

# The Croton-on-Hudson Village Newsletter

Winter/Spring 2000

Number 41

## Calendar

### FEBRUARY

- 1, 22 Planning Board
- 2 Conservation  
Advisory Council
- 9 Zoning Board  
of Appeals
- 15 Board of Trustees
- 16 Water Control  
Commission
- 21 Presidents Day  
Holiday

### MARCH

- 1 Conservation  
Advisory Council
- 6, 20 Board of Trustees
- 7, 28 Planning Board
- 8 Zoning Board  
of Appeals
- 21 Village Election

### APRIL

- 3, 17 Board of Trustees
- 4, 25 Planning Board
- 5 Conservation  
Advisory Council
- 12 Zoning Board  
of Appeals
- 19 Water Control  
Commission
- 21 Good Friday  
Holiday

## Village Elections Tuesday, March 21 Municipal Building -- 6:00 a.m. until 9:00 p.m.

**O**n Tuesday, March 21 Village Elections will be held in the Municipal Building's Community Room from 6:00 a.m. to 9:00 p.m. The terms of Don Daubney and Deborah Yurchuck McCarthy will expire on April 3rd. Board members serve for two years; there are no term limits.

To be eligible to vote one must be at least 18 years old as of the date of the election and a resident of the Village for at least 30 days preceding the election. For information on registering to vote call Deputy Clerk Peggy Keesler at 271-4781. Residents must be registered with the County Board of Elections on or before February 21, 2000. Applications for absentee voters will be made available for registered voters who will not be able to appear in person on election day. Winners are determined by a simple majority. Remember the old adage: if you don't vote you can't complain.

## Council - Manager Form of Government

The first municipality to adopt the Council-Manager form of government was Staunton, Virginia, in 1908. Since then, more than 7,500 municipalities have chosen this plan as a way of ensuring the professional, non-political administration of policies adopted by the Board of Trustees. The Village of Croton-on-Hudson adopted the Council Manager plan in 1971 following a bi-partisan committee's report on the type of government most suitable for the Village.

As the chief executive/administrative officer of the village, the village manager is responsible for the proper administration of all daily affairs. Appointed by the Board of Trustees, he is responsible for providing them information concerning the needs and status of various government operations.

These reports are commonly delivered during regular Village Board meetings and work sessions, which he is required to attend, but has no voting privilege. While the Board passes the laws and approves policies, the manager sees that all laws and policies are implemented in an impartial manner.

The manager's responsibilities include the ability to appoint and remove all department heads except the Village Attorney, Village Treasurer and Chief of

Police. He also negotiates on the village's behalf with all civil service unions. One of the most time consuming tasks is the preparation of the village's annual budget, which consists of a complete report of the previous year's finances and a projected budget on all revenues and expenses for the coming year.

The village manager's job has evolved over time. Economic and fiscal

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*An effective manager focuses not just on the immediate crises or the politically popular issues, but instead on what's important for the long-term best interest of the community.*  
-- Andrea W. Beatty



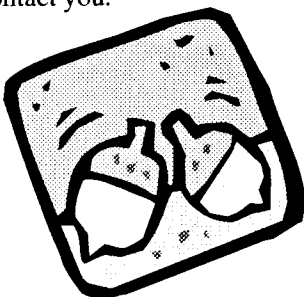
## Census 2000

It is extremely important that all Village residents complete their census survey, which will be mailed sometime between now and April 1st. By not completing your census form you are doing a disservice to your community. An undercounting of people can be devastating in terms of federal or state assistance. A census 2000 employee takes an oath, which prohibits this employee from revealing any census data to anyone. The Census Bureau will not and does not release any data collected by its employees.



## Street Trees

It is almost time for planting of a new batch of street trees. If a tree has recently been removed from in front of your house and you want a replacement tree or you would like a new tree in front of your house call Croton-on-Hudson DPW at 271-3775. When you request a street tree we need your street address and phone number just in case we need to contact you.



## Council - Manager Government *continued*

considerations have been the main concerns, but human relations and the improvement of quality of life have moved more to the forefront.

Other duties are to:

1. See that all laws are impartially enforced.

2. Keep the Village Board apprised of the Village's financial condition and future needs.

3. Recommend to the Village Board the adoption of such measures, as he may deem necessary for the health, safety and welfare of the community or the improvement of administrative services

4. Supervise the purchase of materials,

supplies, and equipment for which funds have been budgeted.

5. Investigate the activities of any department and all complaints concerning the delivery of Village services.

6. See that all franchises permits and privileges granted by the Village are faithfully enforced.

7. Perform such other duties, as may be required by the Village Board, not inconsistent with local laws.

Responsiveness to resident concerns is also an important aspect of the manager's job. Questions and/or complaints about department functions must be addressed promptly.

### *Staffing*

Richard F. Herbek, Village Manager, and his secretary and key assistant, Peggy Keesler, presently head the Manager's Office. Neil Blitz, Village Intern and Janine King, Records Management Clerk, assist them. Mr. Herbek has served as Village Manager since 1981 and is the Village's second Village Manager. Gordon Cameron was appointed as the Village's first Manager in 1971 after the position was approved by referendum.

Mr. Herbek is currently involved in a number of professional and civic organization including the International City/Council Management Assoc., the NYS City/Council Management Assoc., the Municipal Administrators Assoc. of the NY Metropolitan Area, the American Society for Public Administration, the American Public Works Assoc., the Westchester Water Works Conference and the International and NYS Parking Assoc. He has also twice served as President of the Croton Rotary Club and is a member of the Croton Chamber of Commerce.

Mrs. Keesler, who grew up in the Village, serves as the Manager's key assistant. She is responsible for coordinating much of the day-to-day work including all of the Village's insurance policies, personnel records, and election procedures.

### *Clerk Responsibilities*

Mr. Herbek and Mrs. Keesler serve in the dual capacity of Village Clerk and Deputy Village Clerk respectively. The Clerk is responsible for maintaining all village records and files, running the annual Village election, issuing licenses, preparing the Village Board agenda, preparing legal notices, and drafting board resolutions to name a few.

### *Grantsmanship*

One of the many responsibilities of the Village Manager is to apply for grants to assist the Village with capital and other projects. Mr. Herbek, who chairs the Urban County Council for Westchester County, has brought to the Village over \$3 million in Community Development Block Grants alone. In addition, he has been able to secure over \$20 million in other grants and financial assistance over the years. Virtually every part of the Village has been rebuilt or improved including the Upper Village, South and North Riverside Avenue Commercial Areas, parks, playgrounds, ballfields, trails and sidewalk areas. Grants have also been received for the senior citizen van, municipal building elevator and handicapped accessibility, Croton Caring Committee staffing and programs, affordable housing and the records management program.

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## ***Teamwork Approach***

Mr. Herbek uses a teamwork approach, involving close interdepartmental cooperation, to address the needs and solve the problems of the Village. To this end, regular staff meetings are held at which current and anticipated job difficulties are discussed and possible solutions explored. Present and future projects are outlined and projected time limits are set for completion. Each department head becomes more aware of the workload carried by other departments, and this pooling of resources and information provides for a greater degree of productivity on an overall basis. It also enables the manager to have an up-to-date overview of how successfully village services are being provided.

## ***Interns***

Since the Village Manager does not have a full time assistant, he has utilized interns over the years to do research, help make presentations, and be a key part of the management team. The scope of work includes assisting the Village Manager in all aspects of municipal management, including but not limited to involvement in such activities as: updating the Village Code, researching policy issues, preparing grant applications, drafting letters of response to citizens, preparing Village Board of Trustee meeting agendas, assisting with the records management program, interacting with department heads on a regular basis, assisting with general office work, interacting with various boards and committees, handling research inquiries and communicating with the local media. Mr. Herbek has a relationship with most of the public administration graduate schools in the Metropolitan New York area and most interns are in a Master of Public Administration curriculum.

## ***On Site Inspections***

The Manager often begins his day with an early morning meeting with the Director of Public Works to discuss work plans and to be kept advised of possible disruptions in Village services. Meetings with other department heads are held several times a week to discuss projects and problems. Also, the Manager makes regular site inspections of Village streets and public areas in order to review the progress of work in hand as well as determining priorities for future projects. In case of an emergency, which threatens the health or safety of village residents, the Manager will be called upon to assist the departments in organizing whatever measures are needed to alleviate the situation.

## ***Mayor - Trustees - Manager***

The Mayor, the Trustees and the Manager work together as a team toward the same objective - a sound and viable community. With this in mind, the Board establishes overall policies and the Manager is assigned the responsibility for supporting and implementing these policies.

The Manager attends all meetings of the Village Board, including work sessions, and is the primary resource person in supplying background information needed by the Board in its deliberations. This information is developed through telephone calls and correspondence with persons in and out of government as well as attendance at professional meetings, conferences and workshops. The material is summarized for inclusion in the packet of information, which is submitted to the Trustees on the Friday before their twice-monthly public meetings. The agenda for these meetings is developed by the Manager, approved by the Mayor and then included in the Board packet. It is distributed to the local newspapers. All regular meetings of the Village Board are televised live and then rerun on Wednesday evenings.

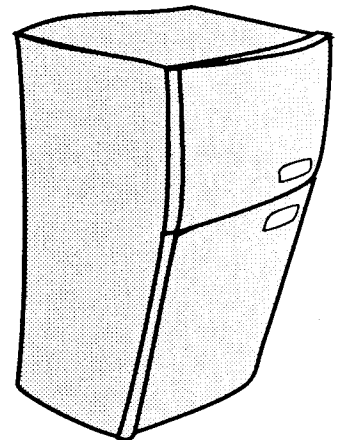
## **Appliance Disposal**

Due to state legislation concerning the removal of chlorofluorocarbons, a thirty dollar fee has been set for the disposal of refrigerators, dehumidifiers and air conditioners.

An application for disposal must be filed in the Village Office along with your check or money order. On payment of the fee, a yellow sticker will be issued, to be placed on the appliance when it is put at curbside.

To arrange for a pickup date, call the Village Garage at 271-3775. The items may not be placed at the curb until the night before the collection date. Refrigerator doors must be removed.

Applications may be mailed to residents by calling the Village Office at 271-4781 or 271-4782.



**Remember to Vote! Village Elections -- March 21, 2000**



## Sidewalk Snow

The Village Code requires that every owner or occupant of any building or owner of any vacant lot and anyone in charge of any church or other public building keep the sidewalk(s) in front of such house, building or lot free from snow or ice.

Failure to do so can result in a fine of not more than \$250 a day for each day. If within 6 hours of a written notice from an enforcement officer the sidewalk(s) are still not cleared, the Village may have the snow and ice removed. The violator will be required to pay the fine(s) levied as well as the cost of sidewalk cleaning.

## Grasscycling

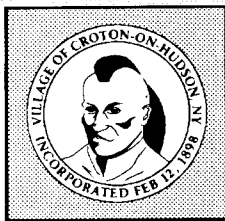
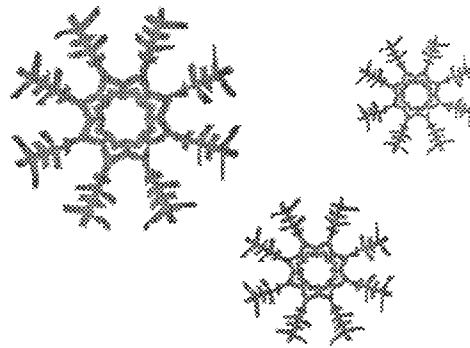
**R**ecommended by Cornell Cooperative Extension, grasscycling is another simple way to protect our environment by recycling.

Grass clippings are a major part of the solid waste incinerated at the Charles Point plant. Since every garbage bag of clippings contains up to 1/4 pound of nitrogen, this is a waste of a valuable soil nutrient.

Instead of throwing it away you can put it to work for your lawn by recycling

directly. Mow when the grass is dry and 3 to 4 inches high. Never cut shorter than one- and-a-half to two-and-a half inches. This will improve the root system and the short clippings left on the lawn will decompose rapidly, improving the soil and fertilizing the roots.

Brochures detailing the grasscycling method are available from the Croton Conservation Council's bulletin board in the Municipal Building on the first stair landing leading to the Village office.



**Published for the  
residents of the  
Village of  
Croton-on-Hudson**

Robert W. Elliott, Mayor  
Don Daubney, Trustee  
Georgianna K. Grant, Trustee  
Deborah Y. McCarthy, Trustee  
Sam R. Watkins, Jr., Trustee

Richard F. Herbek, Village Manager

Claudia Smart, Editor

Bulk Rate  
Permit No. 1  
Carrier Route  
Pre-Sort  
Croton-on-Hudson  
New York 10520

**Postal Patron  
Croton-on-Hudson, NY 10520**