



AGENDA
DECEMBER 7, 2016
BOARD OF TRUSTEES
VILLAGE OF BRIARCLIFF MANOR, NEW YORK
REGULAR MEETING – 8:00PM

Board of Trustees Announcements

Village Managers Report

Public Comments

P2

1. Authorize Village Manager to Execute a Professional Services Agreement with RGR Landscape
2. Budget Amendments – Non Budgeted Line Items
3. Fire Department Membership – Rocha
4. Village Justice Court Annual Auditor's Report FY 15-16: acknowledge and accept
5. Minutes
 - November 16, 2016 Regular Meeting

**THE NEXT REGULAR BOARD OF TRUSTEES MEETING WILL BE
DECEMBER 21, 2016 AT 8:00PM**

VILLAGE OF BRIARCLIFF MANOR
BOARD OF TRUSTEES AGENDA
DECEMBER 7, 2016

- 1. AUTHORIZE VILLAGE MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH RGR LANDSCAPE FOR PLANNING AND DESIGN SERVICES**

BE IT RESOLVED that the Village Manager is hereby authorized and directed to execute on behalf of the Village a Professional Services Agreement with RGR Landscape for Planning and Design Services for the Pleasantville Road Streetscape Study as per their proposal totaling \$48,500.

October 19, 2016

Lori A. Sullivan, Mayor
Philip E. Zegarelli, Village Manager
Village of Briarcliff Manor
1111 Pleasantville Road
Briarcliff Manor, NY 10510
PZegarelli@briarcliffmanor.org

Re: Pleasantville Road Streetscape Study
Landscape Design, Planning, and Cost Estimating Services

Dear Mayor Sullivan and Mr. Zegarelli,

We are very pleased that you are considering RGR Landscape to provide planning and design services for the Pleasantville Road Streetscape Study in Briarcliff Manor. The project area includes the commercial corridor along Pleasantville Road beginning essentially at Village Hall and extending northwesterly to the intersection with North State Road. Based on my understanding of the project as a result of the recent public meeting, we have prepared the following scope of work and fee proposal for your consideration.

1.0 Project Parameters

We understand that the Village is seeking professional assistance in (1) documenting and assessing streetscape conditions along Pleasantville Road; (2) identifying the important issues in terms of the condition and appearance of the various streetscape elements as well as pedestrian safety; and (3) developing appropriate recommendations and an implementation strategy for streetscape enhancement. In addition, we understand that the scope of work should address the land ownership issue and develop a strategy for implementing the needed streetscape improvements on portions of properties that are privately owned as well as on publicly owned property.

To that end, we believe our unique workshop process will be especially relevant and useful for this project as a vehicle for engaging public participation and gathering input as well as for discussing the land ownership issue. These interactive workshops, which we have used for many similar public projects, are very efficient forums for establishing goals, identifying important issues, setting priorities, and evaluating alternatives as part of an overall planning and design process. These working sessions will be a convenient and effective means by which we can work

CHARLOTTE
CHICAGO
NEW YORK CITY
PITTSBURGH
SHANGHAI
STAMFORD

R. GEOFFREY ROESCH, AIA, AIA
TANIA BARTH, RA

RGR LANDSCAPE ARCHITECTURE
& ARCHITECTURE, PLLC
115 FIFTH AVENUE
NEW YORK, NY 10003
T 212 353.7373
F 212 353.7676

WWW.RGRLANDSCAPE.COM

with the Streetscape Committee to assess existing conditions, identify and consider potential options, and reach consensus on the most appropriate program of improvements to meet the goal of providing a safe, comfortable, and attractive pedestrian environment for all users. In addition, as recommended, our scope of work includes an initial site walk with the Streetscape Committee as well as visits to several nearby communities to compare and evaluate other streetscape projects with respect to the issues and problems that we identify in Briarcliff Manor.

2.0 Project Team

The project team we propose for this project includes the architectural and landscape design staff of RGR Landscape; Sarah Yackel, Principal of BFJ Planning to provide coordination and input regarding the land ownership and other planning issues; and Bob deBruin of deBruin Engineering to provide input regarding site utilities and cost estimating. RGR staff who may be involved with the project include:

- Geoffrey Roesch, AIA, ASLA, LEED AP ND, Principal-in-Charge
- Tanya Moran, RA, Principal QA/QC
- Sid Burke, ASLA, Senior Associate, Senior Landscape Architect
- Wan-Li Fang, RA, Architectural / Landscape Designer
- Carrie Eastman, LEEP AP, Landscape Designer
- Yan Wang, Landscape Designer

3.0 Scope of Services

1. Task I: Data Gathering, Programming

- a. Site Visit and Tour of Comparable Streetscape Projects: Members of the consultant team along with members of the Streetscape Committee will walk the project site to discuss the existing conditions and develop a preliminary list of issues and problems. In addition, the consultants and the committee will tour several nearby communities to develop a common understanding of comparable streetscape enhancement projects and evaluate the relative degrees of success, identify any new and interesting materials and design strategies, and determine those features that may be applicable to the Pleasantville Road commercial corridor.
- b. Inventory and Analysis: The consultant team will conduct site reconnaissance and research to develop general site, context and user

information. Using existing mapping, a set of project base maps will be prepared at an appropriate scale to record and assess the information.

- (1) Background Research: Any existing relevant information, including previous reports, studies, and construction documents will be reviewed.
 - (2) Context: Issues relevant to the project will be identified including access and circulation, land use, existing streetscape elements, and general neighborhood context.
 - (3) Site Conditions: Important existing features will be identified and documented including the width and condition of sidewalks, the location of visible utilities structures, bus stops, street trees, benches, and any other relevant existing conditions information;
 - (4) Regulatory Issues: Pertinent AASHTO and ADA Standards, applicable codes, and environmental regulations will be identified as well as the requirements for any necessary permits and approvals.
- c. Workshop I: During Task I, at the discretion of the Village, appropriate members of the community, including residents, merchants, and public officials, will be identified and invited to participate as part of an ongoing Streetscape Committee. Once the working group has been assembled, the consultant team will conduct the first of two interactive workshops. The workshop will begin with a review and discussion of the site walk and the tour of comparable projects as well as the inventory and data gathering work completed to date. The land ownership situation and potential problems will also be defined. With a common understanding of previous studies, existing conditions, land ownership, and regulatory issues, the workshop participants will then be encouraged to establish goals, identify the important issues, create a “wish list” of possible improvements, determine basic design parameters, and set priorities for the project.
- d. Program: Based on the data gathering effort and the results of the first workshop, a preliminary summary of possible streetscape improvements will then be developed for the project area. This summary will form the basic programmatic outline for the design effort.
- e. Products: The results of Task 1 will be summarized in a brief working report.

2. Task II: Conceptual Design

- a. **Alternatives:** Utilizing the results of the inventory and analysis work, we will identify and evaluate the various options with regard to regulatory issues, cost/benefit implications, user needs, community concerns, aesthetic considerations, and for conducting public improvements on private property. The most promising options will then be assembled as alternative plans. Each alternative (up to three) will be illustrated along with its relative merits, problems, and order-of-magnitude costs.
- b. **Workshop II:** The alternatives will then be presented and reviewed at a second workshop. The same group of workshop participants will consider each alternative in light of the goals and priorities that were established at the outset. Each alternative will be presented and evaluated with respect to its relative merits, potential impacts, constructability, permitting requirements, and cost. After a thorough review and discussion, the workshop participants will reach consensus on the preferred alternative, which may be one of the alternatives presented or a combination of features from several alternatives.

3. Task III: Presentation Graphics

- a. **Review Meeting:** Following the second workshop, the consultant team will meet with the Village project team to review the results and to determine any changes or adjustments that should be made to the preferred alternative prior to the preparation of final drawings.
- b. **Products:** A rendered site plan will be prepared to illustrate the important features of the preferred alternative. The illustrative plan will be accompanied by supporting sketches and up to three photo-simulations of selected street views as well as a conceptual-level cost estimate based on the preferred vocabulary of streetscape elements.
- c. **Public Meeting:** The preferred streetscape plan will then be presented to the community at a public meeting.

4.0 Proposed Compensation

Basic Services:

RGR Landscape	\$30,000.00
---------------	-------------

BFJ Planning	\$10,000.00
<u>deBruin Engineering</u>	<u>\$ 8,500.00</u>

Basic Services – Total Fees \$48,500.00

Additional Services: All additional services will be billed in accordance with the following Schedule of Hourly Rates:

Principal II- Principal-in-Charge	\$ 240.00 per hour
Principal I - QA/QC	\$ 190.00 per hour
Associate Principal / Sr. Landscape Architect	\$ 175.00 per hour
Architect / Landscape Architect	\$ 130.00 per hour
Landscape Designer	\$ 115.00 per hour
Landscape Intern	\$ 100.00 per hour
BFJ Principal	\$210.00 per hour

Reimbursable Expenses: Project expenses, including printing, plotting, overnight delivery, messenger, and travel in excess of 50 miles will be billed at cost.

Again, we are very pleased that you are considering RGR Landscape to provide planning and landscape design services for this project. Please let me know if you have any questions or require additional information. A countersignature below will serve as authorization to proceed with work on the Pleasantville Road Streetscape Study.

Sincerely,



R. Geoffrey Roesch, AIA, ASLA, LEED AP ND
Principal, RGR Landscape Architecture & Architecture, PLLC

Agreed to:

Philip Zegarelli, Village Manager

Date

VILLAGE OF BRIARCLIFF MANOR
BOARD OF TRUSTEES AGENDA
DECEMBER 7, 2016

2. **BUDGET AMENDMENT, NON-BUDGETED LINE ITEMS**

BE IT RESOLVED that the budget for Fiscal Year 2016-2017 is hereby amended as follows:

Increase Expenses –	Contractual Services (A5112.460) by \$57,495.00
Increase Revenue –	Miscellaneous Revenue (A0101.2770) by \$57,495.00
Increase Expenses –	Inspection Costs - Club (A3620.460.Club) by \$150,000.00
	Contingency (A1990.499) by \$588,825.00
	TOTAL \$738,825.00
Increase Revenue –	Building Permit Fees - Club (A0106.2555.Club) by \$738,825.00
Increase Expenses –	Special Matching Expenses (L7410.206) by \$1,000.00
Increase Revenue –	Special Gifts (L0108.2705) by \$1,000.00

BUDGET AMENDMENT REQUEST FORM

Increase Expenses	Muni Code	Budget Line
\$ 57,495.00	A5112.460	Contractual Services
Increase Revenue	Muni Code	Budget Line
\$ 57,495.00	A0101.2770	Miscellaneous Revenue

Reason for Amendment Request: Adjust offsetting revenue and expense lines for the Con Edison payment received to pave roads.



Signature of Requesting Department Head Date Signed



Village Manager Approval Date Signed



Village Treasurer Approval Date Signed

If over \$10,000, Board of Trustees Approval Date:

Applying Con Ed's funds to cover Paving work on P-Ville Rd.

July 5, 2016

Mr. Philip E. Zegarelli
Village Manager
Village of Briarcliff Manor
111 Pleasantville Road
Briarcliff Manor, NY 10510
Re: Agreement for Paving
Dear Mr. Zegarelli,

This letter confirms the agreement between Consolidated Edison Company of New York, Inc. and the Village of Briarcliff Manor concerning repaving of certain streets in connection with utility-related work performed by Con Edison. Con Edison obtained permits from the municipality to perform work on the following streets:

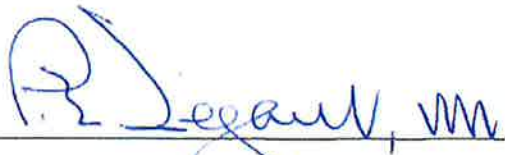
Streets	Layout Numbers	Opening Ticket Numbers
Pleasantville Road	G15-01296-001-WBO, G15-01296-003-WBO	PI-008446, PI-008441

Any obligation that Con Edison had, or may have, to perform repaving in connection with the streets listed above shall be performed by Briarcliff Manor. Con Edison will reimburse Briarcliff Manor for this work at the firm, all-inclusive rate of \$1.73 per square foot of repaved roadway. Con Edison will only be responsible for the square footage necessary to repave the areas covered in the permits(s), unless otherwise agreed to in writing. Con Edison has agreed to pay the Village of Briarcliff Manor \$57,495.00 for the roadway listed above in lieu of performing final restoration.

Please confirm this agreement on behalf of Briarcliff Manor.

Sincerely,

Michael W. Thompson
Construction Manager



Mr. Philip E. Zegarelli, Village Manager

Village of Briarcliff Manor

11 August 2016

CON-Ed
S/B \$57,495 ✓

Pick-Up Employee: Colotti, Michael D
 Pick-Up Location: 315 SAWMILL RIVER RD - GREENBURGH W010
 Check Number: 0000572816

ACCOUNTS PAYABLE				
Supplier Invoice Number	Supplier Invoice Date	Invoice Amount	Discount Amount	Total
07052016PAVING	07/05/2016	\$57,495.00		\$57,495.00
COPY				
TOTAL		\$57,495.00		\$57,495.00

THE BACK OF THIS DOCUMENT CONTAINS AN ARTIFICIAL WATERMARK - HOLD AT AN ANGLE TO VIEW



4 Irving Place, New York, NY 10003



0000572816

DATE 10/05/2016

60-180
433

VOID AFTER 6 MONTHS

PAY FIFTY SEVEN THOUSAND FOUR HUNDRED NINETY FIVE AND 00/100 DOLLARS

\$*****57,495.00


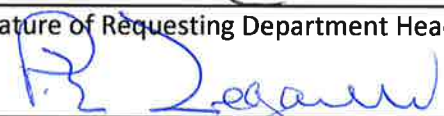

TO THE ORDER OF **VILLAGE OF BRIARCLIFF MANOR**
1111 PLEASANTVILLE RD
 BRIARCLIFF MANOR, NY 10510


 AUTHORIZED SIGNATURE

BUDGET AMENDMENT REQUEST FORM

Increase Expenses	Muni Code	Budget Line
\$ 150,000.00	A3620.460.Club	Inspection Costs - Club
\$ 588,825.00	A1990.499	Contingency
Total: \$738,825.00		
Increase Revenue	Muni Code	Budget Line
\$ 738,825.00	A0106.2555.Club	Building Permit Fees - Club

Reason for Amendment Request: Adjust offsetting The Club permit revenue line as well as inspection/
consultant cost expense line.

	12/2/16
Signature of Requesting Department Head	Date Signed
	2 Dec
Village Manager Approval	Date Signed
	12/2/16
Village Treasurer Approval	Date Signed

If over \$10,000, Board of Trustees Approval Date:



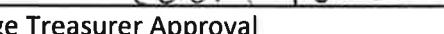
Positioning Component Parks of Club's
Building Permit \$'s

PR

BUDGET AMENDMENT REQUEST FORM

Increase Expenses	Muni Code	Budget Line
\$ 1,000.00	L7410.206	Library Special Matching Expense
Increase Revenue	Muni Code	Budget Line
\$ 1,000.00	L0108.2705	Library Special Gifts

Reason for Amendment Request: Adjust offsetting Library revenue and expenses due to a children's program grant from the Westchester Library System.

	12/2/16
Signature of Requesting Department Head	Date Signed
	2 Dec
Village Manager Approval	Date Signed
	12/2/16
Village Treasurer Approval	Date Signed

If over \$10,000, Board of Trustees Approval Date:

Documentation / Application of grant Fees / Expenses

To: Ed Ritter

From: Shelley Glick



Date: October 17, 2016

Re: Check #4225 STEM Super Sonics Mini-grant from the Westchester Library System.

Please accept the attached check in the amount of \$1,000.00 from the Westchester Library System for a children's program grant which was held in September 2016 at the Library.

Increase Revenue – Special Gifts (L0108.2705) by \$1,000

We have submitted invoices into MUNIS to be paid out of Special Matching expenses (L7410.206)

- \$938.00 to be paid to program conductor Matthew Cantello
- \$36.59 to be reimbursed to Library Petty Cash for purchase of refreshments for program

Thank you,



April 18, 2016

Melinda Greenblatt
Director
Briarcliff Manor Public Library
Library Road
Briarcliff Manor, NY 10510

Dear Melinda,

Congratulations! This letter will confirm the agreement between Briarcliff Manor Public Library and Westchester Library System (WLS) regarding the implementation of WLS's **STEM Mini-Grant** program. The goal of the project is to support your program - Super Sonics: Science of Sound and Listening to Music. The project activities will take place Summer 2016.

WLS will provide to Briarcliff Manor Public Library the sum of **\$1000** to be used to pay expenses as outlined in the submitted proposal. **Project funds will be paid upon submission of invoices which detail the services provided, period and amount requested for reimbursement.** Please note that no reimbursements will be made for sales tax on purchases.

Briarcliff Manor Public Library agrees to:

- Oversee implementation of the project, including paying any collaborator/ partner fees and supplies for the program and to assign a staff member as a point-of-contact with WLS.
- Participate in appropriate evaluation/assessment components measuring outcomes based on stated goals and objectives.
- Provide documentation of program and culminating event through photographs and/or video.
- Credit WLS in all related program materials with the following credit line:
 - *This program is made possible in part with funds from Westchester Library System's Mini-Grant Initiative supported by Entergy and Con Edison.*
- Spend funds in a timely manner in accordance with program requirements.
- Submit accurate and timely reports, as defined by WLS and maintain accurate and detailed program records. Final reports are due within 30 days after the program's conclusion.
- Participate in a final workshop with all funded participants to assess program effectiveness, share best practices and identify sustainability strategies.
- All photo and video documentation of workshops, performances and related events created under the terms of this grant are the property of WLS. WLS agrees to make these materials available without restriction to WLS partner libraries.

If you agree with the terms and conditions mentioned above, please sign this letter and return to WLS via e-mail (in PDF format) labeled with your 3 digit library code: or fax (914-674-4193). In addition, please send a hard copy of the agreement to Francine Feuerman, Chief Financial Officer, Westchester Library System, 540 White Plains Road, Tarrytown, NY 10591, through the U.S. mail.

Sincerely,



Terry Kirchner
Executive Director

Payee Briarcliff Manor Public Library
Vendor ID BRI

Account #:

422
10/6/201

Invoice	Description	Discount	Amount
bmpl10616	STEM mini grant	\$0.00	\$1,000.00
Total :		\$0.00	\$1,000.00

ORIGINAL DOCUMENT PRINTED ON CHEMICAL REACTIVE PAPER WITH MICROPRINTED BORDER

WESTCHESTER LIBRARY SYSTEM
OPERATING ACCOUNT
540 WHITE PLAINS ROAD STE 200
TARRYTOWN, NY 10591-5110

TD Bank
America's Most Convenient Bank
1-1367/260

4225
422

****One Thousand and 00/100 Dollars

PAY

DATE
10/6/2016

AMOUNT
\$1,000.00

TO THE ORDER OF
Briarcliff Manor Public Library
1 Library Road
Briarcliff Manor, NY 10510

Terry L. Kuehn

THIS DOCUMENT CONTAINS HEAT SENSITIVE INK. TOUCH OR PRESS HERE - RED IMAGE DISAPPEARS WITH HEAT.

COPY

VILLAGE OF BRIARCLIFF MANOR
BOARD OF TRUSTEES AGENDA
DECEMBER 7, 2016

3. FIRE DEPARTMENT MEMBERSHIP

BE IT RESOLVED, that the Board of Trustees of the Village of Briarcliff Manor hereby approves the membership of **Gabriella Rocha** to the Briarcliff Manor Fire Company.

Briarcliff Manor Fire Department

1111 Pleasantville Road
Briarcliff Manor, NY 10510

Office of the Chief



DENNIS L. REILLY, CHIEF
ROBERT M. GARCIA, 1st Asst. Chief
PETER J. FULFREE, 2nd Asst. Chief

Emergency 911
Chief's Office (914) 941-0879
Fax (914) 944-2758

E-mail: fdchief@briarcliffmanor.org

DATE: November, 12 2016

TO: Christine Dennett, Village Clerk
Briarcliff Manor Board of Trustee's

FROM: Chief Dennis Reilly – Briarcliff Manor Fire Department

SUBJECT: NEW MEMBER – Request for Village Approval

Honorable Mayor and Trustees;

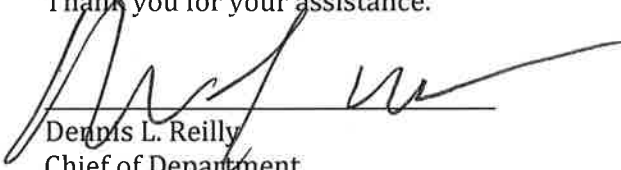
Gabriella Rocha], born [June 22, 1994] and residing at [217 North Highland Ave, Ossining New York 10562] has applied for membership in the Briarcliff Manor Fire Department.

The applicant listed above, has been vetted by the [ScarboroughMembership Committee and determined to meet the criteria set forth by the Briarcliff Manor Fire Department.

FURTHERMORE, the Chief of Department has performed an Arson Background Check on said member who has been found to have NO record of Arson Conviction.

The Chief of Department Requests that the Village of Briarcliff Board of Trustee's approve the application set before you and send such confirmation to **Chief's Office** at your earliest convenience.

Thank you for your assistance.


Dennis L. Reilly
Chief of Department

Dated: November 12, 2016


Secretary – Briarcliff Fire Company


Dated


Village Clerk - Christine Dennett


Dated

VILLAGE OF BRIARCLIFF MANOR
BOARD OF TRUSTEES AGENDA
DECEMBER 7, 2016

**4. VILLAGE JUSTICE COURT ANNUAL AUDITOR'S REPORT FOR FY
2015-2016**

BE IT RESOLVED that the Village Justice Court conducted an Independent Audit for Fiscal Year 2015-2016 in accordance with Section 2019-a of the Uniform Justice Court Act.

BE IT FURTHER RESOLVED that the Board of Trustees does hereby approve and accept into the record the Village Justice Court Independent Audit for Fiscal Year 2015-2016.

State of New York
Unified Court System



Lawrence K. Marks
Chief Administrative Judge

Mayor William Vescio
Village of Briarcliff Manor
1111 Pleasantville Road
Briarcliff Manor, NY 10510

Dear Mayor Vescio:

Section 2019-a of the Uniform Justice Court Act requires that town and village justices annually provide their court records and dockets to their respective town and village auditing boards, and that such records then be examined or audited and that fact be entered into the minutes of the board's proceedings.

In order to improve accountability and controls over Justice Courts, the Unified Court System's (UCS) *Action Plan for the Justice Courts* requires the UCS Internal Audit unit to monitor town and village board compliance with section 2019-a.

Accordingly, I am requesting that you provide a copy of your most recent audit or examination (calendar year ending 2015 or fiscal year ending in 2016) of your local court's records and a copy of your board resolution acknowledging that the required examination or audit was conducted. Please email the report and the resolution to jcasazza@nycourts.gov or forward to Joan Casazza, Internal Control Liaison, NYS Office of Court Administration, 2500 Pond View, Suite LL01, Castleton-on-Hudson, NY 12033.

If you have any questions, please contact Joan Casazza at (518) 238-4303 or at the email listed above. Thank you for your cooperation.

Very truly yours,

A handwritten signature in cursive script that reads 'Lawrence K. Marks'.

/smw

c: George Danyluk, CIA
Joan Casazza, CIA

25 Beaver Street
New York, N.Y. 10004
(212) 428-2100

August 25, 2016

Mania -

1. Need them to update who is mayor (!)
2. Copy to Ed (Tell Auditors)
3. Copy to m/BOT + Ron
4. Copy to you to remind me (!)

P2

Village of Briarcliff Manor, New York

Village Justice Court

Statement of Cash Receipts,
Cash Disbursements and Cash Balances

Year Ended May 31, 2016

Independent Auditors' Report

**The Honorable Mayor and Board of Trustees
of the Village of Briarcliff Manor, New York**

Report on the Financial Statements

We have audited the accompanying statement of cash receipts, cash disbursements and cash balances of the Village Justice Court of the Village of Briarcliff Manor, New York, as of and for the year ended May 31, 2016, and the related note to the financial statement.

Management's Responsibility for the Financial Statement

Management is responsible for the preparation and fair presentation of this financial statement in accordance with the basis of accounting described in Note 1; this includes determining that the cash basis of accounting is an acceptable basis for the preparation of the financial statements in the circumstances. Management is also responsible for the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on this financial statement based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statement is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statement. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statement, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statement in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statement.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statement referred to in the first paragraph presents fairly, in all material respects, the cash receipts, cash disbursements and the cash balances of the Village Justice Court of the Village of Briarcliff Manor, New York as of May 31, 2016 and for the year then ended, in accordance with the basis of accounting as described in Note 1.

Basis of Accounting

We draw attention to Note 1 of the financial statement, which describes the basis of accounting. The financial statement was prepared on the cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to that matter.

Restriction on Use

This report is intended solely for the information and use of the Board of Trustees, the Office of Court Administration and management and is not intended to be and should not be used by anyone other than these specified parties.

PKF O'Connor Davies, LLP

PKF O'Connor Davies, LLP

Harrison, New York

November 4, 2016

Village of Briarcliff Manor, New York

Village Justice Court
Statement of Cash Receipts, Cash Disbursements and
Cash Balances
Year Ended May 31, 2016

	Fines		
	<u>Justice Code</u>	<u>Justice Sullivan</u>	<u>Joint Bail</u>
CASH RECEIPTS			
Bail	\$ -	\$ -	\$ 139,881
Fines, fees and other	<u>197,417</u>	<u>30,599</u>	<u>-</u>
Total Cash Receipts	<u>197,417</u>	<u>30,599</u>	<u>139,881</u>
CASH DISBURSEMENTS			
Remittances to Village	<u>198,369</u>	<u>32,499</u>	<u>-</u>
Bail refunds and bail applied to fines and forfeitures	<u>-</u>	<u>-</u>	<u>19,281</u>
Total Cash Disbursements	<u>198,369</u>	<u>32,499</u>	<u>19,281</u>
Excess (Deficiency) of Cash Receipts Over Cash Disbursements	(952)	(1,900)	120,600
Cash Balances - June 1, 2015	<u>15,535</u>	<u>4,835</u>	<u>4,250</u>
Cash Balances - May 31, 2016	<u>\$ 14,583</u>	<u>\$ 2,935</u>	<u>\$ 124,850</u>
CASH BALANCES REPRESENTED BY			
Amounts due to Village	\$ 14,583	\$ 2,935	\$ -
Undisposed cases	<u>-</u>	<u>-</u>	<u>124,850</u>
Cash Balances - May 31, 2016	<u>\$ 14,583</u>	<u>\$ 2,935</u>	<u>\$ 124,850</u>

The accompanying notes are an integral part of this schedule.

Village of Briarcliff Manor, New York

Village Justice Court
Note to Financial Statement
May 31, 2016

Note 1 - Summary of Significant Accounting Policies

A. Basis of Accounting

This financial statement was prepared on the basis of cash receipts and cash disbursements in conformity with the accounting principles prescribed in the New York State Handbook for Town and Village Justices, which is a comprehensive basis of accounting other than generally accepted accounting principles. Under this basis of accounting, revenues are recognized when cash is received and expenditures are recognized when cash is disbursed.

B. Deposits and Risk Disclosures

Cash and Equivalents – Cash and equivalents consist of funds deposited in demand deposit accounts, time deposit accounts and certificates of deposit with original maturities of less than three months.

The Village Justice Court's deposits and investment policies follow the Village of Briarcliff Manor, New York's policies. The Village's investment policies are governed by state statutes. The Village has adopted its own written investment policy which provides for the deposit of funds in FDIC insured commercial banks or trust companies located within the state. The Village is authorized to use demand deposit accounts, time deposit accounts and certificates of deposit. Permissible investments include obligations of the U.S. Treasury, U.S. Agencies and obligations of New York State or its political divisions, and accordingly, the Village's policy provides for no credit risk on investments.

Collateral is required for demand deposit accounts, time deposit accounts and certificates of deposit at 100% of all deposits not covered by Federal deposit insurance. The Village has entered into custodial agreements with the various banks which hold their deposits. These agreements authorize the obligations that may be pledged as collateral. Such obligations include, among other instruments, obligations of the United States and its agencies and obligations of the State and its municipal and school district subdivisions.

Custodial credit risk is the risk that in the event of a bank failure, the Village's deposits may not be returned to it. GASB Statement No. 40 directs that deposits be disclosed as exposed to custodial credit risk if they are not covered by depository insurance and the deposits are either uncollateralized, collateralized by securities held by the pledging financial institution or collateralized by securities held by the pledging financial institution's trust department but not in the Village's name. The Village's aggregate bank balances that were not covered by depository insurance were not exposed to custodial credit risk at May 31, 2016.

The Village was invested only in the above mentioned obligations and, accordingly, was not exposed to any interest rate or credit risk.

Village Board of Trustees
Regular Meeting
November 16, 2016
8:00 p.m.

The Regular Meeting of the Board of Trustees of the Village of Briarcliff Manor, New York was held in the Village of Briarcliff Manor Village Hall, at 1111 Pleasantville Road, Briarcliff Manor, New York on the 16th of November, 2016 commencing at 8:00 p.m.

Present

Lori A. Sullivan, Mayor
Mark Pohar, Deputy Mayor
Cesare DeRose, Jr. Trustee
Mark L. Wilson, Trustee
Bryan Zirman, Trustee

Also Present

Philip Zegarelli, Village Manager
Clinton Smith, Village Counsel

Absent

Christine Dennett, Village Clerk

Public Hearing to Amend the Special Use Permit for St. Theresa's Church

Upon motion by Trustee Wilson, seconded by Trustee DeRose, the Board voted unanimously to open the public hearing.

The Board entered the Planning Board recommendation into the record.

There were no public comments.

Upon motion by Deputy Mayor Pohar, seconded by Trustee Zirman, the Board voted unanimously to close the public hearing.

Upon motion by Trustee Zirman, seconded by Trustee DeRose, the Board voted unanimously to approve the following resolution as amended:

WHEREAS, by Resolution adopted October 3, 1996, the Board of Trustees of the Village of Briarcliff Manor issued a Special Use Permit for continued operation as a place of worship ("Special Use Permit") to St. Theresa Catholic Church (the "Owner") located at 1394 Pleasantville Road (the "Premises"); and

WHEREAS, the Special Use Permit has been amended from time to time;
and

WHEREAS, the use included the operation by the Archdiocese of New York of a not-for-profit nursery school at the Premises, which school use was discontinued by the Archdiocese of New York in 2013; and

WHEREAS, commencing in or about September 2016, a not-for-profit private nursery school known as Little Hands Little Feet (the "Nursery School") commenced operation of a nursery school at the Premises; and

WHEREAS, by application dated October 21, 2016, the Owner has applied for an amendment of the Special Use Permit to permit the operation of the Nursery School at the Premises; and

WHEREAS, pursuant to Village Code Section 220-6(C), the Board of Trustees referred the application for amendment of the Special Use Permit to the Planning Board for report and recommendation; and

WHEREAS, at its meeting of November 9, 2016, the Planning Board reviewed the application for amendment of the Special Permit Use Permit as referred and issued a recommendation that the Board of Trustees approve the amendment to the Special Use Permit to permit the operation of the Nursery School for reasons stated in said recommendation memo, a copy of which is annexed hereto and incorporated herein; and

WHEREAS, pursuant to Village Code Section 220-6(C), the Board of Trustees held a duly notice public hearing on November 16, 2016, at or about 8:00 pm at which time the public was invited to provide comments on the Special Use Permit; and

WHEREAS, the Board of Trustees has reviewed a Short Environmental Assessment Form submitted by the Applicant and has determined that the Project is an Unlisted action in accordance with the New York State Environmental Quality Review Act ("SEQRA").

NOW THEREFORE, BE IT RESOLVED THAT, in accordance with SEQRA, the Board of Trustees hereby determines that the proposed action will not have a significant impact upon the environment as it will not significantly alter the existing use of the Premises and it will not have an adverse impact upon the character of the area; and

BE IT FURTHER RESOLVED THAT the Special Use Permit is hereby amended to permit the operation of the not-for-profit Nursery School and said Special Use Permit is hereby renewed and extended retroactively to October 3, 2018; and

BE IT FURTHER RESOLVED THAT should the Church desire to renew this Special Use Permit for another five year period, the Church shall be responsible for requesting the renewal at least sixty (60) days prior to the expiration of the Special Use Permit; and

BE IT FURTHER RESOLVED THAT the Special Use Permit incorporates the findings and conditions set forth in the Planning Board's recommendation memo and provisions of the application of the Church, and any substantive change in the operation of the Nursery School, or the use of the Property overall shall place the Special Use Permit and any associated Certificate of Occupancy in jeopardy and subject to revocation by the Village; and

BE IT FURTHER RESOLVED THAT except as otherwise provided herein, all other terms and conditions of the Special Use Permit as amended and renewed from time to time shall remain in full force and effect.

Board of Trustees Announcements by Trustee Zirman

Mayor Sullivan thanked everyone that attended and took part in the Veterans Day Medal of Honor Event.

- The Library has hosted a number of programs that were very well attended. For information on upcoming programs, please review their brochure online.
- The Village was voted one of the top 20 safest communities in the country and number one in the county.
- The Police and Fire Department have had a number of calls. Thank you for all that you do.
- The new firetruck will be delivered in the next couple of weeks.
- Registration is underway for Recreation Programs.
- The Winter Brochure will be available next week.

Village Managers Report

- The shredder event was a huge success.
- The pavilion work has begun.
- The work at 9A and North State Road is waiting on Westchester County.
- The project at the Birritella's corner will begin soon.
- Con Edison has completed their gas main work and paving needs to be done.
- Anyone that wants to file a building permit to meet the deadline for the accessory building local law needs to do so by December 31, 2016.
- Neighborhood Park work is nearly completed.
- The Holbrook Sewer Project is moving along well.
- Fall sports are coming to a close and the fields will be winterized.
- The first lap of leaf pickup is almost done.
- Taxes are due by January 3, 2017.

Public Comments

There were no public comments

Election Resolution for Annual Village Election 2017

Upon motion by Trustee DeRose, seconded by Deputy Mayor Pohar, the Board voted unanimously to approve the following resolution:

BE IT RESOLVED that the annual Village Election will be held in the Village of Briarcliff Manor on Tuesday, March 21, 2017 between the hours of 6:00am and 9:00pm during which the polls will be open.

BE IT FURTHER RESOLVED that the following Village Offices are to be elected at the annual Village Election of March 21, 2017 for the terms as set forth herein:

<u>Office</u>	<u>Term</u>
Mayor	2 Years
Trustee (2)	2 Years
Village Justice	4 Years

Authorize Village Manager to Execute an Amendment to an Agreement with New York State Department of Transportation to Adjust the Snow and Ice Agreement for 2015-2016

Upon motion by Trustee Wilson, seconded by Trustee Zirman, the Board voted unanimously to approve the following resolution:

BE IT RESOLVED that the Village Manager is hereby authorized and directed to execute an agreement with the New York State Department of Transportation to amend the Indexed Lump Sum Municipal Snow and Ice Agreement for the period from July 1, 2015 through June 30, 2016.

Minutes

Upon motion by Trustee DeRose, seconded by Trustee Wilson, the Board voted unanimously to approve the minutes of the October 19, 2016 Regular Meeting and the October 26, 2016 Special Meeting.

Adjournment

The Board stated they would reconvene their work session briefly.

The work session scheduled for Wednesday, November 23, 2016 has been canceled. The next regular meeting and work session will be held on December 7, 2016 beginning at 7:00pm.

The Board wished everyone a happy and healthy Thanksgiving.

Upon motion by Trustee Wilson, seconded by Deputy Mayor Pohar, the Board voted unanimously to adjourn the meeting at 8:30pm.

Respectfully Submitted By,
Christine Dennett
Village Clerk