

## MANAGER'S REPORT 1/6/2020

1. **HOLIDAY SCHEDULE:** All Village Offices, including the Justice Court, the Library, the Community Center, and the Department of Public Works will be closed on Monday, January 20, 2020 in observance of Martin Luther King's birthday. There will be no refuse collection that day. There will be refuse collection for the entire village on Tuesday, January 21, 2020.
2. **OVERNIGHT PARKING PERMITS:** Residents are reminded to renew their overnight parking permits for 2020 with the Police Desk. For applications and information, kindly telephone the Police Desk at 693-1700 or visit our website at [www.ardsleyvillage.com](http://www.ardsleyvillage.com).
3. **ALARM PERMITS:** Residents are reminded to renew their alarm permits for 2020 with the Village Clerk. Any questions, please contact the Village Clerk at 914-693-1550.
4. **NEW HIRE:** I am pleased to announce that I have hired Charles Hessler as the new Confidential Secretary to the Village Manager, effective today, January 6, 2020. Charles earned his M.P.A. back in 2009 and is eager to begin his career in local government with us.

## **MANAGER'S REPORT 1/21/202**

**OVERNIGHT PARKING PERMITS:** Residents are reminded to renew their overnight parking permits for 2020 with the Police Desk. For applications and information, kindly telephone the Police Desk at 693-1700.

1. **ALARM PERMITS:** Residents are reminded to renew their alarm permits for 2020 with the Village Clerk. Any questions, please contact either the Police Department at 914-693-1700 or the Village Clerk at 914-693-1550.
2. **SCHOOL TAX:** Village residents are reminded that the second installment of the School tax is due by January 31. For those of you who like to pay in person at the last minute, please remember not to bring your payments to Ardsley Village Hall. Bring them directly to Greenburgh Town Hall which is located at 177 Hillside Avenue. Should you have any questions, please telephone the Town Tax Receiver's Office at 989-1550.
3. **2020-2021 BUDGET:** The budget process has begun! I have given the department heads their budget request packets and we are all beginning to work through these and get estimates put together on capital items.
4. **FINANCIAL SOFTWARE IMPLEMENTATION:** As I have previously mentioned, we are in the early stages of implementing our new financial software package. There are a few bumps along the way, as expected, but for the most part it seems to be going fairly well. Patience is a virtue as we go through this change! My thanks to our Village Treasurer, Leslie Tillotson, and our Accounts Payable Clerk, Theresa DelGrosso, who have borne the brunt of the switch and to our department heads and other staff who are working hard to get familiar with the new system.

## **MANAGER'S REPORT 3/2/2020**

1. **BUDGET PROCESS:** I am working my way through the 2019-20 budget and capital plan. I have received all information from the departments and am still working through my recommended budget figures. As you know, I am required to have the tentative budget completed and filed with the Clerk by March 20<sup>th</sup>. We are currently anticipating the following budget work session dates: March 23 and March 26; if needed, April 13.
2. **HEATHERDELL ROAD GUIDERAIL PROJECT:** We are working with the engineer to set bid and award dates for this project. We do not expect to begin this work until the completion of the school year, but we need to get into the schedule for a contractor.

## MANAGER'S REPORT 3/16/20

1. **BUDGET PROCESS:** The 2020-21 budget will be filed with the Village Clerk by close of business on Friday, March 20<sup>th</sup>. Shortly thereafter it will be posted on our website. Given the restrictions related to the Coronavirus pandemic, we encourage the public's online review of the document. However, should you require a "hard copy" of the budget, please let us know and we will mail you out a copy. March work sessions on the budget are scheduled for the 23<sup>rd</sup> and 26<sup>th</sup> at 7:30PM. The public is encouraged to send questions on the budget to my office and we will get answers back to you as soon as we are able.
2. **CORONAVIRUS IMPACT:** Today we issued a State of Emergency to allow us to better address issues as they arise regarding the public health emergency. Village notifications regarding the impact of the virus on municipal operations, as well as governmental information on the virus itself, will be disseminated as often as we have information to share. This is a constantly evolving situation and we are all doing the best we can to maintain essential services and keep abreast of any new information frequently coming to us through reputable governmental sources. In the interest of public safety, the safety of our first responders and staff, we are making decisions that we collectively believe are necessary to prevent the spread of this virus in the Village. However, as everyone knows, this is not simply a local issue, nor is it an easy one to manage and we ask for your patience and support as we work to serve this community during this very difficult period. Remember that we are a very small organization and even one positive case could severely impact our ability to work on your behalf. Our elected officials, staff and emergency volunteers are working carefully, but still working hard. It is during these very types of situations that I am most proud to work with others in public service. We are not shying from the responsibility, but rather working to do as much as we can to make sure this community is protected and everyone gets to go home (or stay home) safely! Please be patient with the disruptions so we can all come out on the other side of this as quickly as possible.

## MANAGER'S REPORT 4/6/20

1. **BUDGET PROCESS:** The Tentative 2020-21 Budget is available online on the Village website. However, given the current circumstances surrounding the pandemic, the Board has discussed a number of changes to the budget and these changes will be explained during the public hearing portion of Monday's agenda. We intend to hold the meeting through Zoom and will allow public comment through that program. The public is also encouraged to send questions on the budget to my office and we will get answers back to you as soon as we are able.
2. **CORONAVIRUS IMPACT:** Staff, first responders and our elected officials are all working hard to maintain basic village services during the pandemic. This is a very challenging time for everyone. Please be patient if you do not receive an immediate response to a message you left on voicemail or an email you sent in. Village notifications regarding the impact of the virus on municipal operations, as well as governmental information on the virus itself, is being disseminated as often as we have information to share. There is so much information coming out from a variety of sources that we are attempting to strike a balance between informing the community and overwhelming the community! In the interest of public safety, the safety of our first responders and staff, we continue to make decisions that we collectively believe are necessary to prevent the spread of this virus in the Village. Remember that we are a very small organization and even one positive case could severely impact our ability to work on your behalf. Our elected officials, staff and emergency volunteers are working carefully, but still working hard. As I have said before, it is during these very types of situations that I am most proud to work with others in public service. We are not shying from the responsibility, but rather working to do as much as we can to make sure this community is protected and everyone gets to go home (or stay home) safely! Please be safe.

## MANAGER'S REPORT – 05/04/2020

1. **PUBLIC SERVICE RECOGNITION WEEK:** May 3-9 is Public Service Recognition Week. As I have done in previous years, I want to acknowledge and celebrate the work done by our municipal employees. For the most part, the work done by our Village staff is done “under the radar” and not recognized nearly enough. Garbage and recycling is collected, police respond to calls, inspections are done, bills are paid, official records are kept and leisure services are provided. This year, in particular, their commitment and dedication to providing service to the community should be profoundly evident. Despite the dangers posed by the current pandemic, most of these services are still being provided, albeit in a very different and perhaps reduced fashion. But services are still being provided, nonetheless ... by employees who may have contracted and recovered from the virus ... by employees who are concerned like everyone else that they may contract the virus ... by employees who are concerned that they may unknowingly bring the virus home to their families ... by employees who are committed to serving the Village despite the risk. There is no satisfactory way to truly express my gratitude! To all of the public employees engaged in providing service to the public at all times, particularly during this immensely difficult period, I say “THANK YOU”!!! You are the very best and I am proud to work with you.
2. **9A ROAD IMPROVEMENTS:** We have been notified by the N.Y.D.O.T. that the 9A road improvement project is now complete! Hopefully those who are actually driving these days are enjoying the brand new road conditions.
3. **CON ED GAS LINE PROJECTS:** We understand that there is a great deal of disruption caused by the Con Ed gas line upgrades being done throughout the Village. We have been trying for some time to get a reliable schedule from Con Ed that we can distribute to the community, but this is a great challenge. We are still working on getting this accomplished so we can provide the information on this project as soon as possible.
4. **STATE OF EMERGENCY DECLARATION:** The second State of Emergency is in place until May 17<sup>th</sup>. Depending on the Governor’s Emergency Orders and the emergency conditions at that time, I may extend it again. Please stay safe!

## **MANAGER'S REPORT 5/18/20**

- 1. MEMORIAL DAY CLOSING:** Staff (except police) in all Village offices, including the Library, the Community Center, Court and the Department of Public Works will be observing Memorial Day on Monday, May 25, 2020 and will be unavailable for routine calls and emails.
- 2. TAXES DUE:** The 1<sup>st</sup> half of the 2020 Village Tax is due, without penalty, by July 1, 2020. Payments made in person after July 1, 2020, or that arrive via mail postmarked by the postal service after July 1, 2020, or arrive thereafter without a postmark, will be assessed a late penalty as required by the New York State Real Property Law. Meter-mailed postmarks are not a valid proof of timely payment. Most payments made through online banking come in without dates and will not be accepted if the envelope is not postmarked by the deadline. Please bear in mind that no Village official is empowered to waive the late fee for any reason.

## MANAGER'S REPORT 6/1/20

1. **TENNIS COURT RECONSTRUCTION:** The contractor for the tennis court reconstruction project has been authorized to complete the final work on our new courts. When we open the courts, however, there will be strict requirements in place to provide for public safety during the pandemic. We will put out a notice when they are available for reservations to play.
2. **ROAD PAVING PROJECT:** The bids received for the road paving project have been rejected and this project, which is done jointly with the other villages in the Town of Greenburgh, will be re-bid.
3. **TAXES DUE:** The 1<sup>st</sup> half of the 2020 Village Tax is due, without penalty, by July 1, 2020. Payments made in person after July 1, 2020, or that arrive via mail postmarked by the postal service after July 1, 2020, or arrive thereafter without a postmark, will be assessed a late penalty as required by the New York State Real Property Law. Meter-mailed postmarks are not a valid proof of timely payment. Most payments made through online banking come in without dates and will not be accepted if the envelope is not postmarked by the deadline. Please bear in mind that no Village official is empowered to waive the late fee for any reason.
4. **CENSUS:** Not that I am competitive or anything, but we have been running in first or second place in the County on the census response rate for a number of weeks now. We encourage everyone to respond to keep us in first place for the long haul and beat our own response rate on the 2010 census!
5. **RE-OPENING OF VILLAGE HALL TO THE PUBLIC:** We are currently finalizing a plan for the return of regular Village Hall operations with appropriate public safety precautions in place during this pandemic. Once it is finalized and the building is cleared to re-open, we will get the word out to the community.



## **MANAGER'S REPORT – June 15, 2020**

- 1. TAXES DUE:** The 1<sup>st</sup> half of the 2020 Village Tax is due, without penalty, by July 1, 2020. Payments made in person after July 1, 2020, or that arrive via mail postmarked by the postal service after July 1, 2020, or arrive thereafter without a postmark, will be assessed a late penalty as required by the New York State Real Property Law. Meter-mailed postmarks are not a valid proof of timely payment. Most payments made through online banking come in without dates and will not be accepted if the envelope is not postmarked by the deadline. Please bear in mind that no Village official is empowered to waive the late fee for any reason.
- 2. CENSUS:** Census takers will begin knocking on doors on August 11<sup>th</sup> for those who have not yet completed their census forms. Please complete the form as soon as possible!
- 3. DOCUMENT DROP OFF AT VILLAGE HALL:** We are now allowing for the drop off of taxes and other documents at Village Hall, even though the offices are not yet open to the public. Individuals can leave such items in the drop box located in the vestibule in the front of the building between the hours of 9:00AM and 4:00PM. We intend to continue this option even after we re-open for those who prefer to limit person to person contact and for some reason do not wish to mail such items to Village Hall.

## MANAGER'S REPORT 7/6/20

1. **CENSUS:** Census takers will begin knocking on doors on August 11<sup>th</sup> for those who have not yet completed their census forms. Please complete the form as soon as possible! Although we have a relatively high response rate, we have not yet even hit our response rate mark from the 2010 census.
2. **OPENING OF VILLAGE HALL:** As of Monday, June 29<sup>th</sup>, Village Hall is open to the public. However, there are strict COVID-19 preventative measures in place that are required to be followed. All documents should be left in either the drop box in the vestibule or in a box in the administrative side of Village Hall and they will be reviewed and acted upon by staff at a later date. The documents will not be handled immediately. Masks AND social distancing requirements are in place. Until further notice, the only public entrance is the main entrance on Ashford Ave. We encourage everyone to call Village Hall before coming in to see a particular staff member to ensure that they will be available and that the requested service is one that needs to be handled other than through mail, drop off or electronic means.
3. **HIRING:** I am pleased to announce that I have hired the following staff members:  
Seasonal Laborer - Christopher Addorisiu, \$13/hour, started 6/22/20.  
Rocco Cipriano, \$13/hour, started 6/30/20.  
Michael Napoli, \$13/hour, starting 7/6/20.  
Skate Park Attendants – Sebastian DeMeo, \$11/hr, starting 7/7/20  
Paige Parker, \$11/hr, starting 7/7/20  
Leann Serrantes, \$11/hr, starting 7/7/20  
Emnet Zewdie, \$11/hr, starting 7/7/20  
  
In addition to these seasonal employees, I am in the process of hiring a full time laborer to fill a spot vacated by an employee who moved out of the area. I will provide information on that hire in August. I am also looking to hire a new General Foreman for the Highway Department to replace Rick Thompson who is retiring after 21+ years of service to the Village of Ardsley! Rick is, however, staying on temporarily in a contractual role until we are able to secure a replacement. That agreement is on this agenda.
4. **CON EDISON GAS LINE PROJECT:** We have been working for some time with Con Ed trying to get a clear schedule of their gas line project. Although it is subject to possible adjustments along the way, the schedule will be posted on our website and we will do our best to keep up with their changes and provide as much notice as possible regarding their plans.

Village Manager Report dated August 3, 2020.

1. **CENSUS:** Census takers will begin knocking on doors on August 11th for those who have not yet completed their census forms. Please complete the form as soon as possible! Although we have a relatively high response rate, we have not yet even hit our response rate mark from the 2010 census. Census counts may make a huge difference in potential federal funding opportunities and representation.
2. **LABOR DAY CLOSING:** All offices, including the Library, Community Center, Court, and the Department of Public Works will be closed on Monday, September 7, 2020 in observance of Labor Day. Since there will be no garbage collection on Monday, there will be Village-wide garbage collection on Tuesday, September 8, 2020. The rest of the week will follow a normal schedule.
3. **REMINDER - OPENING OF VILLAGE HALL:** As of Monday, June 29th, Village Hall has been open to the public. However, I just want to remind everyone that there are strict COVID-19 preventative measures in place that are required to be followed. All documents should be left in either the drop box in the vestibule or in a box in the administrative side of Village Hall and they will be reviewed and acted upon by staff at a later date. The documents will not be handled immediately. Masks AND social distancing requirements are in place. Until further notice, the only public entrance is the main entrance on Ashford Ave. We encourage everyone to call Village Hall before coming in to see a particular staff member to ensure that they will be available and that the requested service is one that needs to be handled other than through mail, drop off or electronic means.
4. **HIRING:** I am pleased to announce that I have hired the following staff members:  
Laborer - Matthew Meyers, \$63,372/year, effective July 27, 2020
5. **CON EDISON GAS LINE PROJECT:** We are receiving updated project schedules from Con Ed and will post them on our website.
6. **ONLINE PAYMENT AND REGISTRATION:** We are currently working on implementing online access for all payments to the Village, not just taxes, which will provide an easier option for taking care of business with the Village. As soon as we finalize this process, we will get out additional information. We are also working on a new program that will allow for online registration and payment for Recreation programs in the Village. We expect that this will be available to the public sometime in September.
7. **TENNIS COURT AVAILABILITY:** As of August 1, registration is required for use of the tennis courts. Please contact the Recreation Department at 693-8012. Use fees are prorated this first year since we have not had the courts available the entire season.

## Village Manager's Report-September 8, 2020

1. **CENSUS:** Census responses are due by September 30th. Please do your part and complete the form as soon as possible! Census counts may make a huge difference in potential federal funding opportunities and representation.
2. **REMINDER - ENTERING VILLAGE HALL:** Just a reminder that nothing has changed regarding entry into Village Hall since it re-opened to the public at the end of June. There are still strict COVID-19 preventative measures in place that are required to be followed. All documents should be left in either the drop box in the vestibule or in a box in the administrative side of Village Hall and they will be reviewed and acted upon by staff at a later date. The documents will not be handled immediately. Masks AND social distancing requirements are in place. Until further notice, the only public entrance is the main entrance on Ashford Ave. We encourage everyone to call Village Hall before coming in to see a particular staff member to ensure that they will be available and that the requested service is one that needs to be handled other than through mail, drop off or electronic means.
3. **CON EDISON GAS LINE PROJECT:** We are still waiting for an updated project schedule from Con Ed and it will be posted on our website. We have had ongoing conversations with them about the gas main work they continue to do in the Village. We are aware of many of the concerns about the debris and materials left on properties and are trying to get them to correct those issues. We are also trying to work with them on finalizing the ultimate paving of the impacted roads. We recognize and share in the public's frustrations over the way that this work has been handled by Con Ed.
4. **ONLINE PAYMENT AND REGISTRATION:** We now have online access for payments to the Village, not just taxes, which will provide an easier option for taking care of business with the Village. Use the "Pay Misc Fees" tab under the *Citizen Action Center* on the left hand side of our website. For now, this includes everything but building related fees. We have also put in place a new program that will allow for online registration and payment for Recreation programs in the Village. This should be available through the Recreation page of our website within the next week.
1. **TAX REASSESSMENT:**In order to maintain accurate property assessments at 100% of market value, the Town of Greenburgh is going through a reassessment process by performing physical inspections on those properties for which they find discrepancies/errors or have recent building permits. Data mailers went out to property owners in August and continue to be sent out this month by the Town to verify the accuracy of the data being used to value your property during the Town-wide reassessment project. More information is available on the Town of Greenburgh website.
2. **SANITATION GUIDE:** Please visit our website to sign up for our new Sanitation App. Residents will be able to see when the sanitation schedule changes, definitions, drop offs for recyclables and much more!

## **MANAGER'S REPORT 9/21/20**

- 1. CENSUS:** Census responses are due by September 30<sup>th</sup>. Please do your part and complete the form as soon as possible! Census counts may make a huge difference in potential federal funding opportunities and representation. We are asking for pictures of our village for each of our last 9 days to use in our remaining census posts. Please join us!
- 2. CON EDISON GAS LINE PROJECT:** We have posted an updated project schedule from Con Ed on our website and continue to work through a variety of issues with Con Ed.
- 3. ROADWORK:** As most people know, we have begun our curbing work in preparation of this year's milling and paving work. We have put out information on a number of occasions and I want to take this opportunity to remind the community that road improvements will include concrete curbing and any Belgian Block curbing in the public right-of-way will be removed. The Board of Trustees has not yet been asked to authorize the milling and pavement contract for this year because we are still trying to work with Con Ed on the ultimate paving of Ashford Avenue. We anticipate that the Board will act on this authorization at the meeting on October 5<sup>th</sup>.

Village Manager's Report -October 5, 2020-

1. **CENSUS:** After various confusing reports, census responses are back to being due by October 31st! Please do your part and complete the form as soon as possible! Census counts may make a huge difference in potential federal funding opportunities and representation. As of today, our response rate is 80.4%. If you are part of the 19.6% who have not responded, please do so!!!
2. **COLUMBUS DAY CLOSING:** All offices, including the Library, Community Center, Court, and the Department of Public Works will be closed on Monday, October 12, 2020 in observance of Columbus Day. Since there will be no garbage collection on Monday, there will be Village-wide garbage collection on Tuesday, October 13, 2020. The rest of the week will follow a normal schedule.
3. **CON EDISON GAS LINE PROJECT:** We expect to have an updated project schedule from Con Ed on our website by Wednesday. Weather permitting, they expect to continue the gas main project throughout the winter. We are doing our best to work with them to attempt to minimize the disruptions caused by this work.
4. **ROADWORK:** As most people know, we have begun our curbing work in preparation of this year's milling and paving work. We have put out information on a number of occasions and I want to again take this opportunity to remind the community that road improvements will include concrete curbing and any Belgian Block curbing in the public right-of-way will be removed. The Board of Trustees has not yet been asked to authorize the milling and pavement contract for this year because we are still trying to work with Con Ed on the ultimate paving of Ashford Avenue. We have pushed back action on this bid until we finalize an agreement with Con Ed.
5. **New Hires and Retirement:** As everyone might recall from the last meeting, we have now hired a new Highway General Foreman! David DiGregorio has joined us on October 1 and I want to officially welcome him! David comes to us with a great deal of experience and I look forward to working with him. I also want to give a heartfelt thank you to Rick Thompson for his many years of service to the Village. Rick has managed the highway department, served as Fire Chief, and served as chief cook and bottle washer for all sorts of Village events because of his extraordinary culinary talents! For more than 21 years, Rick has given his heart and soul to this Village and his contributions are acknowledged and greatly appreciated. I'm sure I speak for all of us in wishing Rick a long, healthy and wonderful retirement!

## Village Manager's Report October 19, 2020

1. **CON EDISON GAS LINE PROJECT:** We have an updated project schedule from Con Ed on our website. We are waiting to see if Con Ed finishes the final tie-in work on Ashford Ave by the end of the week. If so, we are looking to re-pave Ashford Ave in its entirety under this year's road paving contract. If the agreement is approved by the Board, we will be receiving a contribution from Con Ed for the portion of the paving work they would have been responsible for completing. The Village would then add the other roughly half of the funding in order to pave the entire road.
2. **Sewer Bills:** The first sewer bills will likely be going out within the next week or so. We are working with our billing vendor to finalize information. There will be more information to follow.
3. **Census:** We are 1 out of 8 municipalities that had over 80% in the Census.

## MANAGER'S REPORT 11/02/20

- 1. Road Paving:** Just a reminder that we are working through our 2020 road paving and curbing projects. We have put out information on a number of occasions and I want to again take this opportunity to remind the community that road improvements will include concrete curbing and any Belgian Block curbing in the public right-of-way will be removed. The following is the tentative schedule for this work, subject to change based on weather, contractor changes, etc. Work not completed this calendar year will be scheduled for the Spring. Please note that Ashford Ave was not originally scheduled for this year, however, since Con Ed was only going to repave the area of disturbance, i.e. half the road, the Village Board approved the paving of the entire roadway. Con Ed will be reimbursing the Village for the portion of the work they would have otherwise been obligated to complete.

### Curbing :

Bramble brook (completed)

Overlook (in progress) should be completed by 11/6

Capt. Honeywell (anticipated start 11/9 ) 5 days to complete

Exeter Pl. (anticipated start 11/16) 7 to 10 days to complete

Milling and Paving: anticipated to start week of Nov 23<sup>rd</sup>:

1. Bramblebrook
2. Ashford – this is contingent upon completion of the Con Ed gas main work and may need to be pushed back
3. Addyman Sq.
4. Overlook
5. Capt. Honeywell
6. Exeter

**2. Veterans Day Reminder:**

Please be advised all Village Offices, including the Library, Community Center, Court and the Department of Public Works will be CLOSED on Wednesday, November 11, 2020 in observance of Veterans Day.

Since there will be no commingled glass, metal & plastic on Wednesday, ALL recyclables including newspaper, cardboard, junk mail, office paper, bulk mail & e-waste, commingled glass, metal & plastic WILL BE collected Village wide on Thursday, November 12, 2020.

**3. Thanksgiving Reminder:**

Please be advised all Village Offices, including the Library, Community Center, Court and the Department of Public Works will be CLOSED on Thursday, November 26<sup>th</sup> and Friday, November 27<sup>th</sup> for the Thanksgiving holiday. There WILL BE double collection of



recyclables on Wednesday, November 25<sup>th</sup> and refuse collection for the entire village on Saturday, November 28<sup>th</sup>.

**4. Tax Reminder:**

The 2<sup>nd</sup> half of the 2020 Village tax is due on or before December 31<sup>st</sup>, 2020. Payments that arrive via postmark after December 31<sup>st</sup>, 2020 will be assessed a late penalty as required by NYS Real Property Law. No Village Official is empowered to waive the late fee for any reason. We are currently accepting payments via mail (by check or money order payable to the "Village of Ardsley") or through our new online payment system. The Village is not accepting cash payment at this time.

- 5. Sewer Bills:** The first sewer bills will be out this week. This process is new to both Village staff as well as the community. Despite a great deal of work to coordinate the process of this first billing, we are aware of remaining issues in a number of areas that we are working to correct. A fair number of the issues are related to the way in which the Suez data comes to our billing agent. There are also a few instances where properties that should have been included are not, and others that should not have been included on the bill list are on the list. Additional information is available on our website at <https://www.ardsleyvillage.com/public-works/pages/sanitary-sewer-information>. We will resolve all of these issues as quickly as possible. We recommend that the first call be made to Minol, our billing agent. They may be able to resolve the vast majority of issues with a call. If they are unable to resolve a particular issue, they will notify us and the property owner is more than welcome to call Village Hall. The Village and Minol will be working closely together to review and resolve any issues that arise. Some may take time to investigate so please bear with us as we work through everything with you.

Please remember that the costs involved under the new Sewer Fund and reflected in the new sewer billing are either costs that had previously been covered under the General Fund (on which the tax bills are based) or that would be covered under the General Fund had the Sewer Fund not been established. The costs, therefore, are NOT covered both in the General Fund and the Sewer Fund. The Sewer Fund and related billing allows us to cover costs that the Village would have to incur under any scenario in order to maintain and improve our aging sewer infrastructure. These costs are then distributed over a greater number of properties than just those that bear the cost of property taxes, which reduces the individual property tax burden related to these services.

- 6. Voting:** Voting places remain at the Community Center and St. Barnabas Church from 6:00AM to 9:00PM.

## **MANAGER'S REPORT 11/16/2020**

1. **HOLIDAY SCHEDULE**: Village Offices, including the Justice Court, Library, Community Center, and Department of Public Works will be closed on November 26<sup>th</sup>, and 27<sup>th</sup> for the Thanksgiving holiday. There will be double collection of recyclables on Wednesday, November 25<sup>th</sup> and there will be refuse collection for the entire Village on Saturday, November 28<sup>th</sup>.

Village Manager Report 12/7/2020

1. **HOLIDAY SCHEDULE**

All Village offices, including the Justice Court, the Library, the Community Center, and the Department of Public Works will be closed for a ½ day on Thursday, December 24, 2020 and a ½ day on Thursday, December 31, 2020. Offices will also be closed Christmas Day, December 25, 2020 and New Year's Day, January 1, 2021. There will be refuse collection for the entire village on Thursday, December 24, 2020 and Thursday, December 31, 2020. Please refer to the Sanitation schedule posted on the Village's website.

2. **VILLAGE TAXES**

The second installment of the Village tax bill became due and payable on December 1st and can be paid without penalty until **noon** on Thursday, December 31, 2020. Payments arriving via mail postmarked by the USPS after December 31, 2020, or arrive after December 31, 2020 without a postmark, will be assessed a late penalty as required by New York State Real Property law. Meter-mailed postmarks are not valid proof of timely payment. No Village official is empowered to waive the late fee for any reason.

**Please do not plan to bring your tax payment in between noon and 4:00 P.M. on December 31st as our vestibule will close at NOON that day.**

3. **SANITARY SEWER BILLING:**

We will be posting updated information tomorrow on the Village website regarding the sanitary sewer fund and the process for grieving your sewer bill. If there are any further questions, please call us directly and 914-693-1550 and we would be happy to speak with you about the process.

Please remember that the costs involved under the Sewer Fund and reflected in the new sewer billing are either costs that had previously been covered under the General Fund (on which the tax bills are based) or that would be covered under the General Fund had the Sewer Fund not been established. The costs, therefore, are NOT covered both in the General fund and the Sewer Fund. The Sewer Fund and related billing allows us to cover costs that the Village would have to incur under any scenario in order to maintain and improve our aging sewer infrastructure. These costs are then distributed over a greater number of properties than just those that bear the cost of property taxes, which reduced the individual property tax burden related to these services.

4. **CON EDISON LINE PROJECT**

Work is continuing on the Con Ed Gas Line Project and as soon as we get another revised schedule from them, we will post this online.

5. **VILLAGE ROAD PAVING:**

The Village road paving work cannot continue during the winter months and will restart in the Spring. This will include Ashford Ave. Addyman Square and Exeter.

## MANAGER'S REPORT 12/21/20

### **1. HOLIDAY SCHEDULE:**

All Village offices, including the Court, Library, Community Center and Highway Department, will be closed for a ½ day on Thursday, December 24<sup>th</sup> and a ½ day on Thursday, December 31<sup>st</sup>. Offices will also be closed Christmas Day, December 25<sup>th</sup> and New Year's Day, January 1, 2021.

There will be refuse collection for the entire village on Thursday, December 24, 2020 and Thursday, December 31, 2020. Please refer to the Sanitation schedule posted on the Village's website.

### **2. TAX REMINDER:**

The second installment of Village taxes became due and payable on December 1<sup>st</sup> and can be paid without penalty until noon on Thursday, December 31<sup>st</sup>. Payments arriving via mail postmarked by the postal service after December 31<sup>st</sup>, or arriving after December 31<sup>st</sup> without a postmark will be assessed a penalty as required by New York State Real Property Tax law. Meter-mailed postmarks are not valid proof of timely payment. No Village official is empowered to waive the late fee for any reason. The Village is not accepting cash payment at this time. Although the offices are closed to the public right now because of the increasing COVID-19 exposure risks, the Village Hall vestibule is open and tax payments may be left in the lock box located there until noon on the 31<sup>st</sup>.

### **3. COMPREHENSIVE PLAN:**

I am pleased to say that our draft Comprehensive Plan will be available tomorrow for public review on our website. Take a look and let us know your thoughts! The Village is beginning the SEQRA process on the Comprehensive Plan and intends to hold a public hearing on the Draft Comprehensive Plan's Environmental Impacts on January 19<sup>th</sup>, if authorized by the Board of Trustees this evening. The tentative date for adoption of the Comprehensive Plan is February 1<sup>st</sup>.

### **4. HOLIDAY WISHES:** Lastly, I'd like to extend my sincerest wishes to everyone for a wonderful holiday season and a much brighter 2021!