

VILLAGE OF PELHAM BOARD OF TRUSTEES  
 REGULAR MEETING  
 TUESDAY, SEPTEMBER 21, 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
	<b>Non-Recurring Items</b>	<b>7:45p.m.</b>
7.	Appointment of Lt. James DiNapoli as Acting Fire Chief	Approved
8.	Resolution to Approve 2010 Village of Pelham Adjusted Base Proportions for the 2011 Tax Levy	Approved
9.	Village Strategic Plan- Quarterly Review	Discussed
10.	Use of Firehouse by Public- Discussion	Discussed
	<b>Grants, Projects &amp; Other Business</b>	<b>8:45p.m.</b>
11.	Grants- Status Report	Discussed
12.	Monthly Budget Review	Discussed
13.	Other Business	None
	<b>Recurring Items</b>	<b>9:30p.m.</b>
14.	Authorizing Accounts Payable	Approved
15.	Review of Monthly Financial Reports	Discussed
16.	Authorizing Minutes of: August 10, 2010	Approved
17.	Adjournment to Executive Session	<b>9:45p.m.</b>

Next Scheduled Board Meetings are:

Tuesday, October 5, 2010

Tuesday, October 19, 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 Lewis, Breskin, Morris, Marty, Bullock, and Mohan

The following member 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 Hotchkiss

### Reports

Mayor Hotchkiss Report-

Mayor Hotchkiss began his report mentioning the 9/11 ceremony. He said it was well attended. He stated the Pelham Chamber of Commerce Craft Fair is on October 16 and encouraged the residents to attend. He announced the beginning of loose leaf pickup season on October 15 to run through December 15. He said that through this period, leaves can be left out without a bag at the curb to be picked up on a five-day roving schedule by the DPW.

He said the DPW has purchased a vacuum truck, which the Village announced at the August 10 meeting. He said the truck is already saving the DPW time and effort on cleaning catch basins. Mayor Hotchkiss stated the Village has retained Joel Sachs as its attorney to look into the issue of Hillside and Brookside Avenues to determine whether or not they are public or private streets. He said anyone who wants to give information can relate it to Village Hall for Mr. Sachs. The Mayor stated the Board's intention to call for a public hearing at the October 5 Board meeting to decide this matter by the October 19 meeting.

Mayor Hotchkiss concluded his report by saying the ground breaking for the Pelham Picture House is under way. He said this represents the type of positive project that is beneficial to the Village which the Board is happy to see coming into the community.

Trustees Reports:

Trustee Breskin-

None

Trustee Bullock-

None

Trustee Lewis-

None

Trustee Marty-

None

Trustee Mohan-

Trustee Mohan reported that Pelham now has the Verizon FiOS service available to residents. She said in 90 days the \$18,000 grant from Verizon will be sent to the Village of Pelham. In reference to the Police Department, Trustee Mohan said the organization PACT is working with Pelham and Pelham Manor to arrange for over the counter medication drop-off sites at the Police Departments in both Villages. The event will take place on Saturday, September 25 from 10 to 2 pm.

She also related that several burglaries had taken place in Pelham. She said some protective tips are available on the Village website.

Trustee Morris-

Trustee Morris asked Village residents to go out and support the Farmer's Market every Sunday from 9 am to 1 pm. She also reported she performed a walkthrough Wolfs Lane Park last Saturday to find placement for the benches and bike racks purchased with the Main Street Grant monies. With her was landscape architect Hank White and DPW Foreman Michael Shriman. She wanted to express her thanks to both of them saying they did an excellent job of marking out the precise locations of the new park amenities.

Village Administrator's Report-

Administrator Yamuder reminded potential applicants for the HOPE permit that the deadline for submittal is September 30. He said there is a posting on the website regarding the permit and evaluation period will begin after the September 30 deadline.

Item #6–Public Comment-

None

Item #7– Appointment of Lt. James DiNapoli as Acting Fire Chief

Trustee Breskin reported that as a result of the resignation of Part-Time Fire Chief Larry Cohen the Village will be appointing Lt. James DiNapoli as acting Fire Chief. Trustee Breskin stated Lt. DiNapoli has recently returned to duty after an injury leave and therefore not in the regular duty rotation. Therefore his serving as Acting Fire Chief will not impact overtime costs any more than it already is.

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

**RESOLUTION**

Appointing Lt. James DiNapoli Acting Chief  
of the Village Of Pelham Fire Department on a  
Temporary Basis Pending Hiring of Permanent Chief

BE IT RESOLVED, that the Mayor and Board of Trustees hereby authorize the Appointment of Lt. James DiNapoli as Acting Chief of the Village of Pelham Fire Department on a Temporary Basis Pending Hiring of Permanent Chief

Item #8– Resolution to Approve 2010 Village of Pelham Adjusted Base Proportions for the 2011 Tax Levy

Mayor Hotchkiss stated this resolution pertains to the proportion of taxes divided between the commercial and residential properties. He said the rates favor the residential in the method the Board is using to determine these proportions. Trustee Marty asked if the figures Pelham Manor has are available for comparison. Administrator Yamuder said he could research those numbers. Mayor Hotchkiss stated the Village should try to broaden its tax base by either encouraging more commercial development or expanding the residential base.

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

**RESOLUTION**

ADOPTING THE 2010 ADJUSTED BASE ASSESSMENT PROPORTIONS  
FOR THE VILLAGE OF PELHAM 2010 FINAL ASSESSMENT ROLL

BE IT RESOLVED, that the Board of Trustees of the Village of Pelham hereby adopts the 2010 Adjusted Base Proportions using the 2010 Final Assessment Roll for the Village of Pelham on the request and recommendation of the Assessor, at the rates of 83.379779 for Homestead, and 16.620221 for Non-Homestead; and

BE IT FURTHER RESOLVED the Mayor, Village Administrator/Treasurer and the Assessor are authorized to take the necessary and appropriate steps to effect this action.

Item #9– Village Strategic Plan- Quarterly Review

Mayor Hotchkiss said the review of the Strategic Plan is designed to assess long-term goals of the Village of Pelham. There were several notable goals on the Plan in which the Village had made some significant progress.

In a review of the Village's services, it was explained that the Village had managed to save substantial amounts of money by renegotiating its sanitation and insurance contracts as well as by cutting back on cell phone usage by Dept. heads. The payments for new signage across the Village by Con-Ed, and the purchase of the new vacuum truck have also contributed to maintaining the service level without increasing the cost.

With regard to the sharing of services, Mayor Hotchkiss reported that several conversations are going on with various municipal officers to discuss how much more efficient can the Board make the Village and its neighbors services.

Mayor Hotchkiss stated the Board was attempting to increase its general and reserve funds. He stated that due to an increase in revenue the reserve fund has risen to \$600,000 from last fiscal year where it was closer to \$300,000.

The 3<sup>rd</sup> Street Development project being overseen by Trustee Lewis and Trustee Breskin is progressing. The Zoning Code recommendations are being amended to allow the development. A draft of the RFP is being circulated among members of the community with real estate broker's expertise for their input. The Trustees reported that they hoped to have the Plans Specs and Estimates (PSE) in a week or two. John Cassone of 7th Avenue asked if the Board is selling the firehouse properties only to buy it back later. Trustee Breskin said that is not the case. He went on to say that the Village expects to occupy any new firehouse at no additional cost but it was premature to be precise about the ownership of the structure. Trustee Lewis said with the protocols the Board is putting in place, the Village would not owe anything to a developer.

Trustee Mohan commented on the public safety initiatives saying there are significant Police and Fire overtime issues that need to be looked at. Administrator Yamuder added that the Fire Lieutenants and Building Inspector Russo are working out the plans to work together on Fire Inspections in Pelham.

Administrator Yamuder is pursuing risk assessment seminars for Village employees, saying he hopes to have 100% participation this year. He stated he sent Secretary Bonington to such a seminar back in July, and he is working on getting other offers from the new Village insurance company.

The Department of Public Works yard project is progressing. Mr. Yamuder said what is needed now is to hire a construction manager for the job. He is viewing proposals for the services and hopes to have it as an agenda item by next meeting.

The Building Department is being empowered to issue summonses, which will enable the Inspector to function in a more efficient capacity.

Trustee Bullock reported on the status of the Village of Pelham HR Manual. He said most employees would be covered by collective bargaining but some employees would be covered by the manual. He said he and the Administrator were looking at different templates and are working on a draft for Board submittal. Mayor Hotchkiss added the Board is compiling a benefits sheet for non-union employees.

The Village parks initiative is progressing. Wolfs Lane Park recently received \$647,000 from Senator Jeff Klein's office as part of a grant for the initial phases of the Wolfs Lane Park Schematic Plan.

Trustee Marty reported on the state of the Boston and Westchester Property. He said the committee charged with researching issues is working on drafting RFP's for possible work to be done on the property. They are also pursuing studies on the soil and the bridge.

With regard to parking throughout the Village, the Board reported the First Street parking lot is being prepared for PS&E. There is a grant from the New York State Dormitory Authority to assist in the project.

#### Item #10– Use of Firehouse by Public- Discussion

Mayor Hotchkiss stated the Board is seeking to institute a consistent policy with regard to the use of the firehouse as a venue for events in Pelham. He said the Pelham Rowing Association has come before the Board to ask if they can use the third floor of the firehouse as place to train during the winter months. Pelham Community Rowing Association chairman Scott Humphrey spoke to the Board about the lack of training space in Pelham. He said an arrangement could be reached where the Association would pay rent to the Village for the use of the space.

Mayor Hotchkiss asked what the alternatives were for the Rowing Assoc. if the firehouse was not made available. Mr. Humphrey said the Bays Club and the New Rochelle Boat house were also being considered, however, they would greatly prefer the firehouse to both of those locations. Trustee Lewis stated that in earlier instances when the firehouse was used for

events like this the firemen alleged that they were being disturbed by the commotion and parents were parking cars that blocked the doorways of the firehouse creating a hazard.

Trustee Breskin stated this is a problem of recreation space in Pelham. He said there has been a movement among the past Fire Chiefs and Board liaisons to not have the career staff manage the social and community events in the firehouse. Trustee Lewis asked how many people would be in the firehouse at one time. Mr. Humphrey responded that there would be around 40 or so kids in the house during the junior classes.

Mayor Hotchkiss stated there needs to be a consistent policy with regard to using Village owned facilities for recreational purposes. Trustee Breskin stated the Town of Pelham has a policy with regard to the Daronco Townhouse and the Village should use as a model. The Board thanked Scott Humphrey for his presentation.

#### Item #11– Grants- Status Report

Secretary to the Administrator Bonington reported on several grants the Village is pursuing. The \$929,120 FTA grant for the DPW Yard is progressing. A construction manager must be hired for the formal construction to begin. The \$50,000 New York Main Street grant streetscape initiative is almost ready to be reimbursed to the Village for the park equipment.

The two Local Pre-Disaster Mitigation grants for \$125,000 and \$50,000 are being completed by Leonard Jackson Assoc. They are completing studies and assessments as requested by FEMA. The \$50,000 Member Item grant from Senator Klein's office is nearing reimbursement. The Police have purchased their share of the grant and now the Fire Dept. is preparing to order their equipment. After these items have been purchased they can be reimbursed by the grant authority.

FEMA and SEMO also recently awarded the Village with \$44,000 in funds to pay for some of the overtime and equipment used in the March storms.

Administrator Yamuder stated to date the Village has received almost a half a million dollars in awarded grant funds. He discussed several grants such as the Comprehensive Plan/Quality Communities Grant for \$75,000, the Community Development Block Grant for \$80,000, and the \$38,000 FEMA Fire Assistance Grant for the Firehouse generator. He said these accomplishments represent the success of the Village of Pelham at obtaining grant funds.

#### Item #12– Monthly Budget Review

Mayor Hotchkiss stated this is the monthly review of the budget for the Village. He asked Administrator Yamuder to give a brief synopsis of report. Mr. Yamuder responded that the Village is now 25% through its fiscal year and approximately 22% of the budget has been

expended. He stated some notable revenue that is short is the fines and forfeitures which could be explained by seasonal rates. He also stated some notable expenses are the overtime this quarter. He said all the Village Departments are over on their overtime budget.

Mr. Yamuder did relate that there is some incoming revenue from the Con-Ed payments for L.E.D. lighting. He said currently \$144,000 has been received and they are still working towards \$60,000 more to conclude the arrangement. He also reported that building permits are coming in more frequently which are producing additional revenue at this time.

Trustee Marty asked the Mayor if it would be possible to write a letter to the Acting Fire Chief of the Village Fire Department asking him to explain their reasoning for the fire overtime. Trustee Breskin responded that the overtime is a result of several injuries that caused extended absences by some firefighters as well as one disciplinary action that was pending. It is the job of the Village Administrator to work with the Chiefs of the Departments to determine the reasons for the overtime. Trustee Mohan asked if there could be a municipal trading policy among the various Fire Departments in the area to cover the time when a firefighter is out in Pelham. Trustee Breskin said the Village cannot borrow a fireman because it conflicts with union contracts and is a liability for both the Village and any municipality that might be willing to make the loan.

#### Item #13– Other Business

None

#### Item #14–Authorizing the Accounts Payable

Trustee Bullock audited the Accounts Payable.

After some discussion, a motion was made by Trustee Bullock and seconded by Trustee Marty to adopt 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:

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<u>Fund Name:</u>	<u>Amount</u>
General Fund	\$ 216,234.52
Water Fund	\$ 755.00
Capital Projects Fund	\$ 64,959.76
Trust and Agency Fund	\$ 787.50
H3 Fund	\$ 0.00
<u>TE Expand Trust Fund</u>	<u>\$ 0.00</u>
Grand Total	\$282,736.78

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

Item #15– Review of Monthly Financial Reports

Discussed in Monthly Financial Report.

Item #16– Authorizing Minutes of: August 10, 2010

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

August 10, 2010- Approved

Item #17– Adjournment to Executive Session

A motion was made by Trustee Bullock with a second by Trustee Breskin to adjourn the public portion of the board meeting at 10:00 p.m. and go into Executive Session to discuss personnel and legal matters, which the Board would adjourn for the evening. The motion was approved by vote of six in favor, none opposed. Trustee Lewis was momentarily absent.

Respectfully submitted,  
Peter Bonington, Secretary to the Village Administrator

