

VILLAGE OF PELHAM BOARD OF TRUSTEES
REGULAR MEETING
TUESDAY, MAY 15, 2007, 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 |

	General Business	8:00 p.m.
7.	Presentation – Michael Yellin, Glenwood Lake Homeowners Association.	Discussed
8.	Report and update on Flooding / April 15, 2007 Disaster Aftermath	Discussed
9.	Report on Communications Initiatives of the Village – Trustee Lewis and Administrative Aide Devron Wilson	Discussed
10.	Contract award – Village of Pelham Comprehensive Master Plan Update.	Approved
11.	Discussion of the Greenway Compact Plan – discussing scheduling a Public Hearing, for the Village of Pelham to adopt local laws that will amend the Code, in order to become a Greenway Compact Community.	Discussed
12.	Year 4 – Annual Report for Year 4 of the Phase 2 Stormwater Compliance program.	Discussed
13.	Authorizing an Inter-Municipal Agreement (IMA) with Westchester County for sharing of GIS-related and other data and information.	Tabled
	Streets, Traffic and Parking	9 p.m.
14.	a. Re-naming Highbrook Avenue, from Harmon Avenue to Lincoln Avenue, North Highbrook Avenue b. Re-naming Second Street, east of Wolfs Lane, East Second Street.	Approved
15.	Discussion and Consideration of 8 th Avenue traffic and parking issues and requests.	Discussed
16.	First Street Parking regulation amendments, from First Avenue to Fourth Avenue.	Approved as amended
	Housekeeping	9:45 p.m.
17.	Authorizing the Accounts Payable.	Approved
18.	Old Business/New Business	
19.	Minutes – April 24, 2007 and May 1, 2007	Tabled
20.	Adjournment	Adjourned

NEXT REGULAR BOARD MEETINGS ARE
Tuesdays June 5th and June 19th

All meetings start at 7:30 p.m. unless otherwise noted.
* Agenda is subject to change until the night of the meeting.

VILLAGE OF PELHAM BOARD OF TRUSTEES
REGULAR MEETING
TUESDAY, MAY 15, 2007, 7:30 PM
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 7:40 p.m.

The following members of the Board of Trustees were present:

Mayor Edward Hotchkiss, Trustees Homan, Lewis, Morris, Potocki and Weinstein.
Trustee Greco 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 informed everyone that residents have until 9pm tonight at the Pelham Memorial High School Gymnasium to vote for Pelham School Board.

Item #4 – Trustees' Report:

Trustee Potocki reminded everyone that residents may still donate to the Pelham Police Dept. Tactical Unit. The Pelham police department has a goal of \$8,000 to be spent on tactical equipment. To date, the police department has received \$3,000 in donations.

Trustee Morris would like to have meeting within the next two weeks to discuss Wolfs Lane Park and ideas to make, and keep Pelham clean.

Trustee Homan had nothing to report.

Item #5 – Village Administrator's Report:

Administrator Slingerland reported that there was a Presidential declaration administered by the New York State Emergency Management Office last week to provide Public Assistance to municipal governments that were affected by the storm. The assistance can include reimbursement for overtime and equipment damage.

Mr. Slingerland also reported that sidewalk work will resume this week in the CDBG (Community Development Block Grant) areas within the village.

Item #6 – Public Comment:

Susie Coviello of 8 Second Avenue mentioned that the curbs near her home were damaged when Marbury Corners was being constructed. Mr. Slingerland informed her that Ginsburg Development Corp. will be fixing the damaged curbs.

Item #7 – Presentation – Michael Yellin, Glenwood Lake Homeowners Association:

Chairman of the Lake Committee and former president of the Glenwood Lake Association Michael Yellin gave a presentation about The Glenwood Lake Association and some of its goals and objectives.

The association has been in existence for over 50 years. Members of the association are aware of the flooding situation on 7th Avenue in Pelham and are very concerned for the residents living there. Inwood Place which is located just north of 7th Avenue in New Rochelle tends to flood often as does 7th Avenue. The association is entertaining a few ideas which may help alleviate the flooding in both New Rochelle and Pelham. Some of the ideas consist of lowering the water level of the lake by way of a manual valve, building a “dry pond” which would retain water on the 3 acres to the west of the lake, and converting Glouchester Place and Glencar Avenue into dead end streets while changing a portion of the blacktop roadway between the two proposed dead ends to wooded area with a 10 foot wide dirt/gravel road which would soak up some of the draining water.

The Pelham Board of Trustees hopes to work with the Glenwood Lake Association to implement some of these ideas in the future.

Item #8 – Report and update on Flooding / April 15, 2007 Disaster Aftermath:

Mayor Hotchkiss informed residents that the Village hosted a successful and informative Disaster Aid meeting with FEMA last week. Residents are encouraged to register with FEMA by calling 1-800-621-FEMA (3362) before the registration deadline of June 23, 2007. Mayor Hotchkiss also reported that in the midst of registering with FEMA, residents may also contact the Pelham Junior League, Pelham Civics, Pelham Rotary Club, Habitat for Humanity, and United Way for assistance.

Federal Disaster Declaration was made on April 24, 2007, by FEMA, for individual and business losses, for the storm of April 15, 2007.

The Village has conveyed all the relevant information to the most impacted homeowners and businesses, and will continue to follow up with them.

Federal Disaster Declaration for Public Assistance was made on May 3rd. By its announcement, the Federal Emergency Management Agency (FEMA) approved disaster assistance for “public entities” in Westchester covering local Governments, Non-profits and Schools for costs including public infrastructure damage and relief efforts.

On May 10th in the morning, the Village attended the FEMA Public Assistance kick-off meeting, and we have filed out “Request for Public Assistance”. We are scheduled to meet on May 17th to review our documents and prepare an application to submit for reimbursement for Overtime, Use

of Equipment, and damage to Public infrastructure, even though the Village has so far found no public infrastructure damage.

Through the Disaster Declaration and Public Assistance application process, the Village will also explore mitigation measures to apply and request funding to mitigate and reduce the impacts of flooding on the Pelham community.

In the evening of May 10th, the Village hosted approximately 25 families that have been heavily impacted by the flooding, and hosted representatives from FEMA, the Small Business Administration (SBA), and a staff representative from Congresswoman Nita Lowey's Office, to give further advice to impacted residents and businesses.

Anyone who needs assistance, and has not yet applied, should immediately:

1. File a Claim, and register by calling FEMA at 1-800-621-FEMA (3362)
2. Visit a Disaster Recovery Center, open from 8 a.m. to 6 p.m., Monday through Saturday, at one of the following locations:
 - a. Eastchester Public Library, 11 Oakridge Place, Eastchester, 10709
 - b. Mamaroneck Town Center/Community Center, 740 Boston Post Road, Mamaroneck, NY 10543
 - c. New Rochelle Emergency Operations Center, 90 Beaufort Place, New Rochelle, NY 10801

Representatives are there from the State and Federal Governments to help assist with the recovery, and if they can not answer a question, they can refer you to someone who can.

Item #9 – Report on Communications Initiatives of the Village – Trustee Lewis and Administrative Aide Devron Wilson:

Administrative Aide Devron Wilson mentioned that Administrator Slingerland has been in contact with Louise Donase and Commissioner Sutton at Westchester County to set up a reverse 911 feature for Pelham. The reverse 911 will be used to notify residents of emergency procedures and weather related alerts. Mr. Wilson also mentioned that the village is in the process of setting up a call management system on its website. The call management system will allow residents to submit inquiries by way of an online inquiry form. Once a resident completes and submits the form online, the inquiry is then sent to the Administration Office where it is logged and handled promptly.

Mayor Hotchkiss would like to have these communication concepts implemented as soon as possible.

Item #10 – Contract award – Village of Pelham Comprehensive Master Plan Update:

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

RESOLUTION

Authorizing The Award Of Contract Number 2007-01
Request For Proposals (RFP) To Update The Village's Comprehensive Plan And Related
Village Codes Including:
Site Plan, Zoning, Building Codes, Parking And Traffic Management, Affordable Housing, Etc.
Funded By A NYS D.O.S. Quality Communities Grant

WHEREAS, the Village Of Pelham Issued A Notice to Bidders and Request For Proposals for Services under Contract 2007-01 To Update The Village's Comprehensive Plan And Related Village Codes Including: Site Plan, Zoning, Building Codes, Parking And Traffic Management, Affordable Housing, Etc. Funded By A Nys D.O.S. Quality Communities Grant; and

WHEREAS, a public notice was published on Monday, March 26, 2007, in the Gannett Westchester Newspaper, an official newspaper of the Village of Pelham; and

WHEREAS, during the notice period fifteen (15) companies were contacted and sent copies, or stopped in to Village Hall to pick up copies of the contract documents; and

WHEREAS, at 11 a.m. E.S.T., on Monday, April 23, 2007, the Village of Pelham publicly opened and read three (3) proposals; and

WHEREAS, on reviewing the proposals, the total bids were as follows:

- | | |
|---|----------|
| 1. Saratoga Associates of New York, NY | \$58,000 |
| 2. Buckhurst, Fish & Jacquemart of New York, NY | \$60,000 |
| 3. Philips, Preiss and Shapiro of New York, NY | \$75,000 |

And WHEREAS, Mayor Edward Hotchkiss, Trustee Adam Weinstein, and Village Administrator Richard Slingerland have determined that the lowest responsible proposal that best meets the requirements stated in this RFP is Saratoga Associates of New York, NY, for the total contract price of fifty eight thousand dollars (\$58,000).

BE IT RESOLVED, that the Board of Trustees of the Village of Pelham hereby award Contract 2007-01 for To Update The Village's Comprehensive Plan And Related Village Codes, as funded By A NYS D.O.S. Quality Communities Grant to for the total contract price of fifty eight thousand dollars (\$58,000); and

BE IT FURTHER RESOLVED, that the Mayor, Village Administrator and the Village Attorney, are authorized to take the necessary and appropriate actions to effect and execute this contract for these services.

Item #11 – Discussion of the Greenway Compact Plan – discussing scheduling a Public Hearing, for the Village of Pelham to adopt local laws that will amend the Code, in order to become a Greenway Compact Community:

A motion was made by Trustee Weinstein, with a second by Trustee Lewis to declare the village board as Lead Agency in the review and consideration of becoming a Greenway Compact Community. The motion passed unanimously by vote of six in favor, none opposed. Trustee Greco was absent.

Greenway Compact Plan Community Steps:

1. At this time, the Village Board should declare itself the Lead Agency, in the review and consideration of becoming a Greenway Compact Community.
2. We will begin the preparing the Local Law to amend the Code to adopt the Plan; It is posted publicly on the Westchester County website at the following address:
<http://www.westchestergov.com/planningdocs/greenprint/compactplan.pdf>
3. After 30 days has elapsed, the Board can adopt itself Lead Agency, and adopt a Long-form EAF of No Significant impact.
4. I will work with Martha Conforti to prepare the Local Laws to adopt and make the amendments to the Village Code to adopt the Greenway Compact Plan.
5. The Board can schedule a Public Hearing on the Draft Local Laws when they are ready – approximately 3-6 weeks for me and Martha to prepare.
6. After the Public Hearing, the Board can adopt the laws, amend the code, and become a Greenway Compact Community.

Item #12 – Year 4 – Annual Report for Year 4 of the Phase 2 Stormwater Compliance program:

There was a consensus amongst the board that we research other communities Stormwater Annual Report before completing our own. The board recommended that Administrator Slingerland contact Mamaroneck, Bronxville and the Michaelian Institute for assistance with the Stormwater Annual Report. Mr. Slingerland will research IDDE Law and Stormwater Law as well.

Item #13 – Authorizing an Inter-Municipal Agreement (IMA) with Westchester County for sharing of GIS-related and other data and information:

*This topic has been tabled until the next scheduled Board of Trustees Meeting on Tuesday June 5, 2007.

RESOLUTION

AUTHORIZING THE VILLAGE OF PELHAM
TO ENTER INTO A CONTRACT WITH WESTCHESTER COUNTY
FOR GIS DATA SHARING
BETWEEN THE VILLAGE OF PELHAM AND THE COUNTY
AT NO COST TO EITHER PARTY

RESOLVED, that the Village of Pelham is authorized to participate in a Data Sharing Inter-Municipal Agreement (IMA) to establish and develop a Geographic Information System (GIS), which includes spatial and map-related data, for the term of June 1, 2007, through June 1, 2011, at no cost to either party, and authorizes the Mayor, the Administrator, and the Village Attorney to take the necessary and appropriate actions to sign this agreement and participate in this program.

Item #14 – a. Re-naming Highbrook Avenue, from Harmon Avenue to Lincoln Avenue, North Highbrook Avenue b. Re-naming Second Street, east of Wolfs Lane, East Second Street:

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

RESOLUTION

TO CORRECT ADDRESS SEQUENCING CONFLICTS
FOR 911 AND OTHER EMERGENCY RESPONSE PURPOSES

RE-NAMING Highbrook Avenue
FROM Harmon Avenue to Lincoln Avenue
Highbrook Avenue North

RE-NAMING Second Street
FROM Wolfs Lane to Ancon Avenue
Second Street East

WHEREAS, because the Village has been notified about locations of certain streets, which both have the same address range, which have caused mis-directed and delayed 911-responses, among other difficulties.

BE IT RESOLVED, that the Board of Trustees of the Village of Pelham hereby renames portions of streets as follows:

Highbrook Avenue, from Harmon Avenue to Lincoln Avenue, is re-named:
Highbrook Avenue North

Second Street, from Wolfs Lane to Ancon Avenue, is re-named
Second Street East.

BE IT FURTHER RESOLVED, that the Village Administrator, the Village Clerk, and all appropriate Village Officials, are directed to take all immediate and appropriate actions to effect these address changes by notifying the affected property owners, and notifying all concerned departments, agencies and utilities, including the United States Postal Service and Westchester County E-911 Dispatch.

Item #15 – Discussion and Consideration of 8th Avenue traffic and parking issues and requests:

John Fondrisi of 432 8th Avenue mentioned that there is an overflow of parking on 8th Avenue. Employees from Pelham Lumber and Lippolis Electric are parking their cars on 8th Avenue. Furthermore, large delivery trucks are using 8th Avenue as a shortcut route to 5th Avenue. Mr. Fondrisi further mentioned that all of the residents on 8th Avenue have expressed the same sentiment about parking, thus he presented the village with a letter signed by the residents of 8th Avenue regarding the current parking situation.

Mr. Marriott of 433 8th Avenue mentioned that he has observed both Pelham Lumber and Lippolis Electric employees being shuttled from 8th Avenue to 5th Avenue after they park their cars. Mr. Marriott and Mr. Fondrisi would like the village to consider installing 2hr. parking signs on 8th Avenue.

* The village will review the parking matter on 8th Avenue and come up with the most viable solution. However, at the recommendation of the Police Chief, Village Administrator, and Trustee Potocki, the Board agreed to install “No Thru Trucking” signs at 8th and 9th Avenues.

Item #16 – First Street Parking regulation amendments, from First Avenue to Fourth Avenue:

Trustee Potocki reported that since construction of Marbury Corners, the area on 1st Street between 4th Avenue and 1st Avenue has changed. Currently there are no parking regulations there. Trustee Potocki, Administrator Slingerland, and Chief Benefico have analyzed the parking situation and have concluded that the village needs to either install parking meters or parking signs along the south side of 1st Street between 4th Avenue and 1st Avenue.

Trustee Homan suggested to the board that parking regulations should not extend west of 2nd Avenue on 1st Street because of the sharp turn at 1st Street and 1st Avenue.

John Marsich of 1 Second Avenue mentioned that he would much rather see 2 hr. parking regulations along 1st Street than to see parking meters there. Mr. Marsich feels that parking meters take away from the aesthetic of the town by making it look like Manhattan.

Maria Rosell of 12 First Avenue mentioned that a car disregarded the stop sign at 1st Ave. and 1st St. not too long ago and crashed into a tree. That area is already unsafe with cars ignoring the stop sign. Parking meters would make the area busier and more unsafe.

Meredith Miske of 5 Second Avenue mentioned that she would like “No Parking” signs installed along 1st Street. She also mentioned that parking regulations will cause more traffic, thus creating unsafe conditions for her 4 children.

John Cassone of 312 7th Avenue mentioned that the stop signs on 1st Street at 4th and 3rd Avenues were supposed to be temporary. Mr. Cassone asked the board, “Are they still going to be temporary”? Trustee Potocki responded by letting everyone know that the stop signs will remain.

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

RESOLUTION

AMENDING THE CODE TO EFFECT FIRST STREET PARKING REGULATION CHANGES FROM FOURTH AVENUE TO FIRST AVENUE

Amending Chapters: 90-49, No Parking Any Time, 90-50, Standing Prohibited; 90-51, Stopping Prohibited

Adding:

Street	Side	Location
First Street	South	From the east side of 4 th Avenue, at the Village’s driveway entering “Upper Lot One”, to a point seventy-five feet west of 4 th Avenue (the eastern driveway of Marbury Corners’ Loft Apartments)
First Street	North	From 4 th Avenue to 1 st Avenue
First Street	South	From 2 nd Avenue to 1 st Avenue

Deleting the reference in 90-49, No Parking Any Time, as follows:

First Street	South	From 2 nd Avenue to 3 rd Avenue
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Amending Chapter 90-53, Limited Time Parking

Street	Side	Time Lim.	Hours/Days	Location
First Street	South	2 Hours	Mon. to Sat. 9am to 6pm	From a point 75’ west of 2 nd Avenue to 4 th Avenue except for the loading zone.

Amending chapter 90-54, Loading Zones

Delete Reference to First Street, from the Village Parking Lot to a point 30 feet west

Adding the following language:

Street	Side	Time Lim.	Hours/Days	Location
First Street	South	None	Mon. to Sat.	From the driveway of 48 First St. to a point approximately 30 feet west.

Amending Chapter

Amending Chapters: 90-49, No Parking Any Time, 90-50, Standing Prohibited; 90-51, Stopping Prohibited

Street	Side	Location
First Street	South	From the Loading Zone, to a point approximately 20 feet west of the stop sign at 3 rd Avenue

Amending Chapter 90-56, Parking Meter Zones:

Street	Side	Time Limit	Location
First Street	South	2 hours Mon. to Sat. 9am to 6pm	From a point approximately 20 feet west of the stop sign at 3 rd Avenue, to a point approximately 280 feet west of the stop sign.

Item #17 – Authorizing the Accounts Payable:

A motion was made by Trustee Weinstein, with a second by Trustee Lewis to adopt the resolution. The resolution was approved unanimously by vote of six in favor, none opposed. Trustee Greco 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	\$142,947.85
Water Fund	\$25,349.76
Capital Projects Fund	\$0.00
Trust and Agency Fund	\$1,762.50
H3 Fund	\$0.00
Grand Total	\$170,060.11

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

Item #18 – Old Business/New Business:

The Police Department has finished the traffic study on Blvd near Colonial School. Trustee Potocki will review the data from the traffic study with Chief Benefico and forward the data to Administrative Aide Devron Wilson.

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

RESOLUTION

AUTHORIZING THE ANNUAL STREET FAIR
OPERATED BY THE CHAMBER OF COMMERCE
TO BE HELD ON SATURDAY JUNE 2, 2007

BE IT RESOLVED, that the Board of Trustees of the Village of Pelham authorizes the annual Chamber of Commerce Pelham Street Fair to take place on Saturday, June 2, 2007, and authorizes the closure of 5th

Avenue from First Street and Fifth Avenue extending north past Lincoln Avenue to the Milbrandt Building, including the one-way parts of 2nd Street and Harmon Avenue and authorizes the appropriate Village officials and staff to take the necessary and appropriate actions to allow the Fair to take place, provided that the Village of Pelham be provided with the insurance satisfactory to the Village's insurance carrier by the Pelham Chamber of Commerce.

Item #19 – Minutes – April 24, 2007 and May 1, 2007:

*This topic has been tabled until the next scheduled Board of Trustees Meeting on Tuesday June 5, 2007.

Item #20 – Adjournment:

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

On the motion of Trustee Lewis, seconded by Trustee Morris, the Board voted to adjourn the public portion of the board meeting and go into Executive Session at 10:40 p.m. to discuss personnel matters. The motion passed unanimously by vote of six in favor, none opposed. Trustee Greco was absent.

Respectfully submitted,

Devron Wilson, Administrative Aide

Richard Slingerland, Administrator/Deputy Clerk