significant level of recycled or reprocessed material and which are manufactured locally, and/or which are packaged to reduce transportation costs and/or which are certified by the Forrest Stewardship Council.

C. Green Fleet: As part of the replacement of fleet vehicles as necessary, Department Heads must consider zero-emissions or hybrid-emissions vehicles, when practicable.

13. The Town Board must authorize and approve all change orders on capital construction projects by Town Board resolution.

14. The Town Supervisor and Budget Officer shall be the municipal officials responsible for providing guidance and making decisions as to application of this procurement policy.

Motion Carried: Unanimously

Y. Reimbursement of Town Employee Business Expenses

Councilmember Meyer moved and it was seconded by Councilmember Fields-Tawil that the following resolution be approved.

WHEREAS, from time-to-time employees incur certain expense in connection with performing their duties, attending training, seminars and/or conferences; and

WHEREAS, The Town of Ossining has established guidelines which an employee may be legally reimbursed for expenses; now therefore be it RESOLVED, that the Town of Ossining does hereby adopt the Reimbursement of Town Employee Business Expense Policy as follows:

Purpose of this Policy

The purpose of this policy is to establish the guidelines under which an employee of the Town of Ossining may be legally reimbursed for expenses related to the travel to and from, and attendance at, any event which has been recognized and authorized as an event related to Town business. The policy is adopted from the Office of the State Comptroller's Financial Management Guide, Subsection 8.1025. In the event of any misunderstanding or dispute, the Town Supervisor will make the final determination as to whether an employee is entitled to reimbursement of any expense.

Prior Written Authorization Required

Authorization must be obtained in writing from the Town Supervisor prior to attending an event for which an employee expects reimbursement. In the event that such prior authorization was not obtained, the Town Supervisor, at his/her discretion may authorize reimbursement by written notice to the Budget Officer.

Claim Voucher Required

In order to receive reimbursement of an expense, an employee must submit to the Budget Officer a properly completed and signed Town form, including as attachments, a copy of the Town Supervisor's written authorization, a copy of the brochure or other literature describing the event, and any required receipts. The claim form, available in the Supervisor's Office, must clearly state the title of the event, the sponsoring association, the location and date(s) of the event, and an itemized list of the expenditure categories to be reimbursed. In the event of a conference or training seminar where certificates of completion are issued, said certificates should be provided to the municipality.

Use of Petty Cash for Employee Reimbursements

Petty cash should be used minimally for the reimbursements of employee expenses. It should be remembered that petty cash should require replenishment no more than once a month. Further, any reimbursement made of employee expenses through petty cash still requires appropriate receipts and authorization from the Town Supervisor. A monthly report of petty cash deposits and expenditures must be submitted to the finance departments and supervisor's office

Legal Authority

General Municipal Law 77-b generally authorizes reimbursement of actual and necessary expenses incurred in attending a meeting, convention, conference or school conducted for the betterment of the Town. Written authorization must be obtained in advance from the Town Supervisor before such attendance can be considered a proper Town expense. "Actual and necessary" means that the expenses were:

- 1. Actually made**
- 2. Necessarily incurred for an authorized purpose**
- 3. An amount no greater than necessary (Opn. St. Comp. 69-563).**

Tax Exempt Certificate

The Town is exempt from federal, state and local taxes, including sales tax. As such, it is the responsibility of any employee authorized to attend an event to ascertain that they carry with them a copy the Town of Ossining Tax Exemption Certificate. Such certificates should be presented to places of lodging and dining, so that any amounts paid are exclusive of taxes. The Town retains the right to refuse reimbursement of sales and other taxes paid as part of an employee's expense.

Reimbursement will be made for the following business related expenses, but MUST be pre-approved by the Supervisor's Office:

- Transportation
- Meals
- Lodging
- Gratuities

Transportation

Transportation will be reimbursed for actual travel to and from an authorized event. Transportation will not be reimbursed for any personal travel incurred while away, or for normal commuting to and from home and Town Offices. Reimbursement will be made for:

- The amount spent using public transportation (bus, train, etc.) receipts are required.
- The amount spent for re-fueling a Town owned vehicle. Receipts are required.
- The standard mileage rate, as determined by the Town Board, when using a personal vehicle.
- The amount spent for tolls. Receipts are required.
- The amount spent for parking. Receipts are required.
- The amount spent for plane fare at the regular rate charged for a single coach fare, unless otherwise authorized in writing.

Meals

Meals will be reimbursed when the employee is attending an authorized event away from the regular work area for an extended period of time. If an employee is not attending an event which requires an overnight stay, breakfast and/or lunch will not be reimbursed. Expenditures for the purchase of alcoholic beverages or for guests will not be reimbursed. Receipts are required for all meal expenses.

Lodging

Lodging will be reimbursed at the usual cost of the single occupancy room rate for those nights which fall between the days of an authorized event. "Single occupancy room rate" means the regular room rate charged for a single occupant by the hotel, or the nearest available hotel to, where the event is held. Lodging will not be reimbursed for nights prior or subsequent to the days of an authorized event, unless authorized in advance in writing by the Town Supervisor. Receipts are required for all lodging expenses.

Registration, Tuition, Materials

Any other expenses required to participate in an authorized event, such as registration fees, tuition, books and supplies, will be reimbursed. Receipts are required for all such expenses.

Gratuities

Gratuities that are reasonable and actual may be reimbursed. Gratuities for meals may not exceed the greater of (\$1.00) dollar or fifteen (15%) percent of the cost for each meal, unless a mandatory minimum greater than this amount is required under the terms of the event

Periodic Review

This policy will be reviewed periodically by the Budget Officer. Any questions concerning this policy may be directed to the Budget Officer. The references cited above may assist employees in understanding this policy, and the basis for its contents.

Motion Carried: Unanimously

Z. Agreement-NYS Municipal Workers' Compensation Alliance

Councilmember Meyer moved and it was seconded by Councilmember Fields-Tawil that the following resolution be approved.

Resolved, that the Town Board of the Town of Ossining hereby continues its membership with the NYS Workers' Compensation Alliance for fiscal year 2026 to administer workers compensation claims at a cost not to exceed \$74,588 not including the NYS assessment fees.

Motion Carried: Unanimously

AA. Insurance Renewal-New York Municipal Insurance Reciprocal

Councilmember Meyer moved and it was seconded by Councilmember Fields-Tawil that the following resolution be approved.

Resolved, that the Town Board of the Town of Ossining hereby continues its insurance policies and coverage with the New York Municipal Insurance Reciprocal (NYMIR) effective January 1, 2026 through December 31, 2026 at an amount not to exceed \$222,095.88.

Motion Carried: Unanimously

VIII. ADJOURNMENT

At 8:00 P.M., Councilmember Meyer motioned to adjourn the Reorganizational Meeting into Regular meeting and Councilmember Fields-Tawil seconded.

Motion Carried: Unanimously

IX. REGULAR MEETING - BOARD RESOLUTIONS

A. Approval of Minutes—Regular Meeting – December 9, 2025

Councilmember Meyer moved and it was seconded by Councilmember Fields-Tawil that the following resolution be approved.

Resolved, that the Town Board of the Town of Ossining hereby approves the December 9, 2025 minutes of the Regular Meeting as presented.

Motion Carried: Unanimously

B. Approval of Minutes— Regular Meeting – December 23, 2025

Councilmember Meyer moved and it was seconded by Councilmember Fields-Tawil that the following resolution be approved.

Resolved, that the Town Board of the Town of Ossining hereby approves the December 23, 2025 minutes of the Regular Meeting as presented.

Motion Carried: Unanimously

C. Approval of Voucher Detail Report

Councilmember Meyer moved and it was seconded by Councilmember Fields-Tawil that the following resolution be approved.

Resolved, that the Town Board of the Town of Ossining hereby approves the Voucher Detail Report dated January 13, 2026, in the amount of \$738,852.41

Motion Carried: Unanimously

D. Town Zoning Board of Appeals – Appointment – Greg Kane

Councilmember Meyer moved and it was seconded by Councilmember Fields-Tawil that the following resolution be approved.

Resolved, that the Town Board hereby appoints Greg Kane, Ossining, to the Town Zoning Board of Appeals for a five-year term set to expire on December 31, 2030.

Motion Carried: Unanimously

E. Resolution – Authorization of Fireworks Contract 2026

Councilmember Meyer moved and it was seconded by Councilmember Fields-Tawil that the following resolution be approved.

BE IT RESOLVED, the Town Board hereby authorizes the Supervisor to enter into an agreement with Legion Fireworks Co., Inc. to provide fireworks display for the Town's Independence Day celebration at Louis Engel Park on July 2, 2026 (with a rain date of July 10, 2026) at an amount not to exceed \$26,000, which agreement shall be in a form acceptable to the Town's counsel and insurance advisers.

Motion Carried: Unanimously

F. Amendment to Proposal – McLaren Engineering Group

Councilmember Meyer moved and it was seconded by Councilmember Fields-Tawil that the following resolution be approved.

Resolved, that the Town Board of the Town of Ossining authorizes the Supervisor to sign Amendment #1 and #2 to the December 11, 2024 Proposal No. 240487 with McLaren Engineering Group, 530 Chestnut Ridge RD, Woodcliff Lake, NJ 07677 for design and engineering services in response to the request for proposals for upgrading the Louis Engel Waterfront Park Performance Space, subject to any modifications to the scope of work deemed necessary by the Town Supervisor, Town Planner, Town Engineer and Town Parks Foreman to achieve the objectives of this project.

Motion Carried: Unanimously

G. License Agreement – Gullotta House Inc.

Councilmember Meyer moved and it was seconded by Councilmember Fields-Tawil that the following resolution be approved.

Resolved, that the Town Board of the Town of Ossining authorizes the Supervisor to sign a license agreement with Gullotta House, Inc., 72 North State RD, #175, Briarcliff Manor, NY 10510 to use the Louis Engel Park Beach Area for the purposes of holding the Polar Plunge on Saturday, February 7, 2026.

Motion Carried: Unanimously

H. Contract—Radish Health, Inc.

Councilmember Meyer moved and it was seconded by Councilmember Fields-Tawil that the following resolution be approved.

Resolved, that the Town Board of the Town of Ossining authorizes the Supervisor to sign an agreement with Radish Health, Inc., for concierge healthcare services for full-time and elected Town of Ossining employees, subject to approval by Counsel to the Town as to form.

Motion Carried: Unanimously

I. 2026 Cabaret License – Crotonville Owner LLC

Councilmember Meyer moved and it was seconded by Councilmember Fields-Tawil that the following resolution be approved.

Whereas, Crotonville Owner LLC, 1 Old Albany Post Road, Ossining (the “Applicant”), has filed an application for a Cabaret License for the calendar year 2026; and

Whereas, the Town Board has reviewed the 2026 application and attachments thereto, and has solicited input from involved departments including the Police Department and Building Department, both of which recommended approval; and

Whereas, the Town Board held a duly noticed public hearing at its regular meeting on Tuesday, December 9, 2025, and after members of the public having the opportunity to speak on the application, the public hearing was closed on December 9, 2025; and

Now therefore,

Be it Resolved, that the Town Board hereby approves the application of the Crotonville Owner LLC for a Cabaret License for the calendar year 2026, subject to the following limitations and conditions:

- 1. The amplified music played on site will consist at any given time only of live music consisting of two performers or a DJ/karaoke,**
- 2. Amplified music shall only be played between the hours of 12:00 p.m. and 10:00 p.m., and**
- 3. Amplified music shall only ever be allowed indoors.**

Be it further Resolved, the conditions on this cabaret license are only for the 2026 calendar year and the Town Board reserves the right to modify, add to and/or eliminate any and all conditions when considering the Applicant’s application for a cabaret license renewal for the 2027 calendar year in accordance with Chapter 68 of the Town Code; and

Be It Further Resolved, the Town Clerk is hereby directed to send the Applicant a certified copy of this Resolution.

Motion Carried: Unanimously

J. 2026 Cabaret License – The Briarcliff Manor Restaurant & Catering Corp.

Councilmember Meyer moved and it was seconded by Councilmember Fields-Tawil that the following resolution be approved.

Whereas, The Briarcliff Manor Restaurant & Catering Corp. has filed an application for a Cabaret License for the calendar year 2026 for its leased property located at 25 Studio Hill Road, Briarcliff Manor, NY 10510; and

Whereas, the Town Board has reviewed the application and attachments thereto, as well as reports from involved departments including the Police Department and Building Department, both of which recommended approval; and

Whereas, the Town Board is authorized under Chapter 68 of the Town Code (Section 68-20(B)) to extend hours a cabaret may play amplified music beyond what is stated in the Code where it deems it appropriate and consistent with the public safety and welfare; and

Whereas, the Town Board held a duly noticed public hearing at its regular meeting on Tuesday, December 9, 2025, and members of the public having the opportunity to attend and be heard, the public hearing was closed on December 9, 2025; and

Now therefore,

Be It Resolved, that the Town Board of the Town of Ossining hereby approves the application of The Briarcliff Manor Restaurant & Catering Corp., 25 Studio Hill Road, Briarcliff Manor, in the Unincorporated Area of the Town of Ossining, for a Cabaret License for the calendar year 2026 to have a Bands/DJs with no more than 6 performers at one time from 12:00 p.m. – 11:00 p.m. Sunday through Wednesday and 12:00 p.m. – 12:00 a.m. Thursday through Saturday, and

Be It Further Resolved, the Town Board hereby directs the Applicant to ensure strict adherence with all requirements of the Town Code and State Law, and specifically the Town Board determines it is necessary in order to protect the health, safety and welfare of the residents of the Town of Ossining to expressly condition this approval upon the Applicant’s adherence with the following:

- The Applicant must ensure the back doors are kept closed at all times except when being used for ingress/egress
- The Applicant shall not play amplified music outdoors at any time
- The Applicant shall not use amplification of any kind outdoors at any time
- The Applicant shall utilize sound meters to monitor the sound levels when amplified music is playing

Be It Further Resolved, the Town Board finds under Town Code § 68-20(B) that based upon the positive role the Applicant’s establishment plays in the community, the favorable recommendations from the Building Department and the Police Department, the fact that the Applicant has installed a sound barrier fence to keep sound from traveling, and the fact that by Code amplified music is allowed until 12:00 a.m. on Friday and Saturday nights, but while also balancing the interests of the neighboring residential community, it is appropriate and consistent with the public safety and welfare to allow the Applicant to play amplified until 12:00 a.m. on Thursdays, but reserves the right to revisit this determination in subsequent years and make any modifications to the hours during which amplified music is permitted that the Town Board deems necessary based upon the circumstances presented at that time, and

Be It Further Resolved, the conditions on this cabaret license are only for the 2026 calendar year and the Town Board reserves the right to modify, add to and/or eliminate any and all conditions when considering the Applicant’s application for a cabaret license renewal for the 2027 calendar year in accordance with Chapter 68 of the Town Code; and

Be It Further Resolved, the Town Clerk is hereby directed to send the Applicant a certified copy of this Resolution.

Motion Carried: Unanimously

K. Finance- 2025 Highway Asphalt Roller Capital Project Adjustment #2025-5265

Councilmember Meyer moved and it was seconded by Councilmember Fields-Tawil that the following resolution be approved.

Resolved, that the Town Board of the Town of Ossining authorizes adjusting the 2025 Capital Project #2025-5265, entitled “2025 Highway Asphalt Roller” for the Town Highway Department, with an original project budget of

\$36,475.22 for purchase of the equipment to \$36,475.00. The capital project was originally funded from a transfer from Highway Fund Balance, this transfer will be adjusted to \$0 and NYS Grant Funding revenue will be increased in accordance with NYS Department of Transportation Grant Funding in the amount of \$36,475.00.

<u>Adjust Capital Projects Fund Appropriations:</u>		
<u>Account No.</u>	<u>Account Name</u>	<u>Amount</u>
370 5110.200.5265	2025 Highway Asphalt Roller	<u>\$36,475.00</u>

Total Capital Projects Fund Appropriations	\$36,475.00
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<u>Capital Projects Fund Estimated Revenues:</u>		
<u>Account No.</u>	<u>Account Name</u>	<u>Amount</u>
370 0300.350100.5265	2025 NYS CHIPS Grant	\$36,475.00
370 0500.503131.5265	I/F Transfer Highway Fund	<u>\$ 0</u>

Total Increase to Capital Projects Fund Estimated Revenues	\$36,475.00
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<u>Decrease Highway Fund Appropriations:</u>		
<u>Account No.</u>	<u>Account Name</u>	<u>Amount</u>
310 9550.905	I/F Transfer-Capital	<u>\$36,475.22</u>

Total Decrease to Highway Fund Appropriations	\$36,475.22
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<u>Decrease Highway Fund Estimated Revenues:</u>		
<u>Account No.</u>	<u>Account Name</u>	<u>Amount</u>
310 600.4795	Highway Fund Balance	<u>\$36,475.22</u>

Total Decrease to Highway Fund Estimated Revenues	\$36,475.22
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Motion Carried: Unanimously

X. MONTHLY REPORTS

Councilmember Meyer moved and it was seconded by Councilmember Fields-Tawil that the following report be accepted.

Resolved, that the Town Board of the Town of Ossining hereby accepts the following monthly reports for the month of December 2025:

- Dale Cemetery
- Highway Department
- Supervisor’s Office
- Tax Receiver
- Town Building Department
- Town Clerk

Motion Carried: Unanimously

XI. CORRESPONDENCE TO BE RECEIVED AND FILED

XII. VISITOR RECOGNITION

Visitors shall be accorded one (1) four (4) minute opportunity to speak

XIII. ADJOURNMENT

At 8:10 P.M., Councilmember Meyer motioned to adjourn the Regular Meeting and Councilmember Fields-Tawil seconded.

Motion Carried: Unanimously

At 8:10 P.M., Councilmember Meyer motioned to adjourn to Executive Session for Pending Litigation and Personnel and Councilmember Fields-Tawil seconded.

Motion Carried: Unanimously

At 9:00 P.M., Councilmember Meyer motioned to leave Executive Session and Councilmember Manicchio seconded.

Motion Carried: Unanimously

Approved:


