

VILLAGE OF PELHAM BOARD OF TRUSTEES
REGULAR MEETING
TUESDAY, JANUARY 3, 2012, 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:	Approximate Starting Time of Discussion
	Non-Recurring Items	7:40 p.m.
7.	Resolution to Schedule a Public Hearing on Local Law #1-2012 to Allow 30 Minute Parking on Brookside, Hillside and Carol Avenues	Approved
8.	Resolution Authorizing a Contract with O'Connor, Davies, Munns and Dobbins, LLP to Provide Federal REAC Reporting Services	Approved
9.	Resolution to Authorize a Contract to Ammann and Whitney to Provide Professional Engineering Services for Remediation Study of the NYW&B Bridge	Tabled
10.	Resolution for Documentation of Certain Benefits to Police Chief and Police Lieutenant	Tabled
	Committee and Community Liaison Reports	8:30 p.m.
11.	Commercial Zoning Review	Discussed
12.	Site Plan Review	Discussed
13.	B & W Site	Discussed
14.	Employee Benefits/HR Manual	None
15.	Tree Committee	Discussed
16.	Park Improvements	Discussed
17.	Development (including 3 rd Street RFP)	Discussed
18.	Parking	Discussed
19.	KVS Accounting Software Implementation	Discussed
20.	Updating Building Code	Discussed
21.	Replacing Televising Video Equipment	Discussed
22.	Other Business	Discussed
	Recurring Items	9:00 p.m.
23.	Authorizing Accounts Payable	Approved
24.	Authorizing Minutes of: December 6, 2011	Approved
25.	Adjournment to Executive Session	9:30 p.m.

Next Scheduled Board Meetings are:
Tuesday, January 17, 2012
Tuesday, February 7, 2012

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 7:36 p.m.

The following members of the Board of Trustees were present:

Mayor Hotchkiss, Trustees Lewis, Marty, McGoldrick, Mohan, and Morris

The following members of the Board of Trustees were absent:

Trustee Marciona

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 wished all the residents of Pelham a Happy New Year.

Trustees Reports:

Trustee Lewis

None

Trustee Marciona

Absent

Trustee Marty

None

Trustee McGoldrick

None

Trustee Mohan

None

Trustee Morris

None

Village Administrator's Report

Administrator Yamuder stated that the 2012 sanitation calendar is now available online at the Village website. He added that residents without access to the internet can find sanitation guidelines on the Cablevision Channel 75 and Verizon Channel 43 TV scroll.

The Administrator said Christmas trees will be picked up throughout the month of January and will conclude on the 31st of the month.

He finished his report on the status of the Village's purchase of muni-meters. He said the units would be arriving in the Village sometime this week.

Item #6– Public Comment-

None

Item #7–Scheduling a Public Hearing on Local Law #1-2012 to Allow 30 Minute Parking on Brookside, Hillside and Carol Avenues

Mayor Hotchkiss stated the Board intends to schedule a public hearing for instituting 30 minute parking on Brookside and Hillside Avenues. He said the notification for the public hearing will be in the Pelham Weekly.

A motion was made by Trustee Mohan and seconded by Trustee McGoldrick to adopt the resolution. The vote was approved by a vote of five in favor, none opposed. Trustees Marciona and Morris were absent.

Village Of Pelham, NY

Scheduling A Public Hearing That Amends Chapter 90 Of The Code Of The Village Of Pelham Regarding Vehicles And Traffic to Allow 30 Minute Parking On Brookside, Hillside and Carol Avenues

The Board of Trustees of the Village of Pelham hereby schedules a public hearing to be held at 7:30p.m. on Tuesday, January 17, 2012, in Village Hall at 195 Sparks Avenue, Pelham, NY, on a draft proposed Local Law that would amend the Code of the Village of Pelham, as follows:

**A Local Law that amends Chapter 90
of the code of the Village of Pelham
Regarding Vehicles and Traffic**

A copy of the draft proposed Local Law is on file in the offices of the Village Clerk and may be viewed during normal business hours of 8 a.m. to 4:30 p.m., or an electronic copy may be obtained from the opening page of the Village's website www.pelhamgov.com.

By Order of the Mayor and Board of Trustees
Terri Rouke, Village Clerk
Publication date: January 6, 2012

LOCAL LAW NO. 1- 2012 TO AMEND CHAPTER 90 OF THE VILLAGE CODE

BE IT RESOLVED, that the Board of Trustees of the Village of Pelham Amends Chapter 90 of the Code of the Village of Pelham regarding Vehicles and Traffic as follows:

BE IT ENACTED by the Board of Trustees of the Village of Pelham as follows:

Section 1. Section 90-53, Schedule XIV regarding "Limited-Time Parking" is hereby amended to limit the hours of parking on Brookside Avenue, Hillside Avenue and Carol Avenue, as follows:

§ 90-53. Schedule XIV: Limited-Time Parking.

In accordance with the provisions of § 90-20, the parking of vehicles is prohibited in the locations described below for a longer period of time than that designated, during the hours indicated of any day except Sundays and holidays, **except where specifically stated otherwise.**

Name of Street	Side	Time Limit	Hours/ Days	Location
		...		
Brookside Avenue	Both	30 mins	All, including Sundays and holidays	West of Carol Avenue
		...		
Hillside Avenue	Both	30 mins	All, including Sundays and	West of Carol Avenue

holidays

Carol Avenue	West Side	30 mins	All, including Sundays and holidays	Between Brookside Avenue and Hillside Avenue
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Section 2. This local law shall become effective upon filing with the Department of State.

Item #8–Resolution Authorizing a Contract with O’Connor, Davies, Munns and Dobbins, LLP to Provide Federal REAC Reporting Services

Administrator Yamuder stated this REAC agreement is the first agreement of its kind that the Village has put in place to administer an additional single audit for the Village’s finances. He said the contract years would be through 2009 to 2011. The Administrator stated the purpose of this agreement is to evaluate the Housing Urban Development (HUD) funds as required by the Federal government.

A motion was made by Trustee Marty and seconded by Trustee Lewis to adopt the resolution. The vote was approved by a vote of five in favor, none opposed. Trustees Marciona and Morris were absent.

**RESOLUTION
AUTHORIZING PAYMENT FOR WORK COMPLETED 2009-2011
AND A CONTRACT FOR 2011-2013 FOR O’CONNOR DAVIES MUNNS & DOBBINS LLP TO
PROVIDE FEDERAL REAC REPORTING SERVICES**

RESOLVED, that the Mayor and Board of Trustees hereby authorize payment in the amount of \$7500.00 to the O’Connor Davies Munns & Dobbins LLP for the years 2009, 2010 and 2011 for REAC Section 8 Electronic filings;

BE IT FURTHER RESOLVED, that the Mayor and Board of Trustees hereby authorize a contract with O’Connor Davies Munns & Dobbins LLP for the years 2011-2013 for REAC Section 8 Electronic filings to be billed in the amount of \$2500.00 per year;

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

Item #9–Resolution to Authorize a Contract to Ammann and Whitney to Provide Professional Engineering Services for Remediation Study of the NYW&B Bridge

Trustee Marty asked if the Board could table this discussion for more time to assess the results of the bids received by the Village. He said he would like members of the Committee to have a chance to review these bids.

Trustee McGoldrick asked if there was any time pressure related to this resolution. Mayor Hotchkiss said there was not but the Village would like to proceed as quickly as possible.

The Board decided to table the resolution until a later meeting.

RESOLUTION
TO AUTHORIZE A CONTRACT TO AMMANN AND WHITNEY
TO PROVIDE PROFESSIONAL ENGINEERING SERVICES
FOR REMEDIATION STUDY OF THE NYW&B BRIDGE

BE IT RESOLVED, that the Mayor and Board of Trustees hereby Authorize a Contract to Ammann and Whitney to Provide Professional Engineering Services for Remediation Study of the NYW&B Bridge in the amount of, Fourteen thousand five hundred dollars, (\$14,500.00);

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

Item #10—Resolution for Documentation of Certain Benefits to Police Chief and Police Lieutenant

Mayor Hotchkiss stated this resolution pertains to the non-contract positions within the Pelham Police Department. He said it affects the Police Chief and Lieutenant positions related to their benefits and their reporting of their accrued compensation time. He said the Board hopes to specify the benefits that these two positions received and enact a number of provisions for the future.

Attorney Tom Harvey stated he represents the Chief and Lieutenant in this matter. He asked the Board to wait on this resolution until they had had an opportunity to discuss the matter with the Board. He said the resolution essentially changes the stipulations related to compensation time between the Village and these employees.

Mayor Hotchkiss said that this resolution does address the issue of self taken records for compensation time. Mr. Harvey responded that there have been past resolutions in which comp time has been paid out by the Village for these employees.

Mr. Harvey asked if the Board could wait two weeks to give appropriate time for discussion between the Village and the Chief and Lieutenant.

The Board agreed to table the resolution until a later meeting.

Resolution
Specifying Certain Benefits for
Village of Pelham Police Chief and Police Lieutenant

Whereas, Joe Benefico was hired as a Police Officer on August 1, 1976 and has been Police Chief since June 1, 1992; and

Whereas, Rocco DelGrosso was hired as a Police Officer on September 7, 1977 and has been Police Lieutenant since June 1, 1992; and

Whereas, Chief Benefico and Lieutenant DelGrosso have not had a written employment contract with the Village; and

Whereas, the Village of Pelham deems it is necessary to specify and document certain non-salary compensation and resolve their claim for compensatory time hours,

Therefore it is hereby resolved, that the Board of Trustees of the Village of Pelham hereby approve the following:

Effective January 1, 2011, Chief Benefico and Lieutenant DelGrosso will receive the following benefits:

- post employment health insurance, with a 25% co-pay
- 25 vacation days per calendar year
- 4 personal days per calendar year

Chief Benefico and Lieutenant DelGrosso will be eligible for health insurance coverage while employed by the Village and required to pay the same premium contribution for the employee health insurance and family coverage applicable to them as are all non-union employees (non-union employees currently contribute ten (10%) percent of the applicable annual premium, subject to amendment by the Village Board). If Chief Benefico or Lieutenant DelGrosso elects to receive a stipend for not taking the health insurance, such stipend shall be reduced by 10%.

Effective January 1, 2011, Chief Benefico and Lieutenant DelGrosso, as salaried management employees, are not permitted to earn compensatory time for any reason, including shooting days.

Chief Benefico and Lieutenant DelGrosso will be credited with eight (8) hours of compensatory time per calendar year from June 1, 1992 to December 31, 2010, which shall be prorated to four (4) hours in the first year. Said compensatory time hours shall be offset by previous compensatory time payments, hours transferred to retirees and comp time in excess of approved days off during a year. Given these offsets, as of December 31, 2010, no compensatory time hours were owed by the Village.

Chief Benefico and Lieutenant DelGrosso are not permitted to take vacation and personal days at the same time.

Committee Reports

Item #11– Commercial Zoning Review

Trustee Marty reported that the review committee had made progress. He said the Planning Board submitted their approval letter with suggestions to Trustee Marty. He said Building Inspector Russo

will also be providing some important information about how to submit the Committee's recommendations to Westchester County for their review.

Administrator Yamuder suggested a schedule that will serve to guide the zoning review process. Trustee Marty suggested that once the changes have been put into Village Code language they can be sent to the County for further review.

Item #12– Site Plan Review

Mayor Hotchkiss stated he had spoken with Architectural Review Board chairman Ron Czajka about Pelham's site plan review process. Mr. Czajka had given him suggestions based on other municipalities and their land use boards. He said both of them are working on a new draft for the Board's review.

Item #13– B & W Site

Trustee Marty summarized the results of the bids for the study of the Highbrook Bridge. He said the Committee will review the bid results for the study. He said the Board may wish to seek more information regarding the proposals for a Bridge demolition study. Trustee Marty added that he hoped to have a plan in place to open up the greenspace or Site A by the spring of 2012.

Item #14– Employee Benefits/HR Manual

Mayor Hotchkiss said there was no updates since this item was last reported on.

Item #15–Tree Committee

Administrator Yamuder reported that the 20 trees purchased through the New York Power Authority (NYPA) were planted throughout the Village in the areas of most need based on the list provided by the DPW Foreman.

Trustee McGoldrick asked if these trees could be planted under power lines and wires or if that would cause difficulty with Con-Ed's facilities. Administrator Yamuder stated these are all street approved trees. Con-Ed furnished a list of trees which would not disrupt their power lines or other facilities.

Item #16–Park Improvements

Administrator Yamuder stated he had contacted a surveyor to complete a section of Wolfs Lane Park in anticipation of receiving a grant for the renovation of the corner of First Street and Wolfs Lane. He said this job is being combined with two other necessary survey projects.

Item #17–Development (including 3rd Street RFP)

Mayor Hotchkiss stated that the Board is still talking to two developers about the proposed project at Fifth Avenue and Third Street.

Item #18– Parking

Administrator Yamuder stated that both parking lots #1 and #7 have been selling. He said an advertisement for the parking lots was put into local papers in Mount Vernon and New Rochelle in hopes of attracting more non-resident commuters.

Item #19–KVS Accounting Software Implementation

Administrator Yamuder said the Village had received the server for the new KVS accounting software. He said in the next two weeks he hopes to begin the necessary training to familiarize the staff with the new software.

Item #20– Updating NY Building Code

The Administrator stated that Building Inspector Russo and Village Prosecutor Martha Conforti will be meeting with him in the next few weeks to finalize the proposed alterations to the Village Building Code.

Item #21– Replacing Televising Video Equipment

Secretary Bonington reported that he had spoken to several manufactures of digital broadcast servers. He said once they have selected a server, the other equipment will be itemized and purchased.

John Cassone of 7th Avenue stated he noticed some audio issues with last weeks broadcast of the previous Board meeting. He said he hoped the new equipment is installed soon.

Item #22– Other Business

Mayor Hotchkiss suggested compiling a book of Village policies dating back to the merger of North Pelham and Pelham back in 1975. He said this compilation would involve sifting through all the minutes for the past thirty five years and organizing the policies enacted by the various Boards into a cohesive book. The Mayor recommended Secretary to the Village Administrator Bonington for the job.

Trustee Mohan suggested perhaps AP government students as the High School might be able to assist in this project. She recommended reaching out to Dennis Laurel the Superintendent of Schools for more information.

Item #23– Authorizing Accounts Payable

Trustee Mohan audited the Accounts Payable.

After some discussion, a motion was made by Trustee McGoldrick and seconded by Trustee Lewis to adopt the resolution. The vote was approved by a vote of six in favor, none opposed. Trustee Marciona 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	\$ 57,347.90
Water Fund	\$ 985.00
Capital Projects Fund	\$ 4,840.82
Trust and Agency Fund	\$0.00
H3 Fund	\$0.00
CD NYS Main Street Fund	0.00
TE Expandable Trust Fund	<u>0.00</u>
 Grand Total	 \$ 63,173.72

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

Item #24—Authorizing Minutes of: December 6, 2011

After some discussion, a motion was made by Trustee McGoldrick and seconded by Trustee Lewis to adopt the minutes for December 6, 2011. The vote was approved by a vote of six in favor, none opposed. Trustee Marciona was absent.

December 6, 2011- Approved

December 20, 2011- Tabled

Item #25— Adjournment to Executive Session

A motion was made by Trustee McGoldrick with a second by Trustee Morris to adjourn the public portion of the board meeting and go into Executive Session to discuss personnel and contractual matters at 8:35 p.m. after which time the Board would adjourn for the evening. The motion was approved by vote of six in favor, none opposed. Trustee Marciona was absent.

Respectfully submitted,
Peter Bonington, Secretary to the Village Administrator

