



VILLAGE OF PELHAM BOARD OF TRUSTEES  
REGULAR MEETING  
TUESDAY, DECEMBER 6, 2016, 8:00 PM  
VILLAGE HALL – 195 SPARKS AVENUE, PELHAM, NY 10803

**MINUTES**

1. Call To Order
2. Pledge of Allegiance
3. Roll Call
4. Mayor's Report
5. Trustees' Reports
6. Village Administrator's Report
7. Public Comments

# Agenda Items:

	<b>Non-Recurring Items</b>	
8.	Discussion on 2017 Board of Trustees Meeting Calendar	<b>Discussed</b>
9.	Resolution Adopting Cyber Incident Response Policy (Tabled from 11/22/16)	<b>Approved</b>
10.	Resolution Authorizing Change Order # 1 for Contract # 2016-02 Wolfs Lane Park Site Improvements	<b>Approved</b>
11.	Other Business	<b>None</b>
	<b>Recurring Items</b>	
12.	Authorizing Accounts Payable	<b>Approved</b>
13.	Authorizing the Minutes of: October 18, 2016 and November 1, 2016	<b>Approved</b>
14.	Adjournment to Executive Session	<b>Approved</b>

Next Regularly Scheduled BOT Meetings:

**Tuesday, December 20, 2016**  
**Tuesday, January 3, 2017**

All meetings start at 8:00 p.m. unless otherwise noted.

\*The Agenda is subject to change.\*

**Item # 1 – Meeting called to order:**

The meeting of the Board of Trustees was called to order by Deputy Mayor Mutti at 8:15 p.m. Mayor Volpe arrived at 8:30 p.m.

**Item # 2 – Pledge of Allegiance:**

The Pledge of Allegiance was led by Deputy Mayor Mutti.

**Item # 3 – Roll Call:**

Present were Trustees Deere, Ferrara, Kagan, Mutti, Reim and Reinke.

Also present were Village Administrator Yamuder and Assistant to the Village Administrator Scelza.

**Mayor's Report:**

Mayor Volpe reported that he met with the Pelham Half Marathon Organizers at the conclusion of the race to discuss the planning process for next year and fundraising. Mayor Volpe stressed that safety is the number one priority.

Mayor Volpe mentioned he received a lot of positive feedback on the proposed Business District Floating Zone and he hopes to have a new draft of the law by the end of the week.

Mayor Volpe urged everyone to drive carefully through the community.

**Trustees' Report:**

Trustee Deere reported that he met with Trustee Ferrara and Reinke to discuss parking concerns Village wide and they concluded that a parking sign survey would be a great idea. He reported that Santa Clause will be visiting the Firehouse on Saturday, December 17<sup>th</sup> from 9:00 a.m. to 12:00 p.m.

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Trustee Ferrara had nothing to report.

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Trustee Kagan reported that residents of Northern Pelham should be receiving revised bills from Con Edison reflecting participation in the Community Choice Aggregation Energy Program with the December billing cycle. He also reported that the energy provider under the Community Choice Aggregation Program will be changing from Con Ed Solutions to Constellation New Energy as a result of Constellations purchase of Con Ed Solutions. Its important to note that the fixed price will not be changing rather just the provider.

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Trustee Mutti reported that an updated version of the Villages Parking Map will be made available on the Villages website. She also reported that renovations are continuing at Wolfs Lane Park and that she is pleased with the entire process. She thanked the Pelhamwood Association for the Holiday decorations.

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Trustee Reim summarized New York States Property Tax Freeze Credit program, STAR program and exemption and Property Tax Relief Credit. This item was informational only and a more detailed summary will be posted on the Villages website.

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Trustee Reinke had nothing to report.

**Village Administrator's Report:**

Village Administrator Yamuder reminded residents that Fall Leaf Collection will be ending on December 15<sup>th</sup>.

**Item # 7 – Public Comments**

**John Cassone**, 312 Seventh Avenue, stated the new Building Department Online Property Portal is a wonderful asset to the community.

**Non-Recurring Items**

**Item # 8 – Discussion on 2017 Board of Trustees Meeting Calendar**

Village Administrator Yamuder presented the Board with a draft meeting calendar for 2017.

The Board made some meeting date changes and revised the 2017-18 Budget work session dates.

**Item # 9 – Adopting Cyber Incident Response Policy (Tabled from 11/22/16)**

Mayor Volpe stated this item was tabled at the November 22<sup>nd</sup> meeting to allow for edits. The Board made some additional edits to the policy.

**Resolution Adopting Cyber Incident Response Policy**

**Whereas**, New York State Technology Law § 208 establishes procedures to be followed to notify affected individuals in the event of a breach of a computer security system and requires municipalities to adopt a notification policy consistent with these procedures.

**Now, therefore, be it resolved**, that the attached “Village of Pelham Cyber Incident Response Policy” is hereby approved and adopted as the Villages official policy.

*Motion by: Trustee Mutti*

*Seconded by: Trustee Ferrara*

*Vote: 7-0*

**Item # 10 – Authorizing Change Order for Contract # 2016-02 Wolfs Lane Park Site Improvements**

Village Administrator stated this resolution authorizes a change order and budget transfer for the installation of permadrive sidewalks in the interior of Wolfs Lane Park.

**Resolution Authorizing Change Order for Contract # 2016-02 Wolfs Lane Park Site Improvements**

**Whereas**, the Village Board of Trustees at their meeting on October 18, 2016 adopted a resolution awarding Contract # 2016-02 “Wolfs Lane Park Site Improvements” to Perennial Gardens, Inc., 414 Old Post Road, Bedford, NY 10506, at a total cost of \$452,770; and

**Whereas**, the Board of Trustees is desirous of changing a portion of sidewalks in the interior of Wolfs Lane Park to Permadrive pavement in lieu of traditional concrete.

**Now, therefore, be it resolved**, that the Board of Trustees of the Village of Pelham herein authorizes the Village Administrator to execute the attached Change Order totaling \$33,640 for Permadrive sidewalks in lieu of concrete which will bring the total cost of Contract # 2016-02 to \$498,595; and

**Be it resolved**, that the Board of Trustees of the Village of Pelham herein authorizes the following budget transfers for the installation of Permadrive sidewalks:

<u>From: General Fund Revenue</u>		
<u>Account No.</u>	<u>Account Description</u>	<u>Amount</u>
A.4000	Appropriated Fund Balance	\$33,640.00
<u>To: General Fund Expense</u>		
<u>Account No.</u>	<u>Account Description</u>	<u>Amount</u>
A.9550.800	Transfer to Capital Fund	\$33,640.00

<u>From: Capital Fund Revenue</u>		
<u>Account No.</u>	<u>Account Description</u>	<u>Amount</u>
H.2850	Transfer from General Fund	\$33,640.00
<u>To: Capital Fund Expense</u>		
<u>Account No.</u>	<u>Account Description</u>	<u>Amount</u>
H.8510.401.1	Wolfs Lane Park Upgrades	\$33,640.00

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**Be it further resolved**, that the Mayor and Village Administrator/Treasurer are authorized to take the necessary and appropriate actions to effect this resolution.

*Motion by: Trustee Mutti*

*Seconded by: Trustee Ferrara*

*Vote: 7-0*

**Item # 11 – Other Business**

No other business.

**Recurring Items**

**Item # 12 - Authorizing the Accounts Payable**

Trustee Kagan audited the Accounts Payable.

**Resolution Authorizing the Accounts Payable**

**Whereas**, pursuant to § 5-524 of the New York State Village Law, the Board of Trustees shall audit all claims against the Village.

**Now, therefore, be it resolved**, that the Board of Trustees after audit of the following vouchers, authorizes payment for services rendered and materials received, for the following items that have been submitted to the Treasurer's Office for payment and authorized by the Village Administrator:

<u>Fund Name:</u>	<u>Amount</u>
General Fund	\$1,590,576.24
Capital Projects Fund	\$7,502.00
Trust and Agency Fund	\$900.00
<u>TE Expandable Trust Fund</u>	<u>\$0.00</u>
<b>Grand Total</b>	<b>\$1,598,978.24</b>

**Be it further resolved**, that this Board hereby approves payment of the above mentioned claims and authorizes payment thereof.

*Motion by: Trustee Kagan*

*Seconded by: Trustee Mutti*

*Vote: 7-0*

**Item # 13 – Authorizing the Minutes of: October 18, 2016 and November 1, 2016**

October 18, 2016:

*Motion by: Trustee Kagan*

*Seconded by: Trustee Reinke*

*Vote: 7-0*

November 1, 2016:

*Motion by: Trustee Mutti*

*Seconded by: Trustee Reinke*

*Vote: 7-0*

**Item # 14 – Adjournment to Executive Session**

The public portion of the Board meeting was adjourned at 9:05 pm to enter into Executive Session to discuss a labor relations matter and five personnel items after which time the Board would adjourn for the evening.

Respectfully submitted,

Christopher Scelza  
Assistant to the Village Administrator