

GIFT & DONATION POLICY FOR THE VILLAGE OF CROTON-ON-HUDSON

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Section 1 Purpose.

- (a) The Village of Croton-on-Hudson welcomes donations that can be used to enhance public spaces, such as benches, trees, and similar improvements. This policy aims to formalize past practices which have been in place for many years.

Section 2 Donation guidelines.

- (a) Donation costs and standards: Donors must fund the full cost of the donated amenity and any associated plaque or signage. The Village shall work with donors to identify appropriate types, styles, and materials based on current Village standards and needs. Installation may be performed by Village personnel or contractors at the Village's discretion. Contractor costs, if applicable, shall be borne by the donor. Village personnel shall install any required base (e.g., concrete) if applicable and feasible.
- (b) Eligible items: This policy applies to small-scale public enhancements, including but not limited to, benches, trees, planters and other items subject to approval by the Village Manager.
- (c) Location and installation: The donor shall work with appropriate Village staff to determine a location for the donated amenity. The Village retains final authority over the location to ensure safety, ADA compliance, aesthetics and long-term planning consistency. Items are generally expected to remain in their original location for a period of ten (10) years but may be removed or relocated by the Village at its discretion.
- (d) Maintenance and replacement: The Village shall attempt minor repairs to items which are damaged. In the event the item cannot be repaired, the Village will make best efforts to contact the original donor to provide them the opportunity to fund a replacement. Should the original donor not be

reachable, or not willing or able to fund a replacement, the location may be offered to others for a new donation.

- (e) Recordkeeping: The Village shall maintain records of donations from the adoption date of this policy. Donors are encouraged to keep their contact information current with the Village to facilitate future communication. Records shall include the donor's name, contact information, date of donation, donation location, donation type and plaque inscription.

Section 3 Inscription guidelines.

- (a) The donations and associated plaque are considered a limited-purpose commemorative space, and not a platform for public expression. As such, inscriptions that advocate for political, religious, or social viewpoints, or contain advertising, slogans, or controversial language will not be permitted. All proposed inscriptions must be reviewed in writing by the Village Manager or their designee, who retains sole discretion to determine appropriateness of any inscription, and their decision is final.
- (b) For the purposes of this policy, advertising shall be defined as any language that promotes, markets, or solicits commercial services, products, or businesses. The mere inclusion of a business name as part of a commemorative context (e.g., identifying where the honoree worked) is permissible, provided it is not used in a promotional or suggestive manner.
 - a. Examples of acceptable plaque inscriptions include:
 - i. "In Loving Memory of Jane Doe, Beloved Partner and Friend to All – 1960-2024"
 - ii. "John Smith, A Friendly Face at XYZ Store for 25 Years – Thank You for the Smiles."
 - iii. "Dedicated to John Smith, Who Loved These Trails 1950-2018"

Section 4 Acceptance of gifts and donations.

- (a) The Village Board of Trustees is empowered to accept gifts and donations, either unconditionally or with certain terms and conditions, under Village Law §1-102.
- (b) Upon receipt of a donation request, the Village Manager shall refer such request to the Recreation Advisory Committee (RAC) if such request includes an item to be located within a Village park. The RAC shall

provide a memo of recommendation to the Village Manager for further consideration.

- (c) Upon receipt of the necessary paperwork and fee, if any, the Village Manager shall prepare a memo to the Village Board outlining the terms of the donation and place it on the next available Village Board agenda.
- (d) The Village Board may, in its sole determination, seek advisory opinions from its other boards and committees, or the Village Historian, before making a final determination on any donation offered.
- (e) Denial of a donation may be appropriate if the proposed donation may become a financial burden or tend to bring disrepute upon the Village.

Dated: