

**VILLAGE OF TARRYTOWN
BOARD OF TRUSTEES
WORK SESSION 6:00 P.M.
WEDNESDAY, MARCH 10, 2021**

Location: Zoom Video Conference – For Information on How to Join

Visit <https://www.tarrytowngov.com/home/events/33741>

Any questions prior to the meeting may be emailed to administrator@tarrytowngov.com.

Executive Session

- A. Discussion with Police Chief about Film Permits
- B. Part-Time Employee - Recreation
- C. Boards and Committees Appointments

Board of Trustee Concerns

Open Session

- 1. Discussion of Main Street Dining
- 2. Employer Public Health Plan
- 3. Initial Discussion – Diversity, Equity and Inclusion Committee
- 4. Westchester County BOL Grant – Day Camp
- 5. Greenburgh Drug and Alcohol Task Force Lease
- 6. Service Award (Pension) Program – Ambulance Corps

Public Health Emergency Operations Plan for the Village of Tarrytown

DRAFT

[date of approved plan]

This plan has been developed in accordance with NYS legislation S8617B/A10832.

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Promulgation

The Village of Tarrytown has developed this Public Health Emergency Operations Plan in accordance with New York State Labor Law § 27-c.

This plan has been developed with the input of the certified unions representing Village employees, including the Civil Service Employees Association, Inc., Local 1000, AFSCME, AFL-CIO ("CSEA"), the Tarrytown Police Benevolent Association, Inc. ("PBA"), and the Tarrytown Lieutenants' Association ("TLA"), as required by the New York State Labor Law.

This plan is not intended to impede, infringe, diminish, or impair the rights of the Village or the Village's employees or the employees' duly recognized unions under any law, rule, regulation, or collectively negotiated agreement, or the rights and benefits which accrue to employees and the employees' duly recognized unions through collective bargaining agreements or the Taylor Law, or otherwise diminish the integrity of any existing collective bargaining relationship.

This plan has been approved in accordance with requirements applicable to the Village as represented by the signature of the authorized individual below.

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As the authorized official of the Village of Tarrytown, I hereby attest that this plan has been developed, approved, and placed in full effect in accordance with New York State Labor Law § 27-c to address public health emergency planning requirements.

Signed on this day: [insert date]

By: Thomas Butler

Signature: _____

Title: Mayor

Record of Changes

Date of Change	Description of Change	Implemented by

DRAFT

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Purpose, Scope, Situation Overview, and Assumptions

Purpose

This plan has been developed in accordance with New York State Labor Law § 27-c. This law was adopted following the passing of New York State legislation (Bill Numbers S8617B/A10832) signed by the Governor of the State of New York on September 7, 2020. This law requires public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease. This plan includes the following requisite information: (i) identification of essential positions; (ii) facilitation of remote work for non-essential positions; (iii) provision of personal protective equipment; and (iv) protocols for conducting contact tracing; among other relevant information and procedures.

Scope

This plan was developed exclusively for and is applicable to the Village of Tarrytown ("Village"). This plan is pertinent to a declared public health emergency in the State of New York which may impact the Village's operations. It is in the interest of the safety of the Village's employees and contractors, and the continuity of Village operations that this plan was developed.

It is understood that this plan is a general emergency plan that cannot account for every eventuality. Therefore, the nature of a public health emergency may dictate flexibility depending on the severity of the disease and other factors, including but not limited to: pandemic level, fatality rates, degree of symptoms, R Factor (rate of spread), level of contagion, personnel impact, local community impact, etc. The Village may need to conduct a hazard assessment to determine the appropriate protocols, programs & protection/PEE depending on the nature of the communicable disease that is the subject of the public health emergency.

Situation Overview

On March 11, 2020 the World Health Organization declared a pandemic for the novel coronavirus which causes the COVID-19 severe acute respiratory syndrome. This plan has been developed in accordance with amended laws and guidance to defend against the spread of COVID-19 and for other future infectious diseases which may emerge and result in the State's declaration of a public health emergency.

The health and safety of Village employees and contractors is crucial in order to accomplish the Village's mission and maintain essential operations. The Village encourages all employees and contractors to follow current Centers for Disease Control (CDC) and Department of Health (DOH) guidance.

The fundamentals of reducing the spread of infection include:

- Using hand sanitizer and washing hands with soap and water frequently, including:
 - After using the restroom;
 - After returning from a public outing;
 - After touching/disposing of garbage; and
 - After using public computers/equipment or touching public tables and countertops, etc.
- Practice social distancing when possible;
- If you are feeling ill or have a fever, notify your supervisor immediately and go home;
- If you start to experience coughing or sneezing, step away from people and food, cough or sneeze into the crook of your arm or a tissue, the latter of which should be disposed of immediately;
- Clean and disinfect workstations at the beginning, middle, and end of each shift; and

- Other guidance which may be published by the CDC, the State DOH, or County health officials.

Planning Assumptions

This plan was developed based on information, best practices and guidance available as of the date of publication. This plan was developed to apply to the circumstances relating to the Coronavirus pandemic but may also be applicable to other infectious disease outbreaks. The Village may need to conduct a hazard assessment to determine the appropriate protocols, programs and protection/PPE depending on the nature of the communicable disease (that is not COVID-19) that is the subject of the public health emergency. The Village will follow all applicable CDC, DOH, DOL and PESH regulations at that time.

The following assumptions have been made in the development of this plan:

- The circumstances of a public health emergency may directly impact the Village's operations.
- Impacts of a public health emergency may take time for the Village to respond to, with appropriate safety measures put into place and adjustments made to operations to maximize safety.
- Residents expect the Village to maintain a certain level of essential operations and services, some of which are critical to the health and safety of residents.
- Resource support from other jurisdictions may be limited based upon the level of impact the public health emergency has upon them.
- Supply chains, particularly those for personal protective equipment (PPE) and cleaning supplies, may be heavily impacted, resulting in considerable delays in procurement.
- The operations of other entities, including the private sector (vendors, contractors, etc.), non-profit organizations, and other governmental agencies and services may also be impacted due to the public health emergency, causing delays or other disruptions in their services.
- Emergency measures and operational changes may need to be adjusted based upon the specific circumstances and impacts of the public health emergency, as well as guidance and direction from public health officials and the Governor.
- "Essential employee" is defined as a public employee or contractor that is required to be physically present at a work site to perform their job.
- "Non-essential employee" is defined as a public employee or contractor that is not required to be physically present at a work site to perform their job.

Concept of Operations

Upon adoption of the plan by resolution of the Board of Trustees dated _____, the Village Administrator or their designee (hereinafter "Village Administrator") holds the authority to execute and direct the implementation of this plan. Upon the declaration of a public health emergency and the implementation of this plan, all Village employees and contractors shall be notified by their supervisor and/or Department Head via email and/or phone that the Village is operating pursuant to this plan. Residents, local business owners, and others shall be notified of pertinent operational changes by way of posting on the Village website, physical posting and/or local news outlets. Other interested parties, such as vendors, shall be notified by phone and/or email as necessary. The Assistant Village Administrator, at the direction of the Village Administrator, shall maintain communications with the public and constituents as needed to implement this plan.

The Village Administrator shall disseminate information, provide direction, and publicize guidance from public health officials and the Governor's office, directing the implementation of changes to this plan as necessary.

Upon resolution of the public health emergency, the Village Administrator, in consultation with the Mayor or their designee ("Mayor") shall direct the resumption of normal operations or operations with modifications as necessary.

Mission Essential Functions

When confronting events that disrupt normal operations, the Village is committed to ensuring that essential functions be continued even under the most challenging circumstances.

Essential functions are those functions that enable an organization to:

1. Maintain the safety of employees, contractors, and residents;
2. Provide vital services;
3. Provide services required by law;
4. Sustain quality operations; and
5. Uphold the core values of the Village.

The Village has identified as critical only those priority functions that are required or are necessary to provide vital services. During activation of this plan, all other activities may be suspended to enable the Village to concentrate on providing the critical functions and building the internal capabilities necessary to increase and eventually restore all operations. Appropriate communications with employees, contractors, residents, and other stakeholders shall be an ongoing priority.

Essential functions are prioritized according to:

- The time criticality of each essential function;
- Interdependency of one function to others; and
- The recovery sequence of essential functions and their vital processes.

Priority 1 identifies the most essential of functions, with Priority 4 identifying functions that are essential, but least among them.

THE VILLAGE'S ESSENTIAL FUNCTIONS HAVE BEEN IDENTIFIED AS:

Essential Function	Description	Priority
Sanitation – DPW	Provides for refuse collection (garbage, recycling, yard waste, food waste, etc.)	1
Police Department	Maintains safety and provides vital services to Village residents, businesses, visitors and employees	1
Fire Department	Provides Fire Protection throughout the Village and portions of the Town of Greenburgh	1
Water Department – DPW	Provides water distribution (both plant operation and water mains)	1
Building Code Enforcement	Activities as it relates to life safety & property	1
Building & Engineering	Perform mandated fire inspections. Provide support for water supply system and maintain regulatory compliance	1
Highway Department – DPW	Maintains Village rights of way, sewer systems, roadway and snow removal from road	1

Treasurer's Department	Responsibilities as it relates to payroll, Processes bills for payment, assists residents with the payment of taxes, and assists with budget preparation and bonding	2
Parks Department	Maintains and conducts sanitation of parkland, and snow removal from sidewalks. In extenuating circumstances, Parks employees may be assigned to Sanitation – DPW to assist with public sanitation	2
Village Court	Responsible for Justice Court operations (some Court functionality dictated by NYS Office of Court Administration)	3
Building Code Enforcement	Responsible for the enforcement of village code and property maintenance	4
Village Clerk	Provides vital statistics for death & birth & FOIL	4

Essential Positions

Each essential function identified above requires employees in certain positions to work on-site to effectively carry out those essential functions. The table below identifies the positions or titles that are essential to be staffed on-site for the continued operation of each essential function. Note that while some functions and associated personnel may be essential, some of these tasks can be conducted remotely and do not need to be identified in this section. The specific tasks listed below must be conducted in person

Essential Function	Essential Positions/Titles	Justification for Each
Building Code Enforcement	<ul style="list-style-type: none"> • Building Inspector • Village Engineer • Assistant Building Inspector • Building Code Enforcement Officer 	All listed titles are responsible for enforcing the NYS Building Code and COVID-19 compliance. They are also responsible for building inspections for new construction within the Village, which may be deemed essential by NYS. Support staff may be required to come in, but at reduced capacity and/or in staggered shifts, to provide staff support.
Department of Public Works – Highway, Garage, Sanitation	<ul style="list-style-type: none"> • All titles within DPW 	All titles responsible for components of trash and recycling collection, processing and disposal in the Village. Failure to collect garbage may pose public health risks. Employees must be in person to conduct highway related tasks (storm clean-up, property maintenance, pothole repair, sewer maintenance, etc.). Also must be in person to perform vehicle maintenance.
Police Department	<ul style="list-style-type: none"> • All Sworn Officers within the Police Department 	Provides essential public safety service.
Fire Department	<ul style="list-style-type: none"> • All Titles within the Fire Department 	Provides essential public safety service.
Water Department - DPW	<ul style="list-style-type: none"> • All titles within DPW Water Department 	Employees must work in-person in order to perform water maintenance tasks, including but not limited to: water testing/sampling, water main repairs, meter tests, meter reading, pump maintenance, leak detection, etc.
Parks Department	<ul style="list-style-type: none"> • All titles within parks department 	All titles perform manual labor in parks (e.g., cutting grass, picking up sanitation, snow plowing). Depending on impact to personnel and Village needs, Parks employees may be

		temporarily assigned to work in another Department (Highway, Sanitation, Water).
Treasurer's Office	<ul style="list-style-type: none"> • Village Treasurer • Deputy Village Treasurer (payroll) • Office Assistant • Intermediate Clerk 	Bill processing and processing of revenues (<i>i.e.</i> , tax payments) must be performed in person. Some tasks can be performed remotely, however at least 25%-50% of staff are required to work in-person to process and pay bills, receive and process revenues, and conduct certain payroll functions.
Court	<ul style="list-style-type: none"> • Court Clerk • Assistant Court Clerk • Village Justice • Acting Village Justice 	NY Office of Court Administration may dictate that court be performed in person. If so, all Village Court staff may be required to be in the office. In cases where court is suspended or virtual, court staff may operate at reduced in-person capacity. Some tasks may be performed virtually. Processing of tickets and other issues must be performed in-person.
Village Clerk	<ul style="list-style-type: none"> • Village Clerk • Deputy Village Clerk 	Essential in that any activities relating to their performance of vital statistic record keep that must be completed at the office. Essential in that any activities relating to their performance as FOIL Officer / FOIL record keeping that must be completed at the office.

Reducing Risk Through Remote Work and Staggered Shifts

Through assigning certain staff to work remotely and by staggering work shifts, the Village shall strive to decrease crowding and density at work sites and on public transportation by allowing certain non-essential employees to work remotely and instituting, if possible and practicable, staggered shifts.

Remote Work Protocols

Non-essential employees and contractors able to accomplish their functions remotely will be enabled to do so to the greatest extent possible. Working remotely requires:

1. Identification of staff who can work remotely;
2. Approval and assignment of remote work;
3. Equipping staff for remote work, which may include:
 - a. Internet capable laptop;
 - b. Necessary computer peripherals, such as monitors or other equipment;
 - c. Access to VPN and/or secure network drives;
 - d. Access to software and databases necessary to perform their duties;
 - e. A solution for telephone communications, including call forwarding.

The decision to move from in-person work to remote work shall be made by the Village Administrator in consultation with the Mayor and Department Heads. Unfortunately, remote work will still require employees working at 25%-50% capacity levels as some tasks must be processed in person (*e.g.*, processing bills and checks received). **Department Heads** shall be responsible scheduling in person/work from home schedules.

Department heads will also be responsible for daily assignment of tasks to their subordinates when the Department's employees are working remotely. Additionally, to improve accountability and employee morale Department Heads shall host a daily virtual meeting with all staff to discuss any issues encountered, and monitor work progress. The meeting time will be determined by the Department Head. Meetings shall be held via

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videoconference and the Administrator's Office shall be invited to all daily meetings. Department heads may use other means in addition to daily meetings to ensure work from home accountability as they see fit.

Staggered Shifts

Implementing staggered shifts may be possible for personnel performing duties which are necessary to be performed on-site but perhaps less sensitive to being accomplished only within regular work hours. As possible, management shall identify opportunities for staff to work outside of regular work hours as a strategy of limiting exposure to the disease. Regardless of changes in start and end times of shifts, the Village shall continue to operate in accordance with any obligations contained in applicable collective bargaining agreements.

Prior to implementing staggering shifts, the Village shall:

1. Identify positions for which work hours are best suitable to be staggered;
2. Discuss the possibility of staggered shifts with the affected employees and their union(s); and
3. If necessary, seek approval by the affected employees and their union(s) regarding any changes to the employee's work hours and/or assignment.

The Village Administrator shall work with Department Heads to create staggered shifts if possible and practicable. In 2020, during the COVID-19 Pandemic, staggered shifts were implemented in a 1-week in-person, 1-week at-home/remote work shifts for all employees, except those in the Police Department. The 1-week in-person, 1-week at-home/remote work shifts were implemented to avoid cross-contamination of staff and to ensure vital services could continue. The implementation of these staggered shifts was not precedent setting and does not obligate the Village to continue such practice in the future.

In the event of the implementation of staggered shifts, Department Heads shall work with their staff directly to create teams to ensure that all essential functions of the Department are covered each week.

Personal Protective Equipment

Personal protective equipment (PPE) is worn to minimize exposure to hazards and to reduce the spread of infectious disease.

Proper PPE varies based on the communicable disease, the outcome of any hazard assessments, and the employee/contractor's position and job duties, but may include:

- Masks;
- Face shields;
- Gloves;
- Foot and eye protection;
- Protective hearing devices;
- Respirators; and/or
- Hard hats and disposable gowns and aprons.

Note that while cleaning supplies are not PPE, during a public health emergency there is a related need for cleaning supplies used to sanitize surfaces, as well as hand soap and hand sanitizer. The Coronavirus pandemic demonstrated that supply chains were not able to keep up with increased demand for these products early in the pandemic. As such, these supplies are included in this section as they are pertinent to protecting the health and safety of the Village's employees and contractors.

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Protocols for providing PPE include the following:

1. The Village shall identify the types and quantities of PPE needed based upon employee/contractor job duties and work locations;
2. Procurement of PPE:
 - a. Based upon the various tasks and needs of essential employees and contractors, the Village shall be able to provide at least two (2) pieces of each required form of PPE to essential employees and contractors during any given work shift over at least a 6-month period.
 - b. The Village shall make all efforts to mitigate supply chain disruptions to meet this requirement.
3. Storage of, access to, and monitoring of PPE stock:
 - a. PPE shall be stored in a manner which will prevent degradation.
 - b. Employees and contractors shall have access to PPE as quickly as possible in the event of an emergency.
 - c. The supply of PPE shall be monitored to ensure integrity and to track usage rates.

The Village Administrator's Office shall be responsible for procuring PPE for all administrative personnel and the Parks Department. The Police Chief and Lieutenants shall be responsible for procuring PPE for the Police Department (with the assistance of the Village Administrator's Office if necessary). The DPW Superintendent or their designee shall be responsible for procuring PPE for the DPW Department (with the assistance of the Village Administrator's Office if necessary). Such items shall be purchased under County, State or other cooperative Contract when possible, otherwise the Village's Purchasing Policy shall apply.

Staff Exposures, Cleaning, and Disinfection

Staff Exposures

Staff exposures are organized under several categories based upon the type of exposure and presence of symptoms. Following CDC guidelines, we have established the following protocols based on COVID-19 (such processes may need to be revised based on the nature of the communicable disease):

- A. If employees or contractors are exposed to a known case of communicable disease that is the subject of the public health emergency (defined as a "close contact" with someone who is confirmed infected, which is a prolonged presence within six feet with that person), the Village shall institute the following rules/procedure:
 1. Potentially exposed employees or contractors who do not have symptoms should remain at home or in a comparable setting and practice social distancing for the lesser of 10 days or other current CDC/public health guidance for the communicable disease in question.
 - a. As possible, these employees shall be permitted to work remotely during this period of time if they are not ill.
 - b. The Department Head must be made aware by the employee of any potential exposure. The Department Head shall inform the Village Administrator for appropriate follow up.
 - c. See the section titled Documentation of Work Hours and Locations for additional information on contact tracing
 2. CDC guidelines for COVID-19 provide that critical essential employees may be permitted to continue work following potential exposure, provided they remain symptom-free and additional precautions are taken to protect them, other employees and contractors, and the residents/public.

- a. Additional precautions shall include the requirement of the subject employee or contractor, as well as others working in their proximity, to wear appropriate PPE at all times to limit the potential of transmission.
 - b. In-person interactions with the subject employee or contractor shall be limited as much as possible.
 - c. Work areas in which the subject employee or contractor are present shall be disinfected according to current CDC/public health protocol at least every hour, as practical. See the section on Cleaning and Disinfection for additional information on that subject.
 - d. If at any time the subject employee or contractor exhibits symptoms, refer to item B below.
 - e. The Village Administrator is the final decision maker on whether or not an essential employee may return to work if they have a known exposure or are positive for the specific pathogen causing the public health emergency.
- B. If an employee or contractor exhibits symptoms of the communicable disease that is the subject of the public health emergency, the Village shall institute the following rules/procedure:
1. Employees and contractors who exhibit symptoms in the workplace shall be immediately separated from other employees, customers and visitors and sent home with a recommendation to contact their physician.
 2. Employees and contractors who exhibit symptoms outside of work shall notify their supervisor and stay home, with a recommendation to contact their physician.
 3. Employees shall not return to work until they have met the criteria to discontinue home isolation per CDC/public health guidance and have consulted with a healthcare provider.
 4. The Village of Tarrytown will not require, although it may recommend that sick employees to provide a negative test result for the disease in question or healthcare provider's note to validate their illness, qualify for sick leave, or return to work. The Village will follow guidance from CDC, State & County Health Departments as it relates to the requirement for negative testing. The Village will also comply provisions within the CBA in relation to requiring a doctor's note.
 5. CDC criteria for COVID-19 provides that persons exhibiting symptoms may return to work if at least 24 hours have passed since the last instance of fever without the use of fever-reducing medications. If the disease in question is other than COVID-19, CDC and other public guidance shall be referenced.
 6. The Village Administrator shall be responsible for the implementation of the above section.
- C. If an employee or contractor has tested positive for the communicable disease that is the subject of the public health emergency, the Village shall institute the following rules/procedure:
1. Apply the steps identified in item B, above, as applicable.
 2. Areas occupied for prolonged periods of time by the subject employee or contractor shall be closed off.
 - a. CDC guidance for COVID-19 indicates that a period of 24 hours is ideally given before cleaning, disinfecting, and reoccupation of those spaces will take place. If this time period is not possible, a period of as long as possible will be given. CDC/public health guidance for the disease in question shall be followed.
 - b. Any common areas entered, surfaces touched, or equipment used by the subject employee or contractor shall be cleaned and disinfected immediately.
 - c. See the section on Cleaning and Disinfection for additional information on that subject.
 3. Identification of potential employee and contractor exposures shall be conducted.

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- a. If an employee or contractor is confirmed to have the disease in question, the Village Administrator shall inform all contacts of their possible exposure. Confidentiality of the individual who tested positive for the disease shall be maintained.
 - b. Apply the steps identified in item A, above, as applicable, for all potentially exposed personnel.
 4. The Village Administrator shall be responsible for the implementation of the above section.

The Village recognizes there may be nuances or complexities associated with potential exposures, close contacts, symptomatic persons, and those testing positive. The Village will follow CDC/public health recommendations and requirements and coordinate with local public health officials for additional guidance and support as needed.

Cleaning and Disinfecting

CDC/public health guidelines shall be followed for cleaning and disinfection of surfaces/areas. Present guidance for routine cleaning during a public health emergency includes:

1. As possible, employees and contractors shall clean their own workspaces in the beginning, middle, and end of their shifts, at a minimum.
 - a. High traffic/high touch areas and areas which are accessible to the public shall be disinfected at least daily in normal office areas. A more frequent level of cleaning may be required for other facilities.
 - b. Except for the Pool Deck Area, Fitness Center Room, Studio Room, and Library, all public Village areas shall be cleaned by the Village's contracted cleaning vendor on a prescribed basis.
 - c. For the Pool & Fitness Center, additional cleanings may be required. Such cleanings may be the responsibility of Village employees. Such cleaning schedule shall be coordinated with the Parks and/or Recreation Department Head and the Village Administrator. A contractor may be hired to perform such cleanings, but it is not a requirement.
2. Staff tasked with cleaning and disinfecting areas shall be issued and required to wear PPE appropriate to the task.
3. Employees are responsible for the cleaning of their own individual workspaces
4. Soiled surfaces shall be cleaned with soap and water before being disinfected.
5. Surfaces shall be disinfected with products that meet Environmental Protection Agency (EPA) criteria for use against the virus in question and which are appropriate for that surface.
6. Employees shall follow instructions of cleaning products to ensure safe and effective use of the products.

The Village will follow applicable PESH guidelines.

Employee and Contractor Leave

Public health emergencies present extenuating and unanticipated circumstances in which the Village is committed to reducing the burden on our employees and contractors. This policy may be altered based upon changes in law or regulation, as applicable.

Through adoption of this plan, it is the Village's policy that employees of the Village shall not be charged with leave time for testing to determine whether the employee is positive for a communicable disease that is the subject of a public health emergency.

Sworn police officers shall file Departmental guidelines which were established based on CDC and NYS DOH guidelines.

NYS Paid Emergency Sick Leave Law

Employees may also be entitled for up to fourteen (14) days of paid leave under the NYS Paid Emergency Sick Leave Law if the employee is under a government or Department of Health mandated order of quarantine or precautionary isolation and unable to work remotely. Employees will not be eligible for this leave if the Federal Emergency Paid Sick Leave Act provides greater benefits. Eligibility may also depend upon the employee's adherence to certain CDC travel advisories. This leave is applicable during the COVID-19 pandemic, but may not be available in future pandemic. Per NYSDOL, there is a limit of three (3) quarantine periods, typically two (2) weeks in length, available under the NYS Paid Emergency Sick Leave Law

Additional provisions may be enacted based upon need and the guidance and requirements in place by federal and state employment laws, executive orders and other applicable laws, rules and regulations.

Contractors, either independent or affiliated with a contracted firm, are not classified as employees of the Village, and as such are not provided with paid leave time by the Village, unless otherwise required by law.

These leaves shall not be in lieu of or affect employees' rights under Workers' Compensation law or General Municipal Law 207-c and shall be in addition to those collectively bargained by the Village's unions.

Documentation of Work Hours and Locations

During a public health emergency, it may be necessary to document daily work hours and locations of each employee and contractor to conduct contact tracing efforts. Identification of locations shall include on-site work and off-site visits. This information may be used by the Village to conduct contact tracing and may be shared with local public health officials.

Information regarding employee and contractor work hours and locations shall be collected at the beginning and end of each work shift either electronically or on paper. If on paper, the Department Head shall be responsible for collecting the "contact tracing" form and disposing of the form after thirty (30) days. Any form submitted electronically shall be maintained by the Department Head and Village Administrator. Such forms are not subject to FOIL as private/confidential health information is not FOILABLE.

If granted permission to work remotely employee should be required to inform department head of location they are working from and will be subject to unannounced checks and or visits. They shall remain at this location during their works hours and not leave unless exigent circumstance (medical, family emergency) without first notifying supervisor. Workers will be required to tell their supervisor of start and end of lunch break if leaving their designated work site. Workers of course are permitted to use existing leave hours for personal errands if previously approved. The Village shall comply with all applicable laws concerning the procedures and confidentiality of contact tracing.

Housing for Essential Employees

During a public health emergency certain essential employees may need to be lodged to help prevent the spread of the subject communicable disease and protect employees from potential exposure, thus helping to ensure their health and safety and to provide the continuity of the Village's essential operations.

If such a need arises, hotel rooms are likely the most viable option. If hotel rooms are for some reason deemed not practical or ideal, or if there are no hotel rooms available, the Village will coordinate with Westchester County to help identify and arrange for housing needs. The applicable Department Head will work with the Village Administrator on arranging for this housing.

The employee must agree to the housing and not be responsible for payment.

Below is a list of potential emergency housing locations (subject to change and below list is not exhaustive):

SpringHill Suites Tarrytown Westchester County, 480 White Plains Rd, Tarrytown, NY 10591-4905

Courtyard by Marriott Tarrytown Westchester County, 475 White Plains Road, Tarrytown, NY 10591

Doubletree by Hilton Hotel Tarrytown, 455 S Broadway, Tarrytown, NY 10591-6002

Sheraton Tarrytown Hotel, 600 White Plains Rd, Tarrytown, NY 10591

DRAFT

George Latimer, County Executive

Dr. DaMia Harris-Madden, Executive Director
Youth Bureau

February 17, 2021

Richard Slingerland
Village Administrator
1 Depot Plaza
Tarrytown, New York 10591

Dear Administrator Slingerland,

We are pleased to inform you that County Executive George Latimer and the Board of Legislators have agreed to support service contracts with previously funded community based organizations and Municipal youth agencies. Your agency has been selected to continue to receive Miscellaneous funding in 2021 for the program and amount stated below:

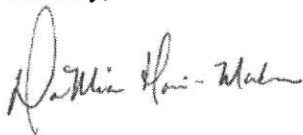
<u>Contract Agency</u>	<u>Program Name</u>	<u>Funding Year</u>	<u>Funding</u>	<u>Contract Amount</u>
Village of Tarrytown	Tarrytown/Sleepy Hollow Summer Camp	2021	MISC/ BOL	\$38,058

The Westchester County Youth Bureau anticipates this service agreement from July 1, 2021 through August 9, 2021 based upon the continuance of contract compliance, appropriation of funds to the Youth Bureau, vote and approval of an Act by the Board of Legislators, and execution of an Inter Municipal Agreement. It is our expectation that your agency continue to deliver the program as designed and adhere to all reporting and monitoring requirements. In preparation for the contract process, your agency is strongly encouraged to register with the County's Vendor Portal. The link to access the Vendor Portal is <http://business.westchestergov.com/vendor-portal>

Please be aware that the Agreement that your organization is required to enter into with Westchester County shall contain a provision that the County shall retain the right, upon the occurrence of any release by the Governor of a proposed budget of the State of New York and/or the adoption of the State budget or any amendments thereto, and after the County has a reasonable period of time to conduct an analysis of the impacts of such budget(s) on County finances, to terminate the Agreements authorized herein or to renegotiate the amounts and rates approved herein. If the County subsequently offers to pay a reduced amount to the contract agencies, then the contract agencies shall have the right to terminate their respective Agreements upon reasonable prior written notice.

This service agreement is made possible because we recognize the valuable and important work that your agency provides for children, youth, and families. My best wishes for continued success in your efforts to serve the youth of Westchester County.

Sincerely,



Dr. DaMia Harris-Madden
Executive Director

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**SCHEDULE A
WESTCHESTER COUNTY YOUTH BUREAU
INDIVIDUAL PROGRAM APPLICATION**

Implementing Agency: Village of Tarrytown	Program Title: Tarrytown/Sleepy Hollow Camp
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FUND AMOUNTS:		
Total Program Amount: 126,300	Funds Requested: 38,058	Cost Per Youth: 680

AUTHORIZED VOUCHER SIGNEES:			
1.	Last Name: Arduino	First Name: Joseph	Title: Rec. Supervisor
2.	Last Name: Slingerland	First Name: Richard	Title: Village Administrator

AGENCY /MUNICIPALITY INFORMATION:			
Implementing Agency is: (check box)		Not For Profit <input type="checkbox"/>	Public <input checked="" type="checkbox"/>
Federal ID Number:13-600-7334			
Agency Website:www.tarrytowngov.com		Implementing Agency/Municipality: Village of Tarrytown	
Mailing Street Address:1 Depot Plaza Tarrytown N.Y. 10591			
Suite/Floor/Room # / P.O. Box: Rec.	City: Tarrytown	State: N.Y.	Zip Code:10591

AGENCY /MUNICIPALITY EXECUTIVE DIRECTOR :			
Last Name: Slingerland	First Name: Richard		Title: Administrator
Phone Number: 914-862-1802	Extension:1802	Fax: 914-631-8770	Email:rslingerland@tarrytowngov.com

PROGRAM CONTACT PERSON:			
Last Name: Arduino	First Name: Joseph		Title: Rec. Supervisor
Phone Number:914-909-1095	Extension:1095	Fax: 914-631-8770	Email:jarduino@tarrytowngov.com

PERIOD OF ACTUAL PROGRAM OPERATION :			
HOURS OF OPERATION: 8:30a – 4:00p.	Days of operation Mon – Fri.	From: July 5 th	To: Aug. 13 th
Other <input type="checkbox"/> explain:			

X _____

X 2/26/21

EXECUTIVE DIRECTOR / BOARD CHAIRPERSON SIGNATURE

DATE

**WESTCHESTER COUNTY YOUTH BUREAU
AGENCY - PROGRAM PROFILE**

PROGRAM TITLE: Tarrytown/Sleepy Hollow Day Camp

PROJECTED TOTAL PROGRAM ENROLLMENT 187	Attendance
PROGRAM SUMMARY: The recreation department in the village of Tarrytown provides summer Tot & Day Camp programs to residents of Tarrytown and Sleepy Hollow. The programs will provide 6 weeks of summer time activities for all youth ages 3-11. Activities at the Tot camp are: theme days, color days, entertainment on site [clowns, musicians, learning about animals] arts & crafts, music and swimming twice a week at the Tarrytown recreation pool. Activities at the Day Camp are theme days too, color days, entertainment [magicians, DJ Dance party, learning about animals and Mad science activity] weekly trips to amusement parks, aquariums and swimming twice a week at the Tarrytown Recreation pool.	

PROGRAM SITES- Most significant (3 Maximum)					
Type	Address (Street, City, State, Zip)	Assembly District #	NYS Senate District #	Local Planning Board	City Council District
Day camp	238 W. Main St. Tarrytown N.Y. 10591 [Tarrytown Rec. Pool]	92	35		
Tot camp	238 W. Main St. Tarrytown N.Y. 10591 [Tarrytown Rec. Pool]				

Use whole numbers when entering information for Gender, Ethnicity, Age, Target Population, NOT percentages.

GENDER OF PROGRAM PARTICIPANTS (enter number of participants per gender)	# Male 91	# Female 96
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ETHNICITY (Enter number of participants per ethnic group)			
White 64	Black or African American 36	Two or more races 0	Hispanic or Latino 79
American Indian or Alaskan Native 0	Asian 8	Native Hawaiian or other Pacific Islander 0	

IS TARGET POPULATION SERVING DISCONNECTED YOUTH? (check no or yes)					No <input checked="" type="checkbox"/>	Yes <input type="checkbox"/>
Ages: (enter # of participants in population described)	0-6 51	7-9 116	10-13 20	14-17 0	18-20 0	21+ 0
If "Yes," indicate number of youth:	Youth aging out of foster care: NA		Children of incarcerated parents: NA			
Youth in the juvenile justice system who re-enter the community NA			Runaway and homeless youth NA			

PLEASE DESCRIBE HOW THE PROGRAM FOR WHICH YOU ARE APPLYING FOR FUNDING, ADDRESSES EACH OF THE FOLLOWING **8 FEATURES OF POSITIVE YOUTH DEVELOPMENT SETTINGS**:

(These eight features of effective youth development settings serve as quality standards for youth programs)

1. Physical & Psychological Safety: Safe and health-promoting facilities; practices that increase safe peer group interaction and decrease unsafe or confrontational peer interactions.

Program will adhere to NYS DOH physical safety requirements as required. Staff will conduct camper orientations every Monday for all campers which will include rules especially pertaining to physical and psychological safety.

2. Appropriate Structure: Limit setting; clear and consistent rules and expectations; firm enough control; continuity and predictability; clear boundaries; age appropriate monitoring.

Staff will receive training prior to camp starting on how to be clear and consistent when abiding by rules and expectations. They will also be trained on how to deal with camper's behavior and the chain of command.

3. Supportive Relationship: Warmth; closeness; connectedness; good communication; caring; support; guidance; secure attachment; responsiveness.

Staff will be trained as caring, responsible adult role models and will address youth and family concerns and issues as they arise.

4. Opportunities to Belong: Opportunities for meaningful inclusion; regardless of one's gender, ethnicity; sexual orientation, or disabilities; social inclusion; social engagement, and integration; opportunities for socio-cultural identity formation; support for cultural and bicultural competence.

Program offerings will be relevant, age and culturally appropriate. Staff will encourage participation by all young people in various activities.

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5. Positive Social Norms: Rules of behavior; expectations; injunctions; ways of doing things; values and morals; obligations for service.

Trained staff and supervisors will ensure appropriate boundaries and expectations for youth and for staff. Staff will model appropriate behavior pro-social behavior and interactions between youth and staff. Staff will intervene as necessary to correct inappropriate behavior and will acknowledge positive social norms.

6. Support for Efficacy & Mattering: Youth-based; empowerment practices that support autonomy; making a real difference in one's community, and being taken seriously. Practices that include enabling; responsibility granting, and meaningful challenge. Practices that focus on improvement rather than on relative current performance levels.

Staff will provide support and encouragement to young people engaged in various program activities.

7. Opportunities for Skill Building: Opportunities to learn physical, intellectual, psychological, emotional, and social skills; exposure to intentional learning experiences; opportunities to learn cultural literacy, communication skills and good habits of mind; preparation for adult employment, and opportunities to develop social and cultural capital.

Throughout the program staff will be trained to help encourage their campers in all aspects of learning as well as help them build upon skills needed.

8. Integration of Family, School, & Community Efforts: Concordance; coordination and synergy among family, school, and community.

Staff will interact with youth and families as needed to address concerns. Staff will provide feedback to families as requested.

Monitoring and Evaluation Methods

9. Monitoring Methods: Monitoring is defined as a systematic review of a funded program based upon the requirements of a contract, rules, regulations, policies, and/or State and Local Laws. It identifies the degree to which a program or operation accomplishes the activities specified in a contract/ application, and how it complies with requirements. Describe your process to be used to monitor on a regular basis. Include who will be responsible, frequency, and documentation of monitoring activities.

Attendance is the primary source of monitoring... to ensure that the programs are being used by as many youth in the community.

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10. Evaluation Methods: Evaluation methods are the process to determine the value or amount of success in achieving a pre-determined program or operational goal. Evaluations can identify program strengths and weaknesses in order to improve the program. Evaluations can verify if the program is really running as originally planned. Describe the process to be used to evaluate the attainment of the objectives. Include what will be measured, who will conduct the evaluation, when it will be conducted, and how the results will be used.

Being present each day through daily attendance counts for a % of the camper's performance in the program. The staff [head counselors] are conducting this type of monitoring. All attendance is done at the onset of the day, ultimately it portrays a small picture of the camper's punctuality and commitment to the program. This information can be part of a camper's folder, and certainly can be information shared with the parent.

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**TOUCHSTONES
FORM 5003
(ADAPTED FROM OCFS)
INDIVIDUAL PROGRAM APPLICATION**
Program Summary-Program Components

Refer to Touchstones Coding Document to complete.
Choose 1 code for each category listed below.

IMPLEMENTING CONTRACTOR:
Village of Tarrytown

PROGRAM TITLE:
Tarrytown/Sleepy Hollow Day Camp

LIFE AREA: (Enter Code & Description)	Economic security IES
GOAL: (Enter Code & Description)	Monitoring our young staff counselors as we guide them in performing their task of supervising the younger registered campers.
OBJECTIVE: (Enter Code & Description)	113
SOS: (Enter Code & Description)	119
HOW MUCH: (Enter Code & Description)	0119A.1
HOW WELL: (Enter Code & Description)	0119B.3
BETTER OFF: (Enter Code & Description)	0119C.2

Use whole numbers when entering information for Gender, Ethnicity, Ages, and Target Population areas, **NOT** percentages. Please provide the best estimate in the spaces provided below.

PARTICIPANT GENDER:	MALE <u>108</u> FEMALE <u>83</u> TRANS-FEMALE (MALE TO FEMALE) _____ TRANS-MALE (FEMALE TO MALE) _____ GNC/NON-BINARY _____ CHOSE NOT TO ANSWER _____
ETHNICITY: (Enter number of participants per ethnic group)	WHITE <u>66</u> BLACK OR AFRICAN AMERICAN <u>32</u> HISPANIC OR LATINO <u>85</u> AMERICAN INDIAN OR ALASKAN NATIVE <u>0</u> ASIAN <u>8</u> NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER <u>0</u> TWO OR MORE RACES <u>0</u> OTHER/NOT LISTED <u>0</u>
AGES:	0-4 <u>22</u> 5-9 <u>116</u> 10-14 <u>53</u> 15-17 <u>0</u> 18-20 <u>0</u> 21+ <u>0</u>
IS TARGET POPULATION SERVING DISCONNECTED YOUTH? x <input type="checkbox"/> No <input type="checkbox"/> Yes	
IF "YES," PLEASE DESCRIBE: _____	

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TOUCHSTONES
(Adapted from the New York State Office of Children and Family Services)
Form 5003 Instructions
INDIVIDUAL PROGRAM APPLICATION
Program Summary-Program Components

Implementing Contractor: Enter name of incorporated contractor responsible for program.

Program Title: Enter the title of the program.

Each program will select:

- 1 Life Area
- 1 Goal per Life Area
- 1 Objective per Goal
- 1 Service, Opportunity and Support (SOS)
- 1 How Much
- 1 How Well
- 1 Better Off

Example:

Step 1: For the Program Component, identify the **Life Area** to be addressed and the appropriate code.

1 ES: ECONOMIC SECURITY

You would enter code **1ES**.

Step 2: Select the **GOAL** to be targeted and its code.

11 Goal: Youth will be prepared for their eventual economic self sufficiency.

You would enter code **11**.

Step 3: Select the objective to be achieved. Choices under this goal include:

111 Objective: Youth will have skills, attitudes and competencies to enter college, the work force or other meaningful activities.

112 Objective: Young adults who can work will have opportunities for employment.

113 Objective: Youth seeking summer jobs will have employment opportunities.

If you selected Objective **111** - Youth will have skills, attitudes and competencies to enter college, the work force or other meaningful activities

You would enter code **111**.

Step 4: Select from the following choices the Services Opportunities and Supports that your program offers.

Services, Opportunities, and Supports

0119	Employment Opportunities
0120	Work Readiness Skills
0121	Career Development Supports
0122	College Exploration Opportunities
0123	Life Skills Supports

If you selected Services, Opportunities and Supports 0121 Career Development Supports

You would enter code **0121**.

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Step 5: Enter the Performance Measures to be achieved. Choices under this SOS, include:

Performance Measures

How Much

- **0121A.1** # of youth enrolled in the program (unduplicated)

How Well

- **0121B.1** % of youth who completed the program
- **0121B.2** % of youth reporting satisfaction with the program

Better Off

- **0121C.1** #% of youth with increased understanding of career interests
- **0121C.2** #% of youth with defined career occupational objectives
- **0121C.3** #% of youth who can name one skill they learned in the program

Note: a selection from each question must be indicated.

Step 6: Enter the following data on your projected target population (in whole numbers not percentages) for those youth participating in –Career Development Supports):

Please use whole numbers, not percentages.

- Gender
- Ethnicity
- Ages
- And if serving Disconnected Youth, identify the number (not percentages) in group (i.e. youth aging out of foster care, children of incarcerated parents, youth in juvenile justice system who re-enter community, runaway and homeless youth).

Special Notes:

Each Life area has its own set of Goal(s), Objectives and Services, Opportunities and Supports. Once you identify the Life Area your program is addressing, you must use the Goal(s), Objectives and Services, Opportunities and Supports listed under it.

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WESTCHESTER COUNTY YOUTH BUREAU

PROGRAM BUDGET

SCHEDULE B

July 5th - August 13th 2021	Contract #: "To Be Assigned"
Village of Tarrytown Recreation Department	Tarrytown/Sleepy Hollow Day Camp

1. PERSONAL SERVICES

Position Title	Rate of Pay	Basis (H,W,BW, SM)	Total Program Amount	Total Funds Requested for this Program
24 youth day camp counselors	8.00/hr.	hourly		
201 X 24 staff X 8.00/hr.		38,058	38,058	
TOTAL SALARIES AND WAGES			38,058	
TOTAL FRINGE BENEFITS				
TOTAL PERSONNEL SERVICES (1)			\$ 38,058	

2. CONTRACTED SERVICES AND STIPENDS

Type of Service or Consultant Title	Rate of Pay	Base (S,M,HR)	Total Program Amount	
TOTAL CONTRACTED SERVICES AND STIPENDS (2)			\$ -	

3. MAINTENANCE & OPERATION

Complete Attachment "E"	Total Program Amount	
TOTAL MAINTENANCE AND OPERATION (3)		

TOTAL PROGRAM AMOUNT \$ 38,058

TOTAL WCYB FUNDS REQUESTED \$ 38,058

List Other Funding Sources	\$ 38,058	Reimbursable Total
	\$ -	Municipal Funding
	\$ -	Other Sources

Approved:

EP 2/29/21

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Office License

AGREEMENT OF LICENSE, made as of this 5th day of March, 2020, between Village of Tarrytown, party of the first part, hereinafter referred to as Owner, and Greenburgh Drug and Alcohol Task Force, party of the second part, hereinafter referred to as Licensee,

WITNESSETH: Owner hereby Licenses to Licensee and Licensee hereby hires from Owner the office space in the old Tarrytown Police Headquarters in the building known as old Tarrytown Police Headquarters located at 150 Franklin Street in the Village of Tarrytown, Westchester County, New York, for the term of 12 months (or until such term shall sooner cease and expire as hereinafter provided) to commence on the first day of March, 2020, and to end on the twenty- ninth day of February, 2021, both dates inclusive. Licensee hires from Owner only that portion of the building which is the subject of this license and Owner shall have the right to execute license agreements for other portions of the old Tarrytown Police Headquarters. Both the Owner and the Licensee retains the right to end the license term at any time with or without cause with 90 days notice.

The parties hereto, for themselves, their heirs, distributees, executors, administrators, legal representatives, successors and assigns, hereby covenant as follows:

License Payment and Rental Fee; Fee for Utilities:

1. Licensee shall pay the license fee as above and as hereinafter provided. The Licensee shall also pay a Rental Fee of \$250.00 per month payable upon the 1st day of the month for each month of the license term. Licensee shall also pay for a fee for utilities which will be calculated by multiplying the total utility cost for the building by the percentage of square footage occupied by the Licensee

Occupancy:

2. Licensee shall use and occupy demised premises for official activities of the Greenburgh Drug and Alcohol Task Force and for no other purpose.

Licensee Alterations:

3. Licensee shall make no changes of any nature in or to the demised premises without Owner's prior written consent.

Maintenance and Repairs:

4. Licensee shall, throughout the term of this License, take good care of the demised premises and the fixtures and appurtenances therein. Licensee shall be responsible for all damage or injury to the demised premises or any other part of the building and the systems and equipment thereof, whether requiring structural or nonstructural repairs caused by or resulting from carelessness, omission, neglect or improper conduct of Licensee, Licensee's sub Licensees, agents, employees,

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statutory or any other statutory remedy. It is further mutually agreed that in the event Owner commences any proceeding for possession of the premises, Licensee will not interpose any counterclaim of whatever nature or description in any such proceeding including a counterclaim under Article 4.

IN WITNESS WHEREOF, Owner and Licensee have respectively signed and sealed this License as of the day and year first above written.

Village of Tarrytown

By: Richard Slingerland

Richard Slingerland, Village Administrator

Date Signed: 3-6-2020

Greenburgh Drug and Alcohol Task Force

By: John Barbelet

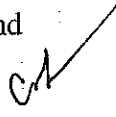
John Barbelet, Chief of Police

Date Signed: 3/6/20

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VILLAGE OF TARRYTOWN INTEROFFICE MEMORANDUM

To: Village Administrator Slingerland

From: Carol A. Booth, Village Clerk 

Subject: Volunteer Ambulance Corp Service Award (Pension) Program

Date: February 24, 2021

ACKNOWLEDGEMENT OF RECEIPT OF THE 2020 TARRYTOWN VOLUNTEER
AMBULANCE CORPS SERVICE AWARD (PENSION) PROGRAM ANNUAL
REPORT REGARDING QUALIFYING POINTS RECEIVED

BE IT RESOLVED that the Board of Trustees of the Village of Tarrytown does hereby acknowledge receipt of the Tarrytown Volunteer Ambulance Corps 2020 annual report of points achieved by respective members of the Ambulance Corps for qualification for Village contribution to the Ambulance Corps members service award program, which report shall be posted for public inspection and comment for 30 days prior to Board of Trustees' consideration of approving submission of the report to the pension fund underwriter, subject to final sign-off by the Mayor.

