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AGENDA
WEDNESDAY JANUARY 30, 2019
BOARD OF TRUSTEES
VILLAGE OF BRIARCLIFF MANOR, NEW YORK
REGULAR MEETING – 7:30 PM

Pledge of Allegiance

Board of Trustees Announcements

Village Managers Report

Public Comments

1. Award of Bids
 - a) Electrical Maintenance Services
 - b) Plumbing Maintenance Services
2. Authorize Village Manager to Execute a Professional Services Agreements
 - a) Hudson Engineering & Consulting (Tuttle Road Drainage Study)
 - b) RGR Landscape Architecture & Architecture (Youth Center Design Study)
3. Acceptance of a Donation from the Friends of the Library
4. Fire Department Memberships
5. Election Resolution for Annual Village Election 2019
6. Minutes

**NEXT REGULAR BOARD OF TRUSTEES MEETING – WEDNESDAY,
FEBRUARY 6, 2019 AT 7:30PM**

VILLAGE OF BRIARCLIFF MANOR
BOARD OF TRUSTEES AGENDA
JANUARY 30, 2019

1A. AWARD OF BID – ELECTRICAL MAINTENANCE SERVICES

WHEREAS the Village received 2 bids for Electrical Maintenance Services (VM-1819-7); and

NOW, THEREFORE, BE IT RESOLVED that the bid for Electrical Maintenance Services (VM-1819-7); is hereby awarded to PRM Electric Inc. with their Item Quantity Service proposal as follows:

One Licensed Electrician:

Business Hours:	\$120 per hour
After Hours:	\$180 per hour

One Licensed Electrician Plus Helper:

Business Hours:	\$180 per hour
After Hours:	\$270 per hour

Parts/Specialty Equipment Mark-up:	10%
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Bucket Truck:	\$45 per hour
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BE IT FURTHER RESOLVED that the Village Manager is hereby authorized and directed to execute a contract with PRM Electric Inc. for said project.



MEMORANDUM

December 13, 2018

To: Philip E. Zegarelli – Village Manager

From: David J. Turiano, P.E. 

Re: VM 1819-7 – Electrical Maintenance Services

Bid Opening: November 28, 2018, 11:00 a.m., Municipal Building

Staff Present: David Turiano and Allie Cirrincione

Bids Received: 2

Bid Range: Refer to below chart

Type of Contract: Item Quantity Service work one year contract, renewable for 4 consecutive years

Reference Checks: None performed. Extensive work with vendor, including on-call services.

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

Description of Project: Electrical Maintenance Services

Summary of Bids

NAME OF CONTRACTOR	TOTAL BID
PRM Electric Inc 29 Penfield Avenue Croton on Hudson, NY, 10520	One Licensed Electrician Hourly Rate Business Hours \$120.00 After Hours \$180.00 One Licensed Electrician Plus Helper Business Hours \$180.00 After Hours \$270.00 Parts/Specialty Equipment Mark-up 10% Bucket Truck \$45.00/hour
Verde Electric Maintenance Corp. 89 Edison Avenue Mt. Vernon, NY, 10550	One Licensed Electrician Hourly Rate Business Hours \$185.00 After Hours \$300.00 One Licensed Electrician Plus Helper Business Hours \$370.00 After Hours \$600.00 Parts/Specialty Equipment Mark-up 20% Bucket Truck \$205.00/hour

Use of Funds/ Source of Funds

Use of Funds		Source of Funds		
Item	Amount	Budget Code	Project	Amount
Electrical Maintenance Services	As Required	Departmental Budgets, Building Maintenance Codes	Electrical Maintenance Services	As required

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

VILLAGE OF BRIARCLIFF MANOR
BOARD OF TRUSTEES AGENDA
JANUARY 30, 2019

1B. AWARD OF BID – PLUMBING MAINTENANCE SERVICES

WHEREAS the Village received 2 bids for Plumbing Maintenance Services (VM-1819-6); and

NOW, THEREFORE, BE IT RESOLVED that the bid for Plumbing Maintenance Services (VM-1819-6); is hereby awarded to Joe Lombardo Plumbing and Heating of Rockland Inc. with their Item Quantity Service proposal as follows:

One Licensed Plumber:

Business Hours: \$120 per hour

After Hours: \$180 per hour

One Licensed Plumber Plus Helper:

Business Hours: \$180 per hour

After Hours: \$270 per hour

Parts/Specialty Equipment Mark-up: 10%

BE IT FURTHER RESOLVED that the Village Manager is hereby authorized and directed to execute a contract with Joe Lombardo Plumbing and Heating of Rockland Inc. for said project.

VILLAGE OF
BRIARCLIFF MANOR
www.briarcliffmanor.org




1111 PLEASANTVILLE ROAD
BRIARCLIFF MANOR, N.Y. 10510
TELEPHONE: (914) 944-2770
FAX: (914) 941-4837

MEMORANDUM

December 18, 2018

To: Philip E. Zegarelli – Village Manager

From: David J. Turiano, P.E. 

Re: **VM 1819-6 – Plumbing Maintenance Services**

Bid Opening: November 28, 2018, 11:00 a.m., Municipal Building

Staff Present: David Turiano and Allie Cirrincione

Bids Received: 2

Bid Range: Refer to below chart

Type of Contract: Item Quantity service work one year contract, renewable for 4 consecutive years

Reference Checks: Yes, see attached

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

Description of Project: Plumbing Maintenance Services

Summary of Bids

NAME OF CONTRACTOR	TOTAL BID
Joe Lombardo Plumbing and Heating of Rockland Inc.	One Licensed Plumber Hourly Rate Business Hours \$120.00 After Hours \$180.00 One Licensed Plumber Plus Helper Business Hours \$180.00 After Hours \$270.00 Parts/Specialty Equipment Mark-up 10%
VFR Contracting P.O.	One Licensed Plumber Hourly Rate Business Hours \$124.00 After Hours \$185.00 One Licensed Plumber Plus Helper Business Hours \$191.00 After Hours \$286.00 Parts/Specialty Equipment Mark-up 9%

Use of Funds/ Source of Funds

Use of Funds		Source of Funds		
Item	Amount	Budget Code	Project	Amount
Plumbing Maintenance Services	As Required	Departmental Budgets, Building Maintenance Codes	Plumbing Maintenance Services	As required

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

REFERENCE CHECK

Project Title: VM1819-6 Plumbing Maintenance Services

Contractor's Name: Joseph Lombardo Plumbing and Heating of Rockland Inc.

Date: December 13, 2018

Reference Name: Barbara Conklin

Reference Company: County of Orange

Phone Number: (845) 291-4580

1. Describe the nature of your facility and its plumbing systems that are/were serviced by Joe Lombardo?
Joseph Lombardo Plumbing and Heating is employed with the County of Orange and service all of their municipal buildings when necessary. They service approximately 30 to 40 buildings.
2. Describe the nature of the services performed by Joe Lombardo? Do they perform regular scheduled maintenance services on your plumbing equipment? On-call services?
They perform general plumbing services, such as piping. The contract is for on-call services only.
3. Were you satisfied with their overall work? Were they easy to work with?
Yes, they are satisfied with the work. They are easy to work with most of the time, except for a few instances where they could not arrive as quickly as the County would have liked.
4. For scheduled work and on-call work, did the Plumber arrive as promised?
For on-call work, they arrive as promised majority of the time.
5. For on-call services, was the Plumber able to troubleshoot the concern and provide a fair assessment and cost estimate as to the remedy?
Yes, they are good at providing solutions for concerns and provide accurate estimates for them.
6. Did the Contractor maintain accurate invoicing and records and provide evidence of compliance with NYSDOL Wage requirements? Yes No
7. Would you use the Contractor again? Yes No Are they currently employed? Yes No
8. Additional comments:
Joseph Lombardo Plumbing has been employed with the County for years. Contracts last 2 years, plus a 1 year extension. They are a pleasure to work with.

REFERENCE CHECK

Project Title: VM1819-6 Plumbing Maintenance Services

Contractor's Name: Joseph Lombardo Plumbing and Heating of Rockland Inc.

Date: December 18, 2018

Reference Name: Pete Calandra

Reference Company: County of Rockland

Phone Number: (845) 638-5147

1. Describe the nature of your facility and its plumbing systems that are/were serviced by Joe Lombardo?
Joseph Lombardo services all municipal buildings in the County of Rockland, such as the highway department, court and jail.
2. Describe the nature of the services performed by Joe Lombardo? Do they perform regular scheduled maintenance services on your plumbing equipment? On-call services?
They perform plumbing and mechanical work on a regular scheduled basis.
3. Were you satisfied with their overall work? Were they easy to work with?
Yes, overall, they perform good work and are easy to work with.
4. For scheduled work and on-call work, did the Plumber arrive as promised?
Yes they do.
5. For on-call services, was the Plumber able to troubleshoot the concern and provide a fair assessment and cost estimate as to the remedy?
The County has not needed them for on-call services, as of yet.
6. Did the Contractor maintain accurate invoicing and records and provide evidence of compliance with NYSDOL Wage requirements? Yes No
7. Would you use the Contractor again? Yes No Are they currently employed? Yes No
8. Additional comments:
The County has experienced no problems with Joseph Lombardo Plumbing and are very happy with their services.

REFERENCE CHECK

Project Title: VM1819-6 Plumbing Maintenance Services
Contractor's Name: Joseph Lombardo Plumbing and Heating of Rockland Inc.
Date: December 18, 2018
Reference Name: Lona Davis
Reference Company: County of Westchester
Phone Number: (914) 813-5409

1. Describe the nature of your facility and its plumbing systems that are/were serviced by Joe Lombardo?
Joseph Lombardo Plumbing was employed to perform AIR CONDITIONING services, NOT plumbing. They service several treatment plants for the County.
2. Describe the nature of the services performed by Joe Lombardo? Do they perform regular scheduled maintenance services on your plumbing equipment? On-call services?
They perform general on-call air conditioning services.
3. Were you satisfied with their overall work? Were they easy to work with?
The County is somewhat satisfied with their overall work and they are not always easy to work with.
4. For scheduled work and on-call work, did the Plumber arrive as promised?
They mostly arrive as promised.
5. For on-call services, was the Plumber able to troubleshoot the concern and provide a fair assessment and cost estimate as to the remedy?
They are able to troubleshoot accurately about 60-70% of the time.
6. Did the Contractor maintain accurate invoicing and records and provide evidence of compliance with NYSDOL Wage requirements? Yes X No ___
7. Would you use the Contractor again? Yes X No ___ Are they currently employed? Yes X No ___
8. Additional comments:
Joseph Lombardo has been employed with the County for 3 years and they won the award for their Air Conditioning Contract because they were the lowest bidder. They are not "number one" in terms of providing air conditioning services.

REFERENCE CHECK

Project Title: VM1819-6 Plumbing Maintenance Services

Contractor's Name: Joseph Lombardo Plumbing and Heating of Rockland Inc.

Date: December 14, 2018

Reference Name: John Palma

Reference Company: Suffern Central School District

Phone Number: (845) 357-7783, prompt #2

1. Describe the nature of your facility and its plumbing systems that are/were serviced by Joe Lombardo?
The School district has 8 buildings that are serviced by Joseph Lombardo Plumbing. The buildings include elementary, middle and high schools.
2. Describe the nature of the services performed by Joe Lombardo? Do they perform regular scheduled maintenance services on your plumbing equipment? On-call services?
Services performed include mechanical, plumbing, repair of leaks, copper lines, steam lines, air conditioning issues and kitchen repairs. Joe Lombardo mainly works on-call, except for some regular maintenance for kitchens equipment.
3. Were you satisfied with their overall work? Were they easy to work with?
Yes DEFINITELY and they were very easy to work with.
4. For scheduled work and on-call work, did the Plumber arrive as promised?
Yes, they are very good at sticking to their scheduled appointments and are very dependable.
5. For on-call services, was the Plumber able to troubleshoot the concern and provide a fair assessment and cost estimate as to the remedy?
Yes, for the most part.
6. Did the Contractor maintain accurate invoicing and records and provide evidence of compliance with NYSDOL Wage requirements? Yes X No
7. Would you use the Contractor again? Yes X No Are they currently employed? Yes X No
8. Additional comments:
They have been working together for a few years and find them very accommodating.

REFERENCE CHECK

Project Title: VM1819-6 Plumbing Maintenance Services

Contractor's Name: Joseph Lombardo Plumbing and Heating of Rockland Inc.

Date: December 13, 2018

Reference Name: Michelle Antosca

Reference Company: Town of Ramapo

Phone Number: (845) 357-6100

1. Describe the nature of your facility and its plumbing systems that are/were serviced by Joe Lombardo?
Ms. Antosca is the head of the Parks and Recreation Department for the Town of Ramapo. Joseph Lombardo Plumbing services her parks and recreation facilities, as well as other Town municipal facilities. Ms. Antosca's facilities include, park grounds, pool, fields, community center and their office, which totals approximately 12 facilities, not including the Town's other municipal offices.
2. Describe the nature of the services performed by Joe Lombardo? Do they perform regular scheduled maintenance services on your plumbing equipment? On-call services?
They perform pipe services, both above, underground and for pools, boiler work, backflow prevention, replacing and installing toilets and general repairs. They are on-call only.
3. Were you satisfied with their overall work? Were they easy to work with?
Yes, very satisfied, which is why they have been working together for decades. They are very easy to work with and make their clients a priority.
4. For scheduled work and on-call work, did the Plumber arrive as promised?
Yes, they arrive as promised.
5. For on-call services, was the Plumber able to troubleshoot the concern and provide a fair assessment and cost estimate as to the remedy?
They are good at predicting issues and fixing them accordingly. Yes, they provide good estimates.
6. Did the Contractor maintain accurate invoicing and records and provide evidence of compliance with NYSDOL Wage requirements? Yes X No ___
7. Would you use the Contractor again? Yes X No ___ Are they currently employed? Yes X No ___
8. Additional comments:
Joseph Lombardo Plumbing is a family friendly business. They are professional, easy to work with and they are willing to work with you.

VILLAGE OF BRIARCLIFF MANOR
BOARD OF TRUSTEES AGENDA
JANUARY 30, 2019

2A. AUTHORIZE VILLAGE MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH HUDSON ENGINEERING & CONSULTING, P.C.


BE IT RESOLVED that the Village Manager is hereby authorized and directed to execute on behalf of the Village a Professional Services Agreement with Hudson Engineering & Consulting, P.C. for Engineering services relative to the rehabilitation of Tuttle Road as per their proposal of \$35,000 to be charged to budget code H5150.201.18220.



MEMORANDUM

January 3, 2019

To: Philip E. Zegarelli – Village Manager

From: David J. Turiano, P.E. 

Re: **Drainage Study (Tuttle Road),
Professional Engineering Services**

Type of Contract: Professional Services

Proposal Date: December 31, 2018

Reference Checks: None performed – extensive experience with Engineer, Hudson Engineering & Consulting. Firm has performed drainage study for adjacent drainage area in 2016.

Recommendation: Yes, David J. Turiano, P.E., Village Engineer

Description of Project: Engineering services relative to the rehabilitation of Tuttle Road.

Use of Funds		Source of Funds	
Item	Amount	Budget Code	Amount
Engineering Design	\$34,000.00	H5150.201.18220	\$34,000.00
Support Engineering, Meetings	\$1,000.00	H5150.201.18220	\$1,000.00
Total	\$35,000.00		\$35,000.00

Included in the 2018–2019 Capital Project Plan is a project that includes a drainage and rehabilitation study of Tuttle Road. It has been presented to the Village that the roadbed together with the sidewalk, drainage, and other site appurtenances are in poor condition and need comprehensive upgrades.

Note that Hudson Engineering and Consulting, HEC, performed a comprehensive drainage analysis in August 2016. This drainage analysis included a detailed study of the area east of Trump National Golf Course including portions of Tuttle, Birch, Elm and Pine Roads that discharge to the Law Park Pond. The northern portion of Tuttle Road is in the head waters of this drainage basin. The southern portion of Tuttle Road drains south and west towards South State Road.

The current proposal from HEC is to study the problem areas and make recommendations including a preliminary design phase and final design phase for comprehensive repair.

Attached, find a copy of the proposal.

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



HUDSON
ENGINEERING
&
CONSULTING, P.C.

December 31, 2018

Mr. David J. Turiano, P.E., Village Engineer
Village of Briarcliff Manor
111 Pleasantville Road
Briarcliff Manor, NY 10510

Re: Tuttle Road Roadway Improvements
Village of Briarcliff Manor

Dear Mr. Turiano:

In accordance with our discussions, we hereby submit this proposal for providing professional engineering services for the above referenced project.

Foreword

As a result of several discussions and an onsite meeting with David Turiano, P.E., Village Engineer and Building Inspector, Edward Torhan, Superintendent of Public Works (via conference call) and Hudson Engineering & Consulting, P.C. staff.

At the meeting it was discussed that the Village is desirous of rebuilding Tuttle Road from Elm Road to Long Hill Road East. The road is in a serious state of disrepair and requires the installation of drainage to ensure the integrity of the rebuilt roadbed once completed. Since downstream improvements as outlined in the Elm Road study are not in place, directing "piped" runoff into the existing downstream drainage system may exacerbate the known downstream system's inadequacies.

To mitigate such impact, it was discussed to incorporate a subsurface attenuation system into the new drainage system within Tuttle Road.

In consideration of the above, our scope of services for this project shall include the following:

I. Preliminary Design Phase:

Upon your notice to proceed, we shall perform a site visit to obtain measurements and information on the existing site where the improvements are proposed.



HUDSON
ENGINEERING
&
CONSULTING, P.C.

Mr. David J. Turiano, P.E., Village Engineer
Village of Briarcliff Manor
December 31, 2018
Page 2 of 3

Prepare a preliminary analysis of existing and proposed conditions for the comparison of stormwater flow rates and volumes tributary to the existing drainage structure located at the intersection of Elm Road and South State Road. The proposed conditions will only include the proposed Tuttle Road improvements. Update the report prepared by our office (Drainage Remediation – Elm Road - dated August 2016) to incorporate the proposed Tuttle Road drainage improvements. The analysis will also take into consideration the 36-acre property at 235 Elm Road (former Pace University Campus) for potential future stormwater mitigation measures.

Prepare plans and profiles for the proposed storm drain improvements.

Prepare a final analysis/comparison of the existing and proposed conditions for the comparison of stormwater flow rates and volumes tributary to the existing drainage structure located in the right-of-way at the intersection of Elm Road and South State Road. The proposed conditions will only include the proposed Tuttle Road improvements based upon the actual topographic/feature survey.

The topographic mapping shall be prepared in accordance with "Code of Practice of Land Surveys" adopted by the New York State Association of Professional Land Surveyors (NYSAPLS).

II. Final Design

Prepare plans and profiles for the proposed roadway improvements, including new concrete curbing, sidewalks, full depth pavement replacement, drainage improvements and other roadside appurtenances.

Prepare drawing of necessary construction details, including but limited to, trench excavation and backfill, pipe trench detail, manholes, catch basins, headwalls, pavement sections, curbing, sidewalks and sediment & erosion control.

The design plans shall be based upon the topographic/feature survey as outlined above in **Section I**.

Note, this phase does not include the preparation of construction documents. A separate proposal will be provided.



HUDSON
ENGINEERING
 &
CONSULTING, P.C.

Mr. David J. Turiano, P.E., Village Engineer
 Village of Briarcliff Manor
 December 31, 2018
 Page 3 of 3

III. Support Engineering

A. Meetings - We will attend all meetings, as requested with you, Village staff, the Village Board of Trustees or community groups as requested and authorized by the Village to present our work product and address any questions.

All application, review and permit fees are the responsibility of the Owner.

FEE AND METHOD OF PAYMENT


Our fee for the work items set forth above is as follows:

I.	Preliminary Design Phase	\$24,500.00
II.	Final Design Phase	\$9,500.00
	Total.....	\$34,000.00

III.	Support Engineering	
	A. Meetings (Estimated - \$1,000)	\$*
	* To be paid on an hourly basis, according to the attached rate sheet and Personnel assigned.	

Reproduction and printing expenses are billed directly. Requisitions will be made monthly based on the percentage of work completed. All payments shall be within 30 days of the billing date.

If this proposal is acceptable to you, please indicate in the space designated below and on the last page of the General Provisions and return one copy to us. We look forward to work with you on this project. Please call with any questions.

Very truly yours,

 Michael F. Stein, P.E.
 President

Accepted by: _____ Date: _____

GENERAL PROVISIONS

Attached to and made a part of LETTER PROPOSAL, dated **December 31, 2018**, between and **David J. Turiano, P.E. - Village of Briarcliff Manor (Owner)** and **HUDSON ENGINEERING and CONSULTING, P.C., (ENGINEER)** in respect to the project described therein

SECTION 1 - BASIC SERVICES OF ENGINEER

1.1. GENERAL

- 1.1.1. ENGINEER shall provide professional services as hereinafter stated which include all customary civil engineering services.
- 1.1.2. The scope of work shall be as described in LETTER PROPOSAL dated **December 31, 2018**.

ADDITIONAL SERVICES OF ENGINEER

- 1.2. Normal and customary engineering services do not include services in respect to the following categories of work. These are usually referred to as Additional Services. If OWNER wishes ENGINEER to perform any Additional Services, OWNER shall so instruct ENGINEER in writing and ENGINEER will be paid as provided herein. Additional services include:
 - 1.2.1. Services resulting from significant changes in the project or major changes in documentation previously accepted by OWNER where changes are due to causes beyond ENGINEER'S control.
 - 1.2.2. Provide renderings or models.
 - 1.2.3. Assist OWNER in obtaining and evaluating bids or proposals.
 - 1.2.4. Services in connection to staking out the proposed work.
 - 1.2.5. Services in connection with identifying or flagging wetlands.
 - 1.2.6. Services in connection with locating, determining sizes and elevations of underground utilities or pipes.
 - 1.2.7. Services in connection with design of subsurface support pilings, or special foundation for utility lines; retaining walls; bridges; lighting and electrical supply and/or distribution system.
 - 1.2.8. Services in connection with change orders to reflect changes requested by OWNER or governmental agencies; evaluating substitutions proposed by Contractor(s) after award and services resulting from material, equipment or energy shortages.

- 1.2.9. Preparation of environmental review forms, including draft or final Environmental Impact Statement.
- 1.2.10. Services in connection with air pollution monitoring, stream studies or sampling, soil testing, toxic waste surveys, traffic studies, off-site utilities analysis, roadway reconstruction or surveys.
- 1.2.11. Preparing to serve or serving as a witness in any legal or administrative proceeding.
- 1.2.12. Providing services normally furnished by ARCHITECT OR OWNER.
- 1.2.13. Ascertaining property boundaries, easements and rights-of-way.
- 1.2.14. Services in connection with the preparation and/or filing state or federal permits for off-site improvements to infrastructure, i.e., drainage, utilities or roads.

The fee for Additional Services shall be in accordance with the current Engineer's hourly fee schedule or as otherwise agreed to prior to the ENGINEER proceeding with rendering the service.

SECTION 2 - OWNER'S RESPONSIBILITIES

- 2.1. OWNER shall provide all criteria, site plan and full information as to requirements for the project; designate a person with authority to act on OWNER's behalf with respect to all aspects of the Project; examine and respond promptly to ENGINEER's submissions and requests for information; and notify Engineer promptly whenever Owner becomes aware of any defect in the work.
- 2.2. OWNER shall do the following and pay all costs incident thereto:
 - 2.2.1. Furnish to ENGINEER, or at OWNER's option, pay ENGINEER to obtain at cost plus 10%: core borings, probing and subsurface explorations, soil, stream, water or air sampling, laboratory tests and inspections of samples, materials, equipment and similar data and analysis of all such samples; property, topographic, easement and right-of-way surveys; property descriptions; all of which ENGINEER may rely upon in performing his services. (Deep tests hole(s) excluded.)
 - 2.2.2. Guarantee access to and make all provisions for ENGINEER to enter upon public and private property as necessary and circumstances require.

- 2.2.3. Provide such legal, accounting and insurance counseling services as may be required for the Project and make same available to Engineer upon request.
- 2.3. OWNER shall pay all costs for printing of plans, specifications and bid documents, and express mail deliveries or courier service.

SECTION 3 - MISCELLANEOUS

3.1. Reuse of Documents

All documents including Drawings and Specifications prepared by ENGINEER pursuant to this Agreement, are instruments of service in respect of the Project. They are not intended or represented to be suitable for reuse by OWNER or others on extensions of the Project or on any other project. Any reuse without written verification or adaptation by ENGINEER for the specific purposes intended will be at OWNER's sole risk and without liability or legal exposure to ENGINEER; and OWNER shall indemnify and hold harmless ENGINEER from all liability including attorneys' fees arising out of or resulting there from. Any such verification of adaptation will entitle ENGINEER to further compensation at rates to be agreed upon by OWNER and ENGINEER.

3.2. Opinions of Cost

Since ENGINEER has no control over the cost of labor, materials, equipment or services furnished by others, or over the Contractor(s); methods of determining prices, or over competitive bidding or market conditions, his opinions of probable Project Cost and Construction Cost provided for herein are to be made on the basis of his experience and qualifications and represent his best judgment as an experienced and qualified professional engineer, familiar with the construction industry; but ENGINEER cannot and does not guarantee that proposals, bids or actual Project or Construction Cost will not vary from opinions of probable cost prepared by him.

3.3. Successors and Assigns

- 3.3.1. OWNER and ENGINEER each binds himself and his partners, successors, executors, administrators, assigns and legal representatives to the other part of this Agreement and to the partners, successors, executors, administrators, assigns and legal representatives of such other party, in respect to all covenants, agreements and obligations of this Agreement.
- 3.3.2. Neither OWNER nor ENGINEER shall assign, sublet or transfer any rights under or interest in (including, but without limitation, moneys that may become due or monies that are due), this Agreement

without the written consent of the other, except as stated in Paragraph 3.3.1 and except to the extent that the effect of this limitation may be restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement. Nothing contained in this paragraph shall prevent ENGINEER from employing such independent consultants, associates and subcontractors as he may deem appropriate to assist him in the performance of services hereunder.

- 3.3.3. Nothing herein shall be construed to give any rights or benefits hereunder to anyone other than OWNER and ENGINEER.

3.4. Insurance

Owner agrees that all the insurance provided by the Contractor hired to perform the work, including general liability, workers compensation and property damage coverage shall be endorsed to name Hudson Engineering & Consulting, P.C., and any directors, officers, employees, subsidiaries, and affiliates, as additional insured on all policies and hold harmless documents, and Contractor shall stipulate that his insurance is primary, and that any other insurance or self-insurance maintained by Hudson Engineering & Consulting, P.C., shall be excess only and shall not be called upon to contribute with this insurance, and that the liability of Hudson Engineering & Consulting, P.C. if any, shall be limited solely to negligence. ISO Additional Insured Endorsement form number CG2010 1185 under GL. Copies of the insurance policies shall be submitted to and Hudson Engineering & Consulting, P.C., for approval prior to the signing of the Contract.

3.5. Payment

- 3.5.1. The OWNER shall pay the ENGINEER for preparation of the work described in the LETTER PROPOSAL.
- 3.5.2. The ENGINEER will submit monthly payment requisitions based on the percentage of work completed. OWNER shall pay these within thirty days.
- 3.5.3. Requisitions outstanding over 30 days will incur a finance charge of 2% per month.
- 3.5.4. The OWNER shall be responsible for all return check fees and an additional \$50.00 administrative fee should a check be returned for insufficient funds.

3.5.5. The OWNER shall be responsible for all fees and costs incurred by the ENGINEER associated with the filing of a lien against the OWNER for non-payment of requisitions, including, but not limited to, attorney fees, collection agency fees, filing fees, reproduction fees, etc.

Agreed to this _____ day of _____ 2018.

BY: David J. Turiano, P.E. - Village of Briarcliff Manor (Owner)

CLIENT'S E-MAIL ADDRESS FOR BILLING _____



MICHAEL F. STEIN, P.E., PRESIDENT
HUDSON ENGINEERING & CONSULTING, P.C.

Hudson Engineering & Consulting, P.C.
2018 Fee Schedule

Principal	\$175.00
Project Manager	\$150.00
Project Coordinator.....	\$145.00
Project Engineer	\$135.00
Associate Engineer	\$125.00
Designer	\$110.00
Inspector	\$80.00

Direct Costs: Reimbursable expenses are in addition to personnel charges and include expenditures made in the interest of the project for the expenses as listed below:

- Reproduction of reports, drawings, photocopies and blueprints.
- Messenger and express service deliveries.
- Travel, tolls and overnight expenses.

VILLAGE OF BRIARCLIFF MANOR
BOARD OF TRUSTEES AGENDA
JANUARY 30, 2019

2B. AUTHORIZE VILLAGE MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH RGR LANDSCAPE ARCHITECTURE & ARCHITECTURE, PLLC

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 Architecture & Architecture, PLLC to prepare a Schematic Design Proposal for the Youth Center as per their proposal of \$30,000 to be charged to budget code H1440.201.18233.

VILLAGE OF
BRIARCLIFF MANOR
www.briarcliffmanor.org



1111 PLEASANTVILLE ROAD
BRIARCLIFF MANOR, N.Y. 10510
TELEPHONE: (914) 944-2770
FAX: (914) 941-4837

MEMORANDUM

January 23, 2019

To: Philip E. Zegarelli – Village Manager

From: David J. Turiano, P.E. *DJT*

Re: **Briarcliff Manor Youth Center – Design Proposal
Professional Engineering Services**

Type of Contract: Professional Services

Reference Checks: None performed – extensive experience with RGR Landscape Architecture & Architecture, PLLC. Firm has performed several projects for the Village, including architectural services for Law Park Pavilion Reconstruction.

Recommendation: Yes, David J. Turiano, P.E., Village Engineer

Use of Funds		Source of Funds	
Item	Amount	Budget Code	Amount
Analysis and Program Development	\$7,000.00	H1440 201 18233	\$30,000.00
Concept Design	\$10,000.00	“	“
Pre-Schematic Report	\$13,000.00	“	“
Total	\$30,000.00		\$30,000.00

Please be advised that Superintendent of Recreation, Henry Jamin, has reviewed and approved the project understanding and scope of services, and could be contacted with any related questions. This project is proposed to be split into three phases, as indicated above.

Please feel free to contact the Building or Recreation Departments with any questions.

H1440 201.18233
\$30,000

RGR Landscape Architecture & Architecture, PLLC

ARCHITECTURE
LANDSCAPE ARCHITECTURE
SITE PLANNING
STREETSCAPE DESIGN
RECREATION PLANNING
ECOLOGICAL DESIGN

December 19, 2018

Mr. Henry Jamin, Superintendent
Briarcliff Manor Recreation Department
3 Library Road
Briarcliff Manor, New York 10510

**Re: Briarcliff Manor Youth Center
Design Proposal**

Dear Mr. Jamin:

As requested, following is our revised proposal for preliminary design services for a new youth center on the site of the current youth center behind Village Hall. Based on our initial meeting, we understand that you are looking to retain architectural and engineering consultants to assist you in analyzing the proposed site, reviewing the conditions of the existing building, developing a comprehensive building program, identifying potential concept design alternatives to accommodate the program, and creating a final concept plan. In addition, you would like construction cost information for the final concept design. Following is a detailed scope of work, a summary of the design team, and a fee proposal.

1.0 Project Understanding

We understand that the Youth Center operates programs from a converted ranch house that was moved to the site in the 1990s. The structure was installed on a new foundation, creating a basement that provides a large, open, finished space with at grade access. The upper level (the house) consists of several fairly small rooms that are not conducive to carrying out the program uses of the Youth Center. These rooms also do not help meet the stated need for additional recreation program spaces that would better serve a wider range of Village residents and interests. The structure is adjacent to an existing exterior basketball court that is in good condition and is well used, and the building and court are adjacent to a large open grass field surrounded by wetlands.

2.0 Project Parameters

We have included as part of our proposal the services of a structural engineer, MEP engineers, civil engineers, and cost estimators to assist with the preparation of the schematic design. We will endeavor to make all new construction, as well as site design, as sustainable as possible.

We will ask you to identify a group of users/ stake holders that can work with us through the design process. This group will be invited to attend a series of workshops in which we will gather information, and later, present alternatives for discussion. The goal is to work through the process and reach consensus on the preferred concept design. The budget for the construction work is undetermined at this time and therefore this proposal is for planning and concept design.

CHARLOTTE
CHICAGO
NEW YORK CITY
PITTSBURGH
SHANGHAI
STAMFORD

R. GEOFFREY KOESCH ASLA, AIA
TANYA BARTH RA

RGR LANDSCAPE ARCHITECTURE
& ARCHITECTURE, PLLC
115 FIFTH AVENUE
NEW YORK, NY 10003

T 212.353.7373
F 212.353.7676

WWW.RGRARCHITECTURE.COM

3.0 Scope of Services

The scope of work includes the following tasks:

Task 1: Existing Conditions Analysis and Program Development

- Code analysis - review code requirements for building type and proposed building use.
- Site visit - inventory of existing conditions, verify existing foundation footprint.
- Base drawings - create a set of existing conditions drawings to use as the base for our design work. Note: The Village shall supply site/survey information indicating the location of the existing building, the existing exterior basketball court, the adjacent field and wetland boundaries, existing utilities, and adjacent roads and existing parking.
- Workshop with client representatives to establish project goals, set priorities, refine the building program, and develop an overall vision that will guide the conceptual design effort.

Task 2: Concept Design

- Identification of options and development of conceptual alternatives for the various building program elements.
- Meeting with consultant team to review structural, MEP, and regulatory issues.
- Workshop with client representatives to review and evaluate conceptual alternatives and select the preferred alternative.

Task 3: Preparation of Pre-Schematic Report

- Preparation of final conceptual design.
- Civil, structural and MEP analysis and recommendations.
- Preparation of a site plan rendering, building massing as well as basic building plans and elevations as required to describe the design.
- Preparation of an order of magnitude cost estimate.

Additional Services:

- Changes to documents previously approved by the client or as required by unknown conditions will be considered additional services and will be undertaken only with prior written approval of the client;

Assumptions:

- Any surveys that are required to document the current existing conditions shall be the responsibility of the Owner.

4.0 Project Team

Our proposed project team includes key RGR staff members to provide architectural design services as well as several outside consultants who we believe will be essential to the design effort for this project.

RGR Landscape Architecture & Architecture, PLLC

Letter to Henry Jamin, Revised 12/19/2018
Page 3 of 4

ARCHITECTURE
LANDSCAPE ARCHITECTURE
SITE PLANNING
STREETSCAPE DESIGN
RECREATION PLANNING
ECOLOGICAL DESIGN

RGR Landscape Architecture & Architecture, PLLC

- Geoffrey Roesch, AIA, ASLA, LEED AP ND, Principal-in-Charge
- Tanya Barth, RA, Principal and Project Manager
- Sid Burke, RLA, Associate Principal
- Wan-Li Fang, Architect
- Licia Li, Landscape Designer

Reilly Tarantino Engineering

- Anthony Tarantino, PE -- Structural Engineering

Charles G. Michel Engineering, P.C.

- Charles G. Michel, PE, -- MEP Engineering

Cronin Engineering PE, PC

- Jim Annicchiarico, PE -- Civil Engineering

5.0 Proposed Compensation

Basic Services:

Task 1: Analysis and Program Development	\$7,000.00
Task 2: Concept Design	\$10,000.00
Task 3: Pre-Schematic Report	\$13,000.00
Total Fee	\$30,000.00

Additional Services:

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

Principal I	\$ 265.00 per hour
Principal II/ Project Manager	\$ 195.00 per hour
Associate Principal	\$ 180.00 per hour
Architect / Landscape Architect	\$ 135.00 per hour
Architectural / Landscape Designer	\$ 110.00 per hour

Reimbursable Expenses

Project expenses including printing, plotting, overnight delivery, messenger, and travel will be billed at cost and are in addition to the fees noted above.

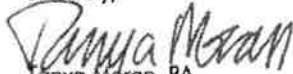
RGR Landscape Architecture & Architecture, PLLC

Letter to Henry Jamin, Revised 12/19/2018
Page 4 of 4

ARCHITECTURE
LANDSCAPE ARCHITECTURE
SITE PLANNING
STREETSCAPE DESIGN
RECREATION PLANNING
ECOLOGICAL DESIGN

Again, we are very pleased that you are considering RGR to provide architectural design services for this project. Please don't hesitate to call if you have any questions or require additional information.

Sincerely,


Tanya Moran, RA
Principal

VILLAGE OF BRIARCLIFF MANOR
BOARD OF TRUSTEES AGENDA
JANUARY 30, 2019

3. ACCEPTANCE OF DONATION FROM THE FRIENDS OF THE LIBRARY

BE IT RESOLVED, that the Board of Trustees hereby accepts a donation in the amount of \$419.53 from the Friends of the Library for the purposes of purchasing an iPad.

Increase Revenue – Gifts
(L0108.2705) by \$419.53

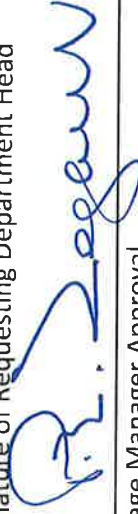
Increase Expenses – Special Matching Expenses
(L7410.206) by \$419.53

BUDGET AMENDMENT REQUEST FORM 2018/2019

Increase Expense	Muni Code	Budget Line
\$ 419.53	L7410.206	Special Matching Expenses
Increase Revenue	Muni Code	Budget Line
\$ 419.53	L0108.2705	Special Revenue, Gifts, Donations

Reason for Amendment Request: Increase rev/exp for a Gift from the Friends of the Library for an Ipad

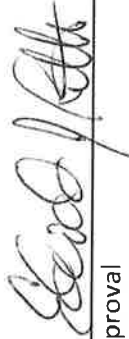
Signature of Requesting Department Head



Village Manager Approval

Date Signed

11 Jan

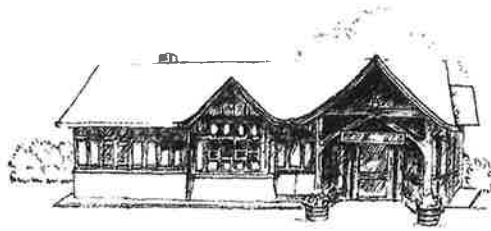


Village Treasurer Approval

Date Signed

1/11/19

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



THE BRIARCLIFF MANOR PUBLIC LIBRARY • 1 Library Road • Briarcliff Manor, NY 10510

To: Ed Ritter

From: Donna Pesce

Date: January 9, 2019

Re: iPad Purchase

Please accept this check for \$419.53 from The Friends of the Briarcliff Manor Library for the purchase of an iPad for the Library. The quote from the vendor is attached. The Library Board and the Village Board have approved the purchase.

Please deposit the check into L0108.2705 Special Revenue, Gifts, and Donations. We will pay the invoice out of Special Matching Expenses L7410.206.

Thank you,

QUOTE CONFIRMATION



DEAR RICKI GOE,

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
KJBL606	1/4/2019	IPAD	440325	\$419.53

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
Apple 9.7-inch iPad Wi-Fi - 6th generation - tablet - 128 GB - 9.7" Mfg. Part#: MR7J2LL/A UNSPSC: 43211509 Contract: Sourcewell Formerly NJPA 100614#CDW Tech Catalog (100614#CDW)	1	5035163	\$419.53	\$419.53

PURCHASER BILLING INFO		SUBTOTAL	\$419.53
Billing Address: VILLAGE OF BRIARCLIFF MANOR VILLAGE TREASURER 1111 PLEASANTVILLE RD BRIARCLIFF MANOR, NY 10510-1626 Phone: (914) 941-4800 Payment Terms: D&B Inst Credit Pre-Approved		SHIPPING	\$0.00
		SALES TAX	\$0.00
		GRAND TOTAL	\$419.53
		DELIVER TO Shipping Address: VILLAGE OF BRIARCLIFF MANOR VILLAGE TREASURER 1111 PLEASANTVILLE RD BRIARCLIFF MANOR, NY 10510-1626 Phone: (914) 941-4800 Shipping Method: UPS Ground (2 - 3 day)	

Need Assistance? CDW•G SALES CONTACT INFORMATION		
	Sam Corso	(866) 806-5567 samacor@cdwg.com

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdw.com/content/terms-conditions/product-sales.aspx>
 For more information, contact a CDW account manager

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VILLAGE OF BRIARCLIFF MANOR
BOARD OF TRUSTEES AGENDA
JANUARY 30, 2019

4. FIRE DEPARTMENT MEMBERSHIPS

BE IT RESOLVED, that the Board of Trustees of the Village of Briarcliff Manor hereby approve the membership of **Dakota Keller** to the Briarcliff Manor Hook and Ladder Company.

BE IT RESOLVED, that the Board of Trustees of the Village of Briarcliff Manor hereby approve the membership of **Pamela Ortiz-Sassano** to the Scarborough Engine Company.

Briarcliff Manor Fire Department

1111 Pleasantville Road
Briarcliff Manor, NY 10510

Office of the Chief



MICHAEL F. KING, CHIEF
PETER J. FULFREE, 1st Asst. Chief
VINCENT J. CARUSO, 2nd Asst. Chief

Emergency 911
Chief's Office (914) 941-0879
Fax (914) 944-2758
E-mail: fdchief@briarcliffmanor.org

DATE: January 7, 2019
TO: Christine Dennett, Village Clerk
Briarcliff Manor Board of Trustees
FROM: Chief Michael F. King- Briarcliff Manor Fire Department
SUBJECT: NEW MEMBER – Request for Village Approval

Honorable Mayor and Trustees;

Dakota Keller, date of birth 10/15/1998 and residing at 51 Hazelton Circle, Briarcliff Manor, New York, has applied for membership in the Briarcliff Manor Fire Department

The applicant listed above, has been vetted by the Briarcliff Manor Hook & Ladder Company Membership 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 **Chiefs Office** at your earliest convenience.

Thank you for your assistance.



Michael F. King
Chief of Department



Dated



Secretary - Hook & Ladder Company



Dated



Village Clerk - Christine Dennett



Dated

Briarcliff Manor Fire Department

1111 Pleasantville Road
Briarcliff Manor, NY 10510

Office of the Chief



MICHAEL F. KING, CHIEF
PETER J. FULFREE, 1st Asst. Chief
VINCENT J. CARUSO, 2nd Asst. Chief

Emergency 911
Chief's Office (914) 941-0879
Fax (914) 944-2758
E-mail: fdchief@briarcliffmanor.org

DATE: January 2, 2019
TO: Christine Dennett, Village Clerk
Briarcliff Manor Board of Trustees
FROM: Chief Michael F. King – Briarcliff Manor Fire Department
SUBJECT: NEW MEMBER – Request for Village Approval

Honorable Mayor and Trustees;

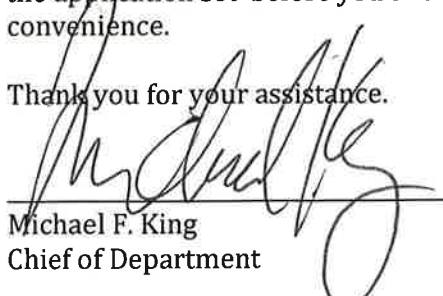
Pamela Ortiz-Sassano , date of birth 11/3/1970 and residing at 51 Havell St, Ossining, New York, has applied for membership in the Briarcliff Manor Fire Department

The applicant listed above, has been vetted by the Scarborough Engine Company Membership 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 **Chiefs Office** at your earliest convenience.


Thank you for your assistance.



Michael F. King
Chief of Department



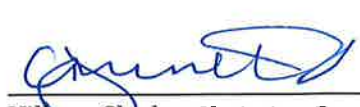
Dated



Secretary - Scarborough Engine Company



Dated



Village Clerk - Christine Dennett



Dated

VILLAGE OF BRIARCLIFF MANOR
BOARD OF TRUSTEES AGENDA
JANUARY 30, 2019

5. ELECTION RESOLUTION FOR ANNUAL VILLAGE ELECTION 2019

BE IT RESOLVED that the Annual Village Election will be held in the Village of Briarcliff Manor at the Library and Community Center (1 Library Road) in said Village on Tuesday, March 19, 2019 between the hours of 6:00am and 9:00pm during which the polls will be open.

BE IT FURTHER RESOLVED that the polling places for the Village of Briarcliff Manor, will be designated as follows, the Village's Single Election District (Town Voting districts #15, #16, #17, #19, #26, #27 and #29) will vote in the Briarcliff Manor Library and Community Center (1 Library Road).

Village Board of Trustees
Regular Meeting
January 2, 2019
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 at the William J. Vescio Community Center, at 1 Library Road, Briarcliff Manor, New York on the 2nd of January, 2019 commencing at 8:00 p.m.

Present

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

Also Present

Philip Zegarelli, Village Manager
Daniel Pozin, Village Attorney
Christine Dennett, Village Clerk
David Turiano, Village Engineer

Pledge of Allegiance

Board of Trustees Announcements by Mayor Sullivan

- All residents are encouraged to visit the Village website and sign up for weekly updates from the Village Manager.
- The Fire Department wants to remind everyone to test your smoke alarms, plan two ways out of your house, make sure your house number can be seen and be prepared for power outages.
- The Library has many upcoming events and the Winter/Spring Brochure is available. Visit the website for more information.
- The Law Park Ice Rink will be open as soon as the weather is cold enough. Permits for the last two years will be honored.
- Platform Tennis Season has begun. Get your permits and enjoy the cool weather sport!

Village Managers Report by Village Manager Zegarelli

- The Pocantico River Bridge work is furloughed until the Spring. The sidewalk will reopen shortly.
- Leaf pickup is complete and will now have to be bagged.
- Christmas trees are being picked up.
- Con Edison will be doing gas main work in the Willow and Locust Road areas beginning next week.

- 2019 Parking Permits are on still sale and are required to park at Scarborough Station.
- The 2nd half of Village taxes were due by December 31st. A 5% penalty now applies.
- The next Regular Board of Trustees Meeting will be on January 15th at 7:30pm in lieu of the one scheduled for January 16th.

Public Comments

Mr. Aaron Stern of Tamarack Place stated the People's Caucus would be holding their Annual Election on January 23rd at the Youth Center. He suggested a committee of citizens be formed regarding the former Pace Campus.

Mayor Sullivan made a statement regarding the B/BT properties and stated no petitions were currently before the Board.

Award of Bid - Ambulance

Upon motion by Trustee Hunt, seconded by Trustee Wilson, the Board voted unanimously to approve the follow resolution subject to minor non-material revisions:

BE IT RESOLVED, that the bid for the Ambulance (VM-1819-14); is hereby awarded to VCI Emergency Vehicle Services in an amount not to exceed \$246,000.

BE IT FURTHER RESOLVED that the Village Manager is hereby authorized and directed to execute a contract with VCI Emergency Vehicle Services for said equipment subject to any non-material changes by the Village Manager and Village Counsel.

Minutes

Upon motion by Trustee Wilson, seconded by Deputy Mayor DeRose, the Board voted unanimously to approve the minutes of December 19, 2018.

Adjournment

Upon motion by Deputy Mayor DeRose, seconded by Trustee Zirman, the Board voted unanimously to adjourn the meeting at 7:55pm.

Respectfully Submitted By,

Christine Dennett
Village Clerk