

VILLAGE OF PELHAM BOARD OF TRUSTEES
REGULAR MEETING
TUESDAY, FEBRUARY 1, 2011, 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
6. Public Comment

Approximate
Starting Time
of Discussion

Agenda Items:

	Non-Recurring Items	7:45 p.m.
7.	Continuing a Public Hearing Regarding Recognition of Hillside and Brookside Avenues as Public Streets- Postponed	Approved
8.	Resolution Authorizing the Submittal of an Urban Forestry Grant Application from the New York State Department of Environmental Conservation for a Village-wide Tree Inventory Program	Approved
9.	Authorizing an Agreement with Westchester County for the Employee Assistance Program (EAP)	Approved
	Committee and Community Liaison Reports	8:15 p.m.
10.	Commercial Zoning Review	Discussed
11.	Site Plan Review	Discussed
12.	B & W Site	Discussed
13.	Employee Benefits/HR Manual	Discussed
14.	Tree Committee	Discussed
15.	Park Improvements	Discussed
16.	Development (including 3 rd Street RFP)	Discussed
17.	Parking (including FTA Parking Lot project)	Discussed
18.	Other Reports	None
	Recurring Items	9:00 p.m.
19.	Other Business	Discussed
20.	Authorizing Accounts Payable	Approved
21.	Authorizing Minutes of: December 21, 2010	Approved
22.	Adjournment to Executive Session	9:30 p.m.

Next Scheduled Board Meetings are:

Tuesday, February 15, 2011

Tuesday, March 1, 2011

All meetings start at 7:30 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 Mayor Edward Hotchkiss at 7:30 p.m.

The following members of the Board of Trustees were present:

Mayor Edward Hotchkiss, Trustees Bullock, Lewis, Morris, Mohan, and Marty

The following member of the Board of Trustees were absent:

Trustee Breskin

Village staff in attendance:

Village Administrator Robert Yamuder, Secretary to the Village Administrator Peter Bonington

Item #2 – Pledge of Allegiance:

The Pledge of Allegiance was led by Mayor Hotchkiss

Reports:

Mayor Hotchkiss's Report

Mayor Hotchkiss began his report by thanking the DPW for their work in keeping the streets of Pelham clean of snow. He said also wished to thank all the Village staff for their combined efforts at keeping Pelham functioning normally despite the weather of the past few weeks.

The Mayor stated the Village has been working hard to remove the excessive snow and ice from the streets. He said the Village property located on River Avenue has been used as a storage space for the snow but even that area is being consumed. He stated the Village has hired an excavator service to compound some of the snow to make it fit into the space in an effort to be better prepared in the event of more snow this winter. Administrator Yamuder said the Village has exceeded its budget for snow removal but has other resources to draw on as part of the Village's budgetary planning.

The Mayor also reported that the United Water alert concerning high turbidity did not affect Pelham. The alert was for the Catskill water supplied towns and villages whereas Pelham is supplied by the Delaware reservoir.

Mayor Hotchkiss concluded his report by thanking the Pelham Fire Department for their volunteer work for the Danny Fund. He said the Danny Fund is an important Pelham based charity and it was good of the firefighters to volunteer their time.

Trustees Reports:

Trustee Breskin-

Absent

Trustee Bullock-
None

Trustee Lewis-

None

Trustee Marty-

None

Trustee Mohan-

None

Trustee Morris-

None

Village Administrator's Report-

Administrator Yamuder reminded Village merchants and residents that while the streets are being cleared of snow by the DPW that they should refrain from pushing or shoveling snow back into the streets as they clear their own properties. He said he understood the amount of snow creates problems for property owners but the streets must be kept clean in case of emergency and violators are subject to a summons if found to be putting snow back into the street.

Item #6– Public Comment-

None

Item #7– Continuing a Public Hearing Regarding Recognition of Hillside and Brookside Avenues as Public Streets- Postponed.

Mayor Hotchkiss reported the Village is still conducting legal research on this issue. He suggested tabling it until a later meeting.

A motion was made by Trustee Mohan and seconded by Trustee Lewis to adopt the resolution. The vote was approved by a vote of six in favor, none opposed. Trustee Breskin was absent.

Public Hearing Pursuant To The Provisions Of Village Law §6-612 And Village Law §7-732 In Regard To The Recognition Of Brookside Avenue From Wolfs Lane To Its Terminus At The Hutchinson River And Hillside Avenue From Carol Avenue To Its Terminus At The Hutchinson River As Public Streets In The Village Of Pelham.

Item #8– Resolution Authorizing the Submittal of an Urban Forestry Grant Application from the New York State Department of Environmental Conservation for a Village-wide Tree Inventory Program

Trustee Bullock invited Tree Committee members Barbara Mundy and Suzan Marciona to give a presentation to the Board about applying for an Urban Forestry Grant. Ms. Mundy stated the purpose of this grant is the creation of a tree managerial plan for sustainable planting in the Village as well as continuing education of residents about the trees on their property in addition to completing the tree inventory. She said the budget for the project can be divided between the Committee and the Village of which in kind services can be included.

Trustee Bullock asked what the Committee needs from the Board. Ms. Marciona stated the grant requires a resolution of support from the Board and the 50% match of which in kind services can be utilized. She said the entire grant amount is \$11,020.

A motion was made by Trustee Bullock and seconded by Trustee Mohan to adopt the resolution. The vote was approved by a vote of five in favor, none opposed. Trustee Lewis abstained. Trustee Breskin was absent.

Resolution

Authorizing the Submittal of an Urban Forestry Grant Application
from the New York State Department of Environmental Conservation for a
Village-wide Tree Inventory Program

BE IT RESOLVED, that the Board of Trustees of the Village of Pelham hereby authorizes the filing of an application for a Urban and Community Forestry Grant requiring a up to 50% matching of funds (including in kind contributions), for the entire amount not to exceed \$12,000, and upon approval of said request to enter into and execute a project agreement with the New York State Department of Environmental Conservation for such financial assistance to the Village of Pelham Tree Inventory and Management Plan Project; and

BE IT FURTHER RESOLVED, that the Mayor and the Village Administrator are authorized to take all necessary and appropriate actions, including signing all documents, to effect this filing of the grant application.

A motion was made by Trustee Bullock and seconded by Trustee Mohan to adopt the resolution. The vote was approved by a vote of six in favor, none opposed. Trustee Breskin was absent.

Item #9– Authorizing an Agreement with Westchester County for the Employee Assistance Program (EAP).

Administrator Yamuder stated this resolution is for the Employee Assistance Program. It offers confidential counseling and assistance to employees who wish to seek help outside the Village's channels. Trustee Lewis asked how often this option is used. The Administrator said participation in this program is confidential but it does cover all 73 employees of the Village. He said enrollment costs approximately \$35 a person.

A motion was made by Trustee Bullock and seconded by Trustee Mohan to adopt the resolution. The vote was approved by a vote of five in favor, none opposed. Trustee Lewis abstained. Trustee Breskin was absent.

RESOLUTION

AUTHORIZING THE AGREEMENT RENEWAL AND CONTINUED PARTICIPATION BY THE VILLAGE OF PELHAM IN THE WESTCHESTER COUNTY EMPLOYEE ASSISTANCE PROGRAM (EAP)

RESOLVED, that the Village of Pelham is authorized to continue to participate in the Westchester County EAP for a term of three years with two one year options commencing on January 1, 2010 and shall expire on December 31, 2014 .The Village of Pelham shall pay the County a fee of at the rate of \$35 per employee for 2010 and 2011, \$40.00 per employee for 2012 and \$45.00 per employee per employee for years 2013 and 2014 for 73 employees, and authorizes the Mayor, the Administrator, and the Village Attorney to take the necessary and appropriate actions to sign and renew this agreement.

Committee and Community Liaison Reports

Item #10– Commercial Zoning Review

Trustee Lewis reported the Planning Board will be meeting next week concerning the Commercial Zoning proposals. He said he hopes to get their input and incorporate it for the next Board of Trustees meeting.

Item #11– Site Plan Review

Mayor Hotchkiss and Trustee Marty agreed to meet to complete the diagram for describing the Site Plan Review process.

Item #12– B & W Site

Trustee Marty reported that ELM has completed their regulation assessment of the B&W site. He is waiting to hear from them regarding their findings. He said the bridge contractors, Bergher Lehman, are formulating a proposal for \$15,000 in order to do some initial testing on the bridge site. He said the questions before the committee are: do we need more testing? And if so, where will the funding be coming from?

Trustee Marty said the committee has done a good job of looking at external sources of funding such as the Junior League and the Pelham Preservation Society. He said, however, the committee must have the support of the Board in order to proceed with these initiatives. He said at the next meeting he hopes to have a resolution of support for some of these ideas the committee has generated.

Item #13– Employee Benefits/HR Manual

Trustee Bullock stated he is on the second or third draft of the manual. He said it will probably be called the Village of Pelham Employee Handbook. He said that after the next draft is circulated to the Trustees for final comment, it should be ready for review by counsel.

Item #14– Tree Committee

Trustee Bullock said this topic was already discussed during Item #8.

Item #15– Park Improvements

Trustee Mohan stated she had spoken with Geoff Nixon about developing a viable biking strategy for the Village of Pelham. She said Eastchester would serve as a model for something that could be implemented in Pelham. Trustee Lewis asked what roads would be involved. Trustee Mohan said that would be determined in the Biking Trail Plan for the Village. Administrator Yamuder stated there would be some engineering costs involved with this initiative but the Village can pursue grant opportunities for it such as the New York Main Street grant. He said the 2011 funding round is approaching and he can look into that as an option.

Item #16-- Development (including 3rd Street RFP)

Trustee Lewis said he is printing the RFP and it will be advertised soon. He said they would print it in Real Estate Weekly and Crains New York. He said they will request a 60 day turnaround for the RFP and there will be a pre-bid meeting for the contractors on site.

Item #17– Parking (including FTA Parking Lot project)

Administrator Yamuder stated the plans for the 1st Street parking lot are complete and he hopes to advertise for that project in the coming weeks. He reported that the DPW Yard Project is now 63% complete and he is hoping for a tentative May 1st completion date.

Item #18– Other Business

Trustee Mohan reported that the new principal at the Colonial School has been in contact with the Chief of Police Joe Benefico. He said they are considering closing Highbrook during school pickup and drop off hours. She also said there would be more of a Police presence in the area during those times.

Trustee Morris asked if the Board had intended to put up a “No Trespassing” sign at the Highbrook Bridge. Mayor Hotchkiss said the Board should do something to dissuade people from going up there. Trustee Lewis stated people should be advised that it is not an open space and residents should not go onto the bridge. Trustee Marty suggested looking at this issue in closer detail at the next meeting.

Item #19–Authorizing Accounts Payable

Trustee Lewis audited the Accounts Payable.

After some discussion, a motion was made by Trustee Lewis and seconded by Trustee Marty to adopt the resolution. The vote was approved by a vote of six in favor, none opposed. Trustee Breskin 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:

Fund Name:

General Fund	\$ 234,190.87
Water Fund	\$ 360.00
Capital Projects Fund	\$ 41,187.66
Trust and Agency Fund	\$ 0.00
H3 Fund	\$ 0.00
TE Expandable Trust Fund	\$ <u>0.00</u>

Grand Total \$ 275,738.53

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

Item #20– Authorizing Minutes of: December 21, 2010, January 4, 2011, and January 18, 2011

After some discussion, a motion was made by Trustee Bullock and seconded by Trustee Marty to adopt the minutes of December 21. The vote was approved by a vote of four in favor, none opposed. Trustees Morris and Mohan abstained. Trustee Breskin was absent.

December 21, 2010- Approved

January 4, 2011- Tabled

January 18, 2011- Tabled

Item #20– Adjournment to Executive Session

A motion was made by Trustee Lewis with a second by Trustee Mohan to adjourn the public portion of the board meeting at 10:15 p.m. and go into Executive Session to discuss personnel, police, and legal matters, which the Board would adjourn for the evening. The motion was approved by vote of six in favor, none opposed. Trustees Breskin was absent.

Respectfully submitted,
Peter Bonington, Secretary to the Village Administrator