

VILLAGE OF PELHAM BOARD OF TRUSTEES
REGULAR MEETING
TUESDAY, OCTOBER 1, 2013, 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.	Swearing In of New Fire Fighter Frank Mancuso on his Appointment to the Village of Pelham Fire Department	Sworn In
8	Swearing In of Lieutenant Peter Reynolds on his Promotional Appointment in the Village of Pelham Fire Department	Sworn In
9.	Swearing In of Lieutenant Vincent D'Onofrio on his Appointment as Fire Inspector in the Village of Pelham Fire Department	Sworn In
10.	O'Connor Davies Presentation of Audited Financial Statement for FY2012-2013	Discussed
11.	Resolution Authorizing a Contract with O'Connor Davies to Provide Financial Audits as of and for the Fiscal Years Ending May 31, 2014, 2015 and 2016	Approved
12.	Other Business	Discussed
Recurring Items		
13.	Authorizing Accounts Payable	Approved
14.	Authorizing Minutes of: September 17, 2013	Approved
15.	Adjournment to Executive Session	Approved

Next Regularly Scheduled BOT Meeting:

Tuesday, October 15, 2013
Wednesday, November 6, 2013

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 McGoldrick, Senerchia, Mutti, Marty, Volpe, 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 he had dinner with Town Supervisor DiPaola and Randy Sellier. He said it was a productive meeting and generated a great deal of ideas of how the Village governments can work better together. He said he hopes to continue this dialogue

The Mayor stated he attended the opening of the DMA Gallery on 5th Avenue earlier this evening. He said it was a good event for a new incoming business in Pelham and wanted to encourage more new businesses to come to Pelham.

The Mayor finished his report by saying that in addition to electrical difficulties Metro-North is having currently there are a number of issues with the Pelham Train Station including noise and sloppy workmanship. He said the Board will be contacting Metro-North to ensure these issues are addressed.

Trustees Reports:

Trustee Kagan

None

Trustee Marty

Trustee Marty stated that he will begin assessing the Village Zoning Code again with a citizens committee. He said the purpose will be to look at the non-controversial aspects of the zoning code and clarify any discrepancies left over from the Village merger in 1975.

Mayor Cassidy said this is an important project. He said cleaning up the zoning code will make it easier for a business development committee and business improvement committee, which the Board intends to implement, to function.

Trustee McGoldrick

Trustee Mutti

Trustee Mutti said the Trotta Park project will have a different paver based on the doubling of the delivery estimate of the original paver. This will prevent a significant delay in the project.

She reported that the New Rochelle and Pelham ArtsFest was a very successful event. She said Lynn Honeysett of the Pelham Art Center noticed an increase in attendance from last year. Ms. Honeysett wanted to thank the Village for its support of the event.

Trustee Senerchia

Trustee Senerchia advised residents that two weeks ago the Police arrested a suspect in an attempted burglary and Trustee Volpe had advised him that another suspect was arrested recently as well. He advised residents to remain vigilant and aware of their surroundings. He encouraged residents to call the Police if they notice anything suspicious.

Trustee Senerchia stated on Wednesday, November 13, 2013, TD Bank will be holding a Discover Pelham Gift Exposition. He said this event is being sponsored by the Pelham Chamber of Commerce and Pelham Junior League. He said this event is from 6-8 pm and is open to the public.

He finished report by saying that at a Chamber meeting a local resident was present who described a had developed a calendar application called Burbio.com which Trustee Senerchia described as a very useful tool for synching your calendar events in one location. He said he had spoken with her briefly about a possible incorporation with the Village website.

Trustee Volpe

Trustee Volpe reported that since last meeting a parking map has been posted on the Village website detailing available parking spaces and locations. He said more information will be available shortly.

Village Administrator's Report

Administrator Yamuder stated the Pelham Police Department would be receiving a AAA award for traffic safety. He said Chief Benefico would be attending the ceremony and pick up the award next week.

The Administrator stated that he attended a shared services exposition sponsored by Westchester County to help municipalities share resources and services.

Item #6–Public Comment

None

Item #7– Swearing In of New Fire Fighter Frank Mancuso on his Appointment to the Village of Pelham Fire Department

Mayor Cassidy said this resolution was approved at the September 17th Board of Trustees meeting. He said the new incoming firefighter, Frank Mancuso, comes from a line of firefighters that include a grandfather who is a Fire Chief in Pelham Manor.

Mayor Cassidy swore Mr. Mancuso into the Village of Pelham Fire Department.

Item #8– Swearing In of Lieutenant Peter Reynolds on his Promotional Appointment in the Village of Pelham Fire Department

Mayor Cassidy said the Village has decided to promote a firefighter to the position of Lieutenant in response to the retirement of Lt. Julian Keiser. This resolution was approved by the Board at the September 17, 2013 meeting.

Mayor Cassidy swore Firefighter Peter Reynolds in as a Fire Lieutenant with the Village of Pelham Fire Department.

Item #9– Swearing In of Lieutenant Vincent D’Onofrio on his Appointment as Fire Inspector in the Village of Pelham Fire Department

Mayor Cassidy stated that this resolution was adopted at the September 17, 2013 Board meeting.

Mayor Cassidy swore in Lieutenant Donofrio as Fire Inspector for the Village of Pelham.

Item #10– O'Connor Davies Presentation of Audited Financial Statement for FY 2012-2013

Tom Kennedy and Yulia Kelly of the O'Connor Davies auditing firm gave a presentation on the Final Financial Statement for the Village of Pelham ending May 31, 2013. Mr. Kennedy stated that having found no deficiencies in the financial controls the Village employs, the auditors have rendered a clean or an "unmodified" opinion. He thanked Village Administrator and Financial Advisors Shirley Brown for their diligence and their cooperation during the audit.

Ms. Kelly gave a brief summary of the past fiscal year. She stated that the revenues came in higher than expected, largely due to the FEMA reimbursement from Hurricane Sandy. She said the Village's expenditures came in as per the budget. She stated that due to the increase in revenues, the Village ended the year with a surplus of approximately \$469,000 which can be put into the General Fund, the Village's operating fund.

Ms. Kelly stated the Village's General Fund percentage is currently at 11% which is an increase from the past few years. She stated a good range to be in is approximately 10-20% of the Village's total fund balance. Mayor Cassidy said understood 10-15% to be the acceptable range for a municipality to operate within.

Mayor Cassidy stated that the Village has increased the fund balance over the past two years from \$650,000 last year and now approximately \$470,000 this year. He said while he is pleased to see an increase he hoped it could be possibly be used to alleviate some of the tax burden on residents in the Village.

Ms. Kelly stated the Village generated a conservative budget which in the end yielded a surplus. She said it is good to have that cushion in the operating budget.

Administrator Yamuder added that contributing factors were the FEMA reimbursement but also the light snow season.

Trustee Volpe said he did not want to raise taxes on Village residents if it is not needed. He said he would like to see this report posted on the Village website for the public to review. Mr. Kennedy cautioned the Board about posting the Financial Statement online, stating that if it must be done; ensure that the entire document is posted not independent sections of it.

Mr. Kennedy finished his report by saying that O'Connor Davies is obligated to notify the Village of any deficiencies or disagreements related to the audit. He reported that there are no such issues with the Village of Pelham and that O'Connor Davies firm is independent of the Village.

Mayor Cassidy asked how often the auditors communicate with the Village. Ms. Kelly said the auditors have periodic contact with the Village. There is also a preliminary audit in July. Administrator Yamuder added that O'Connor Davies is prompt in their responses to the Village.

Item #11– Resolution Authorizing a Contract with O’Connor Davies to Provide Financial Audits as of and for the Fiscal Years Ending May 31, 2014, 2015 and 2016

Administrator Yamuder stated the O’Connor Davies have been the Village’s auditors since 2002. He said in that time, they have helped the Village through a consistent working relationship with the staff that has generated excellent audits in the past years. He said the Village has reached the end of a three year contract with the firm and is now recommending the Village renew its contract for another three years; 2014, 2015, 2016. He said that the auditors are holding their contract price from three years ago at \$29,500.

Mayor Cassidy said in looking into the market rate for auditor’s contracts, \$29,500 is within the realm. He added that a consistent relationship with the Village is beneficial.

Trustee Kagan asked if it is worthwhile to have a fresh auditing firm review the Village’s finances. He had said one option put forward was a partner rotation although he was not advocating that option at this time.

Administrator Yamuder advised that if the Village were to switch auditing firms, the new firm would operate under the same standards as O’Connor Davies. He added that the familiarity with the Village staff and the consistent positive ratings received by the firm.

Mayor Cassidy said the auditors work off of the numbers and figures provided by the Village. He said historically the audits have been dramatically better since changing to O’Connor Davies back in 2002.

Trustee Volpe asked how much time is spent on the audits each year. Administrator Yamuder stated that generally one or two auditors arrive in June for the pre-audit while five or six representatives are set up for a week to two weeks in the Board room during the final audit in July. Trustee Senerchia said based on that information, the rate seems more reasonable.

Trustee Kagan asked Cathy Woods-King, the Village Attorney, if she had any changes. Attorney King responded she did have some changes which O’Connor Davies will incorporate and in one case provide a clarifying email.

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

BE IT RESOLVED, that the Mayor and Board of Trustees hereby authorize a contract for the auditors from O’Connor Davies Munns & Dobbins/Bennett Kielson Storch Kremer & DeSantis (ODMD/BKSKD) for the fiscal years ending May 31, 2014, 2015 and 2016;

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 #12– Other Business

Trustee Kagan reported that he has not had any new conversations with United Water of New Rochelle regarding Pelham’s water system. Mayor Cassidy added that both he and Trustee Kagan have been attentive to this matter and have continually followed up with United Water on this matter.

Trustee Kagan said the latest information is that United Water is in the midst of their budget which makes it difficult for them to negotiate at this time. Mayor Cassidy said the Village has an asset in the water system but does not want the municipality in the water business.

Item #13– Authorizing the Accounts Payable

Trustee Senerchia audited the Accounts Payable.

A motion was made by Trustee Kagan and seconded by Trustee Mutti to adopt the resolution. The vote was approved by a vote of six in favor, none opposed. Trustee McGoldrick 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	\$ 57,777.32
Water Fund	\$91,930.67
Capital Projects Fund	\$123,159.78
Trust and Agency Fund	\$1,750.00
CD NYS Main Street Fund	\$0.00
H3 Fund	\$0.00
TE Expand Trust Fund	\$0.00
Grand Total	\$274,617.77

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

Item #14– Authorizing Minutes of: September 17, 2013

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

September 17, 2013- Approved

Item #15– Adjournment to Executive Session

A motion was made by Trustee Volpe with a second by Trustee Senerchia to adjourn the public portion of the Board meeting at 9:00 pm and go into Executive Session to discuss a personnel matter after which time the Board would adjourn for the evening. The motion was approved by vote of six in favor, none opposed. Trustee McGoldrick was absent.

Respectfully submitted,
Peter Bonington, Secretary to the Village Administrator