

MINUTES OF THE TOWN BOARD
March 16, 2021

Minutes of a Meeting of the Town Board of the Town of Eastchester held on March 16, 2021 at 7:00 p.m., at the Town Hall, 40 Mill Road, Eastchester, New York.

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

Present: Supervisor Anthony Colavita
Councilman Joseph Dooley - remote
Councilwoman Theresa Nicholson
Councilman Luigi Marcoccia
Councilwoman Sheila Marcotte

Present: Town Clerk Linda Laird
Comptroller Dawn Donovan
Town Attorney Lou Reda

IV. OPPORTUNITY TO ADDRESS THE BOARD ON AGENDA ITEMS – none

V. APPROVAL OF MINUTES

A) APPROVAL OF MINUTES OF THE MARCH 2, 2021 TOWN BOARD MEETING

Supervisor Colavita offered a motion that was seconded by Councilman Marcoccia to approve the Minutes of the March 2, 2021 Town Board Meeting as prepared by Town Clerk Linda Laird.

On the roll call, all voted "AYE." Motion carried.

VI. REPORTS OF DEPARTMENTS, BOARDS AND COMMISSIONS

A) POLICE DEPARTMENT REPORT

The Board reviewed and approved for filing the following reports for February 2021; Parking Summonses, Citation Activity Report, Patrol Activity Report, Statement of Accounts and the Traffic Accident Report.

Chief Bonci thanked the Town of Eastchester Police Reform and Reinvention Collaborative Committee for their efforts in collaborating and preparing a Plan that will provide for improvements to the Eastchester Police Department.

The Chief announced the Police Officer and Police Officer (Spanish Speaking) exam are scheduled to be held on May 15th or May 16th, 2021. The last date to apply for these exams is March 29th, 2021.

A Study Guide to the Police Officer examination "Entry Level Police Officer Series" is available on the New York State Department of Civil Service Web site and it is available in hard copy form and can be obtained at the Westchester County Department of Human Resources Office. Further, the Town of Eastchester is offering a PTS Test Prep course to residents of the town. Information regarding the exam and the training is available at www.eastchester.org.

In closing, Chief Bonci announced the Westchester Police Chief Association is working to increase awareness of the exam and increase female and minority participation by donating the fee for 100 exams and producing a recruitment video.

B) LAW DEPARTMENT REPORT

- 1. RESOLUTION AUTHORIZING THE SUPERVISOR TO EXECUTE A PILOT (PAYMENT IN LIEU OF TAXES) AGREEMENT WITH MARBLE HALL LIMITED PARTNERSHIP FOR THE PROOPERTY KNOWN AS MARBLE HALL - 100 COLUMBUS AVENUE, TUCKAHOE**

Supervisor Colavita offered a motion that was seconded by Councilman Marcoccia to approve a **RESOLUTION** authorizing the Supervisor to execute a PILOT (Payment in Lieu Of Taxes) agreement with Marble Hall Limited Partnership for the property known as Marble Hall located at 100 Columbus Avenue, Tuckahoe, NY.

On the roll call, all voted "AYE." Motion carried.

2. INTRODUCTION OF A PROPOSED LOCAL LAW PROVIDING FOR THE AMENDMENT TO LOCAL LAW NO. 3-2000 – THE VEHICLE AND TRAFFIC CODE OF THE TOWN OF EASTCHESTER, ARTICLE II, TRAFFIC REGULATIONS, STOP INTERSECTIONS AND TO SET A DATE FOR A PUBLIC HEARING

Supervisor Colavita offered a motion that was seconded by Councilman Marcoccia to approve the INTRODUCTION of a proposed Local Law providing for the amendment to Local Law No.3-2000 known as the Vehicle and Traffic Code of the Town of Eastchester, Article II, Traffic Regulations, § 2-9 Stop Intersections and to set a date for a Public Hearing for April 13, 2021 at 8:00 p.m.

**PROPOSED LOCAL LAW 2-2021 PROVIDING FOR THE AMENDMENT
OF LOCAL LAW NO. 3-2000
KNOW AS THE VEHICLE AND TRAFFIC CODE OF THE TOWN OF EASTCHESTER
ARTICLE II, TRAFFIC REGULATIONS § 2-9 STOP INTERSECTIONS
WITHIN THE UNINCORORATED TOWN OF EASTCHESTER**

BE IT ENACTED by the town governing body of the Town of Eastchester as follows:

Section 1

§2-9 of Article II: Stop Intersections is amended to **ADD** the following:

Stop Sign On	Direction of Travel	At Intersection of
<u>Parkway Plaza</u>	<u>Northbound</u>	<u>Charles Place</u>
<u>Oregon Avenue</u>	<u>Northbound</u>	<u>Charles Place</u>
<u>Charles Place</u>	<u>Eastbound</u>	<u>Parkway Plaza</u>

Section 2

If any part or provision of this Local Law or the application thereof to any person or circumstance be adjudged invalid by any court of competent jurisdiction, such judgment shall be confined in its operation to the part or provision or application directly involved in the controversy in which such judgment shall have been rendered and shall not affect or impair the validity of the remainder of this Local Law or the application thereof to other persons or circumstances, and the town governing body of the Town of Eastchester hereby declares that it would have passed this Local Law or the remainder thereof had such invalid application or invalid provision been apparent.

Section 3.

All Ordinances, Local Laws and parts thereof inconsistent with this Local Law are hereby repealed.

Section 4.

This Local Law shall take effect immediately upon filing in the Office of the Secretary of State in accordance with section twenty-seven of the Municipal Home Rule Law.

On the roll call, all voted "AYE." Motion carried.

3. RESOLUTION AUTHORIZING THE SETTLEMENT OF A CERTIORARI PROCEEDING BY DAVID A. BARR AND LISA A. BARR – GOVERNORS ROAD, BRONXVILLE

Councilman Marcoccia offered a motion that was seconded by Supervisor Colavita to approve a RESOLUTION authorizing the settlement of a certiorari proceeding instituted by David A. Barr and Lisa A. Barr affecting premises known as Section 27, Block 3, Lot 11, Vacant Land Governors Road, Bronxville, NY as follows:

ASSESSMENT YEAR	TAX YEAR	ASSESSED VALUATION	PROPOSED SETTLEMENT	AMOUNT OF REDUCTION
2019	2020	\$ 7,400	\$ 5,550	\$ 1,850

No School Board Approval

TOTAL TOWN TAX REFUND.....\$ 68.24

On the roll call, all voted "AYE." Motion carried.

4. RESOLUTION AUTHORIZING THE SETTLEMENT OF A CERTIORARI PROCEEDING BY MEADOW COURT CONDOMINIUM - 132 PONDFIELD ROAD, BRONXVILLE

Councilman Marcoccia offered a motion that was seconded by Supervisor Colavita to approve a RESOLUTION authorizing the settlement of a certiorari proceeding instituted by Meadow Court Condominium affecting premises known as Section 3, Block 1, Lots 19.1A through 20.0011, 132 Pondfield Road, Bronxville, NY as follows:

ASSESSMENT YEAR	TAX YEAR	ASSESSED VALUATION	PROPOSED SETTLEMENT	AMOUNT OF REDUCTION
2015	2016	ATTACHED – Exhibit A	ATTACHED	ATTACHED
2016	2017	ATTACHED – Exhibit B	ATTACHED	ATTACHED
2017	2018	ATTACHED – Exhibit C	ATTACHED	ATTACHED
2018	2019	ATTACHED – Exhibit D	ATTACHED	ATTACHED
2019	2020	ATTACHED – Exhibit E	ATTACHED	ATTACHED

No School Board Approval

TOTAL TOWN TAX REFUND.....\$ 1,612.22

On the roll call, all voted "AYE." Motion carried.

5. RESOLUTION AUTHORIZING THE SETTLEMENT OF A CERTIORARI PROCEEDING BY HILLCREST OWNERS, INC. – 11-15-17 BEECHTREE LANE, BRONXVILLE

Councilman Marcoccia offered a motion that was seconded by Supervisor Colavita to approve a RESOLUTION authorizing the settlement of a certiorari proceeding instituted by Hillcrest Owners, Inc. affecting premises known as Section 20, Block 1, Lot 5, 11-15-17-19 Beechtree Lane, Bronxville, NY as follows:

ASSESSMENT YEAR	TAX YEAR	ASSESSED VALUATION	PROPOSED SETTLEMENT	AMOUNT OF REDUCTION
2016	2017	\$ 55,200	\$ 49,850	\$ 5,350
2017	2018	\$ 55,200	\$ 48,750	\$ 6,450
2018	2019	\$ 55,200	\$ 48,050	\$ 7,150
2019	2020	\$ 55,200	\$ 48,150	\$ 7,050
2020	2021	\$ 55,200	\$ 50,000	\$ 5,200

No School Board Approval TOTAL TOWN TAX REFUND.....\$ 934.86

On the roll call, all voted "AYE." Motion carried.

6. RESOLUTION AUTHORIZING ROBERT PONZINI, ESQ. TO CONDUCT DISCIPLINARY HEARING

Supervisor Colavita offered a motion that was seconded by Councilwoman Marcotte to approve a RESOLUTION authorizing Robert Ponzini, Esq., to conduct the disciplinary hearing and prepare findings and recommendations to the Town Board, regarding the disciplinary charges preferred against Employee # 2871; and be it further **RESOLVED**, that Hearing Officer Ponzini shall be compensated at the rate of \$250.000 per hour.

On the roll call, all voted "AYE." Motion carried.

B) HIGHWAY DEPARTMENT REPORT

During the month of February, the Town encountered five ice/snow storms with over 35 inches of snow. Crews worked day and night to keep roadways clear, including removing snow from business areas and parking lots. Due to the freezing and refreezing, crews also performed pot hole and catch basin repair.

Plantings under the annual Tree Planting Program will commence this spring and residents interested in a new tree outside their home, on the Town right-of-way, should email the Highway Department: highway@eastchester.org. All new requests will be put on an evaluation list for 2021.

VII. CORRESPONDENCE

A) MEMORANDUM FROM COMPTROLLER RE: SEASONAL EMPLOYEES

Supervisor Colavita offered a motion that was seconded by Councilman Marcoccia to approve a RESOLUTION authorizing the hiring of the following seasonal employees:

NAME	JOB TITLE	RATE	EFFECTIVE DATE	**RATE CHG N-NEW R-RATE/ TITLE CHG	TOWN DEPT.
Borges, Julia	Office Assistant	12.00	4/1/2021	Rehire	Lake Isle
Hunter, Elizabeth	Office Assistant	12.00	4/1/2021	Rehire	Lake Isle
Lavalle, Allison	Office Assistant	12.00	4/1/2021	Rehire	Lake Isle
Naclario, Laura	Office Assistant	12.00	4/1/2021	Rehire	Lake Isle
Radesich, Elise	Office Assistant	12.00	4/1/2021	Rehire	Lake Isle
Syska, Debbie	Office Assistant	12.00	4/1/2021	Rehire	Lake Isle
Marinello, Corinna	Office Assistant	12.00	4/1/2021	Rehire	Lake Isle
Popoli, Isabella	Office Assistant	12.00	4/1/2021	Rehire	Lake Isle
Lopez, Christina	Office Assistant	12.00	4/1/2021	Rehire	Lake Isle
Brady, Megan	Office Assistant	12.00	4/1/2021	Rehire	Lake Isle
Carreon, Jeffrey	Recreation Attendant	13.00	4/1/2021	Rehire	Lake Isle
DeLillis, Robert	Laborer	12.00	3/19/2021	New	Highway
Mingione, Frank	Laborer	12.00	3/19/2021	New	Highway

On the roll call, all voted "AYE." Motion carried.

B) MEMORANDUM FROM COMPTROLLER RE: PUBLIC HEALTH EMERGENCY OPERATION PLAN

Supervisor Colavita offered a motion that was seconded by Councilwoman Nicholson to approve a RESOLUTION to adopt the Public Health Emergency Operations Plan. In accordance with New York State Labor Law § 27-c, the Town of Eastchester has developed an operation plan in the event of a declared public health emergency involving a communicable disease. The purpose of the operation plan is to set forth the Town's plan for the continuation of operations in the event the Governor declares a public health emergency. A copy is attached.

On the roll call, all voted "AYE." Motion carried.

C) MEMORANDUM FROM COMPTROLLER RE: UNIFORM JUSTICE COURT ACT

Councilwoman Marcotte offered a motion that was seconded by Councilman Marcoccia to approve a RESOLUTION to acknowledge the review of the 2020 financial audit of the Town of Eastchester's Justice Court.

On the roll call, all voted "AYE." Motion carried.

D) MEMORANDUM FROM COMPTROLLER RE: ARBITRATION DETERMINATION

Supervisor Colavita offered a motion that was seconded by Councilman Marcoccia to approve the following RESOLUTION;

WHEREAS, on or about March 10, 2020, the Civil Service Employees Association (the "CSEA") filed a grievance regarding the appointment of a General Foreman in the Highway Department, which the Town denied, and the grievance proceeded to advisory arbitration pursuant to the collective bargaining agreement between the Town and the CSEA; and

WHEREAS, on February 22, 2021, the Advisory Arbitrator issued an Advisory Award and Recommendations; and

WHEREAS, pursuant to the collective bargaining agreement between the Town and the CSEA, the Advisory Award and Recommendation has been presented to the Town Board for final determination; now, therefore, be it

RESOLVED, that, upon careful and thorough consideration, for reasons set forth more fully in the Town Board's Determination After Advisory Arbitration, the Town Board hereby rejects the Advisory Award and Recommendations, dated February 22, 2021, and further denies and dismisses the CSEA's grievance dated March 10, 2020 regarding the appointment of a General Foreman; and, be it further,

RESOLVED, that the Town Comptroller shall transmit a copy of the Town Board's Determination After Advisory Arbitration to the CSEA.

On the roll call, all voted "AYE." Motion carried.

E) MEMORANDUM FROM POLICE CHIEF RE: INTERMUNICIPAL AGREEMENT BETWEEN THE TOWN OF EASTCHESTER AND WESTCHESTER COUNTY DEPARTMENT OF PUBLIC SAFETY SERVICES RE: FIRING RANGE

Supervisor Colavita offered a motion that was seconded by Councilwoman Marcotte to approve a RESOLUTION authorizing Supervisor Colavita to sign an agreement between the Town of Eastchester and Westchester County to utilize the firing range.

On the roll call, all voted "AYE." Motion carried.

F) MEMORANDUM FROM POLICE CHIEF RE: RATIFICATION OF TOWN OF EASTCHESTER POLICE REFORM AND REINVENTION COLLABORATIVE COMMITTEE FINAL PLAN

Supervisor Colavita offered a motion that was seconded by Councilman Marcoccia to approve a RESOLUTION to ratify the Town of Eastchester Police Reform and Reinvention Collaborative Committee Final Plan. A copy of the Plan is attached.

Supervisor Colavita thanked the members of the Committee for their dedication and hard work in drafting the Plan as well as thanking the members of the public that participated in the Survey as well as the Public Hearing. The Committee members were John Roland, Chairman Kerrie Williams, Esq., Assistant District Attorney Vincent DeMarte, Esq. Senior Counsel, Legal Aid Society of Westchester County, Rev. Carl Maiello, Eric Hall, Dawn Donovan, Paul D'Agostino of the Eastchester Police Association, Lt. Joseph Rodriguez, Sgt. Andrew Wade, Chief Timothy Bonci, Sally Veltidi/Eastchester School District Representative, Scott DeBellis/Tuckahoe School District Representative, Peggy Conway, Andy Rabin, Josh Gaccione, James DeMaio, Dan Galella, Steve Huvane, Loretta DeSimone and Supervisor Anthony S. Colavita.

On the roll call, all voted "AYE." Motion carried.

VIII. MISCELLANEOUS BUSINESS - none

IX. COUNCIL MEMBER REPORTS

Councilman Marcoccia congratulated Tuckahoe Police Officer Steven McCann on being named Office of the Year at the 2020 Awards Ceremony.

Councilman Dooley thanked the members of the Police Reform and Reinvention Collaborative Committee for their hard work and for the many residents who completed the survey and provided public comment.

Councilwoman Nicholson reported the Recreation Department page of the Town website (www.eastchester.org) has up to date information regarding the Summer Camp Program. In closing, Mrs. Nicholson wished everyone a Happy St. Patrick's Day as well as a Happy St. Joseph's Day.

Councilwoman Marcotte wished everyone a Happy St. Patrick's Day and stated she looks forward to "getting back to normal" at next year's parade.

Supervisor Colavita concurred with Councilwoman Marcotte and promised that the 2022 St. Patrick's Day Parade will be the best to date.

The Supervisor provided an update regarding the dam by reporting that Assemblywoman Paulin and Senator Mayer are

working to determine ownership of the structure as a starting point for the restoration and repair project.

X. SECOND OPPORTUNITY TO ADDRESS THE BOARD

Kenneth Simonides questioned the hiring of Hearing Office Ponzini and expressed concern regarding disciplinary charges against Employee #2871. Supervisor Colavita expressed confidence in Mr. Ponzini stated he is recognized as an expert in the field in Westchester County. Further, the Supervisor advised the matter should and will not be discussed publicly prior to the hearing.

Diane Barberan read a letter received by Employee #2817 that thanked him for assistance. Further, Ms. Barberan expressed concern of alleged discrimination toward the employee for his "ghetto attitude" and from "being from Yonkers." Supervisor Colavita promised the disciplinary hearing would held fairly and impartially.

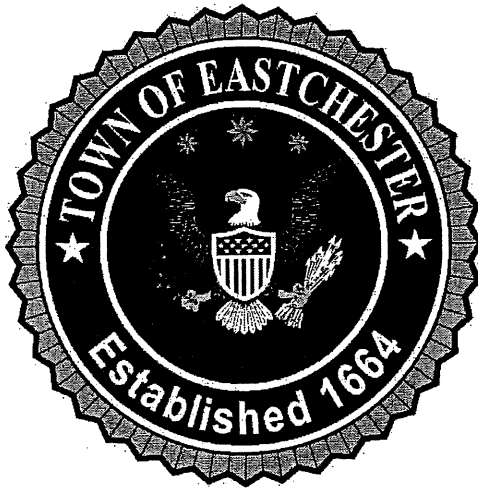
Mike Denning thanked the Highway Department for their dedication and hard work during the winter storms and joined the Town Board in looking forward to the 2022 St. Patrick's Day Parade.

In addition, Mr. Denning suggested the continuation of the Summer Theater Program and assigning a Property Clerk in the Police Department.

There being no further public business, the meeting was adjourned at 7:55 p.m.

Minutes prepared by;

Linda Laird
Town Clerk



TOWN OF EASTCHESTER

POLICE REFORM AND REINVENTION
COLLABORATIVE COMMITTEE
PLAN

MARCH 1, 2021

On June 12th, 2020, Governor Andrew Cuomo issued Executive Order 203 which required each municipality in New York to examine the function, policies and goals of its Police Department in accordance with the guidelines set forth in the New York State Reform and Reinvention Collaborative Resources & Guide for Public Officials and Citizens (hereinafter referred to as "Guide" issued in August 2020). The Governor required the establishment of a review committee and eventual preparation of a plan for changes to each department's policies and practices.

In accordance with Executive Order 203, Supervisor Colavita convened a volunteer committee tasked with the responsibility of developing and recommending a plan for implementation in the operations of the Eastchester Police Department. The Police Reform and Reinvention Collaborative Committee (hereinafter referred to "PRRCC" or "Committee") was chaired by John Roland and included members of the District Attorney's Office, Legal Aid Society, members of the clergy, present Eastchester Police Department Officers including Chief Bonci and Executive Officer Joseph Rodriguez, designees from both the Eastchester and Tuckahoe School Districts, representatives from multiple community organizations in town and private citizens. A list of the members is attached to this draft plan. The Committee also included Town Comptroller Dawn Donovan and Town Supervisor Anthony S. Colavita. The Committee met on Wednesdays in the evening to accommodate everyone's schedule. Each member was provided with the Guide referred to above together with a copy of the Governor's accompanying letter. Members were also given each other's contact information for additional collaboration. Each member was also given a summary version of the Guide book (prepared by the Eastchester Police Department), a summary of each meeting, copies of portions of the Eastchester Police Department Operations Manual, accumulated results of the survey and comments made by the public and any other relevant information and comments submitted by the public or requested by the committee members.

As was referenced above, the Town of Eastchester conducted an on-line survey which was available on the Town's website and also emailed to all SwiftReach 911 subscribers. There were 800 participants in the on-line survey. The results were shared with each committee member. The tabulations of the survey indicate that the vast majority of the people responding to same looked very favorably upon the Eastchester Police Department.

The Police Department also prepared a Power Point presentation regarding the structure, function and policies of the Police Department. The Eastchester Police Department was recently re-accredited in June 2020 (initially accredited in June 2015). Accreditation is issued by the New York State Department of Criminal Justice Services after a comprehensive analysis of administrative, training and operation standards of the Department. A very small percentage (21%) of Police Departments in New York

State are accredited. Receiving accreditation indicates that your Department is exceeding expectations of service and is state of the art with regard to administration training and overall operations.

Throughout the course of several meetings, the Committee spent the majority of its time reviewing the multiple subject matters and review points set forth in the Guide. Many questions were raised by Committee members regarding the Department's policies, composition, operations and discipline. Multiple suggestions were debated at length which fostered several recommendations and became the impetus for the eventual Plan prepared by the PRRCC. The Committee collaborated on a Draft Plan which was then refined and placed on the Town's website for review by the public for an extended period. The Committee decided to conduct its Public Hearing on Wednesday, March 10, 2021 at 7:30 in the Court Room at Town Hall located at 40 Mill Road, Eastchester, NY 10709.

Set forth below are the recommendations of the Committee for public review and eventual submission to the Town Board (as possibly modified and amended by future examination and review):

1. Additional bias/diversity training for officers (in addition to the multiple hour training conducted by Westchester County). Recruits receive a module of training on this subject in the Academy. We will ensure that the training is extended to all members and continue training annually.
2. Additional mental health training for officers, particularly after traumatic events. As part of an overall officer wellness initiative, the department will train specific officers in the "peer mentoring" concept to respond to fellow officers that may need counseling.
3. Continue to use the "Police 1" video training format regarding multiple subject matters. The department currently subscribes to a video based "roll call" training program which consists of a library of videos on multiple subjects. The videos vary in length and the department will use this platform to have access to the subject matter referred to in #1 and 2.
4. Make a recommendation to Westchester County to restore the "Crisis Team". The Committee recommends participation and utilization of this County asset.
5. Utilize plain clothes officers in order to reduce stress and anxiety (especially on mental health/emotionally disturbed person calls). Utilize the plain clothes officer during periods with the highest rates of occurrence for this type of activity. Further, the Department should canvas the Town to locate an organization or individual willing to serve as a volunteer or attendee on these types of calls. Consideration need be given to liability and workman's compensation issues. Use could be on an "as-needed" basis.

6. Examine recruitment of additional Auxiliary Police Officers from all neighborhoods in the Town to provide familiarity and working knowledge on a neighborhood by neighborhood basis.
7. Publicize "Community Policing" efforts presently in existence and all future efforts. Utilize social media more frequently for a better dialogue and exchange between the Department and the public; personalization of the Department; and for better overall communications. It was agreed that the Department would not accept anonymous complaints as it would likely cause abuse, fraud and substantial manpower consumption. Additionally, all complainants have to be interviewed to properly prosecute the alleged conduct which would not be possible.
8. Develop a better balance and separation between the Building Department and the Eastchester Police Department with regard to code violations and violations of municipal ordinances (rather than creating a criminal prosecution environment). Create additional weekend/holiday hours for the Building Inspector and Code Enforcement Officers that they can respond to issues rather than Officers.
9. Greater utilization of the Police Department webpage which should include:
 - An easily accessible civilian complaint form (with a disclosure advising complainants that they must have their signature notarized and that there is a penalty of perjury for making a false complaint)
 - Add a drop down box on the website with information regarding police sponsored community happenings, events and functions
 - Conduct a yearly public survey to better gauge issues and the perception of the Department and interaction by the Department with the public
 - Disclose the number of civilian complaints
 - Generally keep the website up to date
10. Continuous examination of state and federal laws to make sure that our procedures and policies are up to date with case law and statutes.
11. Engage in more community policing and training for same. Work on training members in various community outreach programs that are available and enact the programs in future activities.
 - Active Social Media
 - School Check-ins
 - Coffee with a Cop
 - L.E. Torch Run
 - Girl Scouts-Boy Scouts-Pre-School Presentations
 - Bicycle / Motorcycle Units

12. With regard to Use of Force complaints, the Department reported that there was only a single Use of Force complaint made in the last five years and was determined to be unfounded by the District Attorney's Office. The complaint was withdrawn with an apology.
13. With regard to the need for a Civilian Oversight Committee, the PRRCC determined that same was not necessary. Outside of three complaints made by a mentally disturbed person, the Department received less than one civilian complaint a year for the last five years. Complaints can also be made directly to Elected Officials and Lieutenants and the Chief directly. Sometimes they are made to the District Attorney's Office. Either way, the matter is processed in strict conformity with the Civil Service law, the operations manual of the Police Department and all complainants are notified of the outcome in writing. Lastly, if civilian complaints rise to a certain level they are referred to the District Attorney's Office and/or the New York State Police.
14. It was recommended that, in light of the infrequency of complaints and prompt review of any complaint, the Town not participate in the Westchester County Office of Police Accountability until such time as it is fully functioning and operational. Thereafter, the Town may consider participation.
15. The Committee recommended that body cameras should be acquired by the Town and utilized by each Officer on tour. The Committee found that the use of body cameras, together with the video cameras installed in the patrol cars, would be beneficial to the public and to the Officers. Body cameras can also be used as a training tool. It was also recommended that a clear policy be established regarding release and disclosure of the video, timing of activation, storage, etc..
16. Representatives from the Eastchester Police Benevolent Association indicated that the Department has significant training (more so than other local departments) and is very supportive of Officer Wellness training. The Officers also indicated their willingness to become more involved in community policing techniques and strategies. The Town has an Employee Assistance Program available to all Town employees. The department also has access to a Public Safety E.A.P. which has counselors and counselling services available to members who need assistance. In addition, the department will begin to train peer counselors which would be available to members.
17. The Committee also recommended the consideration of adding the position of Captain to the staff of the Eastchester Police Department in conjunction with a reallocation of responsibilities and/or chart changes.

Anyone wishing to comment on the report can do so at the Public Hearing or is directed to the Town's website. Emails can be sent to pgeorge@eastchester.org. All emails will be forwarded to each member of the Committee. The final draft of the PRRCC Plan will also be available on the Town's website for review.

The Town of Eastchester wishes to thank Chairman John Roland and each member of the Committee for committing their valuable time towards this important project. The recommendations set forth in the Plan will make the New York State Accredited Eastchester Police Department function better and this process has fostered a better understanding by our community of both the operations and responsibilities of the men and women of the Eastchester Police Department and the Department has a greater appreciation of the sensitivities and concerns of the community it serves.

Police Reform and Reinvention Collaborative Committee

John Roland, Chairman

Kerrie Williams, Esq. - Assistant District Attorney

Vincent DeMarte, Esq. – Senior Counsel, Legal Aid Society of Westchester County

Rev. Carl Maiello

Rev. Eric Hall

Dawn Donovan - Town Comptroller

Paul D'Agostino – Eastchester Police Association

Lt. Joseph Rodriguez - Police Advisor

Sgt. Andrew Wade - Police Advisor

Police Chief Timothy Bonci

Sally Veltidi – Eastchester School District Representative

Scott DeBellis – Tuckahoe School District Representative

Peggy Conway

Andy Rabin

Josh Gaccione

James DeMaio

Dan Galella

Steve Huvane

Loretta DeSimone

Supervisor Anthony S. Colavita

Exhibit "A"

Meadow Court Condominium			
2015 Lot	Original Assessment	Adjusted Assessment	Reduction
19.1A	\$4,680	\$4,500	\$180
19.1B	\$6,200	\$5,900	\$300
19.1C	\$2,350	\$2,250	\$100
19.1D	\$6,030	\$5,700	\$330
19.1E	\$6,930	\$6,600	\$330
19.2A	\$4,840	\$4,650	\$190
19.2C	\$2,450	\$2,350	\$100
19.3A	\$5,010	\$4,800	\$210
19.3B	\$3,630	\$3,450	\$180
19.3C	\$2,570	\$2,450	\$120
19.3D	\$3,560	\$3,400	\$160
19.3E	\$4,460	\$4,250	\$210
19.4A	\$5,180	\$4,950	\$230
19.4B	\$3,780	\$3,600	\$180
19.4C	\$2,620	\$2,500	\$120
19.4D	\$3,680	\$3,500	\$180
19.4E	\$4,630	\$4,450	\$180
19.5A	\$5,400	\$5,150	\$250
19.5B	\$3,950	\$3,800	\$150
19.5D	\$5,300	\$5,050	\$250
19.5E	\$4,800	\$4,600	\$200
19.6A	\$5,400	\$5,150	\$250
19.6B	\$3,950	\$3,800	\$150
19.6D	\$5,350	\$5,100	\$250
19.6E	\$4,840	\$4,650	\$190
20.0001	\$1,940	\$1,850	\$90
20.0002	\$4,000	\$3,850	\$150
20.0003	\$1,940	\$1,850	\$90
20.0006	\$2,420	\$2,300	\$120
20.0008	\$4,990	\$4,800	\$190
20.0011	\$4,020	\$3,850	\$170
TOTALS	\$130,900	\$125,100	\$5,800

Exhibit "D"

Meadow Court Condominium			
2018 Lot	Original Assessment	Adjusted Assessment	Reduction
19.1A	\$4,680	\$4,200	\$480
19.1B	\$6,200	\$5,550	\$650
19.1C	\$2,350	\$2,100	\$250
19.1D	\$6,030	\$5,450	\$580
19.1E	\$6,930	\$6,300	\$630
19.2A	\$4,840	\$4,400	\$440
19.2C	\$2,450	\$2,200	\$250
19.3A	\$5,010	\$4,550	\$460
19.3B	\$3,630	\$3,300	\$330
19.3C	\$2,570	\$2,350	\$220
19.3D	\$3,560	\$3,250	\$310
19.3E	\$4,460	\$4,050	\$410
19.4A	\$5,180	\$4,700	\$480
19.4B	\$3,780	\$3,450	\$330
19.4C	\$2,620	\$2,350	\$270
19.4D	\$3,680	\$3,350	\$330
19.4E	\$4,630	\$4,200	\$430
19.5A	\$5,400	\$4,900	\$500
19.5B	\$3,950	\$3,600	\$350
19.5D	\$5,300	\$4,800	\$500
19.5E	\$4,800	\$4,350	\$450
19.6A	\$5,400	\$4,900	\$500
19.6B	\$3,950	\$3,600	\$350
19.6D	\$5,350	\$4,850	\$500
19.6E	\$4,840	\$4,400	\$440
20.0001	\$1,940	\$1,750	\$190
20.0002	\$4,000	\$3,650	\$350
20.0003	\$1,940	\$1,750	\$190
20.0006	\$2,420	\$2,200	\$220
20.0008	\$4,990	\$4,500	\$490
20.0011	\$4,020	\$3,650	\$370
TOTALS	\$130,900	\$118,650	\$12,250

Exhibit "E"

Meadow Court Condominium			
2019 Lot	Original Assessment	Adjusted Assessment	Reduction
19.1A	\$4,680	\$4,250	\$430
19.1B	\$6,200	\$5,600	\$600
19.1C	\$2,350	\$2,100	\$250
19.1D	\$6,030	\$5,400	\$630
19.1E	\$6,930	\$6,250	\$680
19.2A	\$4,840	\$4,350	\$490
19.2C	\$2,450	\$2,200	\$250
19.3A	\$5,010	\$4,500	\$510
19.3B	\$3,630	\$3,250	\$380
19.3C	\$2,570	\$2,300	\$270
19.3D	\$3,560	\$3,200	\$360
19.3E	\$4,460	\$4,000	\$460
19.4A	\$5,180	\$4,650	\$530
19.4B	\$3,780	\$3,400	\$380
19.4C	\$2,620	\$2,350	\$270
19.4D	\$3,680	\$3,300	\$380
19.4E	\$4,630	\$4,150	\$480
19.5A	\$5,400	\$4,850	\$550
19.5B	\$3,950	\$3,550	\$400
19.5D	\$5,300	\$4,750	\$550
19.5E	\$4,800	\$4,300	\$500
19.6A	\$5,400	\$4,850	\$550
19.6B	\$3,950	\$3,550	\$400
19.6D	\$5,350	\$4,800	\$550
19.6E	\$4,840	\$4,350	\$490
20.0001	\$1,940	\$1,750	\$190
20.0002	\$4,000	\$3,600	\$400
20.0003	\$1,940	\$1,750	\$190
20.0006	\$2,420	\$2,200	\$220
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TOWN OF EASTCHESTER

Public Health Emergency Operation Plan

Operation Plan Overview

In accordance with New York State Labor Law § 27-c, the Town of Eastchester (the “Town”) has developed the following operation plan in the event of a declared public health emergency involving a communicable disease, which necessitates a state-ordered reduction of in-person workforce. The purpose of this operation plan is to set forth the Town’s plan for the continuation of operations in the event the Governor declares a public health emergency.

The Town’s operation plan is set forth in seven (7) separate parts, which are attached here in Exhibits A through G. The Town reserves the right to revise and/or amend this plan.

- Exhibit A is a list of The Town’s “Essential” employees.¹ Employees who are designated essential are those who are required to be physically present at a work site to perform his or her job. The Essential list also includes a description of positions and a justification for the designation.
- Exhibit B provides a description of the protocols that will be followed in order to enable all non-essential employees to telecommute, including the procurement, distribution, downloading and installation of any needed technology, software, data, internet access and phone lines.
- Exhibit C provides a description of how the Town will, to the extent possible, stagger work shifts for essential employees so as to reduce overcrowding on public transit and at worksites. As part of this plan, the Town will review the applicable collective bargaining agreements other obligations, if any.
- Exhibit D provides a description of the Town’s plan to procure the appropriate personal protective equipment (“PPE”) for essential employees based on job tasks and the needs of such employees. This plan contemplates providing at least two pieces of necessary PPE to each essential employee per shift over a six-month period and a storage protocol for such PPE.
- Exhibit E is the Town’s protocol in the event an employee is exposed to a known communicable disease, exhibits symptoms, or tests positive for such disease in the workplace. The protocol includes detailed disinfection plans, as well as the Town’s policy regarding leave for employees for testing, treatment, isolation and quarantine related to the communicable disease.

¹ In addition to employees, this policy also applies to contract workers. Such designation shall not otherwise confer the rights, benefits and obligations of employment upon contractors.

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- Exhibit F is the Town's contact tracing protocol for essential employees. This plan documents the precise hours of work and locations for the sole purpose of tracking the disease and identifying those who may be exposed to an infected individual.
- Exhibit G is the Town's protocol to work with other local government to identify emergency housing for essential employees for the purpose of containing the spread of the communicable disease, to the extent applicable to the workplace.

Anti-Retaliation

The Town of Eastchester shall not take retaliatory action or otherwise discriminate against any employee for making suggestions or recommendations regarding the content of this operation plan. Should an employee wish to make a recommendation or suggestion, he or she may do so to a department head or the Town's chief emergency officer, who has been designated by the Town as responsible for ensuring that the protocols set forth herein are consistent with New York State Law § 27-c.

Additionally, nothing in this policy shall be deemed to impede, infringe, diminish or impair the rights of the Town under any law, rule, regulation or collectively negotiated contract, or the rights and benefits available to employees through existing collective bargaining agreements or the collective bargaining relationship with the Town.

EXHIBIT A

Essential Employees

The Town of Eastchester has identified the following positions/titles as essential, meaning employees who hold such titles are required to be physically present at a work site to perform his or her job. The essential list also includes the approximate number of employees who hold certain essential positions, the assigned work site and the justification for the essential designation.

Departments	Essential Positions/Titles	Justification for Each
Public Safety	<ul style="list-style-type: none"> • Police Chief • Exec Lieutenant • Lieutenant • Sergeant • Detectives • Patrol Officers • PEOs • Police Aides 	Police Department personnel responsible for enforcing state and local laws, and providing emergency response and assistance; dispatching ambulance and other emergency vehicles as required; enforcing parking regulations, and vehicle and traffic laws.
Highway Department	<ul style="list-style-type: none"> • Supt of Highway • General Foreman • Garage Foremen • General Repairer • Lead Maint Mech • Auto Mechanic • MEO • Skilled MEO • Skilled Laborer • Laborers 	<p>Sanitation workers/laborers collect garbage and recycling</p> <p>Laborers will clear roads during/after storms to ensure safety</p> <p>Maintain sewers and roads</p> <p>Foremen direct the laborers</p>
Town Comptroller's Office	<ul style="list-style-type: none"> • Town Comptroller 	Requires management and coordination of all essential functions. All Department Heads report to the Town Comptroller who would need to be on-site to ensure fluidity of operations and to handle disaster situations.
Parks/Recreation	<ul style="list-style-type: none"> • Supt of Parks & Rec • General Foreman • Asst Gen Foreman • Caretaker • Laborer (5) 	<p>Foremen direct the laborers. Laborers will clear parking and walkways during/after storms to ensure safety</p> <p>Maintain Town Hall facility and parking area</p>

Effective April 1, 2021

Town Supervisor's Office	<ul style="list-style-type: none"> • Town Supervisor 	Responsible for the health and welfare of Town residents and Town employees
Building/Planning Department	<ul style="list-style-type: none"> • Dir of Planning • Building Inspector • Sr Off Asst/Mgr 	Necessary to certify construction projects can move forward and compliance with Town/building codes.
Town Clerk's Office	<ul style="list-style-type: none"> • Town Clerk 	Necessary to issue death certificates
Town Attorney's Office	<ul style="list-style-type: none"> • Town Attorney • Dep Town Attorney 	Responsible for all legal matters for the Town
Senior Programs	<ul style="list-style-type: none"> • Social Worker • Bus Drivers – 3 	<p>Social worker is responsible for the well-being of senior's health & welfare</p> <p>Providing home bound meals for the elderly residents of the Town</p>
Tax Receiver Office	<ul style="list-style-type: none"> • Deputy Tax Receiver 	Collection of taxes during January, April, September, December
Assessor's Office	<ul style="list-style-type: none"> • Assessor 	Available to residents for STAR applications and Grievance day
Justice Court	<ul style="list-style-type: none"> • Town Justice (2) 	To provide court related activities

EXHIBIT B

The Town has and continues to position its technology infrastructure to facilitate telecommuting. Our technology department has purchased and deployed software to allow every office employee remote access to the Town's email system and Office productivity tools. This includes an instance of the internet accessible Microsoft Teams collaboration tool for each employee which allows for unlimited videoconferencing. For more advanced users, we have procured unlimited remote VPN software for access to our core on-site applications. We maintain a stock of serviceable, used laptop computers which can be rapidly deployed as needed. We have implemented multi-factor authentication to bolster our security posture, and we maintain relationships with OGS contract-listed vendors should the need arise to quickly procure additional hardware.

The Town has identified the following Town Functions/Departments as compatible with remote work:

- Comptroller
- Building & Planning
- Town Supervisor
- Town Clerk
- Recreations
- Police Administrative Staff

Each Department Head will be tasked with ensuring that its remote personnel have all necessary telework capabilities. Department Heads will also itemize job duties/tasks that must be performed remotely during workplace closure or staggered shifts.

EXHIBIT C

In order to reduce overcrowding on public transportation systems and at worksites, the Town will, to the extent possible, stagger work shift for essential employees. The Town will have departments work at 50% capacity or consistent with relevant Executive Orders. Additionally, with non-essential employees working from home, Town Hall will have less than the maximum number of employees.

Essential Position	Work Site	Current Schedule	Staggered Schedule
Police Department Staff Sr Office Asst – Police (B)	Police HQ Town Streets	There are 3 tours currently staffed.	See Exhibit H for details for Police Officers Schedule for Sr Office Asst - Police: <ul style="list-style-type: none"> Team A: Week 1 – work M, W, F; Week 2 – work M, W Team B: Week 1 – work T, Th; Week 2 – work T, Th F
Supt of Highway General Foreman Garage Foreman Laborers MEO's Auto Mechanics Skilled Laborers General Repairer Sr Office Asst	Highway Dept Town Streets	Sanitation/Recycling - 2 days per week garbage & recycling collection separated into 4 zones requires 18 staff every day Highway – various duties & responsibilities requiring staff on daily basis for the health & welfare of Town residents	<ul style="list-style-type: none"> Sanitation/Recycling 6 crews to work 4 days per week. Every other Wed, crews split in half and rotate in. Highway staff work 4 full days and every other Wed half-staff rotates in and out. Mechanics – rotate 1 person off per week Sr Off Asst – follows Bookkeeper B schedule All employees in Highway depart are to be ready and available for any storm related emergencies.

Town Comptroller (A) Jr Accountant (B) Bookkeeper (A) Bookkeeper (B)	Town Hall	Daily	Split into 2 teams, except for audit and budget months <ul style="list-style-type: none"> Team A: Week 1 – work M, W, F; Week 2 – work M, W Team B: Week 1 – work T, Th; Week 2 – work T, Th F
Parks Staff; General Foreman (A) Asst Gen Foreman (B) Laborer (A) Laborer (B) Laborer (A) Laborer (B) Laborer (A) Caretaker (A)	Town Hall	Daily	Split into 2 teams <ul style="list-style-type: none"> Team A: Week 1 – work M, W, F; Week 2 – work M, W Team B: Week 1 – work T, Th; Week 2 – work T, Th F
Town Supervisor Conf Asst to Super (A) Community Liaison (B)	Town Hall	Daily	Split into 2 teams <ul style="list-style-type: none"> Team A: Week 1 – work M, W, F; Week 2 – work M, W Team B: Week 1 – work T, Th; Week 2 – work T, Th F
Building/Planning Dir of Planning (B) Bldg Inspector (A) Bldg Inspector-daily Sr Off Asst (B) Plan/Zone/ARB (A)	Town Hall	Daily	Split into 2 teams <ul style="list-style-type: none"> Team A: Week 1 – work M, W, F; Week 2 – work M, W Team B: Week 1 – work T, Th; Week 2 – work T, Th F
Receiver of Taxes Dep Rec of Taxes (A) Assessment Aide (B)	Town Hall	Daily	Split into 2 teams; except for busy collection months of Jan, April, Sept & Dec <ul style="list-style-type: none"> Team A: Week 1 – work M, W, F; Week 2 – work M, W Team B: Week 1 – work T, Th; Week 2 – work T, Th F

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Recreation: Asst Supt (B) Rec Leader (A)	Town Hall	Daily	Split into 2 teams <ul style="list-style-type: none"> Team A: Week 1 – work M, W, F; Week 2 – work M, W Team B: Week 1 – work T, Th; Week 2 – work T, Th F
Senior Programs: Supt of Parks & Rec (A) Office Asst (B) Social Worker (B) Inter Clerk (A) Inter Clerk (B) Bus Driver Dir Nutrition Prog Inter Clerk	Town Hall	Daily	Split into 2 teams <ul style="list-style-type: none"> Team A: Week 1 – work M, W, F; Week 2 – work M, W Team B: Week 1 – work T, Th; Week 2 – work T, Th F Drivers work as needed Nutrition Program staff as needed
Town Attorney (A) Dep Town Attorney(B) Sr Off Asst Law (A) Office Asst (B)	Town Hall	Daily	Split into 2 teams <ul style="list-style-type: none"> Team A: Week 1 – work M, W, F; Week 2 – work M, W Team B: Week 1 – work T, Th; Week 2 – work T, Th F
Town Clerk Dep Town Clerk (A) Sr Office Asst (B)	Town Hall	Daily	Split into 2 teams, except for parking permit renewal in June <ul style="list-style-type: none"> Team A: Week 1 – work M, W, F; Week 2 – work M, W Team B: Week 1 – work T, Th; Week 2 – work T, Th F
Assessor (B) Sr Office Asst (A) Interm Clerk PT (B)	Town Hall	Daily	Split into 2 teams, except for Grievance Day in June <ul style="list-style-type: none"> Team A: Week 1 – work M, W, F; Week 2 – work M, W Team B: Week 1 – work T, Th; Week 2 – work T, Th F

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Court Town Justice (2) Court Clerk (A) Asst Court Clerk (B) Sr Office Asst (T, W & every other F)	Town Hall	Daily Judges rotate monthly	Split into 2 teams. Judges continue to rotate monthly <ul style="list-style-type: none">• Team A: Week 1 – work M, W, F; Week 2 – work M, W• Team B: Week 1 – work T, Th; Week 2 – work T, Th F
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The following employees have access to work remotely:

Town Comptroller; Junior Accountant; Bookkeeper; Bookkeeper; Town Clerk; Superintendent of Parks & Recreation; Director of Building & Planning; Town Justice; Town Justice; Confidential Assistant to Supervisor; Building Inspector; Video Camera Operator; Sec to Planning, Zoning; Senior Office Assistant Office Manager- Building Dept

EXHIBIT D

The Town has procured a 6-month supply of PPE for its essential employees. Specifically, the Town has masks, gloves and hand sanitizer available for all employees reporting for in-person work, as set forth below:

- Masks: 2 masks per day/per employee
- Nitrile Gloves: 4 gloves per day/per employee
- Hand Sanitizer- 20 gallons

The Town will also maintain a supply of recommended cleaning solutions for use as needed in Town buildings and vehicles.

The Town will also comply with applicable federal and state guidance, including but not limited to New York State Department of Health, the Westchester County Health Department, and the Public Employee Safety and Health Bureau (PESH).

PPE Storage: All PPE will be stored at Town Hall, 40 Mill Road, Eastchester, New York, and can accommodate an additional six (6) month supply. Town Hall has ample clean, secure, indoor, atmospherically-controlled space.

The Town Comptroller's office will be responsible for procurement of PPE, with assistance from Parks General Foreman and the Police Lieutenant. The Town will use its six-month PPE supply and then, as needed, utilize other viable commercial vendors to meet the Town's needs.

EXHIBIT E

In the event an employee is exposed to a known communicable disease, exhibits symptoms, or tests positive for such disease in the workplace, the Town shall follow the following protocol, which includes disinfection plans, work site closures, and the Town's policy regarding leave for employees for testing, treatment, isolation and quarantine related to the communicable disease.

Disinfection Plans for Work Sites

The building is disinfected weekly with an Electro Static Sprayer. The spray fogging system is performed by the Parks department staff. Each office is also cleaned on a regular basis. All Town vehicles are sprayed down weekly. All Police vehicles are cleaned twice a week on Monday and Thursday. All Highway department vehicles are cleaned once a week.

In accordance federal and state health and safety laws and guidance, the Town will ensure that any employees engaged in cleaning and disinfecting activities will receive appropriate training for safe handling and use. Additionally, should cleaning and disinfecting protocols be modified and/or revised, the Town will conduct an appropriate hazard assessment and follow any and all federal, state and local guidance.

Work Site Closure

The public has limited access to Town facilities. There is a front desk established in the Town Hall lobby which is manned daily from 8:30 am to 4:30 pm. Anyone entering in the building is screened and their information is logged in order to do contract tracing if necessary.

Leave Policy for Employee Testing, Treatment, Isolation and Quarantine

The Town will comply with all federal and state law regarding paid time off related to public health emergencies. Additional leave may be available to employees in accordance with applicable collective bargaining agreements, and federal and state employment laws and regulations, including but not limited to the Family and Medical Leave Act and Executive Orders.

All Essential Town Employees are to follow the NYS DOH protocols for testing, treatment, isolation and quarantine.

1. Regular monitoring: The employee must self-monitor for a temperature greater than or equal to 100.0 degrees Fahrenheit every 12 hours and symptoms consistent with COVID-19 under the supervision of their employer's occupational health program.
2. Wear a mask: The employee must wear a face mask at all times while in the workplace for 14 days after last exposure.
3. Social distance: The employee must continue social distancing practices, including maintaining, at least, six feet of distance from others.
4. Clean and disinfect workspaces: The employer must continue to regularly clean and disinfect all areas, such as offices, bathrooms, common areas, and shared electronic equipment.

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5. Maintain quarantine: The employee must continue to self-quarantine and self-monitor for temperature and symptoms when not at the workplace for 14 days after last exposure.

Eastchester Police Department

Emergency Protocols will be put into place during the height of the pandemic have been reinstated. Important items include:

- Police Vehicle sanitizing has been reinstated 2 times per week.
- It was ordered that mask are to be worn in H'Q.s at all times
- Social Distancing guidelines shall be observed as far as practical.

EXHIBIT F

The Town of Eastchester has developed the following contact tracing protocol for essential employees. Specifically, this plan documents the precise hours of work and locations for essential employee. The Town shall use such information for the sole purpose of tracking the disease and identifying those who may be exposed to an infected individual.

- Any employee testing positive for any communicable disease are required to immediately notify their Department Head and /or myself as soon as possible. Any employee who tests positive must immediately go into isolation. Under no circumstances can an employee testing positive return to the office until cleared from isolation by their doctor with a note provided to me.
- Westchester County Department of Health (WCDH) will be notified to report the case and to determine next steps for the employees and the Department. While information is being gathered, it may be necessary to temporarily close the area where the person worked. We will need to provide WCDH with the name of the individual, their phone number, date of birth, where they reside, and if possible, where the test was performed. All of this information is confidential. The WCDH will work with us to determine who at the Town may have been exposed and whether they would be subject to a quarantine.
- Under no circumstances can a person testing positive work in the office until cleared from isolation. After interviewing both the case and the Department Head to determine who was a direct contact to the person testing positive. Unless deemed an essential worker, based on NYS guidelines, anyone identified as a contact will not be permitted to come to the office during the quarantine period. Essential employees are allowed to come to their worksite as long as the employee remains symptom-free. Essential employees are still required to quarantine while not at work.
- NYS contract tracers will call the contacts and provide quarantine orders. It may take a couple of days before you receive a call from a contact tracer. Until you are contacted you should remain at home. Since your family members were not in contact with the case, they are permitted to leave your home and can continue to go to work or school. Anyone who has been exposed is encouraged to get tested but should not be tested until at least five days after the

Effective April 1, 2021

last day of exposure. A negative rapid antigen test will not be accepted only a PCR test will be accepted.

EXHIBIT G

The Town of Eastchester is committed to working within our locality and with other employers, both public and private, to identify emergency housing for essential employees for the purpose of containing the spread of the communicable disease, to the extent applicable to the workplace. To that end, the Town has identified an Emergency Liaison who has identified the following sites for emergency housing for essential employees, should such needs arise.

Emergency Liaison: Timothy Bonci, Police Chief

Housing Sites for Essential Employees – Town of Eastchester Facilities

Haindl Field House Eastchester, NY

Lake Isle Country Club Eastchester, NY

The Town does not require Town employees to work consecutive shifts, therefore the Town of Eastchester does not anticipate needing to provide housing for employees.

EXHIBIT H

EASTCHESTER POLICE DEPARTMENT:

The following procedures will take effect immediately:

Masks are mandatory at all times when in police headquarters.

The dispatch phone will be moved to the squad room. If there is a Police Aide or Officer assisting the desk officer they are to use the squad room phone and computer to assist the desk officer in answering calls. There will be no congregating in the squad room or at desk (inside or in the hallway).

There will be no communal meals at headquarters / no exceptions. Officers of course may drop off for the D.O. but will not eat at HQ.

Sergeants will report to work in time to have assignments made for their tour so that officers are not congregating together awaiting assignments. At the discretion of the Sergeant, they may make assignments prior to their tour and let officers know ahead of time what sector they will be working.

Roll call will consist of a short briefing and equipment assigned by the Supervisor. Supervisory vehicle checks will be suspended temporarily.

Members should ensure to wipe down and disinfect their vehicles at the start and end of their tour. Members should minimize their time in the locker room and change and bring equipment bags home if they are able.

Impact, Outlook and Planit messages should be checked in the radio car.

Officers are once again reminded to keep at least 6 feet from one another as much as possible. This includes exiting and entering the building, locker rooms etc.

TOWN OF EASTCHESTER

Public Health Emergency Operation Plan

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Police Department Staff	Police HQ	There are 3 tours currently staffed.	See Exhibit H for details for Police Officers
Sr Office Asst – Police (B)	Town Streets		<p>Schedule for Sr Office Asst - Police:</p> <ul style="list-style-type: none"> Team A: Week 1 – work M, W, F; Week 2 – work M, W Team B: Week 1 – work T, Th; Week 2 – work T, Th F
Supt of Highway General Foreman Garage Foreman Laborers MEO's Auto Mechanics Skilled Laborers General Repairer Sr Office Asst	Highway Dept Town Streets	<p>Sanitation/Recycling - 2 days per week garbage & recycling collection separated into 4 zones requires 18 staff every day</p> <p>Highway – various duties & responsibilities requiring staff on daily basis for the health & welfare of Town residents</p>	<ul style="list-style-type: none"> Sanitation/Recycling 6 crews to work 4 days per week. Every other Wed, crews split in half and rotate in. Highway staff work 4 full days and every other Wed half-staff rotates in and out. Mechanics – rotate 1 person off per week Sr Off Asst – follows Bookkeeper B schedule All employees in Highway depart are to be ready and available for any storm related emergencies.

Town Comptroller (A) Jr Accountant (B) Bookkeeper (A) Bookkeeper (B)	Town Hall	Daily	Split into 2 teams, except for audit and budget months <ul style="list-style-type: none"> Team A: Week 1 – work M, W, F; Week 2 – work M, W Team B: Week 1 – work T, Th; Week 2 – work T, Th F
Parks Staff; General Foreman (A) Asst Gen Foreman (B) Laborer (A) Laborer (B) Laborer (A) Laborer (B) Laborer (A) Caretaker (A)	Town Hall	Daily	Split into 2 teams <ul style="list-style-type: none"> Team A: Week 1 – work M, W, F; Week 2 – work M, W Team B: Week 1 – work T, Th; Week 2 – work T, Th F
Town Supervisor Conf Asst to Super (A) Community Liaison (B)	Town Hall	Daily	Split into 2 teams <ul style="list-style-type: none"> Team A: Week 1 – work M, W, F; Week 2 – work M, W Team B: Week 1 – work T, Th; Week 2 – work T, Th F
Building/Planning Dir of Planning (B) Bldg Inspector (A) Bldg Inspector-daily Sr Off Asst (B) Plan/Zone/ARB (A)	Town Hall	Daily	Split into 2 teams <ul style="list-style-type: none"> Team A: Week 1 – work M, W, F; Week 2 – work M, W Team B: Week 1 – work T, Th; Week 2 – work T, Th F
Receiver of Taxes Dep Rec of Taxes (A) Assessment Aide (B)	Town Hall	Daily	Split into 2 teams; except for busy collection months of Jan, April, Sept & Dec <ul style="list-style-type: none"> Team A: Week 1 – work M, W, F; Week 2 – work M, W Team B: Week 1 – work T, Th; Week 2 – work T, Th F

Recreation: Asst Supt (B) Rec Leader (A)	Town Hall	Daily	Split into 2 teams <ul style="list-style-type: none"> Team A: Week 1 – work M, W, F; Week 2 – work M, W Team B: Week 1 – work T, Th; Week 2 – work T, Th F
Senior Programs: Supt of Parks & Rec (A) Office Asst (B) Social Worker (B) Inter Clerk (A) Inter Clerk (B) Bus Driver Dir Nutrition Prog Inter Clerk	Town Hall	Daily	Split into 2 teams <ul style="list-style-type: none"> Team A: Week 1 – work M, W, F; Week 2 – work M, W Team B: Week 1 – work T, Th; Week 2 – work T, Th F Drivers work as needed Nutrition Program staff as needed
Town Attorney (A) Dep Town Attorney(B) Sr Off Asst Law (A) Office Asst (B)	Town Hall	Daily	Split into 2 teams <ul style="list-style-type: none"> Team A: Week 1 – work M, W, F; Week 2 – work M, W Team B: Week 1 – work T, Th; Week 2 – work T, Th F
Town Clerk Dep Town Clerk (A) Sr Office Asst (B)	Town Hall	Daily	Split into 2 teams, except for parking permit renewal in June <ul style="list-style-type: none"> Team A: Week 1 – work M, W, F; Week 2 – work M, W Team B: Week 1 – work T, Th; Week 2 – work T, Th F
Assessor (B) Sr Office Asst (A) Interm Clerk PT (B)	Town Hall	Daily	Split into 2 teams, except for Grievance Day in June <ul style="list-style-type: none"> Team A: Week 1 – work M, W, F; Week 2 – work M, W Team B: Week 1 – work T, Th; Week 2 – work T, Th F

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Court Town Justice (2) Court Clerk (A) Asst Court Clerk (B) Sr Office Asst (T, W & every other F)	Town Hall	Daily Judges rotate monthly	Split into 2 teams. Judges continue to rotate monthly • Team A: Week 1 – work M, W, F; Week 2 – work M, W • Team B: Week 1 – work T, Th; Week 2 – work T, Th F
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The following employees have access to work remotely:

Town Comptroller; Junior Accountant; Bookkeeper; Bookkeeper; Town Clerk; Superintendent of Parks & Recreation; Director of Building & Planning; Town Justice; Town Justice; Confidential Assistant to Supervisor; Building Inspector; Video Camera Operator; Sec to Planning, Zoning; Senior Office Assistant Office Manager- Building Dept

EXHIBIT D

The Town has procured a 6-month supply of PPE for its essential employees. Specifically, the Town has masks, gloves and hand sanitizer available for all employees reporting for in-person work, as set forth below:

- Masks: 2 masks per day/per employee
- Nitrile Gloves: 4 gloves per day/per employee
- Hand Sanitizer- 20 gallons

The Town will also maintain a supply of recommended cleaning solutions for use as needed in Town buildings and vehicles.

The Town will also comply with applicable federal and state guidance, including but not limited to New York State Department of Health, the Westchester County Health Department, and the Public Employee Safety and Health Bureau (PESH).

PPE Storage: All PPE will be stored at Town Hall, 40 Mill Road, Eastchester, New York, and can accommodate an additional six (6) month supply. Town Hall has ample clean, secure, indoor, atmospherically-controlled space.

The Town Comptroller's office will be responsible for procurement of PPE, with assistance from Parks General Foreman and the Police Lieutenant. The Town will use its six-month PPE supply and then, as needed, utilize other viable commercial vendors to meet the Town's needs.

EXHIBIT E

In the event an employee is exposed to a known communicable disease, exhibits symptoms, or tests positive for such disease in the workplace, the Town shall follow the following protocol, which includes disinfection plans, work site closures, and the Town's policy regarding leave for employees for testing, treatment, isolation and quarantine related to the communicable disease.

Disinfection Plans for Work Sites

The building is disinfected weekly with an Electro Static Sprayer. The spray fogging system is performed by the Parks department staff. Each office is also cleaned on a regular basis. All Town vehicles are sprayed down weekly. All Police vehicles are cleaned twice a week on Monday and Thursday. All Highway department vehicles are cleaned once a week.

In accordance federal and state health and safety laws and guidance, the Town will ensure that any employees engaged in cleaning and disinfecting activities will receive appropriate training for safe handling and use. Additionally, should cleaning and disinfecting protocols be modified and/or revised, the Town will conduct an appropriate hazard assessment and follow any and all federal, state and local guidance.

Work Site Closure

The public has limited access to Town facilities. There is a front desk established in the Town Hall lobby which is manned daily from 8:30 am to 4:30 pm. Anyone entering in the building is screened and their information is logged in order to do contract tracing if necessary.

Leave Policy for Employee Testing, Treatment, Isolation and Quarantine

The Town will comply with all federal and state law regarding paid time off related to public health emergencies. Additional leave may be available to employees in accordance with applicable collective bargaining agreements, and federal and state employment laws and regulations, including but not limited to the Family and Medical Leave Act and Executive Orders.

All Essential Town Employees are to follow the NYS DOH protocols for testing, treatment, isolation and quarantine.

1. Regular monitoring: The employee must self-monitor for a temperature greater than or equal to 100.0 degrees Fahrenheit every 12 hours and symptoms consistent with COVID-19 under the supervision of their employer's occupational health program.
2. Wear a mask: The employee must wear a face mask at all times while in the workplace for 14 days after last exposure.
3. Social distance: The employee must continue social distancing practices, including maintaining, at least, six feet of distance from others.
4. Clean and disinfect workspaces: The employer must continue to regularly clean and disinfect all areas, such as offices, bathrooms, common areas, and shared electronic equipment.

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5. Maintain quarantine: The employee must continue to self-quarantine and self-monitor for temperature and symptoms when not at the workplace for 14 days after last exposure.

Eastchester Police Department

Emergency Protocols will be put into place during the height of the pandemic have been reinstated. Important items include:

- Police Vehicle sanitizing has been reinstated 2 times per week.
- It was ordered that mask are to be worn in H'Q.s at all times
- Social Distancing guidelines shall be observed as far as practical.

EXHIBIT F

The Town of Eastchester has developed the following contact tracing protocol for essential employees. Specifically, this plan documents the precise hours of work and locations for essential employee. The Town shall use such information for the sole purpose of tracking the disease and identifying those who may be exposed to an infected individual.

- Any employee testing positive for any communicable disease are required to immediately notify their Department Head and /or myself as soon as possible. Any employee who tests positive must immediately go into isolation. Under no circumstances can an employee testing positive return to the office until cleared from isolation by their doctor with a note provided to me.
- Westchester County Department of Health (WCDH) will be notified to report the case and to determine next steps for the employees and the Department. While information is being gathered, it may be necessary to temporarily close the area where the person worked. We will need to provide WCDH with the name of the individual, their phone number, date of birth, where they reside, and if possible, where the test was performed. All of this information is confidential. The WCDH will work with us to determine who at the Town may have been exposed and whether they would be subject to a quarantine.
- Under no circumstances can a person testing positive work in the office until cleared from isolation. After interviewing both the case and the Department Head to determine who was a direct contact to the person testing positive. Unless deemed an essential worker, based on NYS guidelines, anyone identified as a contact will not be permitted to come to the office during the quarantine period. Essential employees are allowed to come to their worksite as long as the employee remains symptom-free. Essential employees are still required to quarantine while not at work.
- NYS contract tracers will call the contacts and provide quarantine orders. It may take a couple of days before you receive a call from a contact tracer. Until you are contacted you should remain at home. Since your family members were not in contact with the case, they are permitted to leave your home and can continue to go to work or school. Anyone who has been exposed is encouraged to get tested but should not be tested until at least five days after the

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last day of exposure. A negative rapid antigen test will not be accepted only a PCR test will be accepted.

EXHIBIT G

The Town of Eastchester is committed to working within our locality and with other employers, both public and private, to identify emergency housing for essential employees for the purpose of containing the spread of the communicable disease, to the extent applicable to the workplace. To that end, the Town has identified an Emergency Liaison who has identified the following sites for emergency housing for essential employees, should such needs arise.

Emergency Liaison: Timothy Bonci, Police Chief

Housing Sites for Essential Employees – Town of Eastchester Facilities

Haindl Field House Eastchester, NY

Lake Isle Country Club Eastchester, NY

The Town does not require Town employees to work consecutive shifts, therefore the Town of Eastchester does not anticipate needing to provide housing for employees.

EXHIBIT H

EASTCHESTER POLICE DEPARTMENT:

The following procedures will take effect immediately:

Masks are mandatory at all times when in police headquarters.

The dispatch phone will be moved to the squad room. If there is a Police Aide or Officer assisting the desk officer they are to use the squad room phone and computer to assist the desk officer in answering calls. There will be no congregating in the squad room or at desk (inside or in the hallway).

There will be no communal meals at headquarters / no exceptions. Officers of course may drop off for the D.O. but will not eat at HQ.

Sergeants will report to work in time to have assignments made for their tour so that officers are not congregating together awaiting assignments. At the discretion of the Sergeant, they may make assignments prior to their tour and let officers know ahead of time what sector they will be working.

Roll call will consist of a short briefing and equipment assigned by the Supervisor. Supervisory vehicle checks will be suspended temporarily.

Members should ensure to wipe down and disinfect their vehicles at the start and end of their tour. Members should minimize their time in the locker room and change and bring equipment bags home if they are able.

Impact, Outlook and Planit messages should be checked in the radio car.

Officers are once again reminded to keep at least 6 feet from one another as much as possible. This includes exiting and entering the building, locker rooms etc.