

VILLAGE OF PELHAM BOARD OF TRUSTEES REGULAR MEETING
TUESDAY, MARCH 11, 2008 – 7:30 PM
VILLAGE HALL – 195 SPARKS AVENUE, PELHAM, NY

MINUTES

- | | | | |
|----|--------------------------------|--|---------------|
| 1. | Call To Order | | |
| 2. | Pledge of Allegiance | | |
| 3. | Mayor's Report | | |
| 4. | Trustees' Reports | | |
| 5. | Village Administrator's Report | | Approximate |
| 6. | Public Comment | | Starting Time |
| # | Agenda Items: | | of Discussion |

| | | | |
|-----|--|--|-------------------|
| | Committee Reports | | 7:40 p.m. |
| 7. | Website and Telecommunications initiatives. | | Discussed |
| 8. | Flooding Initiatives. | | Discussed |
| 9. | Environmental Initiatives. | | Discussed |
| 10. | Comprehensive Plan update; Site Plan Process Review update. | | Discussed |
| 11. | Human Resources and Administration report. | | Discussed |
| 12. | Village Operational Risk Assessment and Strategic Planning. | | Discussed |
| | Human Resources | | 8:00 p.m. |
| 13. | Considering the appointment by the Mayor of a Laborer in the Public Works Dept. | | Approved |
| 14. | Considering the promotion by the Mayor of an employee in the Public Works Department from the position of Laborer to M.E.O. | | Approved |
| 15. | Considering the renewal of the employment contract between the Village of Pelham and the Village Administrator Richard Slingerland. | | Approved |
| 16. | Accepting the Disability Retirement of FF John Pennetta, effective with the end of business on Friday, March 7, 2008. | | Approved |
| | Grants | | 8:20 p.m. |
| 17. | Authorizing a Memorandum of Understanding with Parents And Community Together (PACT) for a grant application by PACT for education and training to prevent alcohol abuse by children. | | Approved |
| | General Business | | 8:40 p.m. |
| 18. | Considering a Resolution of joint support and endorsement of the Safe Routes to School Program, in cooperation with the Village of Pelham Manor and the Pelham Union Free School District. | | Approved |
| 19. | Authorization for appropriation of water fund balance for water valve detection equipment valued at \$4,200, to locate approximately thirty five (35) broken or buried service valves. | | Authorized |
| | Housekeeping | | 9:00 p.m. |
| 20. | Authorizing the Accounts Payable | | Approved |
| 21. | Old Business/New Business | | None |
| 22. | Minutes: January 8, January 22, February 5, and February 26 2008 | | Tabled |
| 23. | Executive Session | | Approved |
| 24. | Adjournment | | Adjourned |

The next Regular Board Meetings are Tuesdays March 25 and April 8, 2008.
Budget Work Sessions will be held March 27th, and April 1st and 3rd at 7 p.m.
The March 18, 2008 has been canceled to accommodate the Village Elections.

* All meetings start at 7:30 p.m. unless otherwise noted. *

Agenda is subject to change.

VILLAGE OF PELHAM BOARD OF TRUSTEES REGULAR MEETING
TUESDAY, MARCH 11, 2008 – 7:30 P.M.
VILLAGE HALL – 195 SPARKS AVENUE, PELHAM, NY

Item #1 – Meeting called to order: The meeting of the Board of Trustees was called to order by Mayor Edward Hotchkiss at 7:35 p.m.

The following members of the Board of Trustees were present:

Mayor Edward Hotchkiss, Trustees Greco, Homan, Lewis, Potocki. Trustee Weinstein arrived at 8pm. Trustee Morris was absent.

Village staff in attendance:

Administrator/Treasurer Richard Slingerland and Administrative Aide Devron Wilson,

Item #2 – Pledge of Allegiance:

The Pledge of Allegiance was led by Mayor Edward Hotchkiss.

Item #3 – Mayor's Report:

Mayor Hotchkiss reminded everyone that village elections will take place next week Tuesday, March 18, 2008. The polls will be open from 7 a.m. until 9 p.m. that day. Mayor Hotchkiss encouraged residents to go to the polls next week and vote.

Item #4 – Trustees' Report:

Trustee Greco reported that there was an electrical fire on Sunday, March 9th at Milk and Things located at the corner of Lincoln Avenue and First Street. The fire was determined to have started in the back room of the store at 6:40pm. Westchester County representatives visited the site and determined that there was no hazardous condition or issues with air quality as a result of chemicals burned during the fire, from the adjacent Grand Cleaners. Trustee Greco reported that firefighter Benkwitt sustained a back injury while responding to the fire. The Pelham Fire Department received mutual aide from the City of Mount Vernon, Town of Eastchester, Village of Pelham Manor, and the City of New Rochelle. He reported that the Pelham Fire Department did a good job responding to the fire.

Administrator Richard Slingerland mentioned that the village is trying to coordinate with representatives of Grand Cleaners to inform residents about who they may contact regarding their belongings that are in the building. The information will be posted at the Grand Cleaners site.

Trustee Potocki reported that Police Chief Joseph Benefico is the new vice president of the Westchester County Chiefs Association. The Board of Trustees congratulated Chief Benefico on his new position.

Trustee Homan reported that she and Administrator Slingerland had a meeting with Miriam Hass of Community Markets to discuss the terms of the farmer's market contract, and would continue to make arrangements for the Farmer's Market, scheduled to start June 15th.

Trustee Lewis reported that the village is in the process of scheduling another meeting with Verizon to move ahead with the contract to offer fiber optic cable service to residents in the Village of Pelham.

Item #5 – Village Administrator's Report:

Administrator Slingerland had nothing to report that was not included in the agenda.

Item #6 – Public Comment:

Tom Dargan of 127 Highbrook Avenue asked if EnTech video taped the storm drains or the sewer lines. Mayor Hotchkiss informed everyone that EnTech video taped the storm drains.

John Cassone of 312 7th Avenue received a test email warning from the village. As a result of the village website, he was alerted to the potential salmonella contamination in Aunt Jemima pancake mix. He mentioned that the village website is a great resource of information. Mr. Cassone also mentioned that watching the meeting on television is not a pleasurable experience. The audio from the audience is sometimes hard to hear. Mr. Cassone suggested that the village use a portable microphone for people in the audience.

Item #7 – Website and Telecommunications initiatives:

Administrative Aide Devron Wilson gave a report about the website and telecommunication initiatives. Mr. Wilson reported that the village is in the process of working with Eddie Ganbaum of the Pelham Memorial High School Technology Department and Pelham Memorial High School students to improve the functionality and usability of the village of Pelham website. Mr. Wilson also reported that the village will be contacting community organizations in efforts to encourage residents to sign up thru the village website to receive village, weather, and emergency notices. Lastly, Mr. Wilson mentioned that the village plans to create a voicemail tree on the village telephone voicemail service. The voicemail tree will prompt callers to press a button on their telephone that will direct their call to the proper person or department.

Item #8 – Flooding Initiatives:

Trustee Potocki reported that the Village Administrator contacted the City of New Rochelle Public Works Department, and they cooperated with the Village of Pelham to lower the water level of the lake on Friday March 7th before the heavy rain storm happened that weekend. Trustee Potocki mentioned this was a great help as there was no flooding in the village. The village appreciates the cooperation of New Rochelle with respect to trying to alleviate flooding in Pelham. Mayor Hotchkiss informed everyone that the village plans to continue applying for flood remediation grants from FEMA, Department of Environmental Conservation (DEC), Westchester County, and Community Development Block Grant (CDBG). Mayor Hotchkiss also mentioned that EnTech Corp. has finished video taping the storm drains and is currently putting together a report. The village will forward the report to Dolph Rotfeld for recommendations.

Item #9 – Environmental Initiatives:

Mayor Hotchkiss reported that the village will host an Earth Day Clean Up on April 26th from 10am to 12 noon. Trustee Homan suggested that the village contact the Pelham

Preservation Society and the boy scouts to see if they would like to help out with Earth Day. Trustee Lewis suggested that the village contact the Pelham Global Task Force to help out as well.

Item #10 – Comprehensive Plan update; Site Plan Process Review update:

Mayor Hotchkiss reported that the New York Power Authority (NYPA) conducted an energy audit of the village on February 7th. The village is awaiting NYPA's recommendations from that audit. The village is also looking into purchasing L.E.D. lights for the village street lights.

Mayor Hotchkiss mentioned that the village comprehensive plan should be ready to publish soon. He also mentioned that the site plan approval process is currently being reviewed and a site plan checklist is being developed.

Trustee Morris suggested that the village put another garbage receptacle at the train station because there is a lot of trash in that area.

Administrator Slingerland mentioned that the Main Street Grant administration agreement with the Pelham Picture House is being processed.

Item #11 – Human Resources and Administration report:

Administrator Slingerland reported that Mamaroneck has agreed to help the village by sharing its policy manual for non-union staff.

Item #12 – Village Operational Risk Assessment and Strategic Planning:

Mr. Slingerland has a template for the village's operational risk assessment and strategic planning. Administrator Slingerland will forward the template to the board of trustees for review.

Administrator Slingerland informed everyone that the village is in the process of updating its census data for the 2010 census. He asked that residents be mindful and cooperative with the information they provide for the census, so the Village's population is fully counted, which is very important for school and municipal funding and aid from higher governments.

Item #13 – Considering the appointment by the Mayor of a Laborer in the Public Works Dept:

A motion was made by Trustee Homan, with a second by Trustee Potocki to adopt the resolution. The motion was approved unanimously by vote of six in favor, none opposed. Trustee Morris was absent.

RESOLUTION

AUTHORIZING THE APPOINTMENT BY THE MAYOR
OF MATT WESTALL TO THE POSITION OF LABORER
IN THE PELHAM PUBLIC WORKS DEPARTMENT

BE IT RESOLVED, that the Board of Trustees of the Village of Pelham authorize the appointment by the Mayor of Matt Westall of Pelham Manor, New York, to the position of Laborer, with an effective date of appointment to start on Monday, March 17, 2008, with salary and benefits as agreed upon in an offer letter dated March 4, 2008, subject to the requirements of Civil Service, for a probationary period of one (1) year, and authorizes the Mayor and the Village Administrator to take the necessary and appropriate actions to effect this appointment.

Item #14 – Considering the promotion by the Mayor of an employee in the Public Works Department from the position of Laborer to M.E.O:

A motion was made by Trustee Homan, with a second by Trustee Lewis to adopt the resolution. The motion was approved unanimously by vote of six in favor, none opposed. Trustee Morris was absent.

RESOLUTION

AUTHORIZING THE APPOINTMENT BY THE MAYOR
OF SEAN MCDONOUGH TO THE POSITION OF
MOTOR EQUIPMENT OPERATOR (MEO)
IN THE PELHAM PUBLIC WORKS DEPARTMENT

BE IT RESOLVED, that the Board of Trustees of the Village of Pelham authorize the appointment by the Mayor of Sean McDonough of Yorktown Heights, New York, to the position of M.E.O., with an effective date of appointment to start on Monday, March 17, 2008, with salary and benefits as agreed upon in the collective bargaining agreement between the Village of Pelham and the local Pelham CSEA, subject to the requirements of Civil Service, for a probationary period of six (6) months, and authorizes the Mayor and the Village Administrator to take the necessary and appropriate actions to effect this appointment.

Item #17 – Authorizing a Memorandum of Understanding with Parents And Community Together (PACT) for a grant application by PACT for education and training to prevent alcohol abuse by children:

THIS TOPIC WAS MOVED UP FROM LATER IN THE AGENDA.

Trustee Homan discussed the matter briefly, and explained the Village would cooperate with PACT through a non-binding memorandum, and letters of support.

Alice DeNormandie of 528 Stellar Avenue spoke briefly about the grant that PACT is applying for. PACT is applying for a federal grant in the amount of \$125,000 for education and training to prevent alcohol abuse by children. The grant for \$125,000 is for 5 years with a renewal period of another five years. The PACT program hopes that the grant will help to build a community wide coalition to prevent underage drinking in the community.

A motion was made by Trustee Greco, with a second by Trustee Potocki to adopt the resolution. The motion was approved unanimously by vote of six in favor, none opposed. Trustee Morris was absent.

RESOLUTION

AUTHORIZING A MEMORANDUM OF UNDERSTANDING WITH PARENTS AND COMMUNITY TOGETHER (PACT) FOR A GRANT APPLICATION BY PACT FOR EDUCATION AND TRAINING TO PREVENT ALCOHOL ABUSE BY CHILDREN

RESOLVED, that the Mayor and Board of Trustees of the Village of Pelham authorize the Village to sign a general letter of support and to cooperate with PACT, for PACT to administer and operate an education and training program to prevent alcohol abuse by children; and

BE IT FURTHER RESOLVED, that the Mayor is authorized to sign the general letter of support and advice as may be requested by PACT for this agreement and educational program.

Item #15 – Considering the renewal of the employment contract between the Village of Pelham and the Village Administrator Richard Slingerland:

****This matter was discussed during executive session at the previous Board of Trustees Meeting on February 26, 2008. There was a consensus amongst the board to re-affirm the resolution in public, on-air session.**

Administrator Richard Slingerland stated that Pelham is a wonderful community and that he continues to enjoy working here. He mentioned that it is a pleasure to work for the village, with the Mayor and Board, and he appreciates the confidence they have in him. The Board reaffirmed the approval of his agreement from the February 26, 2008 Board Meeting.

RESOLUTION

AUTHORIZING THE RENEWAL OF AN AGREEMENT WITH RICHARD SLINGERLAND AS ADMINISTRATOR OF THE VILLAGE OF PELHAM

BE IT RESOLVED, that the Mayor and the Board of Trustees of the Village of Pelham hereby authorize the renewal of an agreement between the Village of Pelham and Richard Slingerland of Ossining, NY, as Administrator of the Village of Pelham, with provisions as agreed upon by the Board of Trustees, for a term of two (2) years effective March 1, 2008 and expiring February 28, 2010.

The Administrator thanked the Mayor and Board for the opportunity to work for the Village, and looked forward to working with the Board and the Village on the many ongoing projects.

Item #16 – Accepting the Disability Retirement of FF John Pennetta, effective with the end of business on Friday, March 7, 2008:

A motion was made by Trustee Weinstein, with a second by Trustee Greco to adopt the resolution. The motion was approved unanimously by vote of six in favor, none opposed. Trustee Morris was absent.

RESOLUTION

BE IT RESOLVED, in accordance with the Notice from the New York State Police and Fire Retirement System dated March 1, 2008, received Wednesday, March 5, 2008, is hereby accepted, and the employment of firefighter John Pennetta is hereby terminated effective 11:59 P.M. on Friday, March 7, 2008, so that Mr. Pennetta's retirement may begin immediately.

And the Mayor and Board and the Village Administration offer him best wishes upon his retirement.

Item #18 – Considering a Resolution of joint support and endorsement of the Safe Routes to School Program, in cooperation with the Village of Pelham Manor and the Pelham Union Free School District:

It was discussed briefly that the Village had discussed this with Pelham Manor, and while the two Villages jointly support the Safe Routes to School program, it was felt that each Village would have a better chance to apply for the Safe Routes to School program individually, with expressions of cooperation and support for each other.

A motion was made by Trustee Homan, with a second by Trustee Lewis to adopt the resolution. The motion was approved unanimously by vote of six in favor, none opposed. Trustee Morris was absent.

Joint Safe Routes to School Resolution- Pelham, New York

Whereas, a Safe Routes to School Committee has been established including representatives from the elected officials, public safety officials and administrative staff, with representation by the Village of Pelham Board, the Village of Pelham Manor Board, the Pelham Board of Education, and Site Based Councils from each elementary and middle school in the Pelham Union Free School District, and

Whereas, the Safe Routes to School Committee supports and encourages students to walk and bike to school through on-going programs, and through improvements to the walking and biking environment, and

Whereas the Safe Routes to School Committee supports and encourages increased parent education and community involvement to decrease the amount of traffic near the schools, and encourage children to be independent and healthy, and

Whereas, the Safe Routes to School Committee pursues public policy goals that:

- Reduce traffic congestion around schools
- Create safer, calmer streets and neighborhoods
- Improve air quality and provide a cleaner environment
- Increase physical activity for children
- Foster a healthier lifestyle for the whole family, and

Whereas, the Safe Routes to School Committee supports the development and implementation of successful Safe Routes to School programs throughout Pelham, and

Whereas, the Safe Routes to School Committee desires to:

- Share “best practices” information with all interested parties
- Secure funding and other resources to assist with program implementation
- Provide a unified voice for Safe Routes to School, and

Whereas, the Safe Routes to School Committee supports and encourages specific objectives such as:

- Teaching age-appropriate walking and bicycle traffic safety skills in the schools,
- Offering Walk and Bike to School Days and other encouragement models in the schools
- Developing and implementing plans to make streets, sidewalks, pathways, trails, and crosswalks safe, convenient and attractive for walking and bicycling to school
- Enforcing traffic laws near schools and on school routes and

Whereas, there will be participation by municipal, community, school and or/district administrators, teachers, students and parents to implement Safe Routes to School plans in the 2007-08 and subsequent school years, and

Whereas the two Villages and the Schools seek to effect these changes to the benefit of the Colonial Elementary School, Hutchison Elementary School and Pelham Middle School, which are in the Village of Pelham, and the Siwanoy Elementary School and Prospect Hill Elementary School, which are in the Village of Pelham Manor, and all of the schools are in the Pelham Union Free School District.

NOW, THEREFORE, BE IT RESOLVED that the Village of Pelham Board of Trustees, The Village of Pelham Manor Board of Trustees, and The Pelham Board of Education jointly endorse Safe Routes to School for each of the Pelham Union Free School District elementary and middle schools.

Item #19 – Authorization for appropriation of water fund balance in the amount of \$2,100 for water valve detection equipment valued at \$4,200, to locate approximately thirty five (35) broken or buried service valves:

A motion was made by Trustee Homan, with a second by Trustee Lewis to adopt the resolution. The motion was approved unanimously by vote of six in favor, none opposed. Trustee Morris was absent.

*See attached memo and documentation regarding this request for equipment.

RESOLUTION

AUTHORIZING THE APPROPRIATION OF WATER FUND BALANCE
 IN THE AMOUNT OF \$2,100
 FOR WATER VALVE DETECTION EQUIPMENT VALUED AT \$4,200
 TO LOCATE APPROXIMATELY THIRTY FIVE (35)
 BROKEN OR BURIED WATER SERVICE VALVES

Whereas, pursuant to the provisions of Section 5-520 of the New York State Village Law, the Board of Trustees, by resolution, may increase existing appropriations by transferring funds from the unexpended balance of another appropriation, from the contingent account, from available cash surplus or unanticipated revenues within a fund, or by borrowing, and

Whereas, in this case, there are sufficient unexpended balances in water account fund balance available to cover the appropriation.

BE IT RESOLVED, that pursuant to Village Law Section 5-520, the Board of Trustees hereby authorizes and directs the proper Village officers to modify the 2007-08 Budget by making the following appropriation from Water Fund Balance, and increase in the Water Fund operating budget, as follows:

| TRANSFER TO | | | TRANSFER FROM | | |
|-------------|-----------------|---------|---------------|---------------------|---------|
| water fund | | | | | |
| F8310.201 | Water Equipment | \$2,100 | F4000 | appropriated fd bal | \$2,100 |

Item #20 – Authorizing the Accounts Payable:

A motion was made by Trustee Lewis, with a second by Trustee Homan to adopt the resolution. The motion was approved unanimously by vote of six in favor, none opposed. Trustee Morris was absent.

RESOLUTION

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

NOW, THEREFORE, BE IT HEREBY RESOLVED, that the Board of Trustees after audit of the following claims, 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 | \$ 118,569.71 |
| Water Fund | \$ 27,260.81 |
| Capital Projects Fund | \$ 11,955.41 |
| Trust and Agency Fund | \$ 1,487.50 |
| H3 Fund | \$ 0.00 |
| Expendable Trust Fund | \$ 0.00 |
| Grand Total | \$ 159,273.43 |

NOW, THEREFORE, BE IT RESOLVED, that this Board hereby approves payment of the above-mentioned claims and authorizes payment thereof.

Item #21 – Old Business/New Business:

There was no old or new business at this time.

Item #22 – Minutes: January 8, January 22, February 5, and February 26 2008:

The minutes were tabled until the next scheduled Board of Trustees meeting on Tuesday, March 25, 2008.

Item #23 – Executive Session:

The Mayor asked for a motion to go into Executive Session to discuss personnel matters. On the motion of Trustee Homan, seconded by Trustee Lewis, the Board voted to go into Executive Session. The motion was approved unanimously by vote of six in favor, none opposed. Trustee Morris was absent.

Item #24 – Adjournment:

On the motion of Trustee Homan, seconded by Trustee Lewis, the Board voted to adjourn the public portion of the board meeting and go into Executive Session at 8:45 p.m., to discuss personnel matters. The motion was approved unanimously by vote of six in favor, none opposed. Trustee Morris was absent.

Respectfully submitted,

Devron Wilson, Administrative Aide

Richard Slingerland, Administrator/Deputy Clerk