

Town of North Salem Emergency Scheduling Updated 3/23/2020

During the current health emergency due to COVID19, the Town is focused on implementing processes that ensure the safety of all in our community and of our employees.

The Governor has directed local government to reduce its workforce by 50 percent and allow nonessential employees to work from home. Effective Monday March 23rd, all Town services will be delivered remotely via telephone, email, postal mail and online.

All refuse pickup will continue as scheduled.

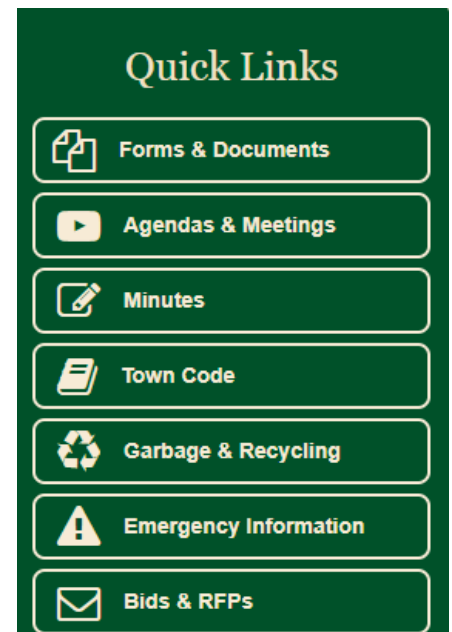
Town facilities will be closed to the public until 3/31/2020 at which time we will re-evaluate the situation. **Access to Town facilities will be limited to Town employees.** Paperwork, documents or payments cannot be dropped off in person indoors at any facility. Locked drop boxes are available on the *Lobdell Building* porch for "Recreation", "Tax Receiver" and "Assessor" for documents you may wish to drop off. There is a mail slot on the side of the Building Department which can be used to leave envelopes and smaller documents.

Town facilities impacted include:

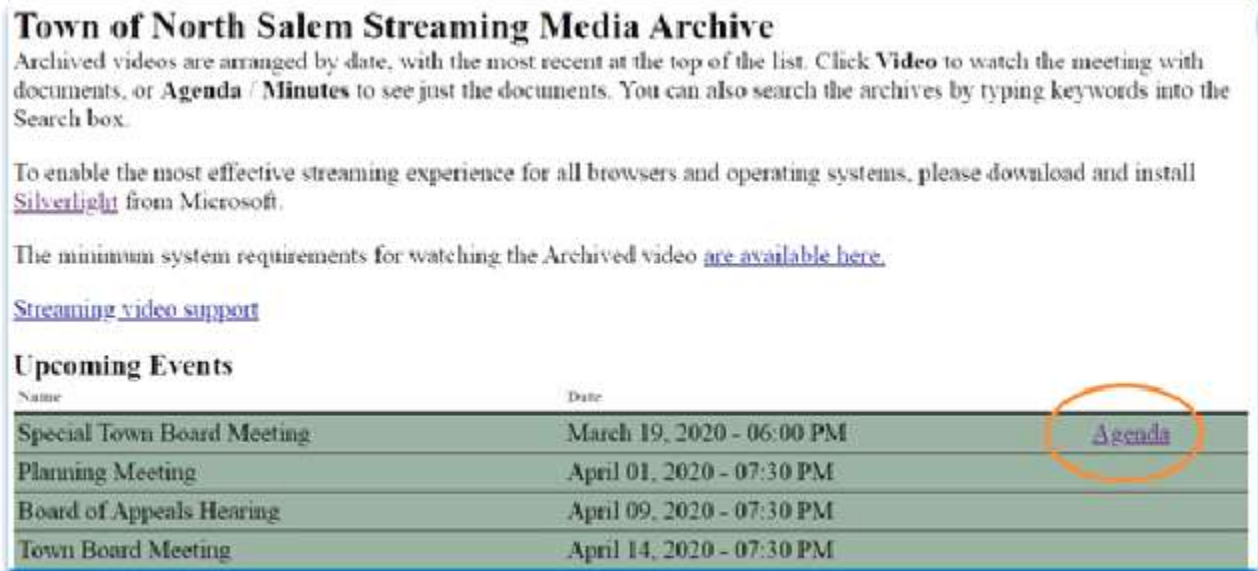
1. Town Hall - 266 Titicus Road (Supervisor's Office, Accounting, Town Clerk)
2. Town Meeting Room and Court - 66 June Road (Court, Police)
3. Lobdell House - 270 Titicus Road (Planning, Tax Receiver, Recreation, Assessor)
4. The Annex - 274 Titicus Road (Building Department)
5. Town Library (while not a Town building that is also closed)

Recreation Fields are Closed: Signs are installed on all of our park fields. JB Park and Volunteer Park are open but the fields are closed. Do not plan any organized sports. Feel free to use the fields to walk and for passive recreation.

Town Meetings: Future meetings of the Town Board, Zoning and Planning Board will be conducted via **Zoom**. To use **Zoom** you need to know the dial in phone number or the URL for the meeting. To find these go to www.northsalemny.org and from the bottom left *Quick Links* select *Agendas and Meeting*, Under *Upcoming Events* the words *View Agenda* will display to the right of the meeting date if the agenda was loaded. DoubleClick on *View Agenda* and open the agenda. At the top of the agenda will be the *Zoom* phone number and URL. Cut and paste the url into a browser **or** call the phone number via the phone to enter the meeting.



Anyone can view the new meeting or any of the archived meetings using our existing website. On the *Upcoming Events* page referenced above select *View Meeting* which is to the right of the meeting you are interested in. *View Meeting* will only be present once the meeting is loaded and the actual meeting is ready to start.



Town of North Salem Streaming Media Archive

Archived videos are arranged by date, with the most recent at the top of the list. Click **Video** to watch the meeting with documents, or **Agenda / Minutes** to see just the documents. You can also search the archives by typing keywords into the Search box.

To enable the most effective streaming experience for all browsers and operating systems, please download and install [Silverlight](#) from Microsoft.

The minimum system requirements for watching the Archived video [are available here](#).

[Streaming video support](#)

Upcoming Events

Name	Date	
Special Town Board Meeting	March 19, 2020 - 06:00 PM	Agenda
Planning Meeting	April 01, 2020 - 07:30 PM	
Board of Appeals Hearing	April 09, 2020 - 07:30 PM	
Town Board Meeting	April 14, 2020 - 07:30 PM	

Figure 1 This is the screen pointed to from the above. When the meeting is started the word Agenda will say In Progress. Simply click on the link and either FlashPlayer or HTML5 player will pop up with a video of the meeting. Any meeting going back many years can be viewed from this page also.

Our focus is on the safety of the public and our staff. To this end we strongly encourage all of you to limit social interactions. Additionally, we ask that you be particularly mindful of those who are at risk including seniors, those who have underlying conditions and those that are immune compromised.

To contact town offices during this time please use the following. They are available through the website but are also included here;

Supervisor's Office: Call Supervisor Warren Lucas at (914) 669-5110 or email at wlucas@northsalemny.org

Police Officers will be working regular shifts: For Emergencies call 911. For non-emergency police issues, please contact the NYSP at (914) 277-3651 (they will dispatch the NSPD). You can leave a message on the non-emergency number of 669-5540 and the police will call you back.

Highway Department, Cemetery and Field issues please call **(914) 669-5310**. You can email them at the following ids:

- Superintendent of Highways: Ward Hanaburgh whanaburgh@northsalemny.org
- Deputy Superintendent of Highways: Bo Depaoli bdepaoli@northslamny.org
- Secretary Superintendent of Highways: Gayle Soto gsoto@northsalemny.org

Court related issues, please contact (914) 669-9691, or e-mail

- Court Clerk Susan Koch skoch@northsaalemny.org
- Court Clerk Jennifer Santis jsantis@northsaalemny.org

Town Clerk's office: Email mhlushko@northsaalemny.org, or call (914) 669-5577.

- Dog Licenses – please send your renewal or new license form along with a copy of the rabies certificate and fee to Town Hall. We will mail you a receipt (and tag if your pet is new).
- Birth, Death and Marriage Records – Please go to the Town Clerk site on the town website to get the necessary forms and submit via mail with payment.
- Parking Passes for Croton Falls – daily passes may be requested via mail. Parking is being enforced by North Salem Police Department. Please do not park without a proper permit!

Any payments should be via check or money order, payable to TOWN OF NORTH SALEM. We do not accept online payments at this time.

BY APPOINTMENT ONLY

- Marriage Licenses
- Handicap Parking Permits

The Town Clerk's phone (669-5577) will be checked at least hourly during normal business hours (9:00-4:30pm). If someone is not in the office, please allow time for someone to retrieve your phone message.

Assessor's Office: Are you looking for information on the New York State STAR program? Email kfutia@northsaalemny.org, or call (914) 669-5661

Recreation Department: Would you like to register for summer camp, or have another recreation related question? Email lrosasco@northsaalemny.org, or bgolisano@northsaalemny.org call ((914) 669-5665.

Tax Receiver's Office: Questions regarding your tax bill? The Tax bills will be out in the next week or so. Any questions call Karen Roach at (914) 669-5177 or email kroach@northsaalemny.org.

Library online resources: Online resources are available from their website through the Westchester Library System. <https://www.westchesterlibraries.org/learn-online/>

Building Department: In response to the current health emergency, there is no access to the inside of the Building Department. As directed by the Governor, we will be working at half-staff capacity beginning March 23, 2020.

- Please call us at 914-669-5952 (office) or 914-862-5335 (Building Inspector).
- All **applications** for any type of permit should be **submitted by US Mail**, payment by check made out to the Town of North Salem included, as well as proper insurances, copy of Westchester County Home Improvement License, copies of Westchester County Plumbing and/or Electrical licenses if appropriate.
- **Title Searches** should be emailed to rjames@northsalemny.org and will be emailed back with the fee amount due—which should be mailed.
- **Zoning Board issues** - Zoning Secretary Janice Will jwill@northsalemny.org
- **General questions** and questions from the property files, or requests for permit summaries of a property should be emailed to rjames@northsalemny.org and will be emailed back to you.
- **Building code questions** should be emailed to jduhigg@northsalemny.org or sparker@northsalemny.org
- Calls for **permit inspections** should be made to **(914) 669-5952** or **(914) 862-5335**. Please leave a message and we will get back to you as soon as possible.

Planning Board: The Planning Board will accept packages and mail sent to the Planning Department, Lobdell Building, 270 Titicus Road, North Salem NY.

- Questions - Please call (914) 699-5661, messages will be replied to on a regular basis.
- Email can be sent to Dawn Onufrik at donufrik@northsalemny.org.
- Planning Chairwoman Cynthia Curtis's office is (914) 669-4393

For Zoning Board of Appeals on website –

Please DO NOT come to the office, but email (jwill@northsalemny.org) or call (914-669-0245).

Chapter 250 (Zoning Ordinance) available on Town website. The website will bring you to this site which has our code: <https://ecode360.com/NO1178>.

Applications (including calendar of deadlines and hearing dates) for Special Permits, Appeals, Use and Area Variances are also on Town website. Simply go to Departments in the front page and select Building from the dropdown. For help with applications, please email me or send by US Mail, or drop off outside Building Department during office hours. You can also drop off documents on the side door (right side) through the mail slot



Commonly Used Sections of Zoning Ordinance – <https://ecode360.com/NO1178>

- Variance of Article V, Section 250-15, to decrease the minimum front/side/rear yard setback from ____ ft. required to ____ ft. existing/proposed.
- Additionally, the non-conforming lot is subject to R-____ bulk requirements, per Article XIV, Section 250-79 A.
- Variance of Article VI Section 250-20 to permit parking within the front/side/rear yard setback.
- Variance of Article VI, Section 250-22 to increase the maximum permitted height of a fence/gate/wall in a front/side/rear yard from 4 or 5 ft. permitted to ____ ft. existing/proposed.
- Special permit for the keeping of up to ____ horses (and maintenance of a commercial boarding operation; or for personal use) per Article XIII Section 250-72
- Special permit for construction/maintenance of an accessory apartment per Article XIII Section 250-68

Be Safe