

VILLAGE OF PELHAM  
 BOARD OF TRUSTEES MEETING  
 TUESDAY, OCTOBER 18, 2005, 7:30 PM  
 VILLAGE HALL - 195 SPARKS AVENUE, PELHAM, NY  
**MEETING MINUTES**

1. Meeting Called To Order
2. Pledge of Allegiance
3. Mayor's Report
4. Trustees' Reports
5. Village Administrator's Report
6. Public Comment

	<b>Human Resources</b>	
7	Authorizing the Village to hire a candidate for police officer.	<b>DISCUSSED</b>
8	Appointing a hearing officer to conduct a hearing pursuant to Section 207-a of the General Municipal Law as to whether Firefighter Christopher Warn must submit to surgery.	<b>APPROVED 6-0</b>
	<b>Policy and Procedures</b>	
9	Amending the Village's Purchasing Policy.	<b>APPROVED 6-0</b>
10	Discussion of County Control Emergency Services	<b>DISCUSSED</b>
	<b>Land Use</b>	
11	Authorizing an amendment to the site plan by GDC Development for a change in foundation and drainage plan on the lot south of First Street.	<b>DISCUSSED</b>
	<b>Parking</b>	
12	Discussion of feasibility of diagonal parking on Franklin Place between Nyac Ave. and Wolfs Lane	<b>DISCUSSED</b>
	<b>Leaf Blower Regulations</b>	
13	Discussion of amending the leaf blower law re: Enforcement and discussion of enacting a landscaping business permit.	<b>DISCUSSED</b>
	<b>Housekeeping</b>	
14	Authorizing and approving the accounts payable	<b>APPROVED 6-0</b>
15	Old Business/New Business – Sale of Surplus Ford Crown Victorias and F-250 Pickup truck	<b>APPROVED 6-0</b>
16	Minutes: July 19, 2005, August 24, 2005, September 6, 2005, September 20, 2005 and October 5, 2005	<b>APPROVED 6-0</b>
17	Adjournment	

Next Meetings are as follows:  
 Regular Board Meetings Tuesday, November 1, 2005 and Tuesday November 15, 2005  
 Meetings start at 7:30 p.m. unless otherwise noted.

\* Agenda is subject to change until the night of the meeting.

VILLAGE OF PELHAM BOARD OF TRUSTEES  
VILLAGE HALL - 195 SPARKS AVENUE, PELHAM, NY  
TUESDAY, OCTOBER 18, 2005

Item #1 – Meeting Called to order: The meeting of the Village of Pelham Board of Trustees was called to order by Mayor Michael J. Clain at 7:30pm.

The following members of the Board of Trustees were present:

Mayor Michael Clain, Trustees Ciro Greco, Mia Homan, Edward Hotchkiss, David Merrick and Peter Potocki. Absent – Trustee Michael Rozycki.

Village staff in attendance:

Village Administrator Richard Slingerland, Deputy Volunteer Fire Chief Richard Carfora, Deputy Volunteer Fire Chief Edward Raynor, Volunteer Firefighter Frusciante, Volunteer Firefighter Gioia, Jr., Volunteer Firefighter Kushnick, Volunteer Firefighter Vorel.

Item #2 – Pledge of Allegiance

The Pledge of Allegiance was led by Mayor Michael J. Clain.

Item #3 -- Mayor's Report:

Mayor Clain reported that a constructive meeting had been held with the residents of Nyac Avenue, whose backyards abut the Wolfs Lane Park between Second Street and Boulevard. A presentation was made by Cherbuliez Munz Landscape Architects, a firm hired by the village to draft proposals on how to enhance the appearance of the park, while providing additional parking to merchants. The proposals presented were only preliminary and would be subject to further review by the Village Board and residents.

Item #4 – Trustees' Reports

Trustee Greco reported that the Volunteer and Career Firefighters arranged to exchange rooms in the firehouse. A former volunteer company room would become the new bunk room for the career staff, and the former bunk room would be used by the volunteers for meeting space.

Trustee Potocki reported that Police Officer James Mitrione is now the first tactically trained officer on the force. He is one of the founding members of the Pelham Police Emergency Response Team, and has recently completed training with the FBI. Also, candidates are being interviewed for the position of Police Officer. New hires or a transfer will fill vacancies left by recent retirement and possibly a new appointment.

Trustee Homan reported that a meeting was held with the Pelham Chamber of Commerce to discuss plans for emergency snow removal in the downtown. Village Clerk Terri Rouke, through her role as Downtown Liaison will coordinate efforts with local merchants. Advance notice will be granted to business owners whenever possible, as to when their areas will be impacted.

Trustee Merrick reported that the Village is planning to have a ceremony in honor of the memory of Helen Leale Harper Jr. on November 5<sup>th</sup> at 2 p.m. at the Harmon Clock Tower, with light refreshments afterwards.

Trustee Hotchkiss reported that the village is researching proposals for a Call Management System and Interactive Calendar functions to be added to the village website. He reported on the status of the flooding and that he had discussed Glenwood Lake with Mayor Idoni, and that he would be following up with the Administrator and Dolph Rotfeld, P.E., to continue with the preparation of plans to address the flooding. He also reported that Village staff will be meeting with vendors of multi-space parking meters; to possibly replace the old mechanical meters currently in use. Mayor Clain asked him for a study and to discuss the alternatives.

#### Item #5 – Village Administrator’s Report

The Village Administrator gave a reminder to everyone that the curbside pickup of leaves in bags and garbage cans had discontinued, and that the annual fall leaf pickup had begun, so residents should put out their leaves, grass clippings and twigs in piles at the curb. Brush and branches should be cut to 3 foot lengths and bundled. He reported the fall fire hydrant flushing had been completed, and the Fire Chief would be asked for his annual fall fire prevention tips. He also notified the Board they could expect the presentation by our auditors of the FY 2004-2005 Audit at the November 15<sup>th</sup> Board Meeting.

Item #6 – Public Comment: There was no public comment at this time.

Item #7 – Authorizing the Village to hire a candidate for police officer.

This item was tabled until the November 1<sup>st</sup> Board Meeting.

Item #8 -- Appointing a hearing officer to conduct a hearing pursuant to Section 207-a of the General Municipal Law as to whether Firefighter Christopher Warn must submit to surgery.

A motion was made by Trustee Homan, with a second by Trustee Greco to adopt the Resolution. The motion was approved by vote of six in favor, none opposed, Trustee Rozycki absent.

### RESOLUTION

APPOINTING A HEARING OFFICER TO CONDUCT A HEARING  
PURSUANT TO SECTION 207-A OF THE GENERAL MUNICIPAL LAW  
RE: WHETHER FIREFIGHTER CHRISTOPHER WARN MUST SUBMIT TO SURGERY

BE IT RESOLVED, the Board of Trustees hereby appoints Anthony Grant, Esq. as Hearing Officer to conduct a hearing pursuant to Section 207-a of the General Municipal

Law as to whether Firefighter Christopher Warn must submit to surgery on his knee that he injured in the performance of his duties. Mr. Grant should conduct such a hearing and cause a record to be made of same. The record and his recommendation whether Firefighter Warn must submit to such surgery should be forwarded to the Board for final determination.

Item #9 -- Amending the Village's Purchasing Policy.

Administrator Slingerland explained he had circulated the guidelines from the New York Conference of Mayors to the Board and to the Department Heads who all found them acceptable. The Board asked the Administrator to create a form for Department Heads to submit along with their invoices to ensure they follow the purchasing policy.

A motion was made by Trustee Homan, with a second by Trustee Potocki to adopt the Resolution, as amended. The motion passed with six in favor, none opposed, and Trustee Rozycki absent.

## RESOLUTION

### AMENDING THE VILLAGE'S PURCHASING POLICY

BE IT RESOLVED, that the Board of Trustees of the Village of Pelham hereby authorizes the adoption of the Village of Pelham Purchasing Policy as revised and re-drafted, to amend the policy and require the following as stated below, and will review this policy annually for changes and amendments as necessary.:

<u>Estimated Amount of Purchase Contract</u>	<u>Method</u>
\$500 - \$2,999	At least 2 verbal quotes; memo or price quotes attached to purchase order for documentation.
\$3,000 - \$9,999	At least 3 written/faxed/e-mailed or otherwise documented quotes are required. (*A purchase order pre-signed by the Administrator is required.)
\$10,000 and above	Subject to publicly advertised bid or RFP. <b><u>Must be circulated to at least 3 companies.</u></b> Contract must be approved by the Mayor and Board of Trustees. A purchase order must be signed by the Administrator after Board approval is granted.
<u>Estimated Amount of Public Works Contract</u>	<u>Method</u>
\$500 - \$2,999	At least 2 verbal quotes; memo or price quotes attached to purchase order.
\$3,000 - \$4,999	At least 2 written/faxed quotations
\$5,000 - \$19,999	At least 3 written/faxed/e-mailed or otherwise

documented quotes are required. (\*A purchase order pre-signed by the Administrator is required for work contracted over \$4,999.)

\$20,000 and above

Subject to publicly advertised bid or RFP. **Must be circulated to at least 3 companies.** Contract must be approved by the Mayor and Board of Trustees. An award letter must be issued and formal contract must be signed by the Mayor or Administrator after Board approval is granted.

Item #10 -- Discussion of County Control Emergency Services:

Administrator Slingerland recently met with and toured the County’s Emergency-911 Communication and dispatch facilities on the Valhalla Campus, and the new joint County/State facility along the Taconic State Parkway. The process for all Fire/EMS and 911 calls are as follows:

911 Procedure	Fire Calls and EMS Dispatch – 738-2600
<ul style="list-style-type: none"> <li>• 911 calls go to Pelham Police desk.</li> <li>• Desk officer determines reason for call, and dispatches police if necessary</li> <li>• Fire and EMS gets transferred by the desk officer to Valhalla “60 Control” (dispatchers are all “EMD” certified)</li> <li>• * Note: All cell-phone 911 calls go to the NY State Police in Hawthorne. Locations can be determined by triangulation as narrowly as about 1/5<sup>th</sup> of a mile</li> <li>• Fire – dispatched to Pelham F.D.</li> <li>• EMS is immediately dispatched to Fire, 38-Medic One (the Town’s Fly Car) over radio and pager (and tie-line to Empress, Yonkers)</li> </ul>	<ul style="list-style-type: none"> <li>• All calls to 738-2600 go directly to County “60 control”</li> <li>• County Control Dispatch – staffed scheduled 6 during day, 4 at night</li> <li>• Fire – dispatched to Pelham F.D.</li> <li>• EMS is immediately dispatched simultaneously to Pelham Fire, 38-Medic One (the Town’s Fly Car) over radio and pager (and tie-line to Empress, Yonkers)</li> </ul>

Some facts about Westchester County “60-Control”

- Immediate response – 4 ½ minutes average
- Best – a matter of seconds; Worst 18-20 minutes, due to misdirection, or wrong addresses, or garbled communication.
- County Coordinates Mutual Aid Plans; although calls for Mutual aid are determined and made by Chiefs of Department – Police or Fire
- Communities out – Yonkers (does their own) and Pelham Manor and Somers (although Pelham Manor participates through County Control for EMS)
- Otherwise, the rest of the Sound Shore communities participate

Advantages – trained medical personnel; coordination of response and mutual aid plans  
 Disadvantages – unfamiliarity with Pelham/the Pelhams and it’s an extra layer of contact.

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Trustee Greco questioned the need for such a discussion, as 60-Control has proven to be a good system for emergency services dispatch.

One issue to be resolved is the renumbering of certain businesses and residences in the village, in order to facilitate a more effective and accurate response. The Board discussed renaming streets in the Village to prevent misdirection and confusion, and authorized the Administrator to re-name – in coordination with the businesses, homeowners, the Town of Pelham and the Post Office – “East” Second Street, from Wolfs Lane to Ancon; “North” Highbrook, between Harmon and Lincoln Avenues; and coordinate the address changes for properties and businesses on First Street.

Item #11 -- Authorizing an amendment to the site plan by the Ginsburg Development Corporation (GDC) for a change in foundation and drainage plan on the lot south of First Street.

The Board discussed this item, and discussed the review and okay by the Planning Board, based on the recommendations of Bernard Grossfield, P.E., structural engineer. They asked if there is an easement for the Village’s utilities beneath the new building. The Administrator advised that he would check and get back to the Board. The Board held off on its approval to determine and require GDC to provide the Village with permanent access to the sanitary sewer and stormwater drain, if they remain and are not relocated down First Street to the County trunk sewer.

Item #12 -- Discussion of feasibility of diagonal parking on Franklin Place between Nyac Ave. and Wolfs Lane.

The Village Administrator, Public Works Foreman and Trustee Potocki measured Franklin Place in several places. The width of the street should be at least 30 feet for safe angled parking. The current width of Franklin Place is 27 feet by Nyac Avenue, and it narrows to 26 feet. Diagonal parking can be accomplished, and there is room to widen the street by 3-4 feet, but it will require additional paving, the removal of a couple trees, and the relocation of 1-2 Utility poles.

Mayor Clain requested a sense of the Board members as to whether the School Board should be allowed to do this. Trustee Greco was in favor of looking into the matter further. Trustee Merrick requested the opinion of the School’s Engineer to determine if the change was safe and practical. Trustee Homan was not opposed to the idea, but would like to hear more. The Board asked the Administrator to communicate this option to the Schools for additional parking on Franklin Place.

Item #13 – Discussion of potential leaf blower law changes.

Mayor Clain requested comments from Board members on the possibility of requiring Landscapers to be licensed by the Village. Should the Village Board vote to fine Landscapers instead of property owners, the Landscapers contact information would be on file. The Board requested Administrator Slingerland to research the Westchester

County licensing program for Landscapers and Contractors. This item will be discussed further by the Board at a later date.

Item #14 -- Authorizing and approving the accounts payable.

Trustee Homan reviewed the Accounts Payable prior to the meeting.

A motion was made by Trustee Homan, with a second by Trustee Merrick to adopt the Resolution. The resolution was approved by vote of six in favor, none opposed, and Trustee Rozycki 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	\$22,218.52
Water Fund	\$0.00
Capital Projects Fund	\$27,693.95
Trust and Agency Fund	\$0.00
H3 Fund	\$0.00
Grand Total	\$49,912.47

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

Item #15 – Old Business/New Business – Award of bids for Surplus equipment – Ford Crown Victorias and Ford F-250 pick-up:

The Administrator asked the Board to consider the award of surplus vehicles based on the recent open auction, and the Board agreed. He mentioned that he had checked on the blue-book values of the vehicles, and checked with the Village mechanic, and had reached agreement that the prices were reasonable.

He reported to the Board that he would recommend waiting on the sale of the surplus Fire Ladder truck and the Sewer Jet Truck as they had to check on the values and other considerations.

A motion was made by Trustee Homan, with a second by Trustee Potocki to adopt the Resolution. The resolution was approved by vote of six in favor, none opposed, and Trustee Rozycki absent.

RESOLUTION

AUTHORIZING THE SALE OF CERTAIN VILLAGE OF PELHAM VEHICLES  
AS SURPLUS AND AVAILABLE FOR SALE BY THE VILLAGE

WHEREAS, the Village of Pelham Board of Trustees authorized the sale of surplus village vehicles and the Village advertised such sale; and

WHEREAS, on Friday, October 14, 2005, the Village accepted and read fourteen (14) open proposals for the vehicles to be sold, as follows:

1996 Ford Crown Victoria, VIN 2FALP71W3TX213637:

	Bidder	Amount
1.	Thomas Hanusik, Pelham, NY	\$1,000
2.	Michael Shriman, Pelham, NY	\$1,025
3.	Jeff Droutman, Suffern, NY	\$1,100
4.	John Zoccolillo, Peltown Taxi, Pelham, NY	\$1,500

1998 Ford Crown Victoria (no back seat or side panels), VIN 2FALP71W5WX151952:

1.	Omar Sanchez, New Rochelle, NY	\$ 10
2.	Harry Pallett, Pelham, NY	\$ 100
3.	Jeff Droutman, Suffern, NY	\$1,825
4.	Mike Capasso, Pelham, NY	\$1,900
5.	John Zoccolillo, Peltown Taxi, Pelham, NY	\$2,200

1994 Ford F-250 Pickup Truck, VIN 2FTHF25Y8RCAO1883:

1.	Richard Mayer, Peekskill, NY	\$ 300
2.	Jeff Droutman, Suffern, NY	\$ 425
3.	Petrillo Construction, Mt. Vernon, NY	\$ 475
4.	Jeff Droutman, Suffern, NY	\$ 500

BE IT RESOLVED, that the Board of Trustees of the Village of Pelham hereby authorizes sale of the above listed surplus vehicles and equipment in as-is condition pursuant to the open auction held as authorized by the resolution of June 21, 2005, as follows:

Year	Vehicle	VIN	Bidder	High Bid
1996	Ford Crown Victoria	2FALP71W3TX213637	Peltown	\$1,500
1998	Ford Crown Victoria	2FALP71W5WX151952	Peltown	\$2,200
1994	Ford F-250 Pickup	2FTHF25Y8RCAO1883	Droutman	\$500

FURTHER RESOLVED, that the Mayor and the Village Administrator are authorized to take the necessary and appropriate actions to effect the sale of these surplus vehicles and equipment, in the total approximate amount of forty two hundred dollars (\$4,200).

The motion passed with six in favor, none opposed and Trustee Rozycki absent. Award of the Aerial Ladder Truck and Sewer Truck were tabled for further discussion at a later date.

Item #16 – Minutes:

The Board discussed the minutes of July 19, 2005, August 24, 2005, September 6, 2005, September 20, 2005 and October 5, 2005.

After discussion, a motion was by Trustee Homan, with a second by Trustee Merrick to accept the meeting minutes listed. The motion passed with six in favor, none opposed and Trustee Rozycki absent.

The Village Board further requested that the Administrator always have minutes prepared in draft for each meeting by the end of the week after the meeting, and he assured them he would do so in the future.

A motion was made by Trustee Homan, with a second by Trustee Greco to adjourn into Executive Session to discuss a potential hire for a management position in the Fire Department. The motion passed with six in favor, none opposed, and Trustee Rozycki absent.

A motion was made by Trustee Homan, with a second by Trustee Greco to adjourn into Executive Session and adjourn the public portion of the meeting of the Village Board. The motion passed with six in favor, none opposed, and Trustee Rozycki absent.

The public portion of the meeting was adjourned at 9:30 p.m.

Respectfully submitted,

Dennis DelBorgo, Administrative Aide

Richard Slingerland, Administrator/Deputy Clerk