

VILLAGE OF PELHAM BOARD OF TRUSTEES
REGULAR MEETING
TUESDAY, JUNE 17, 2014, 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

Agenda Items:

Non-Recurring Items		
7.	Resolution Authorizing the Fee for A-Frame Sign Permit	Approved
8.	Authorizing the Contract #2014-02 Tree Removal and Trimming and Stump Removal	Tabled
9.	Resolution Authorizing the Award of Insurance Coverage to Provider for Worker’s Compensation Insurance Coverage	Approved
10.	Resolution Authorizing Use of Funds for NYPA Trees from The Thomas Fenlon Memorial Street Tree Fund	Approved
11.	Resolution To Accept The Donation Of A Tree From Almstead Tree Company for a Commemorative Tree to be Placed in Wolfs Lane Park	Approved
12.	Other Business	Discussed
Recurring Items		
13.	Authorizing Budget Transfers	Approved
14.	Authorizing Accounts Payable	Approved
15.	Authorizing Minutes of: May 6, 2014	Approved
16.	Adjournment to Executive Session (if needed)	Approved

Next Regularly Scheduled BOT Meetings:
Tuesday, July 8, 2014 (Summer Schedule)
Tuesday, August 19, 2014(Summer Schedule)
All meetings start at 7:30 p.m. unless otherwise noted.

Item #1 – Meeting called to order: The meeting of the Board of Trustees was called to order by Mayor Cassidy at 7:30 p.m.

The following members of the Board of Trustees were present:

Mayor Cassidy, Trustees Senerchia, Mutti, Marty, Volpe, Reim, and Kagan

The following members of the Board of Trustees were absent:

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 Cassidy.

Reports:

Mayor Cassidy Report

Mayor Cassidy stated there will be a School Board meeting honoring Will Cavanaugh. He said Mr. Cavanaugh has played a big part in the community.

The Mayor stated the Police Awards ceremony which would take place on Wednesday is a great event to honor Pelham's Police officers.

He said there was a ribbon cutting event at Infusion restaurant celebrating their anniversary in Pelham.

The Mayor said the revenue numbers appear to be coming in slightly higher than expected such as in parking and several other lines.

He said the MTA has shown increased responsiveness to issues raised in the past few months. He cited the new railings and the removal of concrete by the staircases as a positive step for them.

Trustees Reports:

Trustee Kagan

Trustee Kagan stated there is a social media push entitled Mayor's Against Illegal Guns on a site called www.everytown.org. He thanked the Mayor of Pelham for adding his own name to the petition. He said it is in response to approximately 74 gun related incidents in schools since the Newtown shooting that occurred a year and a half ago.

Trustee Marty

Trustee Marty stated that EcoPel had a bike parking area to encourage residents to take their bikes the street fair.

He said a DPW truck was available for recycling at the end of the Fair. He said EcoPel representatives were attempting to recycle as much as possible.

Trustee Marty stated that he had received some requests from residents about the possibility of increasing recycling pickups to three times-a-month with a bulk rubbish collection once-a-month. He said after some investigation and discussion with the Village's carter, R&S Waste, that it would cost approximately \$34,000 more a year for the Village in order accommodate this request.

He said the reasons for the increased costs are that the recycling operations require mobilizing specialized trucks and more collections by the workers than Bulk Rubbish normally does. He said the Board can continue to explore other possibilities but at the moment this option appears too expensive.

Trustee Mutti

Trustee Mutti stated that an ADA inspector has been contacted regarding the proposed park in Wolfs Lane Park.

She said in response to some concerns regarding trees, the Village has an arborist coming in to assess some potentially damaged or diseased trees. She added that a tree was planted in Wolfs Lane Park to replace a dead tree that was removed in the park recently.

She said there will be spring mulching on the B&W property.

Trustee Mutti stated there was some MS4 educational material at the Pelham governance table at the Street Fair. This material was distributed to residents during the Fair. She added that she is working on developing a two sided card with the chart and Pelham map available on it.

She said that she had spoken with State Senator Jeff Klein regarding the grant for Wolfs Lane Park and said he had made some of his staff available to help rewrite the application to apply the funds to other proposed projects within the Park.

Trustee Reim

Trustee Reim stated the Street Fair was a great event and thanked EcoPel for attempting to recycle as much as possible prior to the end of the fair.

Trustee Senerchia

Trustee Senerchia thanked the Chamber for their organization of the Street Fair. He added that the Pelham Civics Olympics which was held the same day as the Street Fair also had a great turnout.

He stated the Chamber will be having a meeting this coming Thursday at Infusion restaurant to celebrate their anniversary of being in business in Pelham. He said he expected the event to be well attended.

Trustee Senerchia finished his report saying the Police are patrolling around the Pelham Schools.

Trustee Volpe

Trustee Volpe said there would be a fund raiser at the Pelham Middle School called the Big Bopper Tournament for Cystic Fibrosis. The event would be in honor of Aaron Rossman and has raised approximately \$200,000. The event is being administered by Michael Recca and Katherine Tedesco.

He said the Village is examining its parking inventory and will be looking into ways to encourage people to buy the spots remaining in the Village lots. He thanked Village Clerk Terri Rouke for her assistance and stated there has been a great deal of renewed interest in the lots around the Village.

Village Administrator's Report

Administrator Yamuder stated that MTA also conducted some weed and brush clearing operations on their property. He thanked Metro-North for their work.

He said the New Rochelle paving contract came in approximately 20% higher than last year's contract however he still advised that it is worthwhile to pursue this contract due to savings usually generated by shared services. He said the Village would be paving a stretch of 5th Avenue and Wolfs Lane.

The Administrator stated that he attended an exit interview with FEMA for the Hurricane Sandy reimbursement funds. He said the Village is awaiting approximately \$28,000 which accounts for all that remains of the total reimbursement package. The Administrator stated there is no disbursement date at this time.

Item #6–Public Comment

None

Item #7– Resolution Authorizing the Fee for A-Frame Sign Permit

Trustee Senerchia stated that after approving the A-Frame sign law it must now enact a fee for a yearly permit. He said this permit would be available for merchants and could be renewed on an annual basis. He said the Administrator, Building Inspector, and Village Prosecutor have all recommended this fee be attached to the permit to ensure compliance and offset the cost of staff time and effort.

Trustee Volpe stated there is some logic to this fee and it substantially less than a sidewalk café permit which costs more than \$100.

Trustee Senerchia suggested creating a website folder for an online registry to better keep track of the permits issued. He said he would be speaking to Building Inspector Russo more about this registry.

Trustee Kagan asked if the amount of the fee was related to the amount of work done by the building inspector and Village Staff. Trustee Senerchia said that it was.

A motion was made by Trustee Mutti and seconded by Trustee Senerchia to approve the resolution. The vote was approved by a vote of seven in favor, none opposed.

WHEREAS, the Board of Trustees has enacted a new law that permits and regulates A-Frame signs within the business and office districts;

WHEREAS, the payment fee for the permit is to be established by resolution of the Village Board of Trustees;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the Village of Pelham hereby authorizes a fee of twenty-five dollars (\$25.00) be established for the annual fee for the portable sign permit; and

FURTHER RESOLVED, that the Village Administrator, Building Inspector and Village Clerk are authorized to take the necessary and appropriate actions to put this into effect

Item #8– Authorizing the Contract #2014-02 Tree Removal and Trimming and Stump Removal

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

WHEREAS, The Village Of Pelham Requested and Received XXXXXX (X) quotes for Contract 2014-02 for Tree Removal, Trimming, and Stump Removal In The Village Of Pelham; and

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

	Base Bid
1. XXXXXXXXXXXXXXXXXXXXXXXXXXXX	\$ XXXXXXX
2. XXXXXXXXXXXXXXXXXXXXXXXXXXXX	\$ XXXXXXX
3. XXXXXXXXXXXXXXXXXXXXXXXXXXXX	\$ XXXXXXX

WHEREAS, Administrator Robert Yamuder has determined that the lowest responsible bid that meets requirements is XXXXXXXXXXXXXXXXXXXX

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the Village of Pelham hereby award Contract 2014-02 for Tree Removal, and Trimming, and Stump Removal In The Village Of Pelham to XXXXXXXXXXXXXXXXXXXX, at the total bid cost of XXXXXXXXXXXXXXXXXXXX dollars (\$ XXXXXXXXXXXX), as a unit-price contract, with prices provided under the bid for add-on trees; 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 unit-price contract for these services.

Item #9– Resolution Authorizing the Award of Insurance Coverage to Provider for Worker’s Compensation Insurance Coverage.

Administrator Yamuder stated the bids for Worker’s Compensation Insurance came in slightly lower than the number budgeted. The apparent low bid delivered by PERMA came in at \$327,783.00 with a slight discount at \$321,540.00 if paid in a single payment. He said although all bids came in higher than last year’s number, he recommended the Board proceed and accept PERMA as the Village’s provider.

Trustee Kagan asked if there is a separate fee to the Village for FOA and Son, the Village’s insurance brokers.

RJ Impastato replied that there is no fee to the Village. He said FOA and Son retain a commission from PERMA.

Trustee Volpe asked if PERMA has evaluated the Village as it currently stands and could it be reassessed mid-year.

Mr. Impastato stated that it would be highly unusual for that to happen. He said that can only come about if there is a bombshell of an event in the Village.

Trustee Reim stated that Traveler's used a different payroll to calculate their bid.

Mr. Impastato said he noticed that as well however, the Traveler's bid came in highest of the three received.

Mayor Cassidy stated that these are big names in the insurance industry. He said the quality has improved from last year's bid process.

Trustee Kagan asked if PERMA has been responsive in the past contract year that the Village has had them.

Administrator Yamuder stated that they have been responsive to the Village's needs.

Trustee Volpe suggested paying the single payment in order to obtain the discount.

A motion was made by Trustee Reim and seconded by Trustee Senerchia to approve the resolution. The vote was approved by a vote of seven in favor, none opposed.

WHEREAS, the Village of Pelham has been seeking Worker's Compensation insurance proposals to provide coverage for the Village of Pelham.

The Village sought to obtain Worker's Compensation insurance proposals through FOA and SON Insurance Corp. from New York State Insurance Fund, PERMA and Travelers who submitted as follows:

<u>Company</u>	<u>Quote</u>
PERMA	\$327,783.00 (\$321,540.00 if single payment for premium)
New York State Insurance Fund	\$406,004.00
Travelers	\$419,114.00

WHEREAS, based on our review of the proposals and other pertinent factors, the Village recommends awarding the Worker's Compensation insurance package to PERMA; and

NOW, THEREFORE, BE IT RESOLVED, that the Village hereby awards insurance coverage services to provide for Worker's Compensation through PERMA at a cost of Three hundred twenty-seven thousand seven hundred and eighty three dollars (\$327,783.00), with a reduction to Three hundred twenty-one thousand five hundred forty dollars (\$321,540.00) if a single premium payment is made; and

BE IT FURTHER RESOLVED, that the Mayor and Village Administrator are authorized to take the necessary and appropriate actions to retain coverage for the Worker's Compensation insurance to be effective July 1, 2014.

Item #10—Resolution Authorizing Use of Funds for NYPA Trees from the Thomas Fenlon Memorial Street Tree Fund

Trustee Mutti stated the Village intends to apply for a total of 28 trees as part of the NYPA tree program. She said the Village will be taking \$1, 1900 from the Fenlon Trust Fund in order to purchase these trees. The Fenlon Trust was created to assist in tree planting around the Village.

She stated these are street approved trees and generally do not grow as tall as other varieties that have been planted along the streets in the past.

Administrator Yamuder stated the Village can receive one free tree for each one purchased under this program. He said all the trees available meet Con Ed's guidelines for appropriate street trees.

A motion was made by Trustee Mutti and seconded by Trustee Marty to approve the resolution. The vote was approved by a vote of seven in favor, none opposed.

WHEREAS, the Village of Pelham orders trees from the New York Power Authority (NYPA) two-for-one tree plan in which the Village can receive two trees for every one it purchases for the amount of \$1,190.00; and

BE IT RESOLVED, that the Board of Trustees of the Village of Pelham authorizes that payment of \$1,190.00 to the New York Power Authority (NYPA) from a special trust account bequeathed to the Village of Pelham by Thomas B. Fenlon and known as the Thomas B.Fenlon Memorial Street Tree Fund for the purchase of these trees; and

BE IT FURTHER RESOLVED, that the Mayor and Village Administrator are authorized to take the necessary and appropriate actions to effect this payment.

Item #11— Resolution To Accept The Donation Of A Tree From Almstead Tree Company for a Commemorative Tree to be Placed in Wolfs Lane Park

Trustee Mutti thanked Almstead Tree Company for their generous donation of a tree in Wolfs Lane Park. She said the Board must authorize its acceptance as a donation.

A motion was made by Trustee Mutti and seconded by Trustee Marty to approve the resolution. The vote was approved by a vote of seven in favor, none opposed.

BE IT RESOLVED, that the Mayor and Board of Trustees of the Village of Pelham authorize the acceptance of the following donation; a Horse chestnut tree provided by Almstead Tree Company of New Rochelle, NY in the amount totaling \$2,500.00, to be planted in Wolfs Lane Park to commemorate Almstead's 50th anniversary of being in business.

Item #12– Other Business

Trustee Mutti said the Pelham Preservation and Garden Society (P.P.S.G.) want to submit an application for historical designation with the State Historic Preservation Office (SHPO). She stated that they are asking for the support of the Board in this endeavor.

She said the benefits of this action are a tax credit as well as a benefit for Village merchants to be able to state that their business is in the historic district.

Trustee Marty suggested the Board reach out to the merchants directly as historical designation can sometimes preclude certain types of improvements as a caveat of being called "historic." Trustee Kagan stated he believed that there are certain encumbrances to historical designation.

Trustee Mutti stated she did not believe there were any encumbrances but that the research from the PPSG would be happy to report to the Board.

Mayor Cassidy stated this is the beginning of a process. Trustee Volpe suggested they review the SHPO website for more details.

Item #13– Authorizing Budget Transfers

These Budget Amendments and Transfers were requested by Finance Director Shirley Brown.

Administrator Yamuder stated that these budget transfers move funds to budget lines that low or depleted of funds.

Trustee Kagan stated that the numbers at the bottom of the sheet should equal each other. He said there is an extra line for Fire Training which appears to be throwing off the balance.

Administrator Yamuder stated he would check the accounting and find out the specifics of the Fire Training itemized on the transfers.

Trustee Volpe stated the Board can approve the other transfers and hold off on the Fire Training line until a later meeting.

A motion was made by Trustee Volpe and seconded by Trustee Reim to approve the resolution. The vote was approved by a vote of seven in favor, none opposed.

RESOLUTION

Re: Budget Amendments and Transfers for Fiscal Year 2013-14

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 all cases, there are sufficient unexpended balances in other appropriations accounts, excess revenues or fund balances available to cover the transfers, now therefore 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 2013-14 Budget by making the following amendments and rollovers:

Item #14—Authorizing the Accounts Payable

Trustee Reim is auditing the Accounts Payable.

A motion was made by Trustee Reim and seconded by Trustee Senerchia to approve the resolution. The vote was approved by a vote of seven in favor, none opposed.

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	\$81,011.40
Water Fund	\$620.00
Capital Projects Fund	\$12,681.03
Trust and Agency Fund	\$0.00
CD NYS Main Street Fund	\$0.00
H3 Fund	\$0.00
<u>TE Expand Trust Fund</u>	<u>\$0.00</u>
Grand Total	\$94,312.43

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

Item #15–Authorizing Minutes of: May 6, 2014, May 20, 2014, June 3, 2014

A motion was made by Trustee Kagan and seconded by Trustee Marty to approve the resolution. The vote was approved by a vote of seven in favor, none opposed.

May 6, 2014- Approved

May 20, 2014- Tabled

June 3, 2014- Tabled

Item #16– Adjournment to Executive Session

A motion was made by Trustee Kagan with a second by Trustee Marty to adjourn the public portion of the Board meeting at 8:38 pm and go into Executive Session to discuss a particular personnel matter after which time the Board would adjourn for the evening. The motion was approved by vote of seven in favor, none opposed.

Respectfully submitted,
Peter Bonington, Secretary to the Village Administrator