

VILLAGE OF PELHAM BOARD OF TRUSTEES  
REGULAR MEETING  
TUESDAY, JANUARY 18, 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

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	<b>Non-Recurring Items</b>	<b>7:45p.m.</b>
7.	Continuing a Public Hearing Regarding Declaration of Hillside and Brookside Avenues as Public Streets- Postponed	Approved
	<b>Grants, Monthly Budget Review &amp; Other Business</b>	<b>8:30p.m.</b>
8.	Grants- Status Report	Discussed
9.	Monthly Budget Review	Discussed
10.	Other Business	Discussed
	<b>Recurring Items</b>	<b>9:00p.m.</b>
11.	Authorizing Accounts Payable	Approved
12.	Authorizing Minutes of: December 21, 2010, January 4, 2011	Tabled
13.	Adjournment to Executive Session	<b>9:30p.m.</b>

Next Scheduled Board Meetings are:

Tuesday, February 1, 2011

Tuesday, February 15, 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 Breskin, Bullock, Lewis, Morris, and Marty

The following member of the Board of Trustees were absent:

Trustee Mohan

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 Report

Mayor Hotchkiss reported that the Village has experienced four snowstorms in the past few weeks and said to expect another such storm on Thursday evening. He wished to thank the DPW for their hard work on keeping the streets clear in the aftermath of these storms and ensuring the safety of the residents. He said the Village has received positive feedback from residents regarding the cleaning of the streets. The Mayor finished his report by commending the five Village volunteer firefighters who were present at the scene of the Lincoln and Young Avenue accident.

Trustees Reports:

Trustee Breskin-

None

Trustee Bullock-

Trustee Bullock reported that the Public Service Commission is soliciting comments on some proposed alterations to Con-Ed's pruning of trees in their electronic right of way. He said this announcement would be posted on the Village website for any concerned Village residents who wish to comment on the Commission's proposals.

Trustee Lewis-

Trustee Lewis reported that the proposed commercial zoning changes went before the Planning Board at their last meeting. He said the proposed changes were well received by the Board but they will be looking at the proposals more closely at the next Planning Board meeting.

He also reported that Trustee Breskin and he had been discussing which avenues the RFP for 3<sup>rd</sup> Street could be advertised in. He said the Journal News, Craines, and perhaps certain Real Estate websites.

Trustee Marty-

None

Trustee Mohan-

Absent

Trustee Morris-

None

Village Administrator's Report-

Administrator Yamuder stated he had participated in a meeting with the Village Fire Chief Bill Stone and representatives of United Water of New Rochelle. He said the purpose of the meeting was to discuss hydrant maintenance and testing in the areas of Pelham administered by United Water. He said United Water would be submitting its records to the Village to show they are maintaining the hydrants in Pelham.

The Administrator also said the DEC located two sanitary sewer line breaks in the Village's lines. He said the DPW Foreman has solicited quotes from three separate vendors and the lowest qualified bidder appears to be able to fix the breaks for \$9,200. Mr. Yamuder said he hoped to have the breaks fixed by the end of the week.

Item #6–Public Comment-

Rosemary Brookes of 166 Sparks Avenue said she was concerned about the state of Sparks Avenue. She stated she was concerned about the enlargement of the driveway leading into the Village Yard because she said it encouraged motorists to speed up coming in and out of the parking lot. She recommended more stop signs, a pedestrian crosswalk, and a speed bump at the bottom of the driveway. She added that the work on the DPW Yard has displaced many cars onto Sparks and other Avenues.

She also said Con-Ed had been doing some work at the corner of Manning Circle and Sparks Avenue. She said Con-Ed had been working on a gas line in front of her home and they rang her doorbell to inform her that they had bumped a water line and asked her if they had any water pressure in her home. She asked if the Village was aware that Con-Ed had begun work at that corner and if they were notified that they had struck a water line. She added that a catch basin was cleared by both her husband and her when it appeared to be clogged by debris.

Administrator Yamuder addressed Ms. Brooks' points in order. He said the construction on the DPW Yard is approximately 50% complete at this time and is proceeding on schedule. The driveway leading into the yard has been widened but the final paving has not been completed yet, he reported, but it will be striped and a crosswalk painted when the final paving is done. He also said there will be pedestrian sidewalks along the sides which will assist walkers.

With regard to Con-Ed and the gas main work, Mr. Yamuder stated they have procedures for when an emergency work is called for and they have 24 hours to notify the municipality of the work but they do not have to give notice prior to work beginning on site. He said Con-Ed usually does not require supervision by the Village on emergency work sites. Lastly, he stated residents should not take it upon themselves to clear clogged catch basins. They should call Village Hall at 914-738-2015 to alert the DPW who will respond accordingly.

Michael Grubiak of Senator Klein's Office introduced himself to the Board as the new representative taking over for Ed Fleming. He said if he can be of any help to the Village of Pelham to please let him know.

Frankie Rowland of Community Markets spoke to the Board about the proposal to reschedule the Farmer's Market in Pelham. She said over the past three years, the Market has seen declining attendance and as such is considering asking the Board to move the event to Saturday. She said they are doing their vendor recruiting for the next season and will most likely have a list of vendors by the spring.

Trustee Lewis asked if they could incorporate local vendors as part of this year's Farmer's Market. Ms. Rowland was amenable to this suggestion. Mayor Hotchkiss stated that the Board should speak to the Chamber of Commerce to make sure this rescheduling is acceptable to them. Trustee Lewis said he had heard a statistic that on average a Village's Farmer's Market brings in approximately \$19 more than Village's that do not offer a Market.

Item #7—Continuing a Public Hearing Regarding Declaration of Hillside and Brookside Avenues as Public Streets- Postponed

Mayor Hotchkiss stated the Board is still gathering information on this matter. He suggested the Board table the public hearing until the research is complete.

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

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Public Hearing Pursuant To The Provisions Of Village Law §6-612 And Village Law §7-732 In Regard To The Declaration 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– Grants- Status Report

Secretary Bonington reported on the status of the Village's grants. He began his report by saying the \$596,030 from the Federal Transit Authority grant has been applied for and received by the Village of Pelham. These funds are for the construction and renovation of the DPW Yard. These monies account for the entire 80% Federal portion of the grant and the Village will be applying for the remaining 10% of the State Department of Transportation portion shortly.

The Village flooding grants, Mr. Bonington reported, are progressing as follows. The Environmental Protection Agency grant application for \$340,000 is currently under review by the Administrator and Chris Landis of Leonard Jackson Associates. The 2008 and 2009 Local Pre-Disaster Mitigation grants for \$125,000 and \$50,000 respectively are still under review by the State Emergency Management Office (SEMO). SEMO has directed the Village to deliver more information regarding past instances of flooding the Village of Pelham. The Secretary said the Administrator and he will be calling the State office for more information as to what the Office is looking for. Finally the 2010 grant from Congresswoman Nita Lowey's office for \$562,500 requires an extension by the grant authority in order to proceed. e Administrator said he would follow up on that request.

As part of the façade renovation program for the New York Main Street grant; two Pelham businesses which had applied for their 50% reimbursement from the program received their awards. One business was awarded the maximum reimbursement amount of \$10,000 for a \$20,000 or above renovation while the other business received \$1,642.50 for the installation of an awning. The Streetscape initiative is progressing as well as the trash receptacles and replacement liners that were ordered with the remaining funds will be arriving in the Village shortly.

The Village has two grants being administered by the Dormitory Authority. The Community Capital Assistance Program for the First Street parking lot requires some additional documentation in order for the Authority to complete its review. The Secretary he is almost finished with this paper work and will submit it to DASNY as soon as it is complete. The other Technology and Development grant application is for Wolfs Lane Park and is being reviewed by the Authority at this time.

The Senator Klein \$50,000 grant for the Pelham Police and Fire Department's is moving forward. The Secretary had previously reported that the \$25,000 portion for the Police had been received by the Village. He now reported the largest item on the Fire Department's list; the Self Contained Breathing Apparatus's, have been purchased and are now in use. The

Secretary hopes to submit the voucher's to the NYS Department of State for reimbursement of their portion of the awarded monies.

The Village also received its reimbursement from FEMA and SEMO for the March 12 and 13 storms. The reimbursement covered some overtime and damaged equipment over the course of that 48 hour period. The amount of this draw was \$48,404 with some small additional funds to be received in the next few weeks.

#### Item #9– Monthly Budget Review

The Board reviewed the monthly budget balance sheet. Mayor Hotchkiss stated the tax sales certificates listed on the balance sheet are tax liens that the Village has placed on properties that have not paid their taxes. The Mayor stated the Village has an outstanding NYPA credit of \$80,000 that it should be drawing down on through subsequent electric bills. He said this credit should be expended in approximately 6 months.

The Mayor noted the payment due the New York State Retirement System is based on a difference with their fiscal year from April to March as opposed to the Village's fiscal year from June to May. As a result there is a liability accrual on the balance for the approximately \$138,000.

For the Village expenses, the Board reviewed the budget expenses page. The collection of the Village's sales tax was found to be lowered than budgeted from last year. The Mayor did note that Certificates of Occupancy was actually better than last year's collection however. The rental income produced by the cellular antennas on the Village Firehouse was also reviewed.

Mayor Hotchkiss had a question concerning the balance in payments to United Water for the Pelham Heights water district which is administered by the Village of Pelham. If that is the case, He asked if the increase could be billed back to the Heights residents in surcharges to make up for the increase the rest of Pelham had to pay when it was administered by United Water.

Trustee Marty commented that the budget line for legal advisement is \$10,000 over budget at this time. Mayor Hotchkiss said this line is essentially event driven and the Village required expert advice on several matters. Trustee Marty asked if there is a way to budget for it in the future. Administrator Yamuder said this is part of the budgetary process and there are budget transfer procedures for cost of the legal budget line.

The Fire overtime was discussed. Trustee Breskin stated he had expected the overtime to begin decreasing in the coming months due to injured firefighters returning to duty and the recent hiring of a new firefighter.

#### Item #10–Other Business

Trustee Marty stated the ELM Contract for the regulatory review to the B&W Site has been reviewed by the Administrator and the Village Attorney. He said ELM has begun conducting their review of the site. With regard to the Highbrook Bridge, Trustee Marty stated he is in contact with Berger Lehman about obtaining a proposal for doing some sounding on the bridge to ascertain its stability. He said they had a tentative mitigation plan for the span and the abutments of the bridge for \$15,000. The Mayor said this job will have to be bid out so once the Village obtains a satisfactory RFP; the Village can cold call companies that might be interested in bidding.

Trustee Bullock stated the Tree Committee is going to pursue an Urban Forestry Grant for a GIS inventory of the Village's trees. He said the committee is prepared to do the application but they were hoping to go into the program with the Village for a 50/50 match. Trustee Bullock said the Village's match could be in kind services. Administrator Yamuder said Westchester County may be giving the Village access to its oblique maps which could be less expensive in time and money for the Village to obtain but he would follow up with the County regarding that possibility.

Administrator Yamuder reminded the public that the Section 8 Housing Urban Development office is opening its waiting list in Pelham. He said an application can be picked up at Village Hall but it must be returned by mail in postage stamped and sealed envelopes. He said the deadline is Friday, February 28. He said a priority is given to Village residents.

#### Item #11– Authorizing the Accounts Payable

Trustee Breskin audited the Accounts Payable.

After some discussion, a motion was made by Trustee Breskin and seconded by Trustee Bullock to adopt the resolution. The vote was approved by a vote of six in favor, none opposed. Trustee Mohan 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	\$ 155,412.93

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Water Fund	\$ 1,375.00
Capital Projects Fund	\$648,472.47
Trust and Agency Fund	\$0.00
H3 Fund	\$ 0.00
TE Expand Trust Fund	\$ 0.00
Grand Total	\$805,260.40

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

Item #12– Authorizing Minutes of: December 21, 2010, January 4, 2011

The Board tabled the minutes for December and January in order to permit time for comments to be incorporated. The will be reviewed and approved at a later meeting.

December 21, 2010

January 4, 2011

Item #13– Adjournment to Executive Session

A motion was made by Trustee Lewis with a second by Trustee Breskin to adjourn the public portion of the board meeting at 9:45 p.m. and go into Executive Session to discuss personnel matters, which the Board would adjourn for the evening. The motion was approved by vote of six in favor, none opposed. Trustee Mohan was absent.

Respectfully submitted,  
Peter Bonington, Secretary to the Village Administrator