

A regular meeting of the Town Board of Harrison, Westchester County New York was held at the Municipal Building, 1 Heineman Place, Harrison, NY, Westchester County, on Monday, January 1, 2024 at 3:00 PM. All members having received due notice of said meeting:

MEMBERS PRESENT:

Richard Dionisio Supervisor

Elizabeth Brown.....)

Angela VaccaroCouncilpersons

Gina Evangelista)

Mike DiCostanzo)

ABSENT:

None

ALSO ATTENDING:

Andrea C. Rendo.....Town Attorney

"FIRST OF THE YEAR RESOLUTIONS"

January 1, 2024

2024 - - 001 - - 1

**APPOINTMENT OF COUNCILWOMAN GINA EVANGELISTA
AS DEPUTY SUPERVISOR FOR 2024**

On motion of Councilwoman Brown, seconded by Councilwoman Vaccaro,

it was

RESOLVED to appoint Councilwoman Gina Evangelista as Deputy Supervisor of the Town of Harrison for the year 2024, effective January 1, 2024, with an annual salary of \$ 24,764.

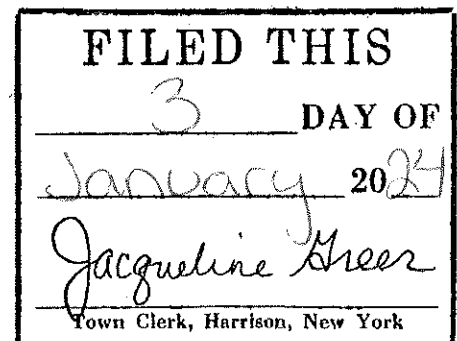
FURTHER RESOLVED to forward a copy of this Resolution to the Comptroller and the Law Department.

Adopted by the following vote:

AYES: Councilpersons Brown, Evangelista, Vaccaro and DiCostanzo
Supervisor Dionisio

NAYS: None

ABSENT: None



January 1, 2024

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RE-APPOINTMENT MICHAEL AMODEO AS TOWN ENGINEER

On motion of Councilwoman Brown, seconded by Councilwoman Evangelista,

it was

RESOLVED to re-appoint Michael Amodeo as Town Engineer, for a term of two (2) years, pursuant to Town Law § 24 for the Town of Harrison effective January 1, 2024, with an annual salary of \$189,966.

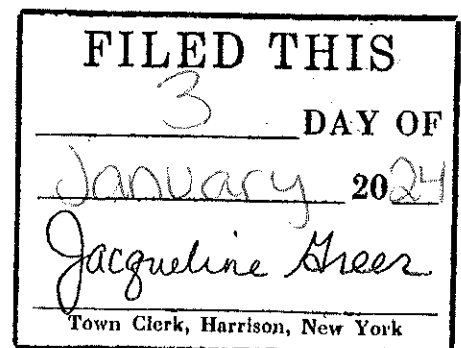
FURTHER RESOLVED to forward a copy of this Resolution to the Comptroller, Personnel Manager and the Law Department.

Adopted by the following vote:

AYES: Councilpersons Brown, Evangelista, Vaccaro and DiCostanzo
Supervisor Dionisio

NAYS: None

ABSENT: None



January 1, 2024

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RE-APPOINTMENT OF MAUREEN MACKENZIE AS COMPTROLLER

On motion of Councilwoman Brown, seconded by Councilwoman Evangelista,

it was

RESOLVED to re-appoint Maureen MacKenzie as Comptroller, for a term of two (2) years, pursuant to Town Law § 20-3(b) for the Town of Harrison, effective January 1, 2024, with an annual salary of \$177,581.

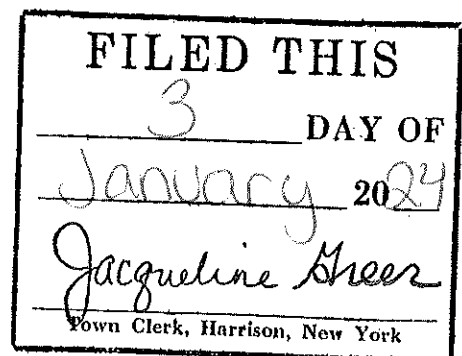
FURTHER RESOLVED to forward a copy of this Resolution to the Comptroller, the Law Department and the Personnel Manager.

Adopted by the following vote:

AYES: Councilpersons Brown, Evangelista, Vaccaro and DiCostanzo
Supervisor Dionisio

NAYS: None

ABSENT: None



January 1, 2024

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TABLED

On motion of Councilwoman Brown, seconded by Councilwoman Evangelista,

it was

RESOLVED to Table the appointment of a Confidential Secretary to the Supervisor: **This is Tabled with no holdover and no appointment at this time.**

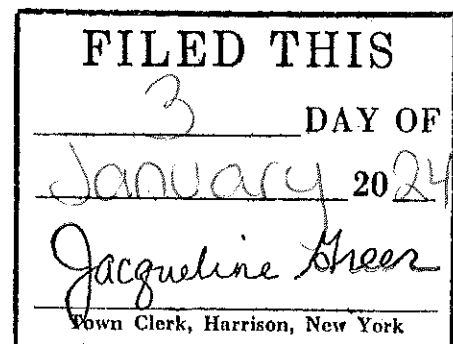
FURTHER RESOLVED to forward a copy of this Resolution to the Personnel Manager and the Comptroller.

Adopted by the following vote:

AYES: Councilpersons Brown, Evangelista, Vaccaro and DiCostanzo
Supervisor Dionisio

NAYS: None

ABSENT: None



January 1, 2024

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RE-APPOINTMENT OF GINA SMOYVER AS DEPUTY TOWN CLERK

On motion of Councilwoman Evangelista, seconded by Councilwoman Brown,

it was

RESOLVED to re-appoint Gina Smoyver as Deputy Town Clerk pursuant to Town Law § 30-10(a) for the Town of Harrison, effective January 1, 2024, with an annual salary of \$61,683.

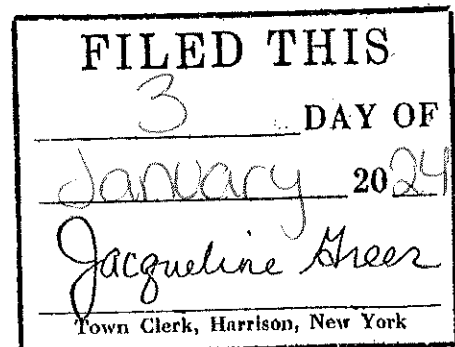
FURTHER RESOLVED to forward a copy of this Resolution to the Comptroller and the Personnel Manager.

Adopted by the following vote:

AYES: Councilpersons Brown, Evangelista, Vaccaro and DiCostanzo
Supervisor Dionisio

NAYS: None

ABSENT: None



January 1, 2024

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RE-APPOINTMENT OF TOWN CLERK, JACQUELINE GREER,
AS A MARRIAGE OFFICER FOR THE TOWN OF HARRISON

On motion of Councilwoman Brown, seconded by Councilwoman Vaccaro,

it was

RESOLVED to re-appoint Town Clerk, Jacqueline Greer, as a Marriage Officer for the Town of Harrison pursuant to Domestic Relations Law § 11-c, effective January 1, 2024.

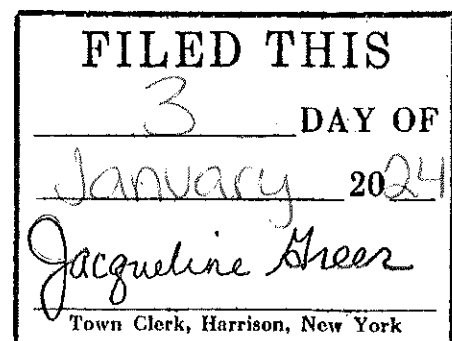
FURTHER RESOLVED to forward a copy of this Resolution to the Town Clerk.

Adopted by the following vote:

AYES: Councilpersons Brown, Evangelista, Vaccaro and DiCostanzo
Supervisor Dionisio

NAYS: None

ABSENT: None



January 1, 2024

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RE-APPOINTMENT OF SEAN O'CONNELL AS DEPUTY COURT CLERK

On motion of Councilwoman Brown, seconded by Councilwoman Evangelista,

it was

RESOLVED to re-appoint Sean O'Connell as Deputy Court Clerk pursuant to Public Officers Law § 9, effective January 1, 2024 with an annual salary of \$108,509

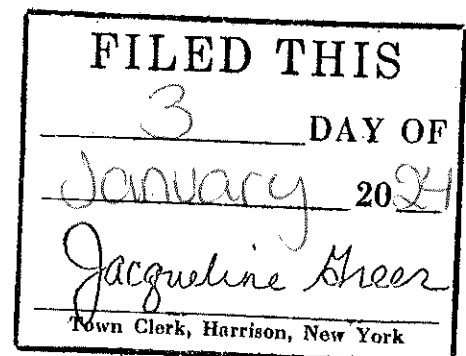
FURTHER RESOLVED to forward a copy of this Resolution to the Law Department, the Comptroller, the Personnel Manager and the Court Clerk.

Adopted by the following vote:

AYES: Councilpersons Brown, Evangelista, Vaccaro and DiCostanzo
Supervisor Dionisio

NAYS: None

ABSENT: None



January 1, 2024

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RE-APPOINTMENT OF SUPERVISOR DIONISIO
AS TREASURER OF THE PUBLIC LIBRARY

On motion of Councilwoman Brown, seconded by Councilwoman Vaccaro,

it was

RESOLVED to re-appoint Supervisor Dionisio as Treasurer of the Public Library, pursuant to Town Law § 29-1, effective January 1, 2024.

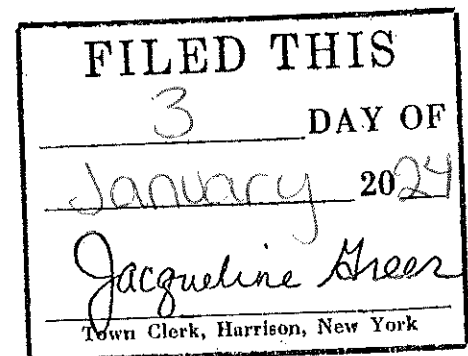
FURTHER RESOLVED to forward a copy of this Resolution to the Law Department and the Comptroller.

Adopted by the following vote:

AYES: Councilpersons Brown, Evangelista, Vaccaro and DiCostanzo
Supervisor Dionisio

NAYS: None

ABSENT: None



January 1, 2024

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RE-APPOINTMENT OF LOUIS MORANO AS DEPUTY RECEIVER OF TAXES

On motion of Councilwoman Evangelista, seconded by Councilwoman Brown,

it was

RESOLVED to re-appoint of Louis Morano as Deputy Receiver of Taxes pursuant to Town Law § 35-2, effective January 1, 2024 with an annual salary of \$55,709.

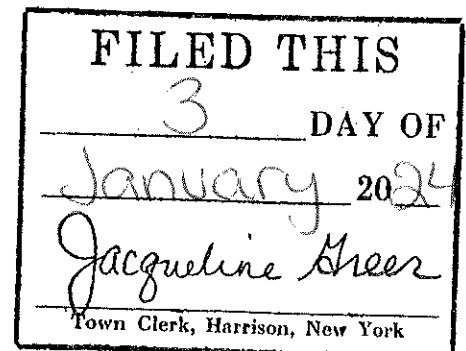
FURTHER RESOLVED to forward a copy of this Resolution to the Comptroller, Personnel Manager, and the Receiver of Taxes.

Adopted by the following vote:

AYES: Councilpersons Brown, Evangelista, Vaccaro and DiCostanzo
Supervisor Dionisio

NAYS: None

ABSENT: None



January 1, 2024

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APPOINTMENT OF SUPERVISOR DIONISIO, COUNCILWOMAN EVANGELISTA
AND COUNCILWOMAN BROWN AS POLICE PENSION FUND OFFICERS
FOR 2024

On motion of Councilman DiCostanzo, seconded by Councilwoman Brown,

it was

RESOLVED the appointment the following as Police Pension Officers for 2024:

Supervisor Dionisio, Councilwoman Evangelista and Councilwoman Brown.

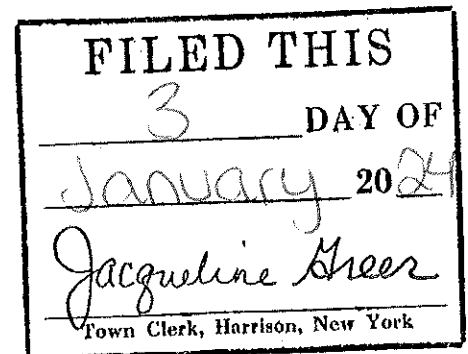
FURTHER RESOLVED to forward a copy of this Resolution to the Law Department.

Adopted by the following vote:

AYES: Councilpersons Brown, Evangelista, Vaccaro and DiCostanzo
Supervisor Dionisio

NAYS: None

ABSENT: None



January 1, 2024

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APPOINTMENT OF ANDREA C. RENDO AS TOWN ATTORNEY

On motion of Councilwoman Brown, seconded by Councilwoman Evangelista,

it was

RESOLVED the appointment of Andrea C. Rendo as Town Attorney, for a term of two (2) years, pursuant to Town Law § 24, effective January 1, 2024 with an annual salary of \$92,053 and \$5,000 Stipend.

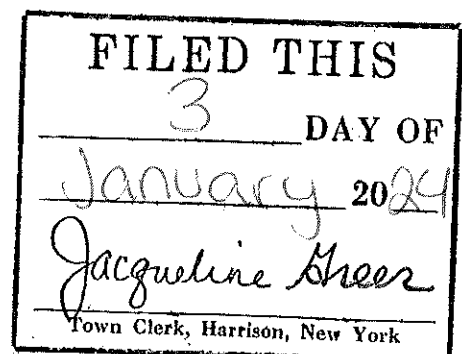
FURTHER RESOLVED to forward a copy of this Resolution to the Law Department, the Personnel Manager and the Comptroller.

Adopted by the following vote:

AYES: Councilpersons Brown, Evangelista, Vaccaro and DiCostanzo
Supervisor Dionisio

NAYS: None

ABSENT: None



January 1, 2024

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APPOINTMENT OF FRANK A. ACOCCELLA AS DEPUTY TOWN ATTORNEY

On motion of Councilwoman Brown, seconded by Councilwoman Evangelista,

it was

RESOLVED to appoint Frank A. Acocella as Deputy Town Attorney pursuant to Town Law § 20(2)(a), effective January 1, 2024 with an annual salary of \$92,053.

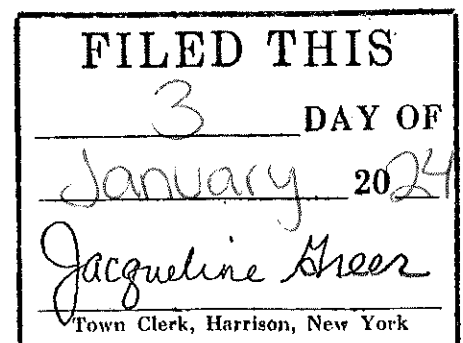
FURTHER RESOLVED to forward a copy of this Resolution to the Law Department, the Personnel Manager and the Comptroller.

Adopted by the following vote:

AYES: Councilpersons Brown, Evangelista, Vaccaro and DiCostanzo
Supervisor Dionisio

NAYS: None

ABSENT: None



January 1, 2024

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APPOINTMENT OF ABRAMS FENSTERMAN LLP AS OUTSIDE COUNSEL
TO THE TOWN OF HARRISON

On motion of Councilwoman Brown, seconded by Councilwoman Evangelista,

it was

RESOLVED the appointment of Abrams Fensterman LLP as outside counsel to the Town of Harrison.

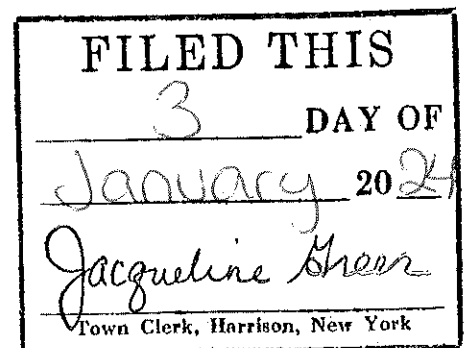
FURTHER RESOLVED to forward a copy of this Resolution to the Law Department and the Comptroller.

Adopted by the following vote:

AYES: Councilpersons Brown, Evangelista, Vaccaro and DiCostanzo
Supervisor Dionisio

NAYS: None

ABSENT: None



January 1, 2024

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AFFIRMATION OF THE POWERS AND DUTIES OF THE COMPTROLLER

On motion of Councilwoman Brown, seconded by Councilwoman Evangelista,

it was

RESOLVED to re-affirm the powers and duties of the Comptroller, in accordance with the Town Law Section 34 (2) as follows:

1. The keeping of separate appropriation and preventing funds or appropriation accounts from being overdrawn.
2. The drawing upon funds or appropriations, with the provision that the counter-signature of the Supervisor shall be required.
3. Continue the foregoing operations and other duties in accordance with previous Resolutions of the Board heretofore ; and
4. The Furnishing to the Supervisor such information and data as the Supervisor may require for the purpose of enabling the Supervisor to exercise the powers, perform the duties, or make reports required by law.
5. The Comptroller is also assigned to perform duties as set forth in Town Law Section 124, designating the Comptroller as Accounting Officer of the Town of Harrison.

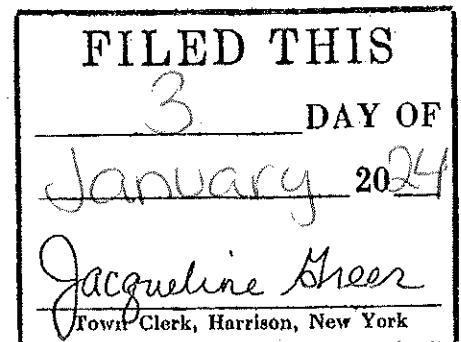
FURTHER RESOLVED to forward a copy of this Resolution to the Comptroller.

Adopted by the following vote:

AYES: Councilpersons Brown, Evangelista, Vaccaro and DiCostanzo
Supervisor Dionisio

NAYS: None

ABSENT: None



January 1, 2024

2024 -- 001 -- 15

RE-STATEMENT THAT ALL EMPLOYEES ARE ASSIGNED TO VARIOUS
DEPARTMENTS FOR BUDGET PURPOSES ONLY

On motion of Councilwoman Brown, seconded by Councilwoman Evangelista,

it was

RESOLVED to re-state that all employees are assigned to various Departments for budget purposes only, and that the Supervisor shall supervise all town employees, independent contractors and consultants and shall have full authority for the assignment of duties and responsibilities.

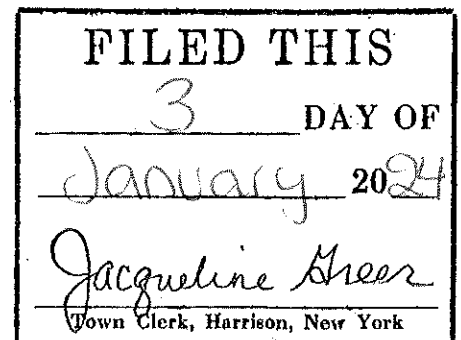
FURTHER RESOLVED to forward a copy of this Resolution to all Department Heads.

Adopted by the following vote:

AYES: Councilpersons Brown, Evangelista, Vaccaro and DiCostanzo
Supervisor Dionisio

NAYS: None

ABSENT: None



January 1, 2024

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AFFIRMATION THAT THE REGULAR MEETINGS OF THE TOWN BOARD SHALL BE HELD
ON THE FIRST AND THIRD THURSDAY OF THE MONTH, IN THE MUNICIPAL BUILDING OR
OTHER PUBLIC BUILDINGS WITH HANDICAPPED ACCESS

On motion of Councilwoman Brown, seconded by Councilwoman Evangelista,
it was

RESOLVED to re-affirm that the regular meetings of the Town Board shall be held on the first and the third Thursday of the month, with meetings to be held in the Municipal Building or any other public building with access for the handicapped, in the downtown, West Harrison or Purchase areas of the Town, as designated in the Notice of Meeting.

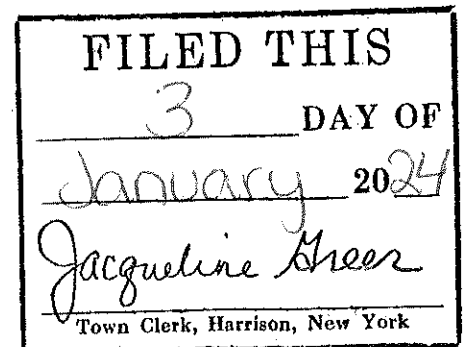
FURTHER RESOLVED to forward a copy of this Resolution to all Department Heads.

Adopted by the following vote:

AYES: Councilpersons Brown, Evangelista, Vaccaro and DiCostanzo
Supervisor Dionisio

NAYS: None

ABSENT: None



January 1, 2024

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RULES FOR PROPER CONDUCT AT TOWN BOARD MEETINGS

On motion of Councilwoman Brown, seconded by Councilwoman Evangelista,

it was

RESOLVED to re-affirm the rules of proper conduct at Town Board Meetings, as follows:

1. Any person wishing to address the Town Board on any matter on the Agenda, may be recognized by the Chairperson and shall identify themselves by name and address;
2. Speakers may be permitted to address the Board before a vote is taken on any matter;
3. Speakers shall concisely address the Town Board, setting forth their views for no more than five (5) minutes;
4. Speakers should confine themselves to the subject at hand, and refrain from personal attacks. If such attacks are made by a speaker, the speaker is to be immediately deemed out of order;
5. Speakers may be permitted to address the Board for such additional time as the Chairperson may grant;
6. At the conclusion of the regular agenda and before the meeting is recessed or adjourned, speakers may be permitted to bring to the Board's attention, for discussion, any matter relating to the Town business and that they be permitted to speak thereon.

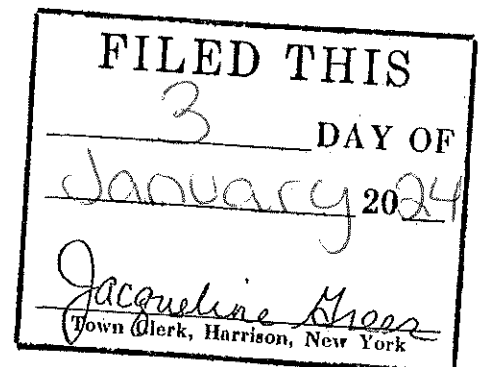
FURTHER RESOLVED to forward a copy of this Resolution to the Law Department.

Adopted by the following vote:

AYES: Councilpersons Brown, Evangelista, Vaccaro and DiCostanzo
Supervisor Dionisio

NAYS: None

ABSENT: None



January 1, 2024

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RE-AFFIRMING THE RULES OF PROPER CONDUCT AT PUBLIC HEARINGS

On motion of Councilwoman Brown, seconded by Councilwoman Evangelista,

it was

RESOLVED to re-affirm the rules of proper conduct at Town Board Meetings, as follows:

1. Any person wishing to address the Town Board shall be recognized by the Chairperson and identify themselves by name and address;
2. The speakers shall state whether they are in favor or against the proposal being discussed;
3. The speakers shall concisely address the Town Board setting forth their views on the matter no more than five (5) minutes;
4. Speakers should confine themselves to the subject at hand, and refrain from personal attacks. If such attacks are made by a speaker, the speaker is to be immediately deemed out of order.

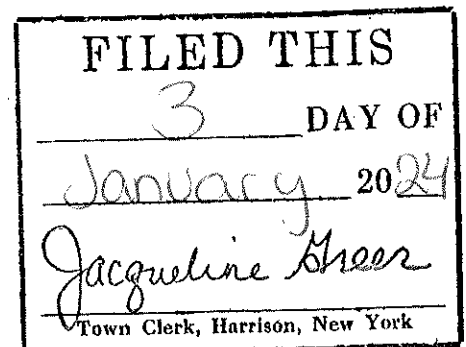
FURTHER RESOLVED to forward a copy of this Resolution to the Law Department.

Adopted by the following vote:

AYES: Councilpersons Brown, Evangelista, Vaccaro and DiCostanzo
Supervisor Dionisio

NAYS: None

ABSENT: None



January 1, 2024

2024 - - 001 - - 19

RE-AFFIRMATION OF THE PROCEDURES FOR TRANSCRIPTION
OF TOWN BOARD MEETINGS

On motion of Councilwoman Brown, seconded by Councilwoman Evangelista,

it was

RESOLVED to re-affirm the procedures for the transcription of the Town Board meetings, that the Town Clerk preserves the electronic recordings of Town Board meetings for a period of one year following the meeting.

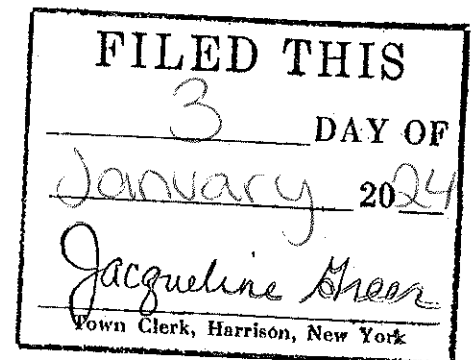
FURTHER RESOLVED to forward a copy of this Resolution to the Town Clerk.

Adopted by the following vote:

AYES: Councilpersons Brown, Evangelista, Vaccaro and DiCostanzo
Supervisor Dionisio

NAYS: None

ABSENT: None



January 1, 2024

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RE-AFFIRMATION OF THE PROCEDURE FOR AUTHORIZED SIGNATURES

On motion of Councilwoman Brown, seconded by Councilwoman Evangelista,

it was

RESOLVED to re-affirm the procedure for authorized signatures:

1. All transactions involved in the following account shall include the signature of both the Supervisor and the Comptroller in the absence of the Supervisor, the Deputy Supervisor-Comptroller Payroll (J.P. Morgan Chase) Account;
2. All transactions involved in the Town Clerk's Account shall include the signature of the Town Clerk and in the absence of the Town Clerk, the Deputy Town Clerk;
3. All transactions involved in the Police Pension Fund shall have the signature of the Supervisor

FURTHER RESOLVED a copy of this Resolution to be forwarded to the J.P. Morgan Chase Bank, Harrison Office.

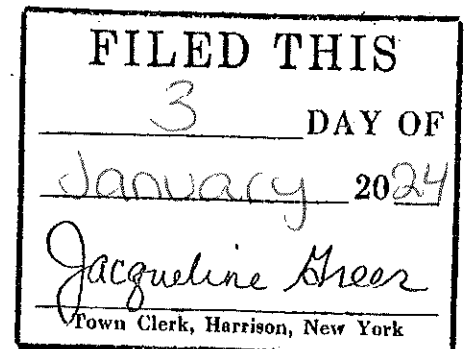
FURTHER RESOLVED a forward a copy of this Resolution to the Comptroller and the Town Clerk.

Adopted by the following vote:

AYES: Councilpersons Brown, Evangelista, Vaccaro and DiCostanzo
Supervisor Dionisio

NAYS: None

ABSENT: None



January 1, 2024

2024 -- 001 -- 21

RE-AFFIRMATION OF THE PROCEDURES FOR SIGNATURES OF
PAYROLL CHECKS BY FACSIMILE AS REPRODUCED BY
A "CHECKSIGNER" MACHINE

On motion of Councilwoman Brown, seconded by Councilwoman Evangelista,

it was

RESOLVED to re-affirm that the Supervisor and the Comptroller are authorized to sign payroll checks with a facsimile of their signature as reproduced by a machine, stamp or device commonly known as a checksigner.

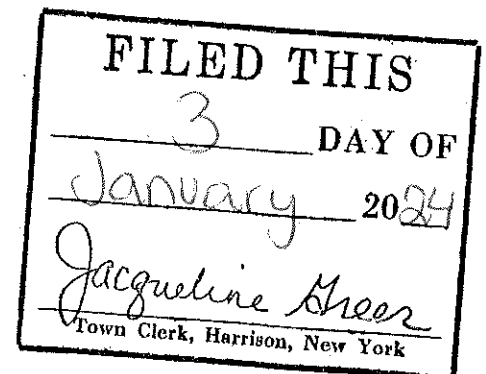
FURTHER RESOLVED to forward a copy of this Resolution to the Comptroller.

Adopted by the following vote:

AYES: Councilpersons Brown, Evangelista, Vaccaro and DiCostanzo
Supervisor Dionisio

NAYS: None

ABSENT: None



January 1, 2024

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DESIGNATION OF CERTAIN BANKS AS DEPOSITORIES
OF THE TOWN OF HARRISON

On motion of Councilwoman Brown, seconded by Councilwoman Evangelista,
it was

RESOLVED to designate certain banks as depositories of the Town of Harrison and that the funds of the Town of Harrison in said banks be subject to withdrawal or transfer only by check or electronic transfer which shall be audited and signed by the Comptroller of the Town of Harrison, and in the absence of the Comptroller, by the Supervisor, and in the absence of the Supervisor, by the Deputy Supervisor, as follows:

Flagstar Bank
J.P. Morgan Chase Bank
Valley Bank

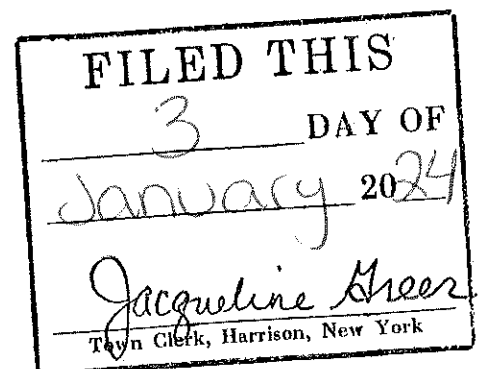
FURTHER RESOLVED to forward a copy of this Resolution to the Comptroller.

Adopted by the following vote:

AYES: Councilpersons Brown, Evangelista, Vaccaro and DiCostanzo
Supervisor Dionisio

NAYS: None

ABSENT: None



January 1, 2024

2024 - - 001 - - 23

DESIGNATION OF THE JOURNAL NEWS AND THE HARRISON HERALD AS THE
OFFICIAL NEWSPAPERS OF THE TOWN OF HARRISON

On motion of Councilwoman Brown, seconded by Councilwoman Evangelista,

it was

RESOLVED to designate the Journal News and The Harrison Harold as the Official Newspapers of the Town of Harrison.

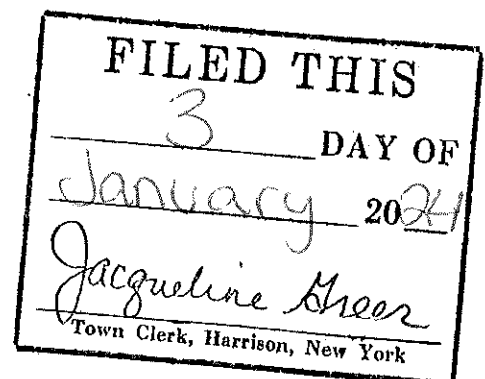
FURTHER RESOLVED that a copy of this Resolution be forwarded to all Department Heads.

Adopted by the following vote:

AYES: Councilpersons Brown, Evangelista, Vaccaro and DiCostanzo
Supervisor Dionisio

NAYS: None

ABSENT: None



January 1, 2024

2024 - - 001 - - 24

RE-AFFIRMATION OF THE DEPOSITORIES
FOR THE OFFICE OF THE RECEIVER OF TAXES

On motion of Councilwoman Brown, seconded by Councilwoman Evangelista,

it was

RESOLVED that the Receiver of Taxes of the Town of Harrison be and hereby is directed to open and maintain an account in the J.P. Morgan Chase (Harrison Office) to be known as "Receiver's Deposits" in which shall be deposited daily all moneys collected and received in the Receiver of Taxes' official capacity, that said money shall not be withdrawn except upon check or warrant signed by both the Comptroller and the Supervisor; that said Receiver of Taxes shall, at the end of each calendar month in each fiscal year, prepare and file with the Town Board an itemized statement showing the amounts received and the accounts of items to be credited. A duplicate of each report shall be filed with the Comptroller. The Receiver of Taxes shall, in depositing such moneys furnished to the Comptroller a duplicate deposit ticket properly receipted by the bank.

FURTHER RESOLVED that, in accordance with Section 548 of the Westchester County Tax Act, as amended, deposits shall be made daily and to the end that the spirit of said statute shall be in effect, the foregoing report shall be required so that the deposits shall be transferred and/or paid out upon the warrant and/or draft of the Comptroller signed by the Supervisor. The Receiver shall, in accordance with the statute, file with the Comptroller duplicate deposit slips of receipts showing the amount of each deposit. In the spirit and intention of this Resolution that moneys when deposited by the Receiver of Taxes daily shall become immediately available for use by the Comptroller for distribution in various funds and accounts so that payments may be made thereupon by the Comptroller's Office.

FURTHER RESOLVED that, this Resolution shall become effective immediately so that there shall be no delay in distributing the moneys for Town purposes, District purposes, School purposes, or County and State purposes. The Comptroller is to be advised immediately of the availability of moneys by virtue of the deposits by means of the certified deposit slips filed with the Comptroller's Office by the Receiver of Taxes.

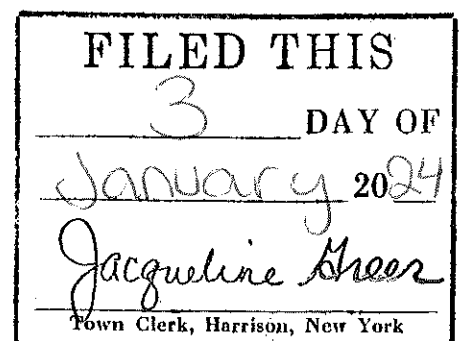
FURTHER RESOLVED to forward a copy of this Resolution to the Comptroller and the Receiver of Taxes.

Adopted by the following vote:

AYES: Councilpersons Brown, Evangelista, Vaccaro and DiCostanzo
Supervisor Dionisio

NAYS: None

ABSENT: None



January 1, 2024

2024 - - 001 - - 25

RE-AFFIRMATION OF THE DUTIES OF THE RECEIVER OF TAXES

On motion of Councilwoman Brown, seconded by Councilwoman Evangelista,

it was

RESOLVED to re-affirm the duties of the Receiver of Taxes, as follows:

RESOLVED that the Receiver of Taxes shall report all receipts and payments in her regular monthly report of receipt to the Town Board. A copy of such report shall be filed with the Supervisor and the Comptroller;

FURTHER RESOLVED that the Receiver of Taxes shall maintain in her office an Account Book containing complete records of the receipt of moneys in connection with the sale of Town owned properties either outright or over a period of time;

FURTHER RESOLVED that, in accordance with Section 548 of the Westchester County Tax Act, as amended, deposits shall be made daily and, to the end that the spirit of said statute shall be in effect, the foregoing report shall be required so that the deposits shall be transferred and/or paid out upon the warrant and/or draft of the Comptroller signed by the Supervisor. The Receiver shall, in accordance with said statute, file with the Comptroller duplicate deposit slips or receipts showing the amount of each deposit. It is the spirit and intention of this Resolution that the moneys when deposited by the Receiver of Taxes daily shall become immediately available for use by the Comptroller and Supervisor for distribution in various funds and accounts and so that the payment may be made thereupon by the Comptroller's Office and the Supervisor's Office;

FURTHER RESOLVED that this Resolution shall become effective immediately so that there shall be no delay in distributing moneys for Town purposes, District purposes, County and State purposes and that the Comptroller be advised immediately of the available moneys by virtue of the deposits by the Receiver of Taxes certified by the deposit slip filed with the Supervisor;

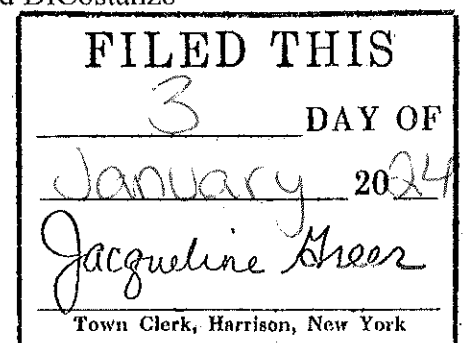
FURTHER RESOLVED that, in addition to the duties heretofore enumerated, the Receiver of Taxes shall at all times comply with all provisions as set forth in the Westchester County Administrative Code as applicable to the Office of the Receiver of Taxes.

FURTHER RESOLVED to forward a copy of this Resolution to the Comptroller and the Receiver of Taxes.

Adopted by the following vote:

AYES: Councilpersons Brown, Evangelista, Vaccaro and DiCostanzo
Supervisor Dionisio

NAYS: None
ABSENT: None



January 1, 2024

2024 -- 001 -- 26

RE-AFFIRMING THE REGULATION THAT THE RECEIVER OF TAXES
MUST DEPOSIT ANY AND ALL PAYMENTS
WITHIN TWENTY-FOUR (24) HOURS OF RECEIVING SAME

On motion of Councilwoman Brown, seconded by Councilwoman Evangelista,

it was

RESOLVED to re-affirm that the Receiver of Taxes must deposit any and all payments within twenty-four (24) hours of receipt of the same.

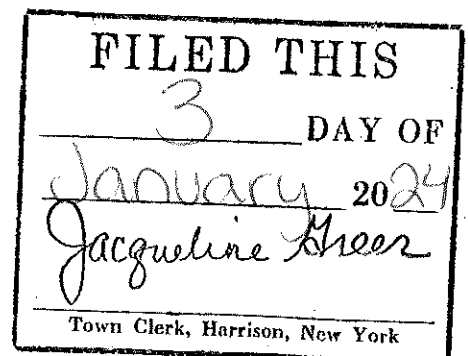
FURTHER RESOLVED to forward a copy of this Resolution to the Comptroller and the Receiver of Taxes.

Adopted by the following vote:

AYES: Councilpersons Brown, Evangelista, Vaccaro and DiCostanzo
Supervisor Dionisio

NAYS: None

ABSENT: None



January 1, 2024

2024 - - 001 - - 27

RE-AFFIRMING THE PROCEDURES FOR PREPARATION
OF AGENDAS FOR TOWN BOARD MEETINGS

On motion of Councilwoman Brown, seconded by Councilwoman Evangelista,

it was

RESOLVED to re-affirm the following procedures for the preparation of Agendas for the Town Board Meetings:

1. All Matters are to be filed in the Town Clerk's Office by 9:30 AM on or before the Thursday before the meeting.
2. The Clerk shall prepare a draft Agenda for each meeting and deliver it to the Supervisor by noon on the Thursday before each meeting.
3. The Supervisor shall prepare a final Agenda for each meeting, and deliver it to the Town Clerk by noon on or before the Friday before each meeting.
4. The Clerk shall make copies of all appropriate items and keep on file for inspection, and shall deliver the same to the Town Board members on or before the Friday before the meeting.
5. No matter shall be placed on the Agenda after the Agenda is approved by the Supervisor unless it is of an emergency nature or it is deemed by the Supervisor to be in the best interests of the Town to place it on the Agenda.

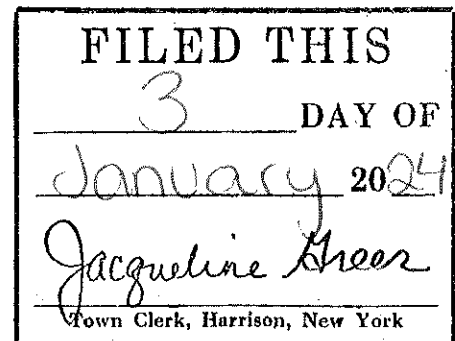
FURTHER RESOLVED to forward a copy of this Resolution to all Department Heads.

Adopted by the following vote:

AYES: Councilpersons Brown, Evangelista, Vaccaro and DiCostanzo
Supervisor Dionisio

NAYS: None

ABSENT: None



January 1, 2024

2024 -- 001 -- 28

RE-AFFIRMATION OF THE REQUIREMENTS FOR PUBLIC LIABILITY INSURANCE
FROM ALL INDEPENDENT CONTRACTORS

On motion of Councilwoman Brown, seconded by Councilwoman Evangelista,

it was

RESOLVED to re-affirm the requirements regarding securing Public Liability from all independent contractors.

FURTHER RESOLVED that the Commissioner of the Department of Public Works, the Acting or Deputy Commissioner of the Department of Public Works or the Supervisor secure from all independent contractors Public Liability Insurance naming the Town of Harrison and the Village of Harrison as insureds, in the minimum amount of \$1,000,000.00, or such greater amount as may be required by the Commissioner of the Department of Public Works, the Acting or Deputy Commissioner of the Department of Public Works, or the Supervisor.

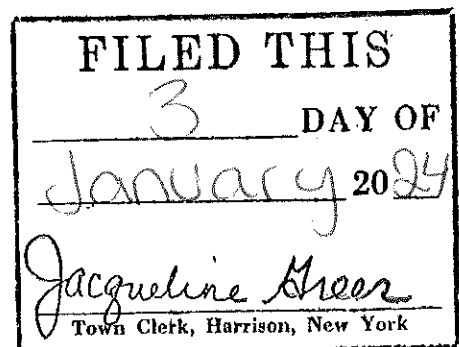
FURTHER RESOLVED to forward a copy of this Resolution to the Comptroller, Law Department, Building Inspector, Town Engineer, and the Department of Public Works.

Adopted by the following vote:

AYES: Councilpersons Brown, Evangelista, Vaccaro and DiCostanzo
Supervisor Dionisio

NAYS: None

ABSENT: None



January 1, 2024

2024 - - 001 - - 29

RE-AFFIRMING THE DUTIES OF DEPARTMENT HEADS
WHO RECEIVE MONIES

On motion of Councilwoman Brown, seconded by Councilwoman Evangelista,
it was

RESOLVED that any of the following Town Department Heads:

The Town Clerk, the Receiver of Taxes, the Building Inspector, the Fire Marshall, the Planning and Zoning Department, the Commissioner of Public Works, the Superintendent of Recreation, and any public officer, or employee of the Town or Village of Harrison in the performance of his or her duties shall deposit or cause to be deposited such monies in an appropriate account at a designated bank, and shall give a copy of the receipt to the Comptroller with in twenty-four (24) hours;

FURTHER RESOLVED that this shall include all monies received by the Library.

FURTHER RESOLVED that each Town department head, public officer, or employee shall account to the Town Board for all sums received by him or her. A statement shall be submitted by each within seven (7) days of the close of each month showing the source from which such monies were received, and the nature and purpose of each payment.

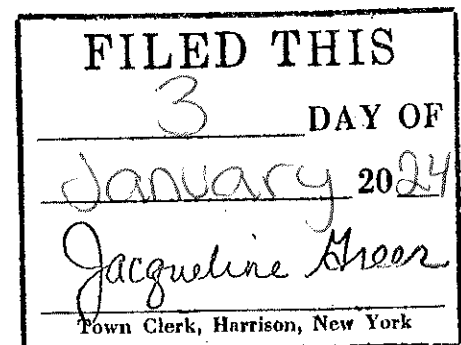
FURTHER RESOLVED to forward a copy of this Resolution to all Department Heads.

Adopted by the following vote:

AYES: Councilpersons Brown, Evangelista, Vaccaro and DiCostanzo
Supervisor Dionisio

NAYS: None

ABSENT: None



January 1, 2024

2024 -- 001 -- 30

RE-AFFIRMATION OF THE RESPONSIBILITY OF
THE GENERAL FOREMAN OF PUBLIC WORKS TO REMOVE SNOW FROM
ALL PUBLIC PARKING AREAS CONTROLLED BY THE TOWN

On motion of Councilwoman Brown, seconded by Councilwoman Evangelista,

it was

RESOLVED to re-affirm the responsibility of the General Foreman of Public Works, the Deputy or Acting Commissioner of Public Works, or the Supervisor to remove snow from all public parking areas controlled by the Town.

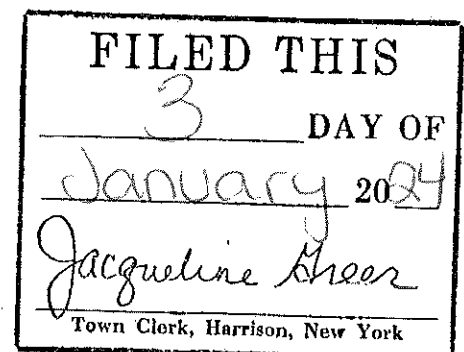
FURTHER RESOLVED to forward a copy of this Resolution to the Department of Public Works.

Adopted by the following vote:

AYES: Councilpersons Brown, Evangelista, Vaccaro and DiCostanzo
Supervisor Dionisio

NAYS: None

ABSENT: None



January 1, 2024

2024 - - 001 - - 31

RE-AFFIRMATION OF THE REQUIRED PROCEDURES
FOR FUNDING OF PUBLIC WORKS PROJECTS

On motion of Councilwoman Brown, seconded by Councilwoman Evangelista,
it was

RESOLVED to re-affirm the required procedures for funding of Public Works projects:

<u>Dollar Limit</u>	<u>Procedure</u>
\$1 - \$9,999	At the discretion of the Purchasing Department
\$10,000 - \$19,999	Documented quotes to be obtained by the Purchasing Department from at least three vendors (if available)
\$20,000 - \$34,999	Written/fax quotes to be obtained by the Department of Public Works from at least three vendors (if available) and sent to the Supervisor for approval
\$35,000 and up	Formal, sealed bids in conformance with General Municipal Law Section 103 and sent to the Town Board or Village Board for approval

All purchases in excess of \$35,000 require Town Board approval

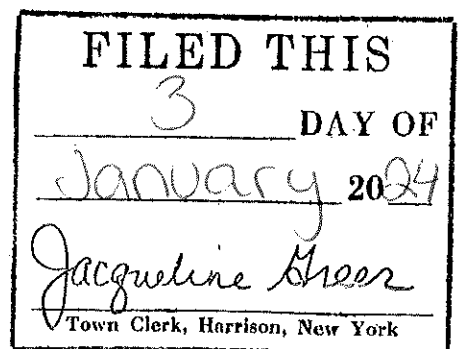
FURTHER RESOLVED to forward a copy of this Resolution to the Comptroller, the Purchasing
Department, and the Department of Public Works.

Adopted by the following vote:

AYES: Councilpersons Brown, Evangelista, Vaccaro and DiCostanzo
Supervisor Dionisio

NAYS: None

ABSENT: None



January 1, 2024

2024 - - 001 - - 32

RE-AFFIRMING THE REQUIRED PROCEDURES FOR THE PURCHASE OF
COMMODITIES, EQUIPMENT OR GOODS

On motion of Councilwoman Brown, seconded by Councilwoman Evangelista,

it was

RESOLVED to re-affirm the required procedures for the purchase of commodities, equipment or goods:

Dollar Limit	Procedure
\$1 - \$4,999	At the discretion of the Purchasing Department
\$5,000 - \$9,999	Written/fax quotes to be obtained by the Purchasing Department by at least three vendors (if available)
\$10,000 - \$19,999	Written RFP to be obtained by the Purchasing Department from as many vendors as possible, but at least three (if available) and a purchase order sent to the Supervisor
\$20,000 and up	Formal, sealed bids in conformance with General Municipal Law Section 103 and sent to the Town Board or Village Board for approval

Exceptions:

1. Purchases under State and/or County contracts;
2. Purchases from the Department of Corrections and/or Industries for the Blind or NYS Industries for the Disabled.
3. Emergency purchases
4. True leases
5. Personal Service contracts
6. General Services Administration purchases

All purchases in excess of \$20,000 require Town Board approval.

January 1, 2024

2024 - - 001- -32 (Continued)

FURTHER RESOLVED to forward a copy of this Resolution to the Comptroller and the Purchasing Department.

Adopted by the following vote:

AYES: Councilpersons Brown, Evangelista, Vaccaro and DiCostanzo
Supervisor Dionisio

NAYS: None

ABSENT: None

"END OF FIRST YEAR RESOLUTIONS"

There being no further matters to come before the Board,
the Meeting was, on motion duly made and seconded,
declared closed 3:06 PM.

Respectfully submitted,

Jacqueline Greer
Town Clerk

