

AGENDA
TUESDAY JANUARY 6, 2026
BOARD OF TRUSTEES
WILLIAM J. VESCIO COMMUNITY CENTER
1 LIBRARY ROAD
WORK SESSION – 6:00 PM



For those members of the public interested in viewing and/or participating in the meeting remotely, visit <https://www.briarcliffmanor.gov/Calendar.aspx?EID=1340>

1. Review Agenda Items:
 - a. Continued Public Hearings
 1. A Local Law to Establish Chapter 220-21.C Downtown Adjacent Planned Unit Development Districts “PUD”
 2. 235 Elm Road - Renaissance Briarcliff Manor 235 Elm Road – Rose Enterprises Group, Inc. Renaissance Briarcliff Manor–Preliminary Planned Unit Development approval (“Preliminary PUD Approval”) pursuant to the proposed §220-21.C of the proposed draft legislation
 - b. Amend Master Fee Schedule – Recreation Fees
 - c. Authorize Village Manager to Execute an Agreement with Westchester County Department of Transportation Snow and Ice Agreement for 2025-2030
 - d. Fire Department Memberships
 - e. Minutes
2. Discuss: Recreation Department Refund Policy Changes
3. Board of Trustees & Staff Concerns
4. Advice of Counsel, if necessary



Dana Durso, Superintendent

To: Steve Vescio, Mayor
Peter Chatzky, Deputy Mayor
Kevin Hunt, Trustee
Rhea Mallet, Trustee
Malcolm Netburn, Trustee
Josh Ringel, Trustee

From: Dana Durso, Recreation Superintendent 
Karen Kuzio, Assistant Superintendent of Recreation 

Date: December 17, 2025

Re: Recreation Department Master Fee Schedule

Attached please find the **2026 Recreation Department Master Fee Schedule** for your review and approval for the upcoming year. The Parks and Recreation Department currently offers **over 233 programs, permits, and special events** throughout the year (excluding senior citizen bus trips utilizing both the Village senior bus (almost every Tuesday and Thursday) and coach buses (which we have 8 – 10 trips a year)).

Due to the volume and variety of our offerings, and the evolving nature of recreation programming, new programs and events are sometimes proposed and implemented on short notice. For example, a high school coach may request to offer a one-day sports clinic on a school holiday such as a Superintendent's Conference Day within a two-week window of proposal to program. In these instances, there is not always sufficient time to petition the Board of Trustees for individual fee approvals.

As such, we are respectfully requesting the flexibility and autonomy to establish program fees for Youth and Adult Programs that:

- Fully cover all program-related expenses, including instructor compensation, materials, supplies, facility rentals, and operational costs; and
- Provide an appropriate contribution to the Village to offset administrative overhead, insurance, marketing, registration costs and facility use.

Many surrounding municipalities successfully utilize a standardized **80% / 20% revenue split**, with:

- **80%** allocated to the instructor or program provider for time, materials, supplies, and rentals; and

- 20% retained by the Village of Briarcliff Manor to support overhead and administrative expenses.

We would like to propose going to this approach for just youth, adult, and when appropriate, senior adult programs. This approach would allow the Recreation Department to respond efficiently to community needs while maintaining fiscal responsibility and consistency across programs. We will of course leave all other activities (Day Camp, Special Events, Etc) and permits (Tennis, Pool, Pickleball) for the board's approval.



The attached schedule represents the full range of Recreation Department programs, permits, and offerings throughout the year, except for any free programs and/or events. We have highlighted the programs in yellow that will need to be approved at your next Village Board meeting.

Thank you for your time and consideration. We are happy to answer any questions or discuss this request further at your convenience.



MEMORANDUM

To: Steve Vescio, Mayor
Peter Chatzky, Deputy Mayor
Kevin Hunt, Trustee
Rhea Mallet, Trustee
Malcolm Netburn, Trustee
Josh Ringel, Village Manager

From: Dana Durso, Superintendent 
Karen Kuzio, Asst. Superintendent 

Date: December 29th, 2025

Re: Proposed Refund Policy changes

As part of our ongoing efforts to enhance the camp registration experience for families and improve operational efficiency, the Recreation Department is proposing an update to our refund policy to coincide with our earlier Day Camp Registration Dates.

We have noticed the past several years that families register for our camp program because they might be wait listed at another camp, they want to see if their child's friends get into camp or not, or to secure a camp while they decide what they plan to do this summer, which creates wait lists for our day camp. The existing refund policy no longer supports our new registration dates nor does it currently give participants an incentive to request a refund until we are closer to camp season and then we are hustling to fill the spot, sometimes with no success.

The revised refund policy is designed to address these challenges by clearly outlining refund levels based on the timing of the request and whether the vacated spot can be filled. This approach encourages timely decision-making by participants and allows staff to move waitlists more efficiently and not so close to camp start. Additionally, the proposed policy cleans up and clarifies existing language to improve transparency and consistency. A copy of the proposed refund policy is attached for your review (attachment #1) and a redline version from the previous policy to our proposed policy is attached as well so you can see what was in place previous (attachment #2).

We appreciate your consideration of this proposal. Please let us know if you have any questions or would like to discuss the updated policy in further detail. Thank you for your time and attention.

Briarcliff Manor Recreation Department

Refund Policy

Program/Permit Refund Policy

The Village of Briarcliff Manor **generally maintains a no refund and no prorating policy, except as expressly outlined below**. Registrants are responsible for considering any personal circumstances that may affect their ability to participate.

In the event that a program is canceled by the Recreation Department due to insufficient enrollment, instructor conflicts, or weather-related issues, a full refund will be processed.

In **limited circumstances**, a participant may encounter an **unforeseeable and unavoidable situation, including but not limited to serious illness, injury, or relocation**, that they believe may warrant consideration for a refund of fees paid. These requests must be made in writing using the Refund Request Form and submitted to the Recreation Superintendent. All requests will be reviewed by the Superintendent, who will make a refund determination **consistent with this policy**.

A processing fee of \$25 will be retained by the Village in all cases where refunds, or partial refunds, are granted. In the case of injury, illness, or relocation from the area, proof must be submitted with the Refund Request Form.

Prorating Policy

The Village of Briarcliff Manor **does not typically grant prorated refunds**. If a program is cut short, a participant moves from the area, or a participant becomes ill or injured, a prorated refund **may be considered** based on the number of sessions attended. Proof must accompany the request.

Camp Refund Policy

Recognizing both the financial investment made by parents/legal guardians and the planning commitments required by the Village (including staffing, trips, facility rentals, and transportation), a separate refund policy applies to all camp programs.

Refund requests must be submitted by completing a Refund Request Form. Refund schedule is as follows:

- **From the date of registration through February 13 at 12:00 noon**
100% of camp fees paid will be refunded, less a \$25 processing fee.
- **February 13 at 12:01 p.m. through March 6 at 12:00 noon**
50% of camp fees paid will be refunded, less a \$25 processing fee.
- **After March 6 at 12:01 p.m.**
No refunds will be issued, except in **limited and documented circumstances**, as determined **consistent with this policy** and at the discretion of the Village.

Additional refund guidelines:

- If you sign up for a 5-week bundle and would like to switch to a session after February 13th, we will only refund your request if we can fill the spot for a 5 week bundle and there is room in the session you are interested in.
- Refunds will not be issued for partial attendance, missed days, or weeks not attended for any reason (illness, vacation, schedule conflicts).
- Camp sessions cannot be broken apart or prorated.
- All refunds will be in the form of a refund check, typically issued three weeks after the request has been made in accordance with the Village's accounts payable schedule.

Please be advised that all credit card fees are non-refundable as it is considered a service fee.

Briarcliff Manor Recreation Department

Refund Policy

Program/Permit Refund Policy

The Village of Briarcliff Manor ~~has a no refund and no prorating policy~~ generally maintains a no refund and no prorating policy, **except as expressly outlined below**. Registrants ~~assume full responsibility for any changes in their personal life~~ **are responsible for considering** any personal circumstances that may affect their ability to participate.

In the event that a program is canceled by the Recreation Department due to insufficient enrollment, instructor conflicts, or weather-related issues, a full refund will be processed.

In ~~rare cases~~ **limited circumstances**, a participant may encounter an **unforeseeable and unavoidable situation, including but not limited to serious illness, injury, or relocation**, that they believe may warrant consideration for a refund of fees paid. These requests must be made in writing using the Refund Request Form and submitted to the Recreation Superintendent. All requests will be reviewed by the Superintendent, who will make a refund determination **consistent with this policy**.

A processing fee of \$25 will be retained by the Village in all cases where refunds, or partial refunds, are granted. In the case of injury, illness, or relocation from the area, proof must be submitted with the Refund Request Form.

~~If a refund is granted, any expenses already incurred by the Village will be taken into consideration in the total refund given. Expenses including but are not limited to materials, equipment, admissions, instructor fee, etc. that were purchased for the participant before the request for a refund. Credit Card fees are non-refundable.~~

Prorating Policy

The Village of Briarcliff Manor ~~rarely offers prorated refunds.~~ **does not typically grant prorated refunds**. If a program is cut short, a participant moves from the area, or a participant becomes ill or injured, a prorated refund **may be considered** based on the number of sessions attended. Proof must accompany the request. ~~Credit Card fees will not be prorated.~~

Camp Refund Policy

Recognizing both the financial investment made by parents/legal guardians and the planning commitments required by the Village (~~hiring including~~ staffing, trips ~~booking~~, ~~facility space rentals~~, and ~~bus rental, etc.~~ **transportation**), a separate refund policy ~~for camps is in effect~~ **applies to all camp programs**.

Refund requests ~~can be made by filling out the Refund Request Form.~~ **must be submitted by completing a Refund Request Form.** Refund schedule is as follows:

- ~~• Should you choose to withdraw your camper from the entire camp program between the start of camp registration and the printed registration deadline, a full refund will be issued, with a \$25 processing fee deducted.~~
- ~~• Refunds will not be granted for partial weeks if the request would result in attending camp for fewer than the required minimum of 3 weeks. However, a refund for partial weeks (with a \$25 processing fee deducted) may be possible if your spot can be filled from the waitlist at the Recreation Department discretion.~~
- ~~• Refunds will not be granted for partial weeks in the cases where during initial registration child was registered for the 5 week bundle.~~
- ~~• From the printed camp registration deadline date to the last business day of May a 50% refund of camp fees paid will be issued.~~

- ~~• No refunds after June 1st will be considered unless rare warranted circumstances exist with documentation.~~

- **From the date of registration through February 13 at 12:00 noon**
100% of camp fees paid will be refunded, less a \$25 processing fee.
- **February 13 at 12:01 p.m. through March 6 at 12:00 noon**
50% of camp fees paid will be refunded, less a \$25 processing fee.
- **After March 6 at 12:01 p.m.**
No refunds will be issued, except in **limited and documented circumstances**, as determined **consistent with this policy** and at the discretion of the Village.

~~Week Switching – If a participant wish to switch the weeks they are registered for, this will be accommodated, on a space availability basis only. Request for switches must be made in writing, prior to the last business day of May. Switching of weeks in Camp Horizon, will be done on a case by case basis due to trip locations, availability of seating on the bus, and/or availability of tickets, admissions, or seating at the venue.~~

Additional refund guidelines:

- If you sign up for a 5-week bundle and would like to switch to a session after February 13th, we will only refund your request if we can fill the spot for a 5 week bundle and there is room in the session you are interested in.
- Refunds will not be issued for partial attendance, missed days, or weeks not attended for any reason (illness, vacation, schedule conflicts).
- Camp sessions cannot be broken apart or prorated.
- All refunds will be in the form of a refund check, typically issued three weeks after the request has been made in accordance with the Village's accounts payable schedule.

Please be advised that all credit card fees are non-refundable as it is considered a service fee.

V 12.17.25