

## AGREEMENT

This agreement (the "Agreement"), made as of the \_\_\_\_ day of \_\_\_\_\_, 2026, by and between the Village of Croton-on-Hudson ("the Village"), a municipal corporation, with its principal office located at 1 Van Wyck Street, Croton-on-Hudson, New York, and Fundamental Business Service Inc., a corporation, with its principal office located at 14 Front Street, Hempstead, New York ("FBS").

### WITNESSETH

WHEREAS, the Village wishes to engage the services of a company providing a special program referred to as the 2026 Amnesty and Compliance Program; and

WHEREAS, the 2026 Amnesty and Compliance Program would operate between June 1, 2026, and August 31, 2026; and

WHEREAS, FBS has been selected to perform these services,

NOW, THEREFORE, it is mutually agreed by and between the parties as follows:

1. Fees

1.1. The fee paid to FBS for this program will be commensurate with the Parking Enforcement Management Services Agreement fee of 29% of monies collected after 31 days.

2. Operation of 2026 Amnesty and Compliance Program

2.1. The 2026 Amnesty and Compliance Program shall operate under the terms further detailed in Appendix A attached hereto.

2.2. All costs of operations incurred by FBS in furtherance of the services enumerated in Appendix A will be at the sole cost of FBS.

3. Existing Agreement

3.1. The terms and conditions of the original agreement entered into on February 14, 2023, for parking enforcement management services remains in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year first above written.

VILLAGE OF CROTON-ON-HUDSON

FUNDAMENTAL BUSINESS SERVICE INC.

\_\_\_\_\_  
Name:  
Title:

\_\_\_\_\_  
Name:  
Title:

APPENDIX A

**Village of Croton-on-Hudson  
Amnesty and Compliance Program 2026**

## **AMNESTY AND COMPLIANCE PROJECT 2026 ACTION ITEMS**

1. Village of Croton-on-Hudson Board of Trustees approve Amnesty and Compliance Program 2026. Sample resolution language and Agreement provided herein.
2. Designation of dates for Amnesty and Compliance Program 2026, Calendar Year period.
3. Designation of tickets to be included.
4. Village of Croton-on-Hudson provides wide area Public Notice: local newspaper, Village website.
5. Program materials needed:
  - a. 8 1/2 x 11 letter, Village Court Letterhead
  - b. #10 Window Envelope, three phase inventory
  - c. Pre-addressed # 9 return envelope (returnable to Village Court)
6. Approval of language and content of notification letter and periphery mail items.
7. Proofs for approval and sign-off.

## **Scope of Project**

Phased in implementation. The program is performed in three phases:

**Phase I** - Amnesty Discount Period – discount offering of 50% by Village.

Timeline for Phase I – first thirty days (30) of program.

**Phase II** - Compliance Period – Notice of Failure to participate in Amnesty Discount period

Timeline for Phase II – extends from Discount Period thirty days (30).

**Phase III** - Collections Period – Notice of escalated enforcement; geared toward non-compliant violators.

Timeline for Phase III – extends from Compliance Period phase thirty days (30).

### **Phase I: Amnesty or Discount Period.**

Unanimous agreement on amount to apply as discount and population included. Prepare public notice to be distributed to all local outlets.

Prepare and mail notifications. Village parking ordinance violators provided opportunity to participate in financial relief of monetary fines, fees, surcharges and penalties. Notice displays amount required to pay in sharp detail.

Notice is carefully formatted and reviewed by Village Court staff. Presented to violators on Village Court letterhead detailed and specific instructions for payment participation and case detail.

Support structure. A 1-800 support phone number provided where live operators can assist participants. A *Help Desk* approach substantially diminishes personal appearances.

Prior to production and mailing of the discount notices, FBS implements a full cycle of data and processing operations to prepare cases and maximize compliance. The population of outstanding summonses is evaluated by all parties, audited, data cleansed and updated as required. This process will include:

- Construct framework for population inclusion, i.e. issue dates to include.
- Procure custom materials: letterhead and envelopes
- Creation of data files and review/using tools in readying file for mailing
- Name and address verification USPS Address correction & normalization (**CASS**)
- Name and address USPS move update DB (**NCOAA**) real time 48 mo. look up
- Zip +4 append and IMB carrier route bar code addended for statistical delivery
- Out of State address update search via search database services and data services
- Fine, penalty, fee, surcharge review and verification
- Current disposition and status appraisal
- Compute and apply Amount approved for Discount authorized to violators
- Provide all methods of payment per notification
- Ready online records to reflect Authorized discount amount
- Lettershop services (printing, folding inserting, metering)
- Ready help desk call support scripted reply in coordination with Village advisement

#### **Phase II:**

Compliance Notice customized by Village and produced on Village Letterhead. Intent is to notify violators non-compliant to Amnesty. Severity of language increases warning of escalated enforcement action. The Compliance notice does not advertise discounted offer.

#### **Phase III:**

Collections Program entails a third notification of non-compliance with message to violators of urgency in answering outstanding violations prior to escalated enforcement.

#### **Discount Discovery**

##### **1) Percentage (%) discount @ 50 % of Amount Due**

The Village Board declared that 50% of the amount due will be required by participants for satisfaction of cases during Amnesty.

## **SAMPLE VILLAGE BOARD RESOLUTION**

**Village Board Resolution** sample verbiage.

**WHEREAS** it is in the best interests of the Village of Croton-on-Hudson to take such actions as may be necessary and proper to administer the enforcement of summonses returnable to the Croton-on-Hudson Village Court and to provide for the collection of fine and penalty attendants thereto; and

**WHEREAS**, the Board of Trustees wish to provide an opportunity for defendants before said Court to dispose of their matters in an orderly fashion.

**NOW, THEREFORE, BE IT RESOLVED**, that an initiative known and identified as "Justice Court Amnesty and Compliance Project 2026" be and hereby is established; and

**BE IT FURTHER RESOLVED** that such initiative shall commence on June 1, 2026 and conclude on August 31, 2026; and

(COMMENT/NOTE: the program runs in three (3) phases to completion; Phase 1 Discount phase, Phase 2 Compliance Phase, Phase 3 Collections (final notice))

**BE IT FURTHER RESOLVED**, that the period of matters (summons issuance timeframe) to be covered by such initiative shall be January 1, 2018, through March 31, 2024; and

**BE IT FURTHER RESOLVED**, the Village seeks to offer a discount in the amount of 50% of the outstanding balance of fines and penalties due and owing the Village Court from participants covered in this initiative; and

**BE IT FURTHER RESOLVED**, that the provisions of this Resolution shall take effect immediately.

FBS Fee for Processing

**BE IT ALSO AGREED** that all terms and conditions of the original Agreement entered into for data processing and collection service remain in full force and effect.