

**VILLAGE OF PORT CHESTER**  
**BOARD OF TRUSTEES**  
**Meeting, Thursday June 13, 2013**  
**Meeting: 5:30 P.M.**  
**PROPOSED EXECUTIVE SESSION 5:30PM**  
**VILLAGE HALL CONFERENCE ROOM**  
**222 Grace Church Street**  
 Port Chester, New York

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**TIME: 5:30 P.M.**

	<b>PROPOSED MOTION FOR EXECUTIVE SESSION</b>	<b>ACTION</b>
1	Consultations with Village Attorney and Special Counsel Justin Miller regarding legal strategy pertaining to necessary repairs/replacement of marina bulkhead.	

<b>I</b>	<b>RESOLUTIONS</b>	<b>ACTION</b>
	<b>Administration</b>	
1	Authorize budget transfer to fund Building/Code enforcement effort.	

**PROPOSED MOTION  
FOR  
EXECUTIVE SESSION**

# RESOLUTIONS

AUTHORIZING BUDGET TRANSFER

TO FUND BUILDING/CODE ENFORCEMENT EFFORTS

On motion of TRUSTEE \_\_\_\_\_, seconded by TRUSTEE \_\_\_\_\_, the following resolution was adopted by the Board of Trustees of the Village of Port Chester, New York:

WHEREAS, the Board of Trustees has most recently ranked code enforcement as its first policy priority' and

WHEREAS, the Village Manager has advised the Board that he seeks to move forward with his plans to purchase updates to the MUNICIPALITY software as part of the ongoing effort to modernize the Village's information resources and recruit two additional administrative interns to assist in the growing backlog in municipal searches; and

WHEREAS, it is appropriate that the funds required to accomplish these initiatives should come the contingency line in the FY 2013-2014 Budget. Now, therefore, be it

RESOLVED, that the Village Treasurer is hereby authorized to modify the General Fund FY 2013-14 Budget as follows:

**GENERAL FUND**

**Transfer from Appropriation:**

Contingency

1.1990.400	Contingency	\$113,672
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**Transfer to Appropriation:**

Building Department

1.3620.100	Personnel Services	\$64,167
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1.3620.462	Software & Systems Support	\$13,850
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Code Enforcement

1.3989.462	Software & System Support	\$13,850
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Employee Benefits

1.9030.802	Social Security	\$3,979
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1.9030.810	Medicare (Employer Share)	\$930
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1.9060.807	Hospital & Medical Insurance	\$16,896
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APPROVED AS TO FORM:

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Anthony M. Cerreto  
Village Attorney

Roll Call

AYES:  
NOES:  
ABSENT:

Date:



# VILLAGE OF PORT CHESTER

## OFFICE OF THE VILLAGE MANAGER

### MEMORANDUM

TO: Mayor and the Board of Trustees

FROM:  Christopher D. Steers, Village Manager

DATE: June 3<sup>rd</sup>, 2013

RE: Updates

**ACTIONS:**

- **Software Upgrades:** As a follow up to the recent Board workshop on priorities and code enforcement, authorization was given to move forward with the purchase of the MUNICIPALITY Software commencing on June 1<sup>st</sup>. The upgrades include the following new modules:

Item	Unit Price	Units	Total
Municipality GIS 20/20 (Web Based GIS Module)	\$6000.00	1	\$6000.00
Municipality Work Order Module	\$4300.00	1	\$4300.00
Droid Application (one time \$1,500 setup fee included in price)	\$500.00	10	\$6500.00
Municipality Web with Credit Card and Check Processing	\$10,900.00	1	10,900.00
<b>Total Project Price</b>			<b>\$27,000.00</b>

These modules are the next step in the modernization of some of the Village's information technology resources. The additional utility provided by the modular upgrades will allow for: Real Time inspection updates; Data Access for CEO's and Building Inspectors in the field; Public Access to multiple data layers including code violations and inspection statuses; the ability to track all public complaints received; and the ability for the public to pay certain fees on line. The annual maintenance fees going forward for all the modular upgrades will be approximately \$5,000.00.

- **Recruitment of two interns for the Building Department:** As a follow up to the Board workshop on priorities and code enforcement recruitment of two additional interns will commence on June 1<sup>st</sup>. Expedited searches continue to be provided within the 10 business day guideline. However, regular searches continue to take in excess of 8 weeks to complete which quite frankly is an unacceptable level of service delivery.

The interns will be hired for a one year term at the salary of \$35,000 each. The total cost plus fringe is approximately \$105,000 for the year. These interns will provide the additional resources necessary to process the growing search backlog and significantly improve our service delivery in this area.

Both actions will be implemented in accordance with the referenced Board authorization and prior Board resolution dated April 24<sup>th</sup>, 2013. These actions are in furtherance of the number one listed Board priority.

Attachments.

CC: Tony Cerreto, Village Attorney  
Peter Miley, Building Inspector / Code Enforcement Director  
Christopher Ameigh, Administrative Aide  
Ed Brancati, HR /Risk Management  
Maryanne Veltri, Office Assistant  
File



781 Elmgrove Road, Rochester, New York 14624  
 (800) 836-8834 • (585) 328-1810  
 FAX (585) 328-8189

**MUNICIPITY™ CHANGE ORDER # [PO0100\_04-05-2013] – ADDITIONAL PRODUCTS/SERVICES**

This Change Order is subject to General Code’s Content Management Solutions Terms and Conditions, which are available at [www.generalcode.com/TCdocs](http://www.generalcode.com/TCdocs) and are incorporated herein by reference, and the client authorizes General Code to proceed with the project.

**Client: Village of Port Chester**  
**Address: 222 Grace Church Street**

**Contact Person: Christopher Steers**  
**Date: 04-05-2013**

Item	Unit Price	Units	Total
Municipy GIS 20/20 (Web Based GIS Module)	\$6000.00	1	\$6000.00
Municipy Work Order Module	\$4300.00	1	\$4300.00
Droid Application (one time \$1,500 setup fee included in price)	\$500.00	10	\$6500.00
Municipy Web with Credit Card and Check Processing	\$10,900.00	1	10,900.00
<b>Total Project Price</b>			<b>\$27,000.00</b>

**Timeline:** This service will be provided within 60 days from receipt of the signed Change Order.

**Payment Terms:** 50% on receipt of signed change order; 50% on delivery.

**Price Validity:** Price is valid for 30 days from 04-05-2013

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**(Client please fill out) Invoice for this Change Order to be sent to:**  
**Department:** \_\_\_\_\_ **Contact Name:** \_\_\_\_\_

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The prices and specifications in this Change Order are satisfactory and are hereby accepted. All work is to be performed under the same terms and conditions as specified in the original contract unless otherwise specified.

**Village of Port Chester, Westchester County, New York**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Name** \_\_\_\_\_ **Title** \_\_\_\_\_

**Please fax to General Code at 585/328-8189**

## CHANGE ORDER FORM

<b>Municipity™ Recommended Minimum Specifications</b>
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**Server:**

CPU	Pentium IV 1 GHz or better required
Memory	If server running only Municipity: 2 GB RAM recommended If server running additional applications: increase by 1 GB per additional application
Operating System	Windows Server 2003 or above with current service pack
Database Engine	MS SQL Server 2005 or above with all SQL tools installed
Network Protocol	Must be TCP/IP; the network address and sub-net mask must be the same on both the server and the workstations
Browser	Internet Explorer 6.0 or higher
Hard Drives	Assume 20,000 pictures from inspections per 1 GB of hard drive space, RAID array recommended
NIC	For network connectivity
UPS/Tape Backup	UPS and tape or other backup system to ensure data integrity
Software	Microsoft Outlook version 2000 SP-3 or better

**Workstations:**

CPU	Pentium IV or better recommended
Memory	512 MB RAM or better - 1GB RAM recommended
Operating System	Windows XP Professional, Windows Vista Business, Windows 7
Network Protocol	Must be TCP/IP; the network address and sub-net mask must be the same on both the server and the workstations
Browser	Internet Explorer 6.0 or later
NIC	Access to the network server running Municipity
Monitor	17" monitor or better recommended for optimal viewing
Resolution	Minimum Screen resolution of 1024x768
Scanner	If scanning documents into Municipity is required - a scanner that supports TWAIN drivers
Software	Microsoft Outlook version 2000 SP-3 or better

**Laptop/Tablet PC:**

CPU	Pentium IV or better recommended
Memory	1GB RAM recommended
Operating System	Windows XP Professional, Windows Vista Business, Windows 7
Network Connection	Must be TCP/IP; the network address and sub-net mask must be the same on both the server and the laptop - used for synchronization to the main database
Browser	Internet Explorer 7.0 or later

## CHANGE ORDER FORM

**Android:**

General	Android 2.3 or greater; persistent data connection [cellular (preferred) or wifi]; camera recommended for taking photos in the field
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**Remote Support:**

Remote Access	As part of this purchase, the municipality agrees to allow remote access to your Server and Desktop system(s) with a minimum of a 56kb modem. If your municipality has broadband Internet service, the preferred access method would be via TCP/IP over the Internet (utilizing software such as GoToMeeting or GoToAssist).
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AGREEMENT FOR THE USE OF THE PROFFER  
WITH REGARD TO THE MARINER PROJECT

On motion of TRUSTEE KENNER, seconded by TRUSTEE TERENCE, the following resolution was adopted by the Board of Trustees of the Village of Port Chester, New York:

WHEREAS, by resolution adopted on March 23, 2006, the Village Board of Trustees declared its intent to establish an "Affordable Housing Incentive Fund" that would assist qualified moderate income families to acquire affordable housing; and

WHEREAS, by resolution adopted January 25, 2010, the Village Planning Commission granted site plan approval in connection with a 100-unit residential development on Abendroth Avenue requiring Mariner's predecessor in interest to deposit \$600,000 into an "Affordable Housing Fund"; and

WHEREAS, Mariner's predecessor in interest made such \$600,000 payment to the Village on or about January 28, 2011; and

WHEREAS notwithstanding the language of the Planning Commission's resolution, the parties recognize and acknowledge that such \$600,000 was a voluntary proffer; and

WHEREAS, that final approval for the Mariner Project was obtained and the Village issued a certificate of occupancy; and

WHEREAS, Mariner has vested rights in the Mariner Project and has no further obligation to the Village; and

WHEREAS no such Affordable Housing Incentive Fund has been established by the Village; and

WHEREAS, it is the desire of the Board of Trustees to utilize these funds for code enforcement and building compliance purposes.

RESOLVED, that the Village Manager is hereby authorized to enter into an agreement with Mariner Port Chester LLC, c/o J.P. Morgan Investment Management, Inc., 270 Park Avenue, New York, New York 10017, that the \$600,000 payment made by the predecessor in interest may be used by the Village of Port Chester in any manner that it deems appropriate and in its sole discretion for the public benefit, including, but not limited to, code enforcement and building code compliance.

APPROVED AS TO FORM:

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Village Attorney, Anthony Cerreto

ROLL CALL

AYES: Trustees Brakewood, Terenzi, Marino, Kenner, Ceccarelli and Mayor Pagano

NOES:

ABSENT: Trustee Adams

Date: April 24, 2013