

VILLAGE OF PELHAM BOARD OF TRUSTEES
 REGULAR MEETING
 TUESDAY, OCTOBER 19, 2010, 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

# Agenda Items		Approximate Starting Time of Discussion
	Non-Recurring Items	7:45p.m.
7.	Resolution Authorizing the Appointment of an Employee to the Position of Police Sergeant	Approved
8.	Public Hearing Regarding Recognition of Hillside and Brookside Avenues as Public Streets- Postponed	Postponed
9.	Resolution Establishing a Standard Work Day for Appointed Officials	Tabled
10.	Flooding Grant Update	Discussed
	Grants, Monthly Budget Review & Other Business	8:30p.m.
11.	Grants- Status Report	Discussed
12.	Monthly Budget Review	Discussed
13.	Other Business- Resolution Authorizing the Award of a Construction Management Contract to PCI Engineering, PC for an Amount Not to Exceed \$67,500 and Resolution to Appoint Hearing Officer	Approved
	Recurring Items	9:15p.m.
14.	Authorizing Accounts Payable	Approved
15.	Authorizing Minutes of: September 21, 2010	Approved
16.	Adjournment to Executive Session	9:30p.m.

Next Scheduled Board Meetings are:

Wednesday, November 3, 2010

Tuesday, November 16, 2010

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 Morris, Bullock, Mohan, Breskin, and Lewis

The following member of the Board of Trustees were absent:

Trustee Marty

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 Pelham Chamber of Commerce Craft Fair was successful this past Saturday, October 16. He said several elected officials were in attendance. He and the rest of the Board applauded the efforts of the Chamber for putting this event together. He also stated that FEMA and SEMO are requesting documentation of flooding damage in order to assist in obtaining a grant the Village has been awarded. He said these organizations are looking for a persistent history of flooding in Pelham and asked neighbors to contribute their records for the project.

Trustees Reports:

Trustee Breskin-

None

Trustee Bullock-

Trustee Bullock said the fall loose leaf pickup season has begun as of October 12. He said leaves may now be left loose at the curb. All other organic materials must be disposed of according to the sanitation schedule. He added that the new street sweeper was purchased and is due to arrive at the DPW Yard tomorrow. He finished by saying the benches purchased by the Village through a grant have been installed in Wolfs Lane Park.

Trustee Lewis-

Trustee Lewis reported the RFP for the 3rd Street development is almost complete and he hopes to have a draft by the next Board meeting.

Trustee Marty-

Absent

Trustee Mohan-

Trustee Mohan reported that Verizon has given a grant of \$5,000 to the Pelham Picture House.

Trustee Morris-

None

Village Administrator's Report-

Administrator Yamuder stated he and Secretary Bonington along with the Village Department heads inaugurated the Village of Pelham Safety Committee. The goal of the Committee is to improve the safety and welfare of the Village employees. He said it would also help the Village's insurance premiums as well. Administrator Yamuder mentioned the meeting he will be attending in Harrison with FEMA and SEMO. He said the purpose is to help push the LPDM grant for \$125,000 along to get the Village the awarded money.

Item #6–Public Comment-

None

Item #7– Resolution Authorizing the Appointment of an Employee to the Position of Police Sergeant

Trustee Mohan stated that a retiring police sergeant created an opening within the Pelham Police Department. After several interviews the Police Chief Benefico decided on appointing

Police Officer Jason Pallett to the post. She stated the Village is very lucky to have an officer of Officer Pallett's ability available to them.

Officer Pallett was sworn in as a Pelham Police Sergeant by Mayor Hotchkiss.

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 Marty was absent.

RESOLUTION

AUTHORIZING THE APPOINTMENT BY THE MAYOR OF JASON PALLETT TO THE POSITION OF POLICE SERGEANT IN THE PELHAM POLICE DEPARTMENT

Be It Resolved, That The Board Of Trustees Authorizes The Promotion And Appointment By The Mayor Of Jason Pallett To The Position Of Police Sergeant, Effective Monday, October 18, 2010, Subject To The Requirements Of Civil Service, For A Probationary Period Of Six (6) Months And Authorizes The Mayor And The Village Administrator And The Chief Of Police To Take The Necessary And Appropriate Actions To Effect This Appointment.

Item #8—Public Hearing Regarding Recognition of Hillside and Brookside Avenues as Public Streets- Postponed

Mayor Hotchkiss suggested postponing the Public Hearing on Brookside and Hillside Avenue's in order to collect more outstanding information. He said the new date for the hearing will be set for November 3 at the Board of Trustees meeting. Administrator Yamuder reminded the Board that this postponement requires a resolution by the Board.

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 Marty was absent.

VILLAGE OF PELHAM, NY Public Hearing Regarding Recognition of Hillside and Brookside Avenues as Public Streets

Public Hearing Pursuant To The Provisions Of Village Law §6-612 And Village Law §7-732 In Regard To The Possible Acceptance 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 #9– Resolution Establishing a Standard Work Day for Appointed Officials

Mayor Hotchkiss asked to table this next resolution in order to review the regulations behind it.

After some discussion, the Board decided to table the resolution until the next meeting for more research and discussion at the next Board meeting.

Standard Work Day and Reporting Resolution

BE IT RESOLVED, that the Village of Pelham hereby establishes the following as standard work days for appointed officials and will report the following days worked to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by these officials to the clerk of this body:

Title	Name	Social Security Number (Last 4 digits)	Registration Number	Standard Work Day (Hrs/day)	Term Begins/Ends	Participates in Employer's Time Keeping System (Y/N)	Days/Month (based on Record of Activities)
Appointed Officials							
Village Administrator	Robert Yamuder		40505315	7 1/2	April 2010 to March 2011	Y	N/A
Village Clerk	Terri Rouke		4044773-2	7 1/2	April 2010 to March 2011	Y	N/A
Deputy Treasurer	Deborah DelGrosso		37819455	7 1/2	April 2010 to March 2011	Y	N/A
Deputy Village Clerk	Sandra Shriman		4118202-3	7 1/2	April 2010 to March 2011	Y	N/A
Secretary to the Village Administrator	Peter Bonington		4328167-4	7 1/2	April 2010 to March 2011	Y	N/A

Item #10– Flooding Grant Update

The Flooding Grant Update was incorporated into the Grant Status Report.

Item #11– Grants- Status Report-

Secretary to the Village Administrator Peter Bonington gave the grants status update. From the Grants Awarded list, Mr. Bonington reported the FTA grant for the DPW parking lot is progressing now that the construction manager is hired. He said the kick off meeting for the Administrator, Construction Manager, and the contracting parties will take place next week. With regard to the EPA flooding grant for \$340,000, the Village has received the CATEX environmental forms necessary to proceed with the rest of the application. This represents a big step toward procuring the grant funds. The flooding grants that are LPDM's will be discussed at a meeting in Harrison on Wednesday, Oct. 27.

The Village has submitted three new façade improvement applicants to the NYMS grant program. Mr. Bonington said he hopes to hear in a few weeks how these applications are progressing. Mr. Bonington also stated that the Village Streetscape improvements to Wolfs Lane Park are being installed and they will be applying for reimbursement shortly.

The Dormitory Authority grant for the 1st Street Parking Lot is progressing as well. The application is being completed and the Village has contacted the DASNY to discuss several aspects of the application.

The \$50,000 Member Item grant for the Pelham Police and Fire Department's will be submitted shortly. The Police have purchased their equipment and the Village will be applying for their \$25,000 reimbursement soon.

The Wolfs Lane Park grant from Senator Klein's office is being examined for options regarding which phases of the project that the Village wishes to complete. There will be more forthcoming information on this grant by the next meeting.

Item #12–Monthly Budget Review-

Mayor Hotchkiss asked the Board to review the monthly budget report. He said there are currently \$36,000 in tax sales certificates. Administrator Yamuder responded these certificates represent outstanding taxes. The compensation time was brought up regarding the Police Department. Mayor Hotchkiss asked how this comp time is approved. Mr. Yamuder responded there is a 240 hour cap on the number of hours of comp time that can be accrued.

The Board referenced the on street parking fees and noted that they are smaller than anticipated for this quarter. Mayor Hotchkiss did say however, that the site plan and sales tax are up from last quarter.

The question of overtime for the Police and Fire Department was raised by the Board. Administrator Yamuder stated the Police are close to the budget with approximately 30% of their overtime used for this fiscal year. The Fire Department is currently over budget due to

several injuries of the personnel. Trustee Breskin commented this is the problem of a small department without much in the way of reserves when someone is injured. Trustee Mohan asked what action should be taken by the Board if the Fire Department is going to be that much over budget. Trustee Breskin responded that the injured firefighters returning to duty and the addition of the 16th man approved during the budget cycle will slow the rate of Overtime accrual. Other options are being explored.

Trustee Mohan asked about the Village expenses and if there are any checks performed on them to make sure nothing superfluous is being spent. Administrator Yamuder said all the Department Heads check the bills first to make sure it is necessary. It is then submitted to Village Hall where the Treasurer and the Administrator sign off on the payments; again ensuring no excess spending.

Mayor Hotchkiss commented that the sanitation expenses are much lower than in previous years due to the lower contract the Village was able to secure with AAA Sanitation. He did note that fines and forfeitures are below budget and the Board should keep an eye on these budget line items.

Item #13– Other Business-Resolution Authorizing the Award of a Construction Management Contract to PCI Engineering, PC for an Amount Not to Exceed \$67,500

Mayor Hotchkiss said the Board must have a resolution for the appointment of a construction manager for the DPW Yard Project.

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 Marty was absent.

RESOLUTION

Authorizing The Award of a Construction Management Contract
To PCI Engineering, PC for an Amount Not to Exceed \$67,500
For The Reconfiguration Of The
Pelham Public Works Facility Project

BE IT RESOLVED, that the Mayor and Board of Trustees of the Village of Pelham hereby authorize the Award of a Construction Management Contract to PCI Engineering, PC for an Amount Not to Exceed \$67,500 To Provide Construction Advisory Services To The Village Of Pelham In Connection With The Reconfiguration Of The Pelham Public Works Facility Project; And

BE IT RESOLVED, that the Mayor and Board of Trustees of the Village of Pelham hereby Authorize The Mayor And The Village Administrator To Sign The Necessary Contracts And Agreements To Obtain These Services.

Trustee Breskin stated the Board must appoint a hearing officer in order to begin disciplinary hearings for an employee of the Village. The Board was advised by counsel to appoint a third party official to preside over the hearings.

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

RESOLUTION

BE IT RESOLVED, the Board of Trustees of the Village of Pelham Hereby authorize the Mayor to appoint Deborah A. Shapiro, Esq. as Hearing Officer with respite to the disciplinary charges dated July 28, 2010 preferred against Robert DeStasio. The Hearing Officer shall forward her Report and Recommendation on the charges and penalty, if Firefighter DeStasio is recommend to be found guilty of one or all of the charges to the Mayor for final determination subject to the approval of the Board of Trustees.

Item #14– Authorizing Accounts Payable

Trustee Mohan audited the Accounts Payable.

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 Marty 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	\$ 218,725.74

Water Fund	\$ 1,079.04
Capital Projects Fund	\$ 26,408.04
Trust and Agency Fund	\$ 1,225.00
H3 Fund	\$ 0.00
TE Expand Trust Fund	\$ 62.00
Grand Total	\$247,499.82

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: September 7, 2010

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

September 21, 2010- Approved

Item #16– Adjournment to Executive Session

A motion was made by Trustee Breskin with a second by Trustee Morris to adjourn the public portion of the board meeting at 9:05 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 Marty was absent.

Respectfully submitted,
Peter Bonington, Secretary to the Village Administrator