



**AGENDA**  
**WEDNESDAY DECEMBER 5, 2018**  
**BOARD OF TRUSTEES**  
**VILLAGE OF BRIARCLIFF MANOR, NEW YORK**  
**REGULAR MEETING – 7:30 PM**

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**Pledge of Allegiance**

**Board of Trustees Announcements**

**Village Managers Report**

**Public Comments**

P2

1. Award of Bid – Fire Department UTV
2. Village Justice Court Annual Report for FY 2017-2018
3. Library Board Reappointment
4. Petition of Lincoln Properties – Zoning Text Amendment - 600 Albany Post Road
5. Minutes

**NEXT REGULAR BOARD OF TRUSTEES MEETING – WEDNESDAY,  
DECEMBER 19, 2018 AT 7:30PM**

VILLAGE OF BRIARCLIFF MANOR  
BOARD OF TRUSTEES AGENDA  
DECEMBER 5, 2018

**1. AWARD OF BID – FIRE DEPARTMENT UTV**

WHEREAS the Village received 1 bid for the Fire Department UTV (VM-1819-13); and

NOW, THEREFORE, BE IT RESOLVED that the bid for the Fire Department UTV (VM-1819-13); is hereby awarded to Herman's Performance with their bid proposal of \$26,208.98 which will be charged to budget code H.3410.201.18217.

BE IT FURTHER RESOLVED that the Village Manager is hereby authorized and directed to execute a contract with Herman's Performance for said equipment.

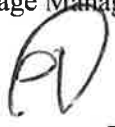


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**MEMORANDUM**

November 21, 2018

To: Philip E. Zegarelli – Village Manager

From: David J. Turiano, P.E. 

Re: **VM 1819-13 – Fire Department UTV**

Bid Opening: November 7, 2018, 11:00 a.m., Municipal Building

Staff Present: David Turiano and Allie Cirrincione

Bids Received: 1

Bid Range: \$26,208.98

Type of Contract: Vehicle Purchase

Reference Checks: Three, see attached

Recommendation to Award to low bidder: Yes, David J. Turiano, P.E., Village Engineer

Description of Project: New Utility Task Vehicle (UTV) for Fire Department use

**Summary of Bids**

Vendor	Bid
Herman's Performance	\$26,208.98

**Use of Funds/ Source of Funds**

Use of Funds		Source of Funds		
Item	Amount	Budget Code	Project	Amount
Vehicle Purchase	\$26,208.98	H3410.201.18217	Quad for Rescue	\$35,000.00
<b>Total</b>	<b>\$26,208.98</b>			<b>\$35,000.00</b>

Please feel free to contact me with any questions on above.

**REFERENCE CHECK**

**Project Title:** VM1819-13 Fire Department UTV

**Contractor's Name:** Herman's Performance

**Date:** November 20, 2018

**Reference Name:** Robert Schlegle "Bobby"

**Reference Company:** Lake Carmel Fire Department

**Phone Number:** (845) 200-9127

1. Were you satisfied with the level of service that you received during the contractual phase?  
Was the company accommodating to your needs? (Color of car, size, extra features....)

Bobby said that they performed nicely and are "awesome" to work with.

2. Was the purchase received within an agreed upon time frame?

Yes.

3. Were you satisfied with your overall purchase?

Yes, very satisfied.

4. Were there any call backs or warranty issues with your purchase? If yes, what were they?

There were a few minor quirks. When the company was made aware of the issues, they determined that the issues were under warranty and were able to service without charge. All quirks were fixed and have not caused any further issues.

5. Would you recommend the Contractor for future projects? Yes X No

6. Additional comments:

Herman's is a reputable company. They go above and beyond. They have been associated with them for years.

**REFERENCE CHECK**

**Project Title:** VM1819-13 Fire Department UTV

**Contractor's Name:** Herman's Performance

**Date:** November 20, 2018

**Reference Name:** Chris Green

**Reference Company:** Pawling Fire Department

**Phone Number:** (914) 879-6751

1. Were you satisfied with the level of service that you received during the contractual phase?  
Was the company accommodating to your needs? (Color of car, size, extra features....)

Chris said that they were very satisfied with their level of service and found them accommodating.

2. Was the purchase received within an agreed upon time frame?

Yes it was.

3. Were you satisfied with your overall purchase?

Yes, very satisfied.

4. Were there any call backs or warranty issues with your purchase? If yes, what were they?

None at all.

5. Would you recommend the Contractor for future projects? Yes X No \_\_\_\_\_

6. Additional comments:

They have had a relationship with them for years and enjoy working with them.

**REFERENCE CHECK**

**Project Title:** VM1819-13 Fire Department UTV

**Contractor's Name:** Herman's Performance

**Date:** November 20, 2018

**Reference Name:** Joey Nickischer

**Reference Company:** Putnam County Bureau of Emergency Services

**Phone Number:** (917) 854-2012

1. Were you satisfied with the level of service that you received during the contractual phase?  
Was the company accommodating to your needs? (Color of car, size, extra features....)

Joe was very satisfied with the level of service through all phases. Herman's Performance is very easy to work with and they are very accommodating.

2. Was the purchase received within an agreed upon time frame?

Yes, it was.

3. Were you satisfied with your overall purchase?

Yes, he was highly satisfied with his overall purchase.

4. Were there any call backs or warranty issues with your purchase? If yes, what were they?

No issues whatsoever.

5. Would you recommend the Contractor for future projects? Yes X No

6. Additional comments:

They have used Herman's Performance many times and continue to do so. Herman's is very accommodating of the schedules of those that they service. They are highly recommended.

VILLAGE OF BRIARCLIFF MANOR  
BOARD OF TRUSTEES AGENDA  
DECEMBER 5, 2018

**2. VILLAGE JUSTICE COURT ANNUAL AUDITOR'S REPORT FOR FY  
2017-2018**

BE IT RESOLVED that the Village Justice Court conducted an Independent Audit for Fiscal Year 2017-2018 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 2017-2018.

*State of New York  
Unified Court System*



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

May 21, 2018

*Lawrence K. Marks  
Chief Administrative Judge*

Mayor Lori Sullivan  
Village of Briarcliff Manor  
1111 Pleasantville Road  
Briarcliff Manor, NY 10510

Dear Mayor Sullivan:

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.

The Unified Court System's *Action Plan for the Justice Courts* includes initiatives to improve accountability and controls over Justice Court finances and records. Among the initiatives is monitoring of 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 (fiscal year ending in 2018) 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](mailto: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, appearing to read "Lawrence K. Marks".

/smw

c: George Danyluk, CIA  
Joan Casazza, CIA



VILLAGE OF BRIARCLIFF MANOR  
BOARD OF TRUSTEES AGENDA  
DECEMBER 5, 2018

**3. LIBRARY BOARD REAPPOINTMENT**

BE IT RESOLVED, that the Board of Trustees of the Village of Briarcliff Manor hereby makes the following reappointment:

Reina Schiffrin as a member of the Library Board for a term to expire on December 31, 2023.

## Christine Dennett

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**From:** Philip Zegarelli  
**Sent:** Thursday, November 15, 2018 2:22 PM  
**To:** BoardofTrustees  
**Cc:** Christine Dennett  
**Subject:** FW: Reappointment to Briarcliff Manor Public Library Board  
**Attachments:** resume 9-10-18 W.docx

Library board seats are renewable in December ... of each year according to the existing terms

Philip E Zegarelli  
Village Manager  
Village of Briarcliff Manor  
1111 Pleasantville Road  
Briarcliff Manor, NY 10510  
(914) 944-2782  
(914) 941-4837  
[PZegarelli@briarcliffmanor.org](mailto:PZegarelli@briarcliffmanor.org)

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**From:** Reina Schiffrin [<mailto:rss41154@yahoo.com>]  
**Sent:** Thursday, November 15, 2018 1:58 PM  
**To:** Philip Zegarelli <[pzegarelli@briarcliffmanor.org](mailto:pzegarelli@briarcliffmanor.org)>  
**Cc:** Steven Mastrocola <[steven.mastrocola@gmail.com](mailto:steven.mastrocola@gmail.com)>; Donna Pesce <[dpesce@wlsmail.org](mailto:dpesce@wlsmail.org)>  
**Subject:** Reappointment to Briarcliff Manor Public Library Board

Dear Phil,  
I am writing to request that I be reappointed to the Library Board, effective January 1, 2019 for a 5 year terms. My current term concludes on December 31, 2018.

Please let me know if you require any other information. I am attaching a copy of my resume.

Best regards,

Reina

Reina Schiffrin  
198 South State Rd.  
Briarcliff Manor, NY 10510  
[rss41154@yahoo.com](mailto:rss41154@yahoo.com)

CC: Steven Mastrocola, Board Chair  
Donna Pence, Library Director

*Reina*

Reina Schiffrin

[rss41154@yahoo.com](mailto:rss41154@yahoo.com)

**RESOLUTION  
VILLAGE OF BRIARCLIFF MANOR BOARD OF TRUSTEES  
December 5, 2018**

**Action with Regard to the Petition of Lincoln Properties for a Zoning Text Amendment**

WHEREAS, by letter dated September 14, 2018, Zarin & Steinmetz submitted to the Village on behalf of its client T5@New York, LLC a/k/a Lincoln Properties (“Petitioner”), a Petition for Zoning (Text) Amendment; and

WHEREAS, by such Petition, the Petitioner seeks to have self-storage facility added as a use permitted under the Village’s Zoning Code for the B/BT District (the “B Zone”) subject to Special Permit to be issued by the Village Board of Trustees; and

WHEREAS, the Petitioner further proposes that such use be applied to that certain B Zone property located at 600 Albany Post Road, and has narrowly crafted the proposed Zoning Text Amendment such that said Property will be the only B Zone property to which such use would apply; and

WHEREAS, the said Petition includes (i) proposed language for the subject Zoning Text Amendment, (ii) a Full Environmental Assessment Form Part 1 as amended, (iii) a Traffic Comparison Analysis prepared by Petitioner’s engineer JMC, (iv) a set of renderings including a conceptual site plan relative to the proposed use of the said Property and (v) a copy of the Village of Briarcliff Manor Draft Comprehensive Plan Addendum adopted October 4, 2017; and

WHEREAS, an informal presentation of the Petition was made at a publicly noticed and televised work session of the Board of Trustees on October 3, 2018, whereupon Village Counsel and the Village’s Planning Consultant prepared memoranda reviewing the submission for completeness; and

WHEREAS, a formal presentation of the Petition was made at a regular publicly noticed and televised meeting of the Village Board on November 7, 2018, at which time members of the public were afforded an opportunity to comment on and ask questions about the Petition.

WHEREAS, it is appropriate for the Village Board to determine how to proceed with the Petition under one of the following available scenarios: (1) refer the Petition to the Village Planning Board for review and advisory recommendation, or (2) reject the Petition, or (3) accept the Petition and commence environmental review under the New York State Environmental Quality Review Act.

NOW, THEREFORE, BE IT RESOLVED, that the Village Board hereby refers the Petition to the Planning Board for an advisory opinion with recommendations as to the consistency of the Petition with the recommendations of the B Zone Advisory Committee Report and the Village’s Comprehensive Plan as amended, whether the use proposed under the Petition is reasonably suitable for the subject Property or any other B Zone properties, and the areas and

**\*\*\*DRAFT REVISED 12/1/18\*\*\***

scope of issues which the Board of Trustees should include in its consideration of the Petition;  
and

BE IT FURTHER RESOLVED, that this Resolution shall take effect immediately.