

**VILLAGE OF PORT CHESTER
BOARD OF TRUSTEES
Meeting, Monday February 3, 2014
PROPOSED EXECUTIVE/CLOSED SESSION 6:30 - 7:00 P.M.
Regular Meeting: 6:30 P.M.
VILLAGE JUSTICE COURTROOM
350 North Main Street
Port Chester, New York
AGENDA**

TIME: 6:30 P.M.

I	PROPOSED MOTION FOR EXECUTIVE SESSION	ACTION
1	Interview Linda Agugliaro to Join Traffic Commission	
2	Consultation regarding a particular personnel matter.	

TIME: 7:00 P.M.

II	AFFIDAVIT OF PUBLICATION AND NOTICE OF PUBLICATION RE:	ACTION
1	Public Hearing in connection with Tax-Exempt Bonds to be issued by the Public Finance Authority for the benefit of Educational Media Foundation <u>Resolution</u>	
2	Public Hearing for Local Law change to Parking Regulations.	
3	Public Hearing to consider the advisability of adopting a local law amending the Code of the Village of Port Chester, to add provisions to Chapter 269, previously reserved, to be entitled "Sewer Rents.	
4	Public Hearing to consider the advisability of establishing the sewer rent rate at \$1.300020/CCF of water consumption. <u>Resolution</u>	
III	PUBLIC COMMENTS	ACTION
IV	RESOLUTIONS	ACTION
	Administration	
1	Sanitary Sewer & Storm Drain Cleaning and Television Inspection	
2	Retain the architectural services of La Rocca Green Architects, LLC., Rye, New York with regard to renovations to the Police Headquarters and the Port Chester Justice Court	
	Senior / Nutrition Program	
3	Westchester County - Food Service Permit - Nutrition Program for The Elderly – 01-6620-B	

	Legal	
4	Retainer and compensation of hearing officer for Section 75 Civil Service Law Disciplinary Proceedings.	
V	REPORT OF THE VILLAGE MANAGER	ACTION
1		
VI	UPDATE FROM THE BUILDING INSPECTOR	ACTION
VII	REPORT FROM DIRECTOR PLANNING & DEVELOPMENT	ACTION
VIII	DISCUSSIONS	ACTION
1	Blight Study	
2	Port Chester-Rye Brook Public Library Budget	
3	Parking spaces for Volunteer Firefighters along Poningo St.	
4	Cablevision Franchise renewal.	
IX	CORRESPONDENCE	ACTION
1	From the Park Commission regarding the tee-ball field in Lyon Park.	
2	From the Traffic Commission regarding the crosswalk on South Main Street adjacent to the driveway to Stop & Shop.	
3	From the Traffic Commission regarding parking on Midland Avenue.	
4	From the Kiwanis Club of Port Chester/Rye Brook regarding a Bike Safety Event on Sunday, May 18, 2014.	
5	From the Port Chester-Rye Union Free School District regarding "Resolution to Discourage Housing Projects that Increase Student Enrollment."	
6	From Port Chester-Rye Union Free School District regarding Sewer Rent Assessment Exemption Request.	
7	From New York Metropolitan Transportation Authority (Metro-North Railroad) regarding alleging discrimination based on disability.	
8	From New York Power Authority regarding rate increase.	
9	From Port Chester –Rye Brook Library regarding parking.	
X	PUBLIC COMMENTS AND BOARD COMMENTS	ACTION

TIME: _____

**PROPOSED MOTION
FOR
EXECUTIVE SESSION**

AFFIDAVIT OF PUBLICATION
AND
NOTICE OF PUBLICATION RE



VILLAGE OF
PORT CHESTER

222 Grace Church Street, Port Chester, New York 10573

AGENDA MEMO

Office of the Village Manager

Village BOT Meeting Date: February 3, 2014

Item Type: Resolution

Description	Yes	No	Description	Yes	No
Fiscal Impact	x		Public Hearing Required		x
Funding Source:			BID # 2013-06		
Account #:			Strategic Plan Priority Area		
			N/A		
Agreement		x	Manager Priorities		
Strategic Plan Related		x	N/A		

Sponsor's Name: Christopher D. Steers, Village Manager

APPROVAL OF ISSUANCE OF TAX-EXEMPT BONDS BY EDUCATIONAL MEDIA FOUNDATION SOLELY FOR COMPLIANCE WITH INTERNAL REVENUE CODE, SECTION 147(f)

Summary

Educational Media Foundation, a nonprofit corporation, operates an FM radio station at radio frequency 96.7 FM.

It is requesting that the Public Finance Authority, Wisconsin, bond issuing commission, to issue tax-exempt bonds in connection with a proposed refinancing.

The prior owners of the station had made petition to the FCC to assign the “community of license” from Stamford, Connecticut, to the Village of Port Chester which designation remains.

The radio antenna and related equipment are located in New Rochelle.

With such designation, the Village is benefitted by certain obligations with regard to public programming.

Pursuant to IRS Regulations, an authorized elected representative must conduct a public hearing before approving the issuance of such bonds.

The Board’s approval is solely to satisfy IRS requirements. The Village is not responsible for the payment of the bonds and there is no recourse against the Village on account of the bond issuance.

The Board may recall that the applicant had made an application to the Village in 2010 which was approved.

Proposed Action

That the Board of Trustees adopt the Resolution

Attachments
Resolution

RESOLUTION

**APPROVAL OF ISSUANCE OF TAX-EXEMPT BONDS BY
EDUCATIONAL MEDIA FOUNDATION SOLELY FOR COMPLIANCE WITH
INTERNAL REVENUE CODE, SECTION 147(f)**

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, Educational Media Foundation (the "Borrower") has represented to the Board of Trustees (the "Board") of the Village of Port Chester, New York (the "Village") that it is a California nonprofit corporation which intends to operate a non-commercial radio station (the "Radio Station"), the Federal Communications Commission (FCC) License (the "License") for which is assigned to the Village, and the radio antenna and other related equipment for which is located at 175 Huguenot Street, New Rochelle, New York; and

WHEREAS, the Borrower has represented to the Board that the Radio Station will offer public affairs programming, contemporary Christian music, public service announcements and off-the-air personal counseling by phone to listeners; and

WHEREAS, the Borrower has represented to the Board that the License and the Radio Station will initially be owned and operated by the Borrower; and

WHEREAS, the Borrower has requested the Public Finance Authority (the "Authority"), a Wisconsin bond issuing commission created under Sections 66.0301, 66.0302 and 66.0304 of the Wisconsin Statutes, to issue its tax exempt obligations (the "Bonds") for the benefit of the Borrower, in one or more series and in the aggregate principal amount of approximately \$30,000,000, a portion of which will be used to refinance (a) the cost of acquiring the License to operate the Radio Station, (b) the cost of acquiring certain related equipment and (c) certain costs of issuing the Bonds (collectively, the "Project"); and

WHEREAS, in order to achieve interest savings, the Borrower desires that the Bonds be issued in compliance with the requirements of the Internal Revenue Code of 1986, as amended (the "Code"), so that interest on the Bonds may be excludible from the gross income of the owners of the Bonds; and

WHEREAS, it has been ascertained that the License's prior owners had made petition to the FCC which was accepted on or about July 12, 2007 to assign the "community of license" from Stamford, Connecticut to the Village; and

WHEREAS, on February 3, 2014, the Board held a public hearing at or about 7:00 p.m. after reasonable public notice was given in accordance with applicable law, and at such public

hearing no objections were raised with respect to the proposed issuance of the Bonds or the financing of the Project; and

WHEREAS, Section 147(f) of the Code requires, as a condition to receiving tax exempt treatment of the interest on the Bonds, that an authorized, elected representative approve the Bonds, and the Board constitutes such an authorized, elected representative; and

WHEREAS, the Board deems it necessary and advisable that this Resolution be adopted. Now, therefore, be it

RESOLVED, that the issuance of the Bonds by the Authority in one or more series and in the aggregate principal amount not to exceed \$30,000,000 is hereby approved; and that such approval shall be solely for the purposes of the Borrower's compliance with Section 147(f) of the Code; and

RESOLVED, that the Bonds shall not be, and are not, general obligations, debt or bonded indebtedness of the Village; the holders or owners of such Bonds shall not have the right to have excises or taxes levied by the Village for the payment of principal of, or interest or premium, if any, on such Bonds; such payment shall be made only by the Borrower from funds provided by the Borrower or its subsidiaries and affiliates, and the Village shall not be the issuer of the Bond.

Approved as to Form:

Anthony M. Cerreto, Village Attorney

A LOCAL LAW AMENDING CHAPTER 319
 OF THE CODE OF THE VILLAGE OF PORT CHESTER, "VEHICLES AND TRAFFIC", TO CONFIRM THE HOURS
 OF ENFORCEMENT FOR THE THREE-HOUR LIMIT PARKING METER ZONE AND IMPOSE NEW PARKING
 REGULATIONS ON HORTON AVENUE AND MIDLAND AVENUE

SECTION 1: The Code of the Village of Port Chester, Schedule XII, Section 319-74, pursuant to the provisions of Section 319-20, "No Parking or Standing at any Time" is hereby amended as follows:

Name of Street	Side	Location
...		
Horton Avenue	South	From Locust Avenue east for a distance of 22 feet
Horton Avenue	North	From Locust Avenue east for a distance of 66 feet
Horton Avenue	North	Beginning 195 feet east of Locust Avenue and continuing east for a distance of 55 feet
Midland Avenue	West	From a point 625 feet south of Slater Street and continuing north for a distance of 45 feet
Midland Avenue	East	From Grace Church Street South for a distance of 300 feet.

...

SECTION 2: The Code of the Village of Port Chester, Schedule XV, Section 319-76, pursuant to Section 319-22, "Parking Prohibited Certain Times" is hereby amended as follows:

Name of Street	Side	Time	Location
...			
Midland Avenue	East	Wednesdays and Fridays 8:30 a.m. to 11:30 a.m.	Slater Street to Rye [Town] <u>City</u> line
Midland Avenue	West	Tuesdays and Thursdays 8:30 a.m. to 11:30 a.m.	Slater Street to Rye [Town] <u>City</u> line

...

SECTION 3: The Code of the Village of Port Chester, Schedule XVI, Section 319-77, "Limited Time Parking" is hereby amended as follows:

Name of Street	Side	Time	Location
----------------	------	------	----------

...

Midland Avenue Both [2]3_hrs From Grace Church Street to
Rye City line

...

SECTION 4: The Code of the Village of Port Chester, Section 319-81, Schedule XX, "Loading Zones" is hereby amended as follows:

Name of Street	Side	Location
...		
Midland Avenue	East	From a point measured at the Northeast curbline of Leonard Street to the west curbline of Midland Avenue extending in a southerly direction for 49 feet

...

SECTION 5: The Code of the Village of Port Chester, Section 319-87, Schedule XXVI, "Parking Meter Zones" is hereby amended as follows:

A. Three-Hour Limit. Parking meter zones are hereby established pursuant to Section 319-33A on the following streets for the parking of vehicles for not more than three hours. No vehicle shall be parked on Monday through Saturday, both inclusive, between the hours of 9:00 a.m. and 9:00 p.m. for more than three hours, except Sundays and holidays, at a rate set forth in Chapter 175, Fees.

Name of Street	Side	Location
...		
Horton Avenue	[South] Both	From Locust Avenue to North Main Street

...

G. Three-Hour Limit. Parking meter zones are hereby established pursuant to Section 319-33A on the following streets for the parking of vehicles for not more than three hours. No vehicle shall be parked on Monday through Saturday, both inclusive, between the hours of 9:00 a.m. and 6:00 p.m. for more than three hours, except Sundays and holidays, at a rate set forth in Chapter 175, Fees.

Name of Street	Side	Location
Midland Avenue	Both	From Rye City border to Slater Street

SECTION 6: This local law shall take effect immediately on filing with the Secretary of State.



VILLAGE OF PORT CHESTER

DEPARTMENT OF PLANNING & DEVELOPMENT

222 Grace Church Street, Rm. 202

Port Chester, NY 10573

(P) 914.937.6780

(F) 914.939-2733

Christopher Gomez, AICP, Director
Jessica Youngblood, MCP, Planner
Constance Phillips, Planning Secretary

To: Mayor Pagano and Board of Trustees

From: Christopher Gomez, AICP, Director of Planning and Development

Re: Midland Avenue Parking Regulations SEQRA Classification – Type II

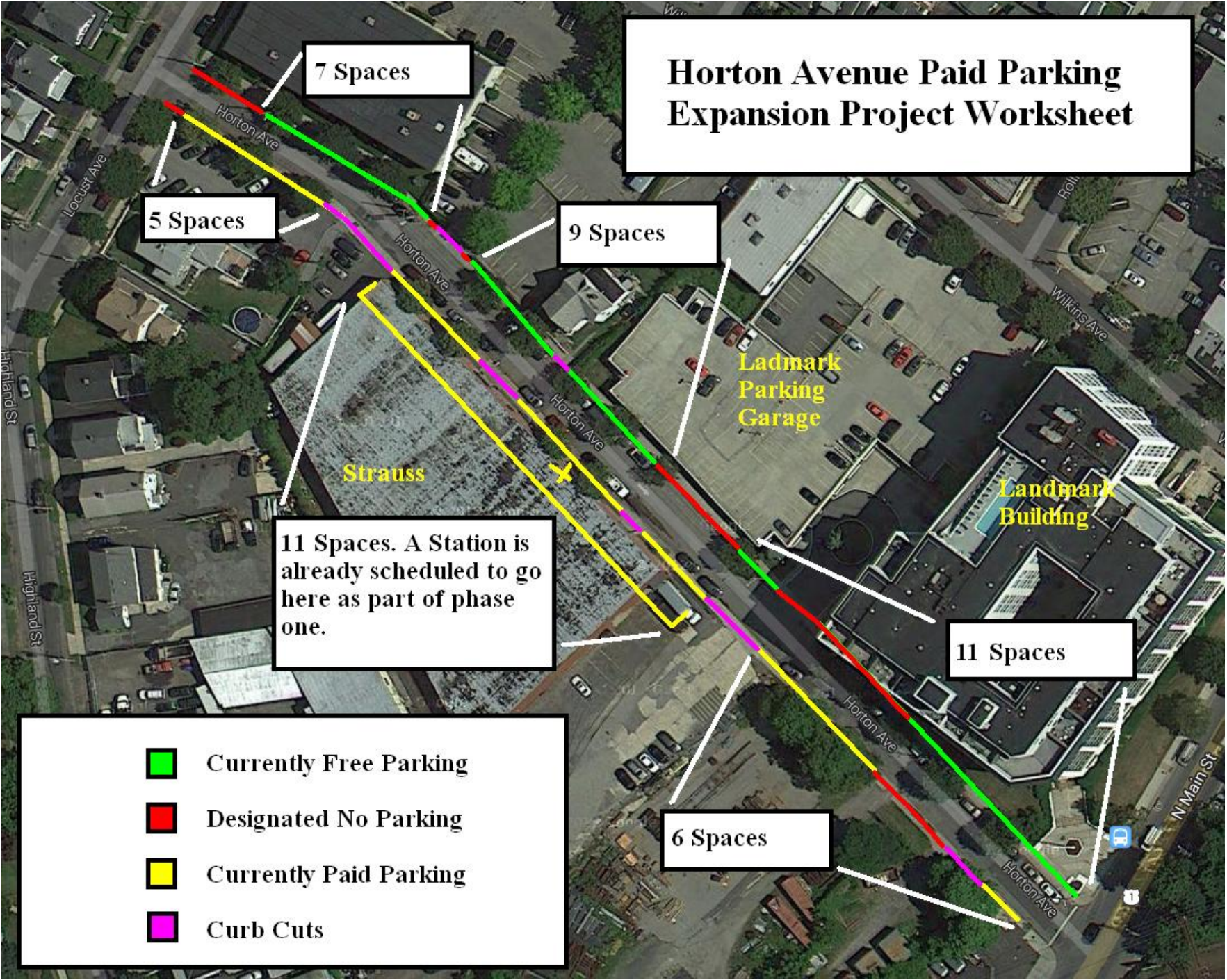
CC: C. Steers, T. Cerreto, P. Miley, J. Richards, C. Ameigh

Date: January 31, 2014

Note that adoption of the proposed Midland Avenue parking regulations is deemed a Type II Action under the New York State Quality Environmental Review Act, SEQRA, specifically Section 617.5 (27) “adoption of regulations, policies or procedures and local legislative decisions in connection with any item on this (*Type II*) list”. The specific Type II connection is as follows: Section 617.5 (19) “official acts of ministerial nature involving no exercise of discretion...”

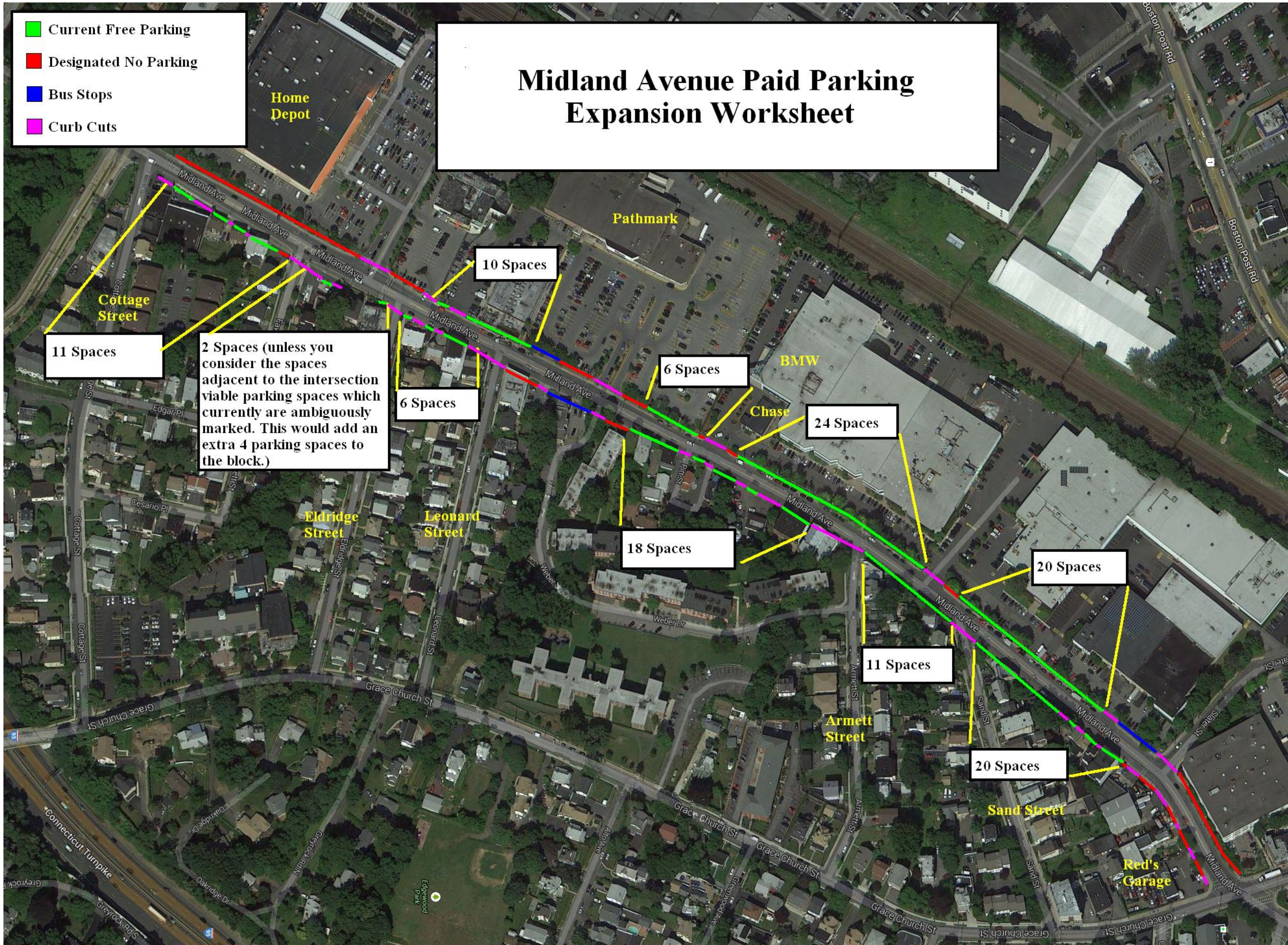
Simply stated, the proposed law modifies existing parking regulations that will be enforced with no exercise of discretion warranting the classification of the Action as Type II under current SEQRA regulations. No further environmental review is required.

Horton Avenue Paid Parking Expansion Project Worksheet



- Current Free Parking
- Designated No Parking
- Bus Stops
- Curb Cuts

Midland Avenue Paid Parking Expansion Worksheet



Survey of Midland Avenue corridor (East Side)	
Businesses	
23	
With dedicated parking	Without dedicated parking
16	7
Auto/Industrial	Retail/other
6	16
All 6 Auto/Industrial locations feature onsite parking.	

A LOCAL LAW AMENDING THE CODE OF THE
VILLAGE OF PORT CHESTER WITH REGARD TO
THE ESTABLISHMENT OF SEWER RENTS

SECTION 1: The Code of the Village of Port Chester is hereby amended by adding provisions to Chapter 268, previously reserved, to be entitled “Sewer Rents”, to read as follows:

Section 268-1. Purpose; authority

Pursuant to Article 14-F of the General Municipal Law, there is hereby established and imposed a plan of sewer rents applicable to the Village of Port Chester’s sanitary sewer system. Such plan shall consist of annual charges against properties that utilize the Village’s sewers. The annual sewer rents as provided for in this chapter shall be applied to pay the costs of the operation, maintenance, upkeep, repair and replacement of the sanitary sewer system. The purpose of the local law is to preclude the cost of the sanitary sewer system from being funded solely from the property tax and to more equitably distribute such cost on all properties, including tax exempt properties.

Section 268-2. Definitions

For the purpose of this Section, the definitions set forth herein shall be controlling:

(a) SANITARY SEWER SYSTEM – The system for the collection of sewage, including all sewer mains, pumping stations, appurtenances or other facilities, which are owned, operated and maintained by the Village of Port Chester, whether in or outside the Village.

(b) SEWER RENTS – A schedule of annual charges established and imposed by the Village of Port Chester for the use of the sanitary sewer system.

(c) SYSTEM USERS – The record owners of real properties that have sanitary facilities which discharge into the sanitary sewer system, whether the properties are located in or outside of the Village of Port Chester.

(d) TOTAL WATER CONSUMPTION – Shall mean the total volume of water delivered to a property by the water source for which a sewer user is responsible. The total volume of water shall be the sum of the volume of water metered by, or otherwise calculated by the water source.

(e) WATER CONSUMPTION – The consumption of water, measured in hundreds of cubic feet (“CCF”); one CCF equals 748 gallons.

(f) WATER SOURCE – Shall mean any entity that delivers water to a property such as United Water Westchester or its’ successors in interest or assigns.

Section 268-3. Obligation to pay sewer rent

All system users, as defined herein, shall be liable for fees and sewer rent as enacted.

While system owners may charge a tenant (s) for sewer rent, owners are liable to the Village for payment for sewer rents. The failure of tenants to reimburse or indemnify a system user shall not be a defense to the obligation to pay sewer rent. All sewer rents and penalties shall be a charge against the property for which the system user and any successor in interest shall be liable therefor.

Section 268-4. Sewer rent; adjustments; changes

A.Sewer Rent. System users shall pay an amount based on the actual water consumption as determined by the water source using a water meter or other measuring device, or an estimated amount of the water source is unable to obtain a reading.

B. Adjustment. System users may apply to the Village for an adjustment of the amount of water consumption. Such application shall in writing, accompanied by any prescribed filing fee, and include all evidence to support the degree and amount of water usage that is claimed to be applied for uses that do not result in discharges into the sanitary sewer system. The Board may grant an adjustment on an appeal as provided hereinafter, but in no event shall such adjustment exceed ten (10) percent of the water consumption.

C.Changes. The initial rate of the sewer rent shall be established by resolution of the Board of Trustees after public hearing on five days' notice. Subsequent changes to the rate of the sewer rent and amount of penalty shall be made in the same manner.

Section 268-5. Annual costs of the sanitary sewer system

The annual operation and maintenance costs of the sanitary sewer system shall be determined as part of the Village's budget process. The annual costs shall include, but not be limited to:

- (1) Personnel services, including salaries and fringe benefits
- (2) Contractual services
- (3) Repairs and replacement to the sanitary sewer system
- (4) Materials and supplies
- (5) Utilities
- (6) Building repair and maintenance
- (7) Equipment

(8) Testing and sampling

(9) Insurance

(10) Indebtedness

(11) Auditor's Fees

(12) Reserve Fund

(13) Contingency

Section 268-6. Billing and payments.

A. System users shall be billed by the Village or entity to which billing authority has been designated on a frequency established by the Village.

B. Sewer rents shall be paid to the Village of Port Chester.

C. Sewer rent bills shall be sent to system users to the address to which real estate bills would be sent.

(1)The failure of a system owner to receive a bill shall not excuse non-payment thereof, nor shall it act as a waiver of a penalty imposed herein prescribed.

(2)A system user that intends to convey property shall notify the Village or entity to which billing authority has been delegated sufficiently in advance of the closing title for a final reading and new ownership information.

D. System users may be afforded the option of receiving e-bills or direct deposit of payments. System users may request that a tenant receive bills, and such additional notice may be given as an accommodation.

E. Any adjustments granted, issued or agreed upon with regard to actual water consumption shall be indicated to system users and reflected in the next succeeding bill.

Section 268-7 Late payments, penalties, liens, enforcement

A. All bills shall become due and payable without penalty within twenty-five (25) days of issuance.

B. A penalty of one and one-half percent will be charged for any bill that remains unpaid after twenty-five (25) days. An additional penalty of one percent shall be added for each succeeding month or any portion of a month in which the sewer rent continues to remain unpaid.

C. Unpaid sewer rents, penalties and interest shall constitute a lien upon the real property as provided by General Municipal Law, Section 452. This lien shall have priority and be senior to

every other lien with the exception of the lien of an existing tax, assessment or other lawful charge imposed by the state of a political subdivision or district thereof.

D. Delinquent accounts shall be collected and enforced in a manner authorized by General Municipal Law, Section 452. The Board of Trustees acknowledges that it may bring and maintain an action as upon contract for sewer rents in arrears, including penalties and interest or to foreclose liens for such sewer rents. As a first preference, the Board desires to take advantage of the alternative process through the tax collection and enforcement process that is authorized as an alternative. The Board shall annually cause a statement to be prepared setting forth the amount of each lien for sewer rents in arrears, the real property affected thereby and the name of the person in whose name such real property is assessed. Such statement shall be presented to the Board of Trustees on or before a date to be specified by it. The Board shall levy the amounts contained in such statement against the real property liable at the same time and in the same manner as city, village, county or town taxes, as the case may be and such amounts shall be caused to be set forth in separate column in the annual tax rolls. The amounts so levied shall be so collected and enforced in the same manner and at the same time as may be provided by law for the collection and enforcement of city, village, county or town taxes, as the case may be.

Section 268-8. Collection of sewer rents; sewer rent fund.

All revenues from sanitary sewer rents including penalties shall be kept in a separate bank account to be designated as “sewer rent fund” All such funds, together with any interest thereon, shall be used in accordance with General Municipal Law, Section 453.

Section 268-9. Appeals

A system user may apply to the Board of Trustees for review of any determination made by the Village or entity to which billing authority has been designated. Determinations by the Board of Trustees are subject to judicial review pursuant to Article 78 of the New York Civil Practice Law and Rules.

Section 268-10. Properties located outside the Village

System users for properties located outside the territorial limits of the Village of Port Chester are liable for charges in accordance with this chapter unless the subject of an existing agreement with the Village.

Section 268-11. Exemption

The property of the Village of Port Chester is solely exempt from the obligation to pay sewer rent.

Section 268-12. Agreement with water source

Together with United Water Westchester, the Village of Port Chester has petitioned the New York State Public Service Commission for authorization to contract with the water company to utilize its water consumption data, perform billing functions, as well as provide any other services necessary to administer this chapter.

Section 268-13. Severability

Should any section or provisions of this Local Law be adjudged by a court of competent jurisdiction to be unconstitutional or otherwise invalidated, such judgment shall not affect, impair or invalidate the remainder of this Local Law, and it shall be construed to have been the legislative intent to enact this Local Law without such unconstitutional or invalid parts therein.

SECTION 2: This local law shall be effective upon filing in the Office of the Secretary of State.



VILLAGE OF PORT CHESTER
DEPARTMENT OF PLANNING & DEVELOPMENT
222 Grace Church Street, Rm. 202
Port Chester, NY 10573
(P) 914.937.6780
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Christopher Gomez, AICP Director
Jessica Youngblood, MCP Planner
Connie Phillips, Planning Commission Secretary

To: Hon. Mayor Pagano and Board of Trustees

From: Christopher Gomez, AICP, Director of Planning and Development

Re: Proposed Sewer Rent Law - Type II SEQRA Determination

CC: C. Steers, T. Cerreto, L. Douglas, J. Richards

Date: December 31, 2012

Adoption of the proposed Sewer Rent Law by the Board of Trustees is classified as a Type II action under SEQRA section 617.5(c)(27), "adoption of regulations, policies and local legislative decisions...". Further, the actual effect of the law itself fits within SEQRA section 617.5(c)(19) "official acts of a ministerial nature involving no exercise of discretion ...".

Therefore, no further environmental review is required.

ESTABLISHING A SEWER RENT RATE
FOR FY 2013-2014

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, Article 14-F of the New York General Municipal Law authorizes municipalities to establish a system of user fees, or sewer rents; and

WHEREAS, in the exercise of such statutory authority, the Board has adopted a local law establishing a system of sewer rents using water consumption as a basis for calculating same; and

WHEREAS, the Village Manager has provided the proposed sewer rent rate for FY 2013-2014 to the Board of Trustees, that being \$1.300020/CCF of water consumption; and

WHEREAS, as required by law, the Board has conducted a public hearing wherein all interested parties were given an opportunity to be heard. Now, therefore, be it

RESOLVED, that the Board of Trustees hereby establishes the sewer rent rate for FY 2013-2014 at \$1.300020/CCF of water consumption.

Approved as to Form:

Anthony M. Cerreto, Village Attorney

ROLL CALL

AYES:

NOES:

ABSENT:

Date:



**Village of Port Chester
Modified & Projected Sewer Fund
Budget Presentation
Fiscal Year
June 1, 2013 to May 31, 2014
Updated 1-9-14**

JANUARY 9, 2014



Adopted Sewer Fund Budget at a Glance

Appropriations	\$1,751,538
Sewer Rents	\$1,724,538
Other Revenues	\$27,000
Estimated Water Consumption	
Based on Prior Year Per CCF	1,303,826
Sewer Rates Per CCF	\$1.32268
Avg. Yearly Sewer Consumption CCF	120 CCF
Avg. Yearly Sewer Bill (120 x \$1.32268)	\$158.72

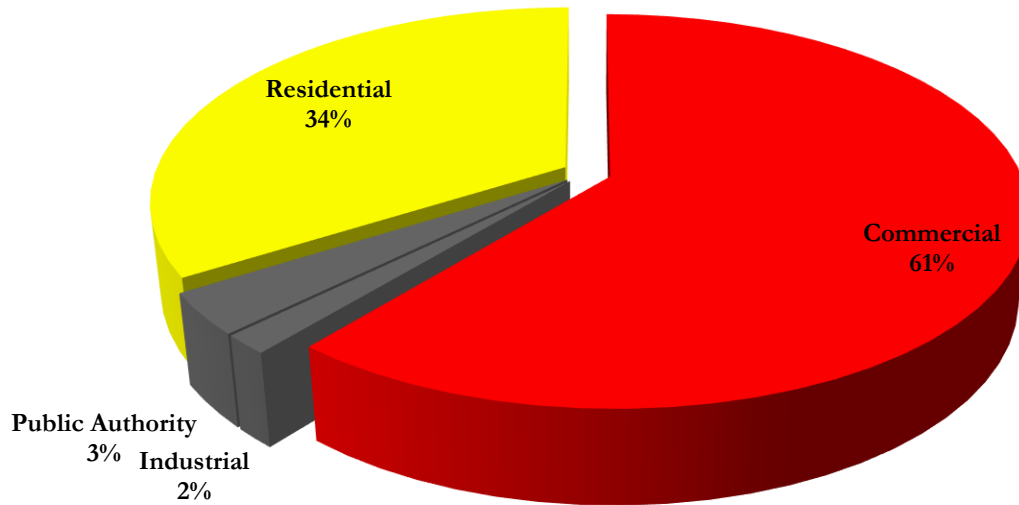


Sewer Rent Vs. Tax Levy

<u>NON-HOMESTEAD</u>	<u>ASSESS VALUES</u>	<u>%</u>	<u>TAX LEVY</u>
Assessed Value Taxed	\$ 876,647,721	65%	\$ 9,379,880
Exempt Properties	\$ <u>464,460,500</u>	<u>35%</u>	<u>\$ 5,050,704</u>
Total	\$1,340,508,221	100%	\$14,430,584
Exempt Prop.			
Billed by Water Co.	\$ 280,519,000	60%	\$ 3,030,422
Sewer Rent Fees			\$ 1,724,538
\$ Value of Exempt Property Based on Consumption (35%)			\$ 603,588



Village Water Consumption by Land Use



Source: United Water of Westchester

<u>Land Use</u>	<u>Units of Water Consumed (CCF)</u>	<u>% of Total Consumption</u>
Commercial	795,833	61%
Industrial	20,691	2%
Public Authority	44,438	3%
Residential	442,864	34%
Total	1,303,826	100%



Adopted Sewer Rate Calculation

Sewer Rent Revenues	\$1,724,583
Prior Year Water Consumption	1,303,826 CCF
Rate per CCF	\$1.32268



Adjusted Sewer Rate Calculation

FY 2013-14

Appropriations	<u>\$1,695,000</u>
Sewer Rent Revenues	<u>\$1,695,000</u>
Estimated Revenues	\$1,695,000
Estimated Water Consumption	
Based on Prior Year in CCF	1,303,826
Sewer Rates Per CCF	\$1.300020
Avg. Yearly Sewer Consumption CCF	120 CCF
Avg. Yearly Sewer Bill (120 x \$1.300020)	\$156.00



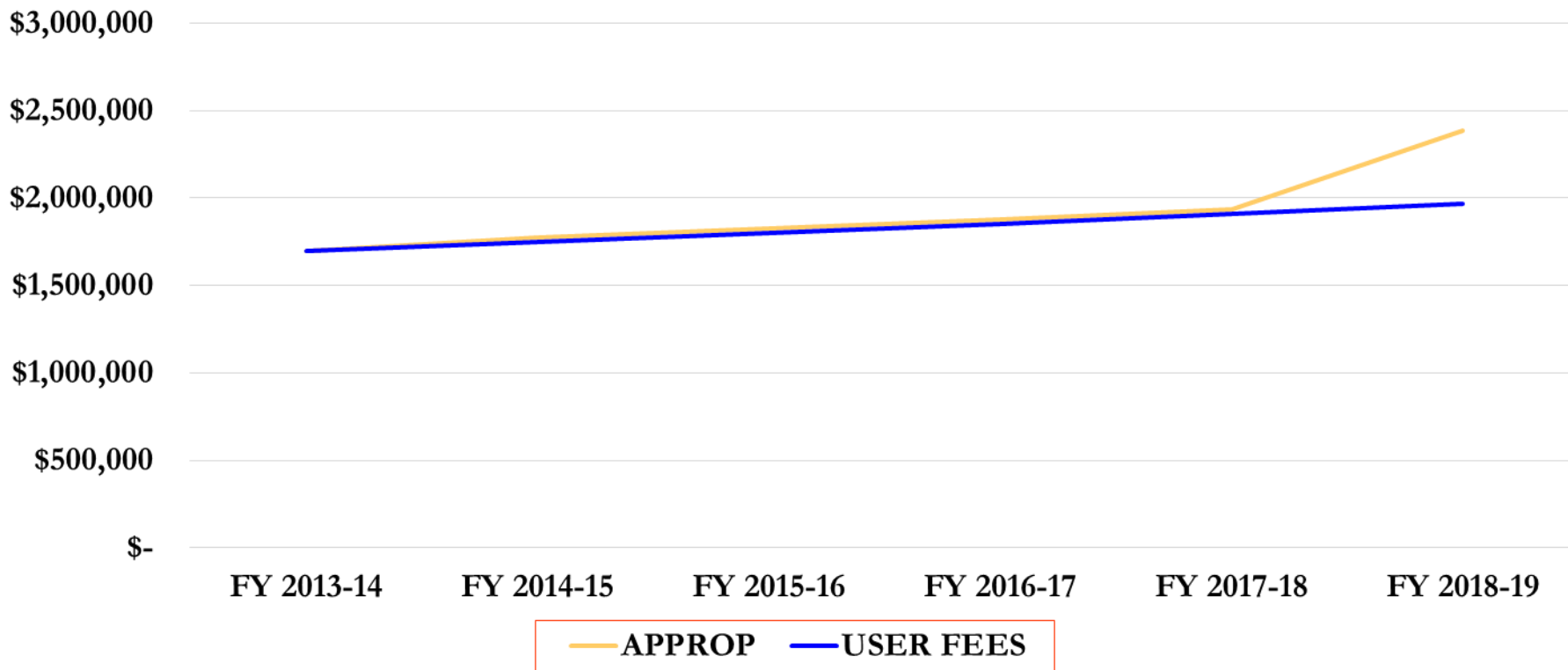
Modified & Projected Sewer Budgets

	FY 2013-14 MODIFIED	FY 2014-15 PROJECTED	FY 2015-16 PROJECTED	FY 2016-17 PROJECTED	FY 2017-18 PROJECTED	FY 2018-19 PROJECTED
APPROPRIATIONS	\$1,695,000	\$1,745,822	\$1,798,197	\$1,852,143	\$1,907,707	1,964,939
REVENUES						
APPR RESERVE						390,000
OTHER REVENUES	\$0	\$27,000	\$27,000	\$27,000	\$27,000	27,678
SEWER USER FEES	<u>\$1,695,000</u>	<u>\$1,745,822</u>	<u>\$1,798,197</u>	<u>\$1,852,143</u>	<u>\$1,907,707</u>	<u>\$1,964,939</u>
TOTAL REVENUES	\$1,695,000	\$1,772,882	\$1,825,197	\$1,879,143	\$1,934,707	\$2,384,617
SEWER RATES (BASED ON 1,303,826 YEARLY CCF) 7	\$1.300020	\$1.338999	\$1.379169	\$1.420545	\$1.463161	\$1.507056



Modified & Projected Sewer Budgets

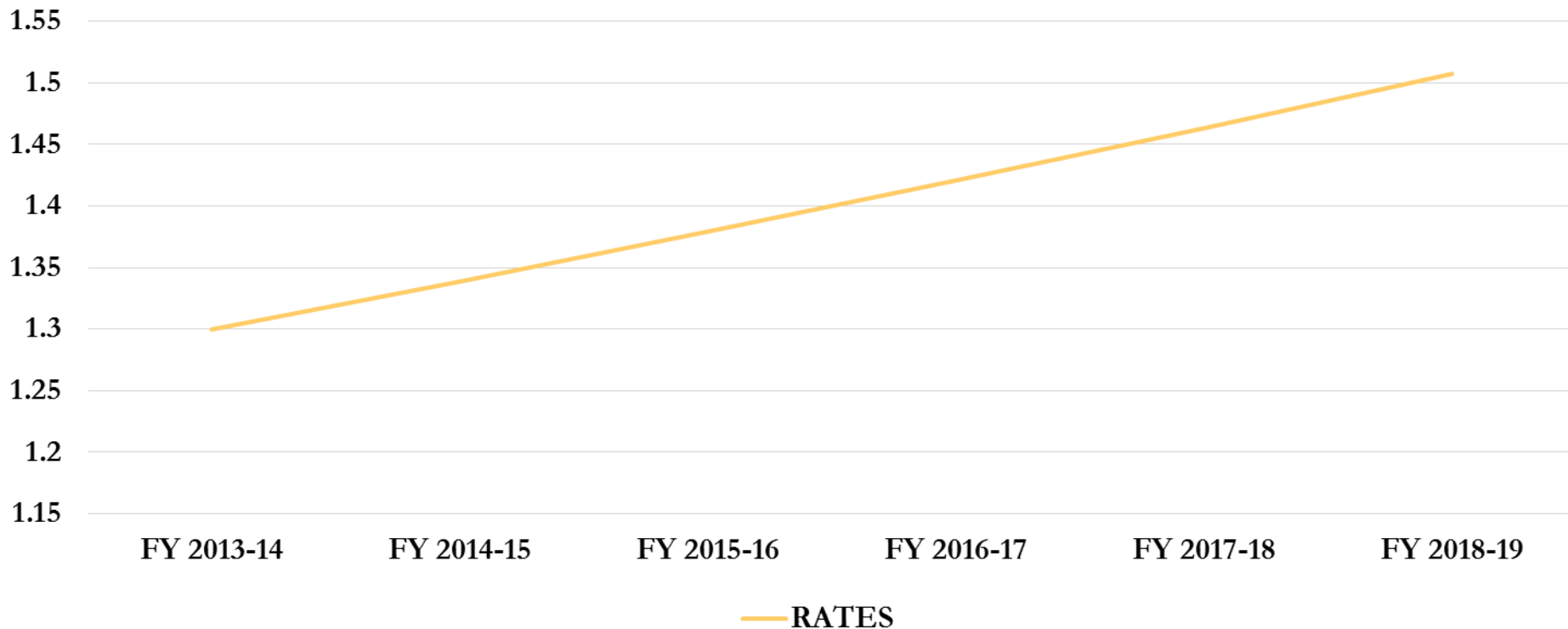
Appropriation & Sewer User Fees





Modified & Projected Sewer Rates

Yearly Sewer Rates





Long Term Sewer Debt Summary FY 2013-14

• Balance at 6/1/13	\$3,020,543
• Principal Payment	\$192,046
• Balance at 5/31/14	\$2,828,497
• Interest Payment	\$106,153



Outstanding Long Term Sewer Debt for the Next Ten Years

May 31,	Principal	Interest	Total
2013	\$171,296	118,356	289,652
2014	192,046	106,022	298,068
2015	207,426	99,506	306,932
2016	216,170	92,542	308,712
2017	223,775	85,276	309,051
2018	232,708	76,824	309,532
2019	241,761	68,665	310,426
2020	248,900	59,518	308,418
2021	258,129	50,971	309,100
2022	267,937	41,970	309,907



Short Term Sewer Debt

2010-11 Sewer B.A.N. (Original Issue) \$1,135,500 (Balance \$681,300)

2013-14 Sewer B.A.N. (Original Issue) \$1,700,000

<u>Renewal Date</u>	<u>Principal</u>	<u>Prin Payment</u>	<u>Rate</u>	<u>Int Payment</u>
2/26/14	\$681,300	\$227,100	.67%	\$4,564.71
2/26/14	\$1,700,000	<u>-0-</u>	.47%	<u>\$4,454.00</u>
Total		\$227,100		\$9,018.71



Sewer Fund Short Term Debt

B.A.N. on 8/13/13	\$1,700,000.00
Interest due on 2/26/14	4,454.00



Short Term Sewer Debt Principal for \$1.7 Million

The Minimum Principal Payments are as follows:

<u>Payment Date</u>	<u>Suggested Amt.</u>	<u>Required Amt.</u>
2/26/2014	\$25,000	\$-0-
2/26/2015	\$25,000	\$25,000
2/26/2016	\$25,000	\$30,000
2/26/2017	\$25,000	\$30,000
2/26/2018	<u>\$25,000</u>	<u>\$30,000</u>
Total	\$125,000	\$115,000



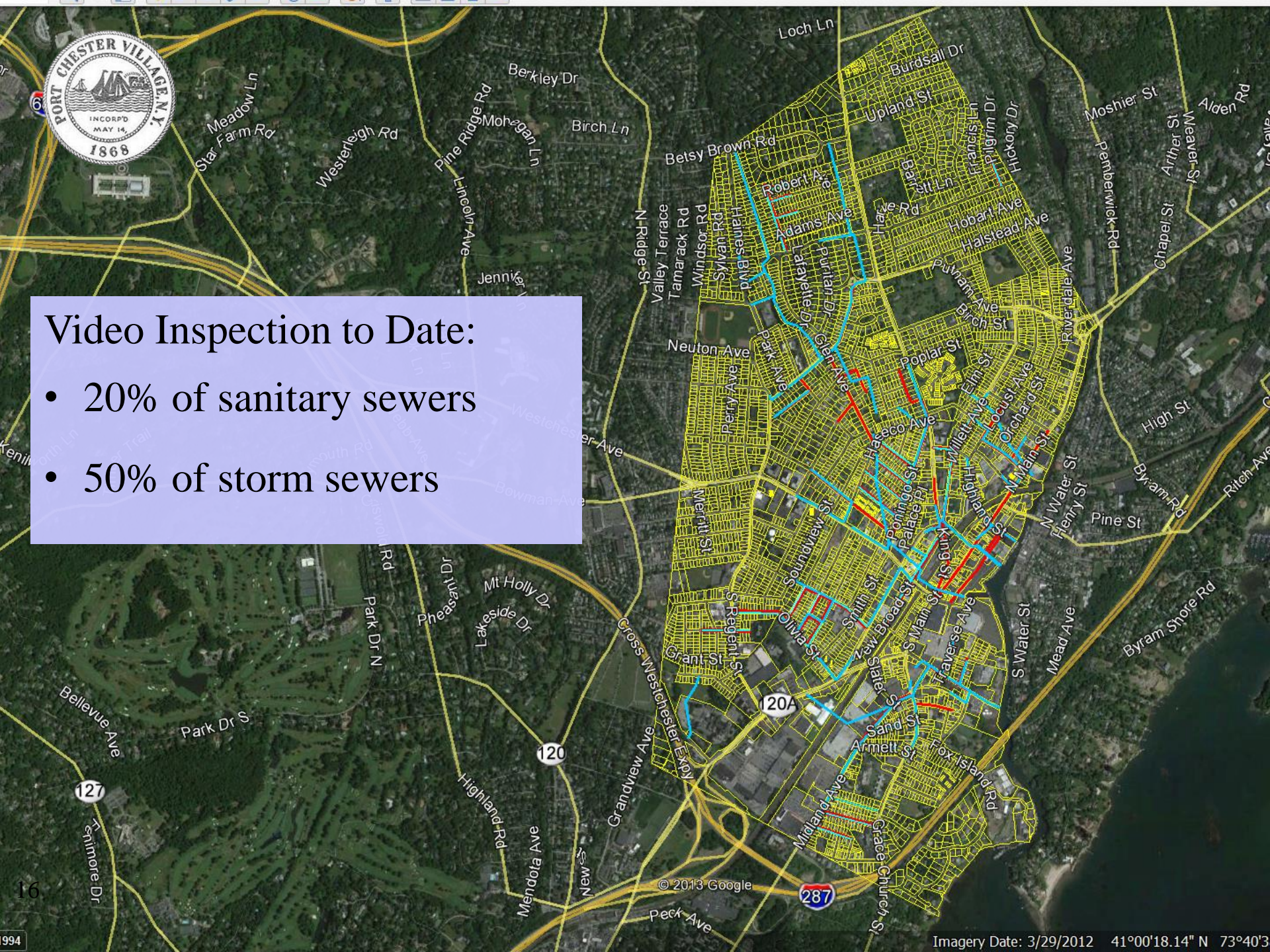
FUNDING SOURCE FOR SEWER LINE REPLACEMENT

PHASE 1	2013-14	BAN	\$1,700,000
PHASE 2	2015-16	BAN	\$2,575,000
PHASE 3	2016-17	BAN	\$2,575,000
PHASE 4	2017-18	BAN	\$5,150,000
PHASE 5	2018-19	BAN	<u>\$3,000,000</u>
TOTAL PROJECT BORROWING			\$15,000,000



Video Inspection to Date:

- 20% of sanitary sewers
- 50% of storm sewers





Phase I: Downtown \$1,709,750

- Replacement or Sealing of Sanitary Lines
- 15 locations
- 12, 810 linear feet

	Completed
	In Design

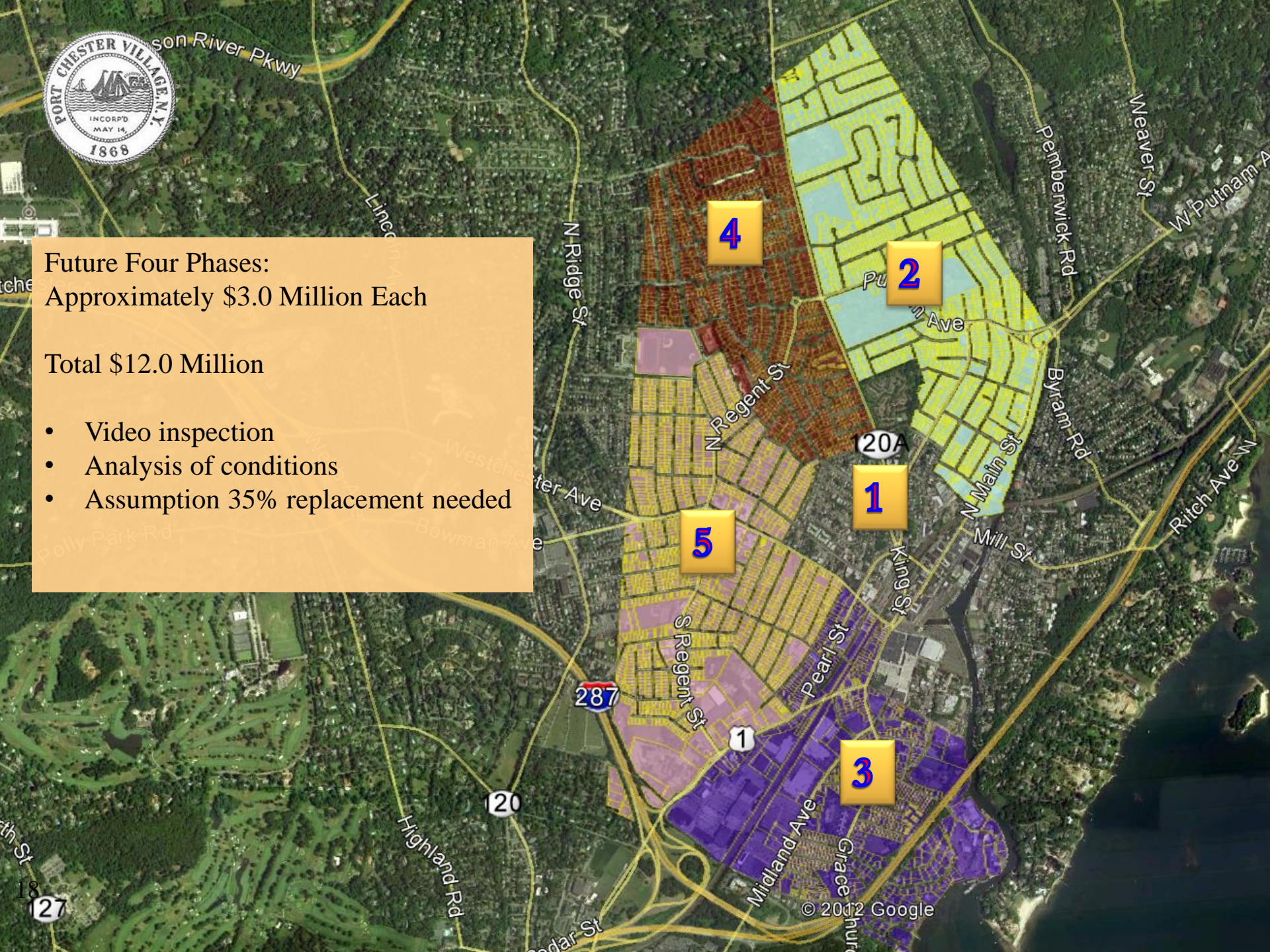
Village of Port Chester						
Proposed Sanitary Sewer Improvement Projects: Phase I						
Number	Location	Pipe Diameter (inches)	Length (feet)	Type	Remediation	Estimated Cost
1	Traverse Ave (Townsend to Purdy)	8	1,000	Sanitary	Excavate & Replace	\$225,000
2	Townsend Ave (Martin to Purdy)	8	450	Sanitary	Excavate & Replace	\$90,000
3	Lower King St (At Bulkley Drain)	8	60	Sanitary	Excavate & Replace	\$65,000
4	North Main St. (Willet to Westchester)	8	1,000	Sanitary	Excavate & Replace	\$350,000
5	Highland Ave (Metro North to North Main)	10	400	Sanitary	Excavate & Replace	\$120,000
6	Highland Ave. (Locust to Metro North)	10	1,600	Sanitary	CIPP & Seal Services	\$96,000
7	Broad Street (Irving to King)	18	325	Sanitary	CIPP & Seal Services	\$27,625
8	Irving Ave (Poningo to Broad)	18	650	Sanitary	CIPP & Seal Services	\$55,250
9	Lower King St (Broad to Bulkley Drain)	18	1,100	Sanitary	CIPP & Seal Services	\$99,000
10	Irving Ave (Clark to Poningo)	10	1,100	Sanitary	CIPP & Seal Services	\$77,000
11	North Main St. (Wilkins to Rectory)	8	725	Sanitary	Excavate & Replace	\$199,375
12	Wilkins Ave (Locust to North Main)	15	975	Sanitary	CIPP & Seal Services	\$63,375
13	Willet Ave Willet (King to North Main)	10	600	Sanitary	CIPP & Seal Services	\$39,000
14	North Main St (Westchester to Adee)	10	875	Sanitary	CIPP & Seal Services	\$56,875
15	Midland Ave (Grace Church to Leonard)	12	1,950	Sanitary	CIPP & Seal Services	\$146,250
Total			12,810			\$1,709,750



Future Four Phases:
Approximately \$3.0 Million Each

Total \$12.0 Million

- Video inspection
- Analysis of conditions
- Assumption 35% replacement needed





QUESTIONS & COMMENTS

**VILLAGE OF PORT CHESTER
SEWER ENTERPRISE FUND REVENUES
MODIFIED & PROJECTED BUDGETS**

	FY 2013-14 REQUESTED	FY 2013-14 ADOPTED	FY 2013-14 MODIFIED	FY 2014-15 PROJECTED	FY 2015-16 PROJECTED	FY 2016-17 PROJECTED	FY 2017-18 PROJECTED	FY 2018-19 PROJECTED
SEWER ENTERPRISE FUND - 007-007-								
2122 - SEWER USER FEES	1,724,538	1,724,538	1,695,000	1,745,822	1,798,197	1,852,143	1,907,707	1,964,939
2128 - INT & PEN ON SEWER ACCOUNTS	5,000	5,000	-	5,000	5,000	5,000	5,000	7,678
2597 - SEWER SRV/CONNECTION CHRG	22,000	22,000	-	22,000	22,000	22,000	22,000	22,000
4996 - APPROPRIATED FUND BALANCE			-					390,000
TOTAL REVENUES	1,751,538	1,751,538	1,695,000	1,772,822	1,825,197	1,879,143	1,934,707	2,384,617

SEWER RATES (1,303,826 YEARLY CCF)	\$ 1.300020	\$ 1.338999	\$ 1.379169	\$ 1.420545	\$ 1.463161	\$ 1.507056
PERCENT INCREASE		3.00%	3.00%	3.00%	3.00%	3.00%

**VILLAGE OF PORT CHESTER
SEWER ENTERPRISE FUND APPROPRIATIONS
MODIFIED & PROJECTED BUDGETS**

	FY 2013-14 RECOMMENDED	FY 2013-14 ADOPTED	FY 2013-14 MODIFIED	FY 2014-15 PROJECTED	FY 2015-16 PROJECTED	FY 2016-17 PROJECTED	FY 2017-18 PROJECTED	FY 2018-19 PROJECTED
SEWER ENTERPRISE FUND -007								
DEPARTMENT								
1990 - CONTINGENT ACCOUNT								
400 -CONTRACTUAL*	17,500	17,500	16,950	17,728	18,252	18,791	19,347	19,920
TOTAL CONTINGENT ACCOUNT	17,500	17,500	16,950	17,728	18,252	18,791	19,347	19,920
RESERVE FOR DEBT			348,872	320,030	281,846	458,984	386,890	300,000
TOTAL RESERVE FOR DEBT			348,872	320,030	281,846	458,984	386,890	300,000
DEPARTMENT								
8120 - SANITARY SEWER								
101 - PERSONNEL-OVERTIME	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
200 - EQUIPMENT	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
400 - CONTRACTUAL **	258,538	258,538	315,899	363,276	410,817	410,817	410,817	410,817
401 - MATERIAL & SUPPLIES	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
413 - LIGHT & POWER	8,000	8,000	8,000	8,240	8,487	8,742	9,004	9,274
462 - SOFTWARE SUPPORT (KVS)	1,500	1,500	1,500	1,545	1,591	1,639	1,688	1,739
477 - BOND/BAN FILING FEES	2,500	2,500	2,500	2,575	2,652	2,732	2,814	2,899
492 - AUDITORS FEES	3,500	3,500	3,500	3,605	3,713	3,825	3,940	4,059
TOTAL SANITARY SEWER	334,038	334,038	406,399	454,241	502,260	502,755	503,263	503,788
DEPARTMENT								
9900 - TRANSFERS TO OTHER FUNDS								
901 - TRANSFER TO GENERAL FUND	1,400,000	1,400,000	922,779	980,823	1,022,839	898,613	1,025,207	1,560,909
TOTAL TRANSFER TO GENERAL FUND	1,400,000	1,400,000	922,779	980,823	1,022,839	898,613	1,025,207	1,560,909
TOTAL SEWER ENTERPRISE FUND	1,751,538	1,751,538	1,695,000	1,772,822	1,825,197	1,879,143	1,934,707	2,384,617

**VILLAGE OF PORT CHESTER
SEWER ENTERPRISE FUND APPROPRIATIONS
MODIFIED & PROJECTED BUDGETS**

SEWER ENTERPRISE FUND -007	FY 2013-14 RECOMMENDED	FY 2013-14 ADOPTED	FY 2013-14 MODIFIED	FY 2014-15 PROJECTED	FY 2015-16 PROJECTED	FY 2016-17 PROJECTED	FY 2017-18 PROJECTED	FY 2018-19 PROJECTED
SUMMARY OF TRANSFER TO GEN FUND								
SALARY & BENEFITS	388,591	388,591	388,591	400,249	412,256	424,624	437,362	450,483
BOND PRINCIPAL	192,046	192,046	192,046	207,426	216,170	223,775	232,708	241,761
BOND INTEREST	106,022	106,022	106,022	99,506	92,542	85,276	76,824	68,665
NEW BOND PRINCIPAL								400,000
NEW BOND INTEREST								400,000
B.A.N. PRINCIPAL (Original Issue, \$1,135,500. 3rd year principal)			227,100	252,100	257,100	80,000	130,000	-
B.A.N. INTEREST (\$1.7 million & \$681,300)			9,020	21,542	44,771	84,938	148,313	-
TOTAL TRANSFER TO GENERAL FUND	686,659	686,659	922,779	980,823	1,022,839	898,613	1,025,207	1,560,909
CONTINGENCY CONTRACTUAL*								
Cash Reserve			348,872	320,030	281,846	458,984	386,890	300,000
Contingency {1% of Budget			16,950	17,728	18,252	18,791	19,347	19,920
TOTAL CONTINGENCY & DEBT RESERVES			365,822	337,758	300,098	477,775	406,237	319,920
SANITARY SEWER CONTRACTUAL**								
United Water (Transition Cost and Maintenance Fee - \$14,595+\$60,257+\$60			135,109	193,486	241,027	241,027	241,027	241,027
United Water (Monthly billing-one time cost)			11,000	-	-	-	-	-
United Water (Monthly billing - annual)			69,790	69,790	69,790	69,790	69,790	69,790
Legal			75,000	75,000	75,000	75,000	75,000	75,000
Engineering			25,000	25,000	25,000	25,000	25,000	25,000
TOTAL SANITARY SEWER CONTRACTUAL			315,899	363,276	410,817	410,817	410,817	410,817

N.B.:

* Includes 1 month Cash Reserve & 1 % Contingency.

**Include United Water, Legal, Engineer.

**VILLAGE OF PORT CHESTER
SEWER FUND SALARY SCHEDULE
MODIFIED & PROJECTED BUDGETS**

<u>Position</u>	<u>Positions</u>	<u>Step & Grade</u>	<u>2012-13 SALARY</u>	<u>Explanation/ Hourly Rate</u>	<u>2013-14 SALARY</u>	<u>Positions</u>
<u>DEPT - 1320 Finance</u>						
Treasurer	0	MGMNT	\$ 124,000		\$ 127,100	0
Jr. Accountant	0	18-6-1	\$ 72,800		\$ 77,153	0
Int Acct Clerk	0	12-3-0	\$ 49,129	13A-4-0	\$ 57,843	0
Int Acct Clerk	<u>0</u>	12-2-0	\$ 47,398	13A-3-0	\$ 55,896	<u>0</u>
	0	TOTAL - 1320-0100	\$ 29,333	(10% of \$317,992)	\$ 31,799	0
<u>DEPT - 1420 Law</u>						
Village Attorney		MGMNT	\$ 135,762		\$ 139,156	0
Sr. Office Asst.	<u>0</u>	12-1-0	\$ 55,059	To 1230	\$ -	<u>0</u>
	0	TOTAL - 1420-0100	\$ 19,082	(10% of \$139,156)	\$ 13,916	0
<u>DEPT - 1640 Central Garage</u>						
Auto Mechanic	0	16A-6-1	\$ 68,089	16A-6-1	\$ 71,700	0
Auto Mechanic	0	16A-6-4	\$ 69,790	16A-6-5	\$ 74,218	0
Auto Mechanic	0	16A-2-0	\$ 59,303	16A-4-0	\$ 66,852	0
Auto Mechanic	0	16A-2-0	\$ 59,303	16A-3-0	\$ 64,661	<u>0</u>
	0	TOTAL -1640-0100	\$ 25,649	(10% of \$277,431)	\$ 27,743	0
<u>DEPT - 5110 Street Maintenance</u>						
Maint Wrk-Carp	0	15A-6-3	\$ 66,891		\$ 70,384	0
Skilled Laborer	0	12-6-0	\$ 54,323		\$ 57,225	0
Maint Mech- Elec	0	15A-6-0	\$ 65,503		\$ 68,996	0
MEO	0	14-6-1	\$ 60,522		\$ 63,730	0
MEO Sanittion	0	14-6-2	\$ 60,522		\$ 64,191	0
Lead Mnt Mech San	0	15-6-5	\$ 65,956	To 8160	\$ -	0
Maint Worker-Masor	0	13-3-0	\$ 49,911		\$ 54,483	0
MEO	0	12-6-2	\$ 55,250		\$ 58,152	0
Skilled Laborer	0	12-6-0	\$ 52,592		\$ 57,225	0
Gen Repairman	0	15A-6-4	\$ 64,863		\$ 71,163	0
Laborer	<u>0</u>	10-6-0	\$ 49,535		\$ 52,179	<u>0</u>
	0	TOTAL 5110-0100	\$ 64,587	(10% of \$617,728)	\$ 61,773	0

**VILLAGE OF PORT CHESTER
SEWER FUND SALARY SCHEDULE
MODIFIED & PROJECTED BUDGETS**

<u>Position</u>	<u>Positions</u>	<u>Step & Grade</u>	<u>2012-13 SALARY</u>	<u>Explanation/ Hourly Rate</u>	<u>2013-14 SALARY</u>	<u>Positions</u>
<u>DEPT - 7110 Parks</u>						
Lead Maint Mech	<u>0</u>	16-6-4	\$ 68,289		\$ 71,821	<u>0</u>
	0	TOTAL - 7110-0100	\$ 68,289		\$ 71,821	0
 <u>DEPT - 8120 Sanitary Sewer</u>						
Sewer Over-time			\$ 15,000		\$ 15,000	
		TOTAL 8120-101	\$ 15,000		\$ 15,000	
 TOTAL SALARIES & SEWER OVER-TIME			<u>\$ 221,939</u>		<u>\$ 222,052</u>	
FRINGE BENEFITS 75% OF SALARIES <i>(NYS Retirement, Medical, Workers Comp, FICA/Med, MTA Tax)</i>			<u>\$ 388,393.43</u>		<u>\$ 388,590.48</u>	
TOTAL SALARIES PLUS FRINGE BENEFITS (3% INCREASE)				FY 2014-15	\$ 400,248.19	
TOTAL SALARIES PLUS FRINGE BENEFITS (3% INCREASE)				FY 2015-16	\$ 412,255.64	
TOTAL SALARIES PLUS FRINGE BENEFITS (3% INCREASE)				FY 2016-17	\$ 424,623.30	
TOTAL SALARIES PLUS FRINGE BENEFITS (3% INCREASE)				FY 2017-18	\$ 437,362.00	
TOTAL SALARIES PLUS FRINGE BENEFITS (3% INCREASE)				FY 208-19	\$ 450,482.86	

**VILLAGE OF PORT CHESTER
GROSS SEWER DEBT SERVICE
OUTSTANDING SERIAL BONDS**

FY Ended May 31:	All Outstanding Bond Issues		
	Principal	Interest	Total Debt Service
2013	\$ 171,296.39	\$ 112,078.10	\$ 283,374.49
2014	\$ 192,046.39	\$ 106,021.34	\$ 298,067.73
2015	\$ 207,426.21	\$ 99,505.49	\$ 306,931.70
2016	\$ 216,170.03	\$ 92,541.82	\$ 308,711.85
2017	\$ 223,774.85	\$ 85,275.98	\$ 309,050.83
2018	\$ 232,707.67	\$ 76,823.69	\$ 309,531.36
2019	\$ 241,761.49	\$ 68,664.75	\$ 310,426.24
2020	\$ 248,900.31	\$ 59,517.45	\$ 308,417.76
2021	\$ 258,129.13	\$ 50,971.14	\$ 309,100.27
2022	\$ 267,936.95	\$ 41,969.66	\$ 309,906.61
2023	\$ 248,040.59	\$ 33,079.35	\$ 281,119.94
2024	\$ 206,647.41	\$ 24,813.87	\$ 231,461.28
2025	\$ 214,337.22	\$ 16,502.40	\$ 230,839.62
2026	\$ 166,436.04	\$ 8,880.65	\$ 175,316.69
2027	\$ 73,230.68	\$ 2,977.23	\$ 76,207.91
2028	\$ 22,997.50	\$ 988.91	\$ 23,986.41
	<u>\$ 3,191,838.86</u>	<u>\$ 880,611.83</u>	<u>\$ 4,072,450.69</u>

**VILLAGE OF PORT CHESTER
SEWER FUND SHORT-TERM DEBT SCHEDULE
MODIFIED & PROJECTED BUDGETS**

FY 2013-14

PYMT	DATE	DESCRIPTION	PRINCIPAL	PAYABLE	RATE	INTEREST	Y/E BALANCE	PURCHASER
2014	26-Feb	2010-11 BAN Renewal (Y3)	681,300.00	227,100.00	0.67%	\$ 4,564.71	\$ 454,200.00	TD BANK
2014	26-Feb	2013-14 BAN Renewal (Y1)	1,700,000.00	-	0.47%	\$ 4,454.00	\$ 1,700,000.00	TD SECURITIES
		B.A.N. TOTAL	2,381,300.00	227,100.00		9,018.71	2,154,200.00	

FY 2014-15

PYMT	DATE	DESCRIPTION	PRINCIPAL	PAYABLE	RATE	INTEREST	Y/E BALANCE	PURCHASER
2015	26-Feb	2010-11 BAN Renewal (Y4)	454,200.00	227,100.00	1.00%	\$ 4,542.00	\$ 227,100.00	
2015	26-Feb	2013-14 BAN Renewal (Y2)	1,700,000.00	25,000.00	1.00%	\$ 17,000.00	\$ 1,675,000.00	
		B.A.N. TOTAL	2,154,200.00	252,100.00		21,542.00	1,902,100.00	

FY 2015-16

PYMT	DATE	DESCRIPTION	PRINCIPAL	PAYABLE	RATE	INTEREST	Y/E BALANCE	PURCHASER
2016	26-Feb	2010-11 BAN Renewal (Y5)	227,100.00	227,100.00	1.00%	\$ 2,271.00	\$ -	
2016	26-Feb	2013-14 BAN Renewal (Y3)	1,675,000.00	30,000.00	1.00%	\$ 16,750.00	\$ 1,645,000.00	
2016	26-Feb	2015-16 B.A.N. (Y1)	2,575,000.00	-	1.00%	\$ 25,750.00	\$ 2,575,000.00	
		B.A.N. TOTAL	4,477,100.00	257,100.00		44,771.00	4,220,000.00	

FY 2016-17

PYMT	DATE	DESCRIPTION	PRINCIPAL	PAYABLE	RATE	INTEREST	Y/E BALANCE	PURCHASER
2017	26-Feb	2013-14 BAN Renewal (Y4)	1,645,000.00	30,000.00	1.25%	\$ 20,562.50	\$ 1,615,000.00	
2017	26-Feb	2015-16 BAN Renewal (Y2)	2,575,000.00	50,000.00	1.25%	\$ 32,187.50	\$ 2,525,000.00	
2017	26-Feb	2016-17 BAN Renewal (Y1)	2,575,000.00	-	1.25%	\$ 32,187.50	\$ 2,575,000.00	
		B.A.N. TOTAL	6,795,000.00	80,000.00		84,937.50	6,715,000.00	

FY 2017-18

PYMT	DATE	DESCRIPTION	PRINCIPAL	PAYABLE	RATE	INTEREST	Y/E BALANCE	PURCHASER
2018	26-Feb	2013-14 BAN Renewal (Y5)	1,615,000.00	30,000.00	1.25%	\$ 20,187.50	\$ 1,585,000.00	
2018	26-Feb	2015-16 BAN Renewal (Y3)	2,525,000.00	50,000.00	1.25%	\$ 31,562.50	\$ 2,475,000.00	
2018	26-Feb	2016-17 BAN Renewal (Y2)	2,575,000.00	50,000.00	1.25%	\$ 32,187.50	\$ 2,525,000.00	
2018	26-Feb	2017-18 BAN Renewal (Y1)	5,150,000.00	-	1.25%	\$ 64,375.00	\$ 5,150,000.00	
		B.A.N. TOTAL	11,865,000.00	130,000.00		148,312.50	11,735,000.00	

FY 2018-19-CONVERT BAN TO LONG TERM DEBT

PYMT	DATE	DESCRIPTION	PRINCIPAL	PAYABLE	RATE	INTEREST	Y/E BALANCE	PURCHASER
2019	26-Feb	2013-14 BAN Renewal (Y5)	1,585,000.00	-			\$ 1,585,000.00	
2019	26-Feb	2015-16 BAN Renewal (Y3)	2,475,000.00	-			\$ 2,475,000.00	
2019	26-Feb	2016-17 BAN Renewal (Y2)	2,525,000.00	-			\$ 2,525,000.00	
2019	26-Feb	2017-18 BAN Renewal (Y2)	5,150,000.00	-			\$ 5,150,000.00	
2019	26-Feb	2017-18 BAN Renewal (Y1)	3,000,000.00	-			\$ 3,000,000.00	
		B.A.N. TOTAL	14,735,000.00				14,735,000.00	

PUBLIC COMMENTS

RESOLUTIONS

RESOLUTION

AWARDING BID FOR SANITARY & STORM DRAIN CLEANING
AND TELEVISION INSPECTION

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 Village of Port Chester has advertised for bids for Sanitary Sewer and Storm Drain Cleaning and Television Inspection (BID Number 2013-06); and

WHEREAS, five bids were received, with Fred A. Cook, Inc., Montrose, New York, submitting the lowest bid in the amount of \$209,375.00 and

WHEREAS, the Village's consulting engineer, Dolph Rotfeld Engineering, P.C., has worked with the low bidder on previous projects and has found their work to be satisfactory. Now therefore, be it

RESOLVED, that the Board of Trustees hereby awards the bid for Sanitary Sewer and Storm Drain Cleaning and Television Inspection to Fred A. Cook, Inc., Montrose, New York in the amount of \$209,375.00; and

BE IT FURTHER RESOLVED, that the Village Manager is hereby authorized to enter into an agreement with the contractor; and

BE IT FURTHER RESOLVED, that the funding for said work be appropriated from FY 2010-11 Sanitary Sewer Reconstruction Project, 5.8120.400.2010.117.

Approved as to Form:

Anthony M. Cerreto, Village Attorney

ROLL CALL

AYES:

NOES:

ABSENT:

DATE:



VILLAGE OF
PORT CHESTER

222 Grace Church Street, Port Chester, New York 10573

AGENDA MEMO

Office of the Village Manager

Village BOT Meeting Date: February 3, 2014

Item Type: Resolution

Description	Yes	No	Description	Yes	No
Fiscal Impact		x	Public Hearing Required		x
Funding Source:			BID # 2013-06		
Account #:			Strategic Plan Priority Area		
			Business & Economic Development		
Agreement	x		Manager Priorities		
Strategic Plan Related	x		5 Year Capital Plan		

Sponsor's Name: Christopher D. Steers, Village Manager

AWARDING BID FOR SANITARY & STORM DRAIN CLEANING AND TELEVISION INSPECTION

Summary

This work involves recording and televising conditions in the Village's sanitary sewer system.

It will further the Village's efforts to comply with the U.S. Environmental Protection Agency (EPA) administrative order with regard to discharges into the Long Island

Sound, and is part of the phased implementation of the Village's five-year capital plan for the sewers.

Upon the contractor's performance of this work, one half of the sewers that was identified for upgrading will have been subject to such inspection and recording.

As reflected in the resolution, this matter has been competitively bid and the proposed award is to the low bidder, Fred A. Cook, Inc., Montrose, New York. The contractor has a proven track record with the Village.

Proposed Action

That the Board of Trustees adopt the Resolution

Attachments

Resolution BID List Extension Letter

VILLAGE OF PORT CHESTER

BID ANALYSIS SHEET

BID #:	2013-06
ITEM BID:	Sanitary Sewer & Storm Drain Cleaning & TV Inspection
BID OPENING DATE	09-18-2013 @10:01 AM

Please Print Name and Address	
BIDDER: NEPCCO	
ADDRESS: 99 Callender Road	
ADDRESS:	
CITY: Watertown	STATE: CT ZIP CODE: 06795
E-MAIL:	
PHONE #: 860-417-0413	FAX #:
AMOUNT 685,450.00	

Please Print Name and Address	
BIDDER: National Water Main Cleaning Co.	
ADDRESS: 875 Summer Avenue	
ADDRESS:	
CITY: Newark	STATE: NJ ZIP CODE: 07104
E-MAIL:	
PHONE #: 973-483-3200, X107	FAX #: 973-483-5065
AMOUNT 241,650.00	

Please Print Name and Address	
BIDDER: Fred A. Cook Jr. Inc.	
ADDRESS: 3226 Albany Post Road	
ADDRESS:	
CITY: Buchanan	STATE: NY ZIP CODE: 10511
E-MAIL:	
PHONE #: 845-739-3300	FAX #:
AMOUNT 219,600.00	

VILLAGE OF PORT CHESTER

BID ANALYSIS SHEET

Please Print Name and Address	
BIDDER:	Residual Management Services, LLC / dba:EarthCare
ADDRESS:	99 Maple Grange Road
ADDRESS:	
CITY: Vernon	STATE: NJ ZIP CODE: 07462
E-MAIL:	
PHONE #: 973-764-6100 / 800-428-6166	FAX #: 973-764-9148
AMOUNT	285,700.00

The following were present at the opening of the bids:

Village Clerk:	Janusz R. Richards
Deputy Village Clerk:	
Department Head:	
Other:	



Fred A. Cook, Jr. Inc.

SEWER, SEPTIC & PIPELINE CLEANING SPECIALISTS

Phone 914.739.3300
845.739.3300
Fax: 914.739.8525

P.O. BOX 70 MONTROSE, NY 10548

Website: www.fredcook.com

RE: Village of Port Chester

To Chris Steers:

As per our discussion we agree to hold our original pricing as per the bid on 9/14/13 until further notice.

Sincerely,

Brian Cook
President

Dolph Rotfeld Engineering, P.C.

CONSULTANTS & DESIGNERS

200 White Plains Road, Tarrytown, NY 10591 • (914) 631-8600

September 30, 2013

Mr. Chris Steers
Village Manager
222 Grace Church Street
Port Chester, N.Y. 10573

RE: 2013 Sanitary Sewer & Storm Drain Cleaning and Television Inspection
Port Chester, New York

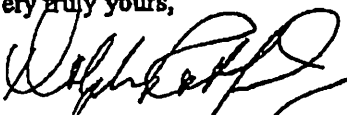
Dear Mr. Steers:

On September 18, 2013, five bids were received for the above referenced project. The bidder with the apparent lowest bid was Fred A. Cook Inc. of Montrose, NY with a Bid Price of \$209,375.00.

This office has worked with Fred A. Cook Inc. on previous projects and has found that their work is satisfactory.

Please advise us of your decision and when you will be scheduling a meeting with the contractor regarding contract signing, insurance policies and a tentative work schedule.

Very truly yours,



Dolph Rotfeld, P.E., BCHE

C: A. Carreto, Village Attorney
J. Richards, Village Clerk

RETAINER FOR ARCHITECT/ENGINEER CONSULTING SERVICES REGARDING
RENOVATIONS TO POLICE HEADQUARTERS/JUSTICE COURT BUILDING

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, circumstances have dictated the need for time-sensitive renovations to be done at the Police Headquarters/Justice Court; and

WHEREAS, architect/engineer consulting services are required before this work may proceed; and

WHEREAS, the Village Manager has identified a qualified firm for such purpose. Now, therefore be it

RESOLVED, that the Village Manager be and is hereby authorized to enter into an agreement with La Rocca Greene Architects, LLC., 22 Purchase Street, Rye, New York 10580, to provide architect/engineer consulting services with regard to renovations to the Police Department/Justice Court building at 350 North Main Street, compensation to be \$23,000 and otherwise in accordance with a proposal dated January 31, 2014; and be it further

RESOLVED, that payment be made from Capital Account "Police Building Improvements" 5.3120.400.2013.126.

Approved as to Form:

Anthony M. Cerreto, Village Attorney

ROLL CALL

AYES:

NOES:

ABSENT:

DATE:



VILLAGE OF
PORT CHESTER

222 Grace Church Street, Port Chester, New York 10573

AGENDA MEMO

Office of the Village Manager

Village BOT Meeting Date: February 3, 2014

Item Type: Resolution

Description	Yes	No	Description	Yes	No
Fiscal Impact		x	Public Hearing Required		x
Funding Source: Account #: Capital "Police Bldg. Improvements" 5.3120.400.2013.126			Strategic Plan Priority Area Public Safety		
Agreement	x		Manager Priorities		
Strategic Plan Related		x	N/A		

Sponsor's Name: Christopher D. Steers, Village Manager

RETAINER FOR ARCHITECT/ENGINEER SERVICES REGARDING RENOVATIONS TO POLICE HEADQUARTERS/JUSTICE COURT

Summary

This work involves the proposed capital improvements to the Court and Police Building including: brick facing repair and replacement, roof drainage repair, evidence room build out, court clerk office space build out relating to the Rye Town Court Move.

Proposed Action

That the Board of Trustees adopt the Resolution

Attachments

Resolution
Proposal dated January 31, 2014

January 31, 2014

Memo

To: Chris Steers

From: Steve La Rocca

Subject: PORT CHESTER POLICE AND COURT BUILDING
 ALTERATIONS AND SMALL ADDITION
 PRELIMINARY DESIGN AND SCOPE SUMMARY AND
 FEE PROPOSAL FOR ARCHITECT/ENGINEER SERVICES

A. PROJECT DESCRIPTION (SEE ATTACHED SKETCH)

1. Alterations to existing 1300 SF one-story North Wing consisting of wall and door changes, alterations to HVAC, plumbing, electrical and fire alarm systems, new finishes, new opening to existing adjacent offices.
2. New addition for passageway connection to existing two-story building.

B. PROJECT TARGET SCHEDULE

- | | | | |
|---|----------|--------|------------------|
| 1. Confirm preliminary design and scope | | | Jan. 27-Jan.31 |
| Negotiate fees and services | | | |
| 2. Prepare bid document plans and specs* | | | |
| *based on current scope and plan) | 4 weeks | | Feb.3-Feb. 28 |
| 3. Bidding, Building Permit Approval | 2 weeks | | Mar.3- Mar. 14 |
| 4. Bid evaluation, Contract award, Demolition
by Village staff | | 1 week | Mar. 17-Mar. 21 |
| 5. Construction | 10 weeks | | Mar. 24-May 30** |
- * **Court offices alterations target completion in 7 weeks by May 1(Note that new Passage Addition would not be completed by May 1).

C. SUMMARY OF CONSTRUCTION TRADE WORK

1. Alterations
 - a. Demolition, including MEP disconnections (by Village) : temporary protection, removals, dumpsters, shoring, loose lintels, and masonry patching; possible asbestos abatement if needed (*excluded from this proposal)
 - b. Carpentry: new drywall partitions, doors/frames/hardware, transaction windows, drywall soffits, ceiling and wall patching, window infil
 - c. Suspended acoustic tile ceiling (court office)
 - d. Flooring: Carpet in office, VCT in Evidence, CT in Toilet room
 - e. Painting
 - f. Concrete and miscellaneous metal for new ramp and handrails for accessible entrance to the Youth Bureau.
 - g. Electrical: lights, switches, receptacles, emergency lights, panel, power to HVAC equipment, empty conduit for data, fire alarm, smoke detectors, (connect all systems to existing panels)

- h. HVAC: heat, ventilation, air conditioning, controls to all spaces (extend existing system), new exhaust fan to new toilet room.
 - i. Plumbing: new accessible toilet room in Youth Bureau, new roof drain piping and connections to existing
2. Addition: Same trades as above plus the following:
- a. Excavation, slab preparation, back fill
 - b. Concrete footing, foundation, slab on grade, insulation, damp proofing
 - c. Exterior wall metal stud, insulation, gypsum sheathing, brick veneer
 - d. Aluminum windows
 - e. Structural steel posts and beams
 - f. Steel roof framing joists and metal deck
 - g. Roof insulation and metal or EPDM roof and flashing
 - h. Roof drain and/or scupper and leader
 - i. Masonry and sealants at tie-ins to existing walls
 - j. Landscaping (by Village)

D. PLAN NOTES

1. Work scope is shown on existing annotated preliminary plan.
2. Note that the west exit (entrance to the Youth Bureau) is not an accessible entrance or exit since there are two exterior steps to grade. Wheelchair access and egress would be via corridor if approved by the Building Inspector and acceptable for security and circulation or by new exterior ramp similar to the east entrance. The Village should approve the scope as shown as the basis of the proposed contract agreement.

E. PROPOSED ARCHITECT/ENGINEER SERVICES AND FEES

1. Based on the preliminary design and scope described above and on the attached sketch, the Architect and Engineers will provide further development of the preliminary design (especially for the addition and for the MEP systems), construction documents for bidding, assist the Village with award of contract, and provide basic construction administration services such as submittal reviews, job meetings, reviews of RFI's, change order requests and pay applications.
2. The Architect and Consulting Engineers will prepare bid documents as one project, for bidding by Dolph Rotfeld's office to seven or eight separate trade contractors and with Dolph Rotfeld's office providing construction management.
3. The proposed Agreement form will be the AIA Document B104-2007 (copy sent to Village Attorney). A different form or changes might affect the proposed fee.
4. The following services and work scope are excluded from the proposed fee but could be done as Additional Services if needed as per the Agreement:
 - Work in the existing offices on the north side of the corridor
 - Work in the existing building south of the alterations area (other than patching and finishes at new door openings)
 - Existing building (other than the "work area") code, utilities, fire alarm system, energy, accessibility or infrastructure updates
 - Asbestos, lead, PCB abatement design or coordination
 - Evaluation of the existing floor structure or design of reinforcing for revised floor loading

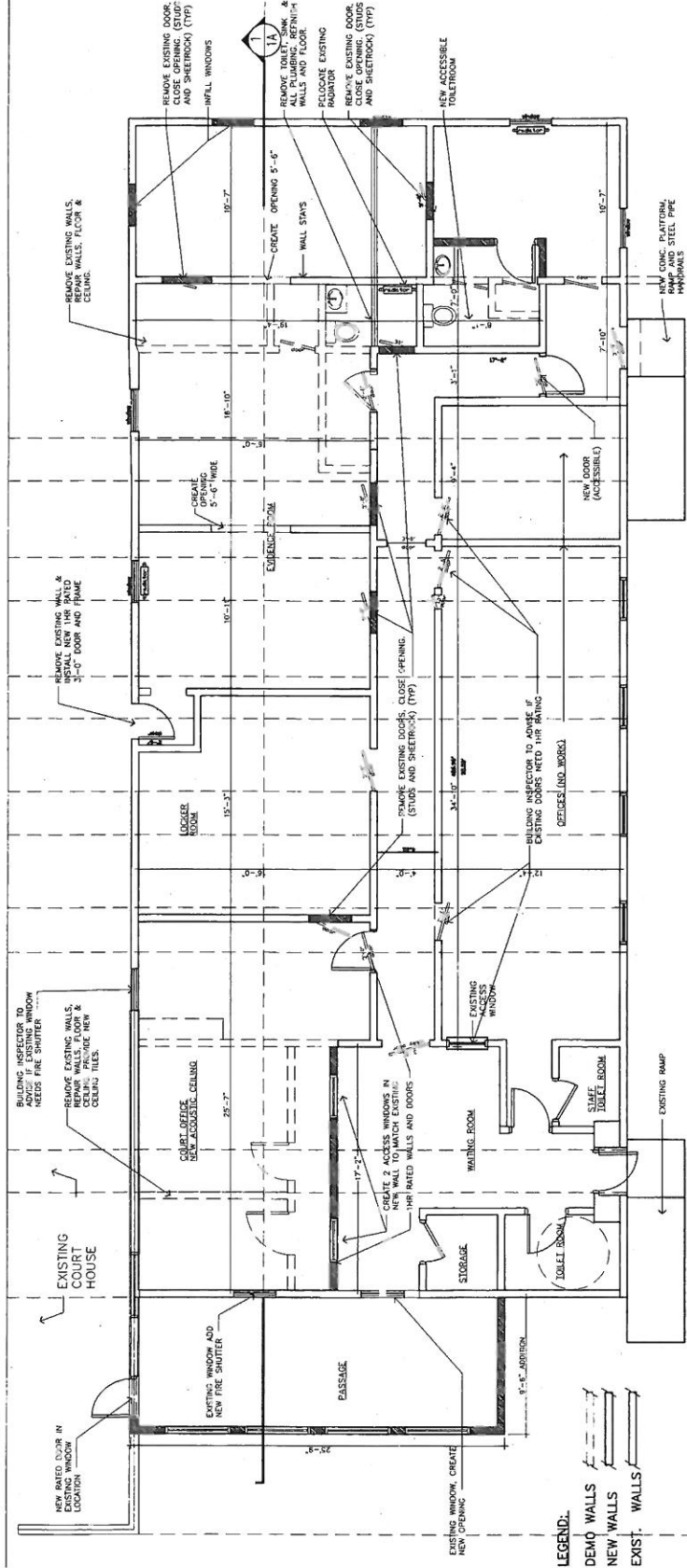
- Zoning or Architectural Review Board review or filing
 - Test borings, concrete testing, property and building surveys (by Village)
 - Geotechnical engineering for soil bearing evaluation at addition
 - Signage work
 - Security system work
 - Developing separate bid documents for different trades (this work would be done by Dolph Rotfeld's office)
5. The Architect and Engineers will provide the services noted above for a lump sum fee of \$23,000. payable according to the following phase breakdown:
- Preliminary design, code review, checking field conditions \$5,000
(note that this work is partially completed)
 - Construction Documents 12,000
 - Bidding and award 2,000
 - Construction Administration 4,000
 - Total \$23,000
6. Additional services as required would be invoiced at the rate of 2.8 times salary.
7. Note that the above proposed fee is based on the limited available drawings of the existing building and systems, requiring field investigation. Also note that the project construction budget should include an estimating contingency of 15% and a construction contingency of 10%.

F.NOTES

1. The design and construction schedule is extremely sort. We should meet as soon as possible to discuss the project budget and schedule which may require adjustments to suit the scope and existing conditions. The Village should identify possible bidding deduct alternates for cost control.
2. Since existing building drawings are not available, we will need to get access to the space above the ceilings and to the crawl space to check conditions and clearances.
3. We should also discuss the contract forms to be used for the construction contracts and for construction management to coordinate the General and Special Conditions.

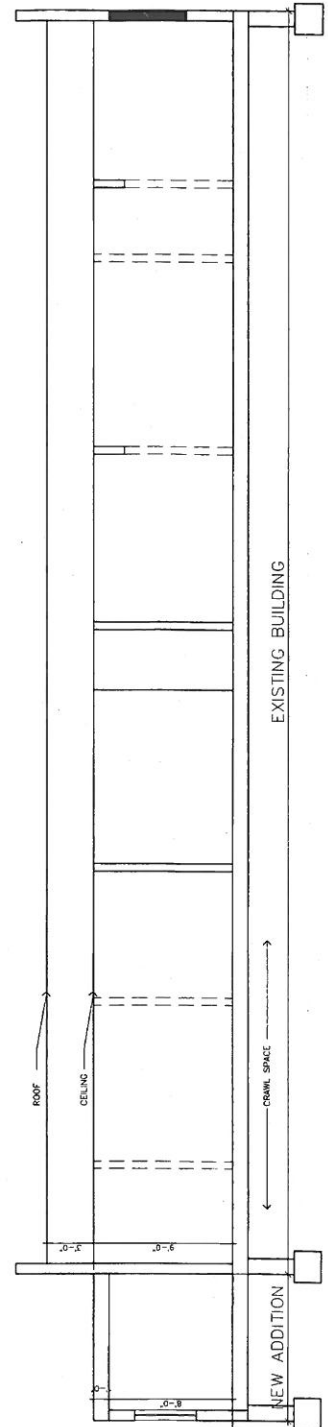
Steve La Rocca

Attachment: Preliminary plan, proposed Agreement form (sent separately)



LEGEND:
 DEMO WALLS
 NEW WALLS
 EXIST. WALLS

FLOOR PLAN
 SCALE: 1/8" = 1'-0"



SECTION
 SCALE: 1/8" = 1'-0"

la tocca greene architects
 22 purchase st. nyc, ny 10580
 tel 914.987.3494 fax 914.987.3378
 www.larocccgreene.com

**POLICE STATION
 VILLAGE OF PORT CHESTER
 INTERIOR RENOVATIONS**

ISSUED	DATE

CAD FILE: _____

SCALE: 1/8" = 1'-0" **DATE:** 1/28/14

TITLE
**FLOOR PLANS - INTERIOR CHANGES
 AND SECTION**

NO. 1 **SHEET** OF

RESOLUTION

**WESTCHESTER COUNTY FOOD SERVICE PERMIT
FOR SENIOR NUTRITION PROGRAM
220 GRACE CHURCH STREET**

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

RESOLVED, that the Village Manager be and is hereby authorized to submit an application for renewal of the Village of Port Chester's food service establishment permit with the Westchester County Health Department (No. 01-6620-B, expiring March 31, 2014) regarding the Port Chester Senior Nutrition Program at 220 Grace Church Street.

ROLL CALL

AYES:

NOES:

ABSENT:

DATE:



VILLAGE OF
PORT CHESTER

222 Grace Church Street, Port Chester, New York 10573

AGENDA MEMO

Choose a Department

Village BOT Meeting Date:

Item Type: *Choose an item.*

Description	Yes	No	Description	Yes	No
Fiscal Impact			Public Hearing Required		
Funding Source:			BID #		
Account #:			Strategic Plan Priority Area		
Agreement			Manager Priorities		
Strategic Plan Related					

Sponsor's Name: *Select Sponsor's Name.*

Heading Title <i>(Will appear as indicated below on Agenda)</i>

*****Summary



VILLAGE OF
PORT CHESTER

222 Grace Church Street, Port Chester, New York 10573

Proposed Action

Select a Proposed Action

Attachments

Robert P. Astorino
County Executive

Sherlita Amler, M.D.
Commissioner of Health

PERMIT RENEWAL FOR FOOD SERVICE ESTABLISHMENT OWNERS AND OPERATORS

Please be advised that your permit to operate a food service establishment expires soon. According to provisions of Section 873.301 of the Westchester County Sanitary Code, applications must be received not later than 60 days prior to the date of expiration. **In order for you to continue to operate your business, you are required to do the following:**

1. Submit your "Renewal Application for a Permit to Operate"

Answer all questions, and do not leave anything blank. Please include your email contact information. Be sure to date and sign application. Please do not detach or attempt to reassemble the forms for any reason as this will delay processing. Change any information that is incorrect. Note: If the owner's name that appears on the Renewal Application is not yours, or if ownership has changed even if by "name" only, you cannot use this form. Please contact your Regional Office for instructions and an original application.

2. Worker's Compensation/Disability Insurance

SEE PAGE 2 OF THE RENEWAL APPLICATION FOR ACCEPTABLE FORMS. Any questions concerning the forms or procedure should be directed to the local NYS Workers' Comp Board Office or the Bureau of Compliance, NYS Workers' Comp Board at 518-486-6307. If you do not provide Worker's Compensation or Disability Insurance, you are required to submit Form CE-200, which can be done online at www.wcb.ny.gov.

3. Corporate Ownership

If ownership of the business is a corporation, you must file the enclosed "Certificate of Resolution". The person who signs the Renewal Application must be the same person named and authorized in the Certificate of Resolution. The corporate seal must be affixed to the document. If your corporate officers have changed since you last filed your application, submit a list of names and addresses of the new corporate officers.

4. Source of Food Supply Form and Food Managers Certification Course

Answer questions concerning your major food suppliers and the Food Managers Certification Course. The Westchester County Sanitary Code mandates that all operators of food service establishments attend an approved Food Managers Course and re-certify every five (5) years. If you have any questions concerning this requirement, contact your Regional Office.

(over)

5. Application Fee

Every application for a permit shall be accompanied by a **NON-REFUNDABLE** application fee as specified on the renewal- see "**Total Fee Due**" printed on **Renewal Application for a Permit to Operate**.

Applications that are received after the permit expiration date will incur an \$80.00 late fee. In addition, Operators may be subject to closure and legal action with additional fines.

Cash Payments are NOT Accepted

Please make checks or money orders payable to:
WESTCHESTER COUNTY HEALTH DEPARTMENT

BE SURE APPLICATIONS ARE COMPLETE
SUBMIT ALL REQUIRED PAPERS PROMPTLY TO AVOID DELAY

Return the completed application and all Supporting documents to:
Westchester County Health Department
Bureau of Public Health Protection
25 Moore Avenue
Mount Kisco, NY 10549
(914) 864-7330

Permit to Operate
Renewal Application

Westchester County Department of Health

Business / Location Information (Please modify only if information has changed.)

Business Name NUTRITION PROGRAM FOR THE ELDERLY - Code: 01-6620-B
Address 220 GRACE CHURCH STREET Business Phone (914) 939-4975
PORT CHESTER, NY 10573 Business Fax () -
Location Village of PORT CHESTER Business Website _____
County WESTCHESTER

Permit Number **01-6620-B**

Permit Expiration Date
March 31, 2014

Fee Exempt

Mail To

VILLAGE OF PORT CHESTER
220 GRACE CHURCH ST.
PORT CHESTER, NY 10573-

Permitted
Operation

NUTRITION PROGRAM FOR THE ELDERLY - PORT CHESTER Operation ID: **455556**
SOFA Food Service - SOFA Satellite Site -State Office for the Aging

In Operation: Year-Round Seasonal If Seasonal: Expected Opening Date _____ Expected Closing Date _____
Month/Day Month/Day
Capacity: 90 Seats Days/Hours of Operation: _____

Permit Applicant Information (Please modify only if information has changed.)

Legal Operator or Operating Corporation: VILLAGE OF PORT CHESTER

Person in Charge Village Reg. C. Steers Title VILLAGE OF PORT CHESTER M.I. Last
Address 220 GRACE CHURCH ST.
City, State, Zip PORT CHESTER NY 10573-
Primary Phone (914) 939-4975 Ext _____ Cell Fax (914) 305-2523 Emergency Contact
Other Phone (914) 939-2200 Ext _____ Cell E-mail carol.nielsen@portchesterny.com

Location Owner: VILLAGE OF PORT CHESTER

Address 220 GRACE CHURCH ST.
City, State, Zip PORT CHESTER NY 10573-
Primary Phone (914) 939-4975 Ext _____ Cell Fax (914) 305-2523 Emergency Contact
Other Phone (914) 939-2200 Ext _____ Cell E-mail carol.nielsen@portchesterny.com

CERTIFICATE OF RESOLUTION
FOR AUTHORIZATION

The Undersigned, _____ of _____
Name of Corporation _____, a corporation
Duly organized and validly existing under the laws of (State) _____
Hereby certifies that the following resolution was duly adopted by the Board of Directors, of said
Corporation, at a meeting duly called and held on the _____ day of _____, 20____.
Be it resolved that the Board of Directors, or President if there is no Board of Directors, of (Name of
Corporation) _____
With offices at: _____
Hereby authorizes (Name if person authorized): _____
To execute and deliver to the Westchester County Department of Health, for and on behalf of said
corporation, and application for a permit to operate a (type of operation): _____

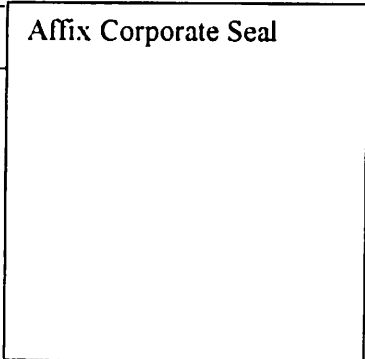
_____ to execute and deliver any and all additional documents which may be appropriate or desirable in connection therewith.

The undersigned further certifies that said resolution has not been revoked, rescinded or modified and remains in full force and effect on the date hereof.

In WITNESS WHEREOF, the undersigned has duly executed this certificate
This _____ day of _____, 20____.

OFFICER'S SIGNATURE: _____

TITLE: _____
ACKNOWLEDGEMENT



STATE OF _____)
COUNTY OF _____) ss:

On this _____ day of _____, 20____, before me personally came _____
to me known, and known to me to be the _____ of _____
_____ the corporation referred to in the within Certificate of
Resolution, who being by duly sworn did depose and say that (s)he is _____
of said corporation and that (s)he signed his/her name thereto.

NOTARY PUBLIC

COUNTY

**WESTCHESTER COUNTY DEPARTMENT OF HEALTH
BUREAU OF PUBLIC HEALTH PROTECTION**

Supplement to be Completed as Part of the Application

SOURCE OF FOOD SUPPLY

ITEM	FIRM	ADDRESS	CITY, STATE
MEAT			
FISH			
DAIRY PRODUCTS			
CANNED PRODUCTS			
BEVERAGES			
OTHER			

FOOD MANAGER'S CERTIFICATION COURSE (PLEASE PRINT CLEARLY)

Have you taken the Food Manager's Certification course Yes No

If yes, name of person who took course: Cause Nielsen

Social Security number of person who took course: ID # 136007322

Institution where course was taken: Westchester Community College

Date of course: 5/10/2010

RETAINER AND COMPENSATION OF HEARING OFFICER FOR SECTION 75 CIVIL
SERVICE LAW DISCIPLINARY PROCEEDINGS

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, employees holding certain positions are entitled to the protections of Section 75 of the Civil Service Law, either by law or by virtue of their applicable collective bargaining agreement, including written charges and a hearing, prior to removal or otherwise subjected to disciplinary penalty for incompetency or misconduct; and

WHEREAS, the hearing upon such charges shall be held by the officer or body having the power to remove the person or by a deputy or other such person designated by such officer or body who would then make a recommendation to the removal authority on such charges; and

WHEREAS, disciplinary charges have most recently been served against certain Village employees; and

WHEREAS, by resolution adopted by the Board on November 23, 2009, Deborah A. Shapiro, LLC, 270 Madison Avenue, New York, New York, was retained to act as Hearing Officer in two disciplinary proceedings; and

WHEREAS, given the depth of experience as a hearing officer in personnel matters, past experience with the Village and competitive rate of compensation, the Village Manager desires to proceed in like manner in this instance. NOW, therefore, be it

RESOLVED, that Deborah A. Shapiro, LLC., 270 Madison Avenue, Suite 1301, New York, New York 10016 be and is hereby retained to act as Hearing Officer for disciplinary proceedings brought under Section 75 of the Civil Service Law, compensation to be \$1200.00 per diem plus travel expenses.

Approved as to Form:

Anthony M. Cerreto, Village Attorney

ROLL CALL

AYES:

NOES:

ABSENT:

DATE:



VILLAGE OF
PORT CHESTER

222 Grace Church Street, Port Chester, New York 10573

AGENDA MEMO

Office of the Village Manager

Village BOT Meeting Date: February 3, 2014

Item Type: Resolution

Description	Yes	No	Description	Yes	No
Fiscal Impact	X		Public Hearing Required		X
Funding Source: General Fund			BID #		
Account #:			Strategic Plan Priority Area		
			Public Safety		
Agreement	X		Manager Priorities		
Strategic Plan Related		x			

Sponsor's Name: Christopher D. Steers, Village Manager

RETAINER AND COMPENSATION OF HEARING OFFICER FOR SECTION 75 CIVIL SERVICE LAW DISCIPLINARY PROCEEDINGS

Summary

Section 75 of the Civil Service Law provides for certain employees to have the right to written charges and a hearing before disciplinary action may be taken against them.

The Village Manager is the appointing and removal authority for most Village employees. As such, he is authorized to make a determination on disciplinary charges. The Manager desires to appoint a hearing officer to hear disciplinary charges that have most recently been served against certain Village employees.

By prior Board resolution, the former village manager appointed Deborah A. Shaipiro, to act as hearing officer in two other disciplinary matters

In addition to her history with the Village, Ms. Shapiro has substantial experience as a hearing officer in such personnel matters and her rate of compensation is competitive.

The retainer is capped at \$ _____, without further authority of the Board of Trustees.

Proposed Action

That the Board of Trustees adopt the Resolution

Attachments

Fee Proposal

DEBORAH A. SHAPIRO, LLC

ATTORNEY AT LAW

270 Madison Avenue, Suite 1301, New York, New York 10016
TEL 212 248 2085 FAX 212 658 9536
www.deborahshapiro.com

January 28, 2014

Tony Cerreto, Esq.
Village Attorney
Village of Port Chester
222 Grace Street
Port Chester, NY 10573

RE: Village of Port Chester- Hearing

Dear Mr. Cerreto:

This is in response to your request for a proposal for my service as a hearing officer regarding an employee matter.

All hearing days are charged at a per diem rate of \$1200, plus any travel expenses. There is a \$600 adjournment fee for any cancelled or adjourned hearing dates if the cancellation or adjournment request is made within 10 days of the hearing date.

Please feel free to contact me if you have any questions.

Very truly yours,

/s/ Deborah A. Shapiro

Deborah A. Shapiro

REPORT
OF
THE VILLAGE MANAGER

I will be conducting a full compliance review to determine if each consultant was responsive to the requirements within the RFP. At first glance each proposer appears to have met the submittal requirements. Once the compliance review is completed the next recommended step is to have presentations given by each proposer to the PCIDA. This can be accomplished as part of the next regular meeting on February 12th.

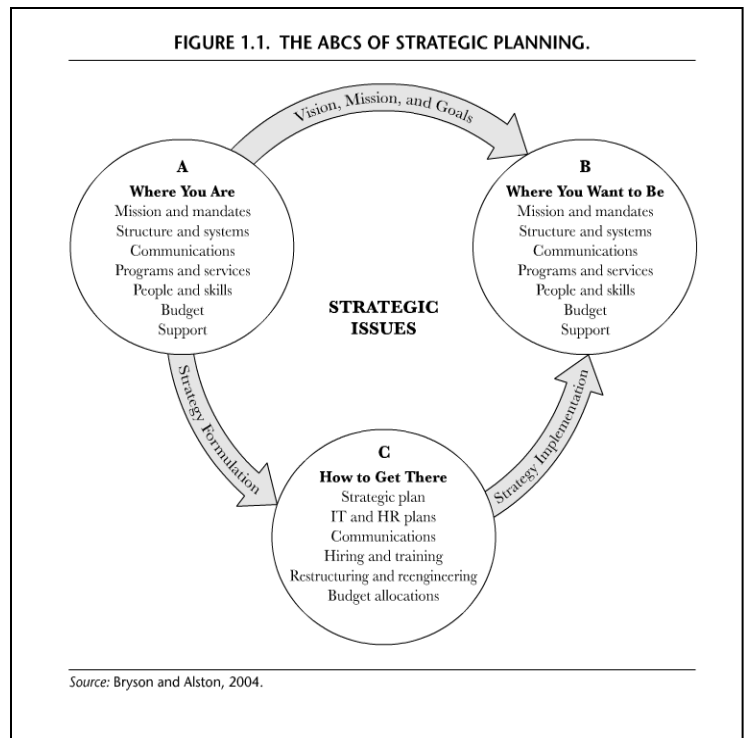
Again, the desired end result is a better understanding of the issue as well as the development of a defensible formula/mitigation charge per student that would be mandatory for any residential development within the overlay zones; which would be committed to upfront by the developer. The fee itself would go directly towards mitigating the cost of additional class rooms and perhaps administration as well.

- 2. National Development Council:** On January 16th, The Mayor and Village staff met with NDC and their partners at STV, Inc. STV, Inc. is a full service architectural, engineering, planning, interior design and construction management firm. Mr. Marsh, and Mr. Cucchiara brought them in as they move forward with their analysis of the Municipal Center project, and Fox Island road. STV has already started to conduct a space assessment analysis expanding upon the JCJ study. I is important to note that they are doing this gratis at this point. NDC will be giving an update on their progress on the priorities given at the February 18th, BOT meeting.

- 3. Strategic Planning:** As you are aware, we have undertaken in earnest a strategic planning process. We are looking at the basic challenge of how we capitalize on the Village's physical, social, economic and human capital; for the immediate and long-range protection, enhancement, growth, and development of Port Chester. Our focus is on the major elements of the Village's built environment, including maintenance and enhancement of residential neighborhoods; revitalization of commercial areas and the waterfront; strengthening of industrial areas; improvement of transportation and infrastructure facilities; and identifying opportunities for new development. The strategies, once implemented, are intended to guide development and preservation patterns in a proactive and predictable manner and ultimately realize the Village's vision for a sustainable and prosperous future. The chief vehicle for implementation of these strategies is generally a strategic plan.

Again, strategic planning has been described as: “A disciplined effort to produce fundamental decisions and actions that shape and guide what an organization is, what it does, and why it does it”.

The strategic planning process brings focus on and emphasizes the future implications of current decisions. Once goals, objectives, measures, and action steps are established thereunder they are hard wired into a 2-5 year plan that established dedication of resources, organizational guidance, and Continuity in mission. The process itself requires some commitment and if followed yields tangible rewards.



The next workshop / planning session is scheduled for Saturday March 1st, 2014. Location and time TBD.

4. **Property Condition Study (“Blight Study RFP):** The data needed to properly evaluate property improvement strategies include: housing and health code violations, structural deficiencies, tax delinquencies, judgment and mechanics liens, mortgage defaults, zoning code violations, etc. Proper assemblage of this data can identify areas within which blight is pervasive or areas of opportunity for rehab, expansion, and improvement of existing buildings.

Professor Nolan has presented to us a number of suggestions on how to craft a proper RFP that seeks to address the areas of opportunity identified or to be identified. Per Professor Nolan, *“Blight studies for urban renewal are usually geared to identify blighted “areas” but, we understand, there can be a scattered site approach to urban renewal. Also, blight, in the urban renewal sense, includes underdeveloped sites and buildings, i.e. not physically blighted properties but properties that could be developed at a higher and better use. These include in-fill vacant sites, unused parking surfaces, small scale land uses on large lots with more capacity, etc. It is important to identify the statutory and judicial standards for urban renewal blight studies and have these in mind before issuing your RFP.”*

Further, Professor Nolan identified how a “**Property Condition Study / Blight Study**” can lay the ground work to access brownfield opportunity act funds, by focusing on the criteria for identifying such areas, which would take a look at the DoState criteria of that program. He also strongly suggested that the RFP be expressed as a request for a “Property Condition Study” and to call on the consultant to give us criteria for identifying the discrete areas that should be studied based on available strategies and funding as well as the data set that you need to develop a range of strategies including urban renewal, neighborhood revitalization under your CDBG program, selective demolition, economically feasible rehabilitation, brownfield remediation, etc. Further, a property condition study would identify areas where energy conservation can be effective through a variety of on-site generation techniques. There will be significant funding for both villages and property owners for these efforts.

Staff will work with the Professor to more carefully craft the most effective RFP for the “property condition study”.

PROJECTS:

- 1. Town of Rye Move:** The town of Rye and their contracted architect have had several tours of the Village Hall space that they are leasing as well as the mechanical areas of the building. They have developed a preliminary set of construction drawings for the project which includes a proposed new pair of heating units for the third floor. The Village Manager and Building Inspector recommend replacement of those units which are 15 and 20 years old. The Town has agreed to pay for the engineering of new ductwork for those new units as well as the installation of the units themselves and any ductwork that may be required if the Village agrees to purchase the units. The town has produced a bid specification using the current construction proposal. Several contractors have toured the space and are currently going through the process of preparing bids. The bids will be opened in two weeks. Preliminary estimates by the Town of Rye indicate that they are expecting construction to begin within two weeks of Bid acceptance. Pending approval of the construction plans and issuance of permits by the Port Chester Building Inspector. The “ground breaking” will occur around the end of February. The plans and Bid Specification were submitted on January 30th for review of the Building Inspector and are awaiting his comments.
- 2. 350 North Main Street:** The proposed capital improvements to the building continue to move forward.

- On Tuesday January 7 at 12:30 pm staff met with the PESH inspector and our PBA President regarding the last violations from the PESH inspections. The focus was upon the offering of HEP B shots. We provided the documentation requested and the Inspector said the case would be closed. PESH Violations all corrected and case has been closed.
- Façade improvements: Again the brick probing has been completed. Bid specs pending architectural / engineering review and drafting.
- Again, the evidence room build out is now being staged. Demolition to progress within the next few weeks; pending architectural / engineering review / design, and evidence inventory and temporary relocation of same.

PROJECT TARGET SCHEDULE

1. Confirm preliminary design and scope		February 6
2. Prepare bid document plans and specs	3 weeks	February 6 – February 27
3. Bidding, Building Permit approval	1 week	February 28 – March 7
4. Bid evaluation, Contract award, Demolition by Village staff.	1 week	March 10 – March 14.
5. Construction	11 weeks	March 17 – May 30*

*Court offices possibly complete in 7 weeks by May 1st.

- Construction contracting: Architect and engineers design as one project; with Dolph Rotfeld Engineering, P.C., providing construction management.

3. Pay Station / Meters: Phase II is underway: 45 of the 46 Pay stations have been installed. Debugging and other adjustments being made as issues arise. Complaints are being addressed; the majority of the issues have been related to user error. Presentation on status, etc... on this agenda.

PRIORITIES

1. Sewer Rent: Again PSC approval seems to be on track for the February 18th. In the interim staff continues to meet with United Water to finalize the project and realize the billing dates discussed.

Attached is a “United Water Sewer Service Offerings & Billing time-line. Further, the public hearing on the sewer rent and rates are on this BOT agenda.

- 2. Bulkhead:** The required Pre-Application Meeting Form, along with a conceptual plan and rationale for filling the Cove, suggests meeting agenda and Department of State descriptive grant application and subsequent approval are in the hands of the NYSDEC. Final determination of a meeting to be made after finding the best low tide time and date. Right now favorable for the visit is February 10th at 3:00 p.m.; February 11th @ 4:00 p.m. Better due to the lowest tide, are Wednesday Feb. 26th at 3:15 p.m.; Thursday Feb. 27th at 4:15p.m. We will try one of the above four dates for the meeting with NYSDEC.

Further, due to the efforts of the Grant writing Working Group (consisting of Chris Gomez, Chris Ameigh, and Jessica Youngblood) funding has been awarded through the Local Waterfront Revitalization Program of the Department of State under Title 11 of the Environmental Protection Fund to undertake the following project(s): CFA #27314 - **\$225,420.00** Byram River Bulkhead Design. Mr. Gomez will be reporting on the award during this BOT meeting.

INFORMATION

- ❖ In May of last year I had the Opportunity to meet Mr. Art Robertson, Ph.D. the New York State Representative of the International Prayer Breakfast, Washington, D.C. Since then my office and all those welcome have been participating in an informal leadership group guided by Mr. Robertson. As a result of our participation the Village Treasure and I have been invited to participate in the 62nd Annual National Prayer Breakfast event in Washington, D.C., and the National Leadership Seminar. The breakfast is typically attended by some 3,500 guests, including international invitees from over 100 countries. The National Prayer Breakfast is hosted by members of the United States Congress, and the special guest speaker is the President of the United States. We have been invited as individuals and all fees are being paid for by us and not the Village.
- ❖ The Mayor and I had the opportunity to meet with Joan Thomas, and Tom Kissner on January 24th. We discussed the organization’s desire for greater interaction with the Village government. The Mayor and I were requested to participate in quarterly meetings to discuss various issues. We

also agreed to give a brief presentation on the state of the Village to their organization at their next meeting on or about March 4th. More details to follow.

- ❖ The Village is hosting the Westchester Municipal Officials Association Monthly meeting on February 13th, 2014. The Meeting starts at 6:00 PM at the Copacabana. (see attached agenda for details)

Attachments.

CC: Senior / Executive Staff
Maryanne Veltri, Office Assistant
File

United Water Sewer Service Offerings & Billing Time-line

Tuesday, June 12, 2012 Meeting

June 13, 2012

Updated by United Water on January 13, 2014.

Objective:

To establish a user fee for the cost of sanitary sewer maintenance, repair and replacement so that the expense will be equitably shared amongst all users.

Tentative Time-Line Chart (Time-line would be based on United Water actual water reading cycles):

<u>Sewer Budget Adoption:</u>	Jan 30, 2014
<u>Bill Preparation:</u>	Jan 30, 2014 to March 25, 2014
<u>Mailing of 1st Billing:</u>	March 25, 2014: Quarterly billing –March 25 to April 21st
<u>Mailing of 2nd Billing:</u>	April 28, 2014: Quarterly billing – April 28 to May 16
<u>Mailing of 3rd Billing:</u>	June 1, 2014 (all accts billed on monthly): Quarterly billing – June 1 to June 17
<u>Mailing of 4th Billing:</u>	June 23, 2014: Quarterly billing – June 23 to July 18
<u>Mailing of 5th Billing:</u>	July 28, 2014: Quarterly billing – July 28 to Aug 15
<u>Mailing of 6th Billing:</u>	September 2, 2014: Quarterly billing – Sept 2 to Sep 16
<u>Mailing of 7th Billing:</u>	September 23, 2014:

Quarterly billing – Sep 23 to Oct 20

Mailing of 8th Billing:

October 27, 2014:

Monthly billing – Oct 27 to Nov 14

(first group of monthly billing starts)

Mailing of 9th Billing:

December 2, 2014:

Monthly billing – Dec 2 to Dec 19

(first group again, and start second group)

Billing Options to be provided by United Water:

- Separate billing for the Village of Port Chester with the Village's seal, and in the Village's name
- A different color in order to differentiate from United Water billings (green)
- Bill will be in the name of the property owner
- Calculate Sewer Rent based on water consumption
- Ability to recalculate and make adjustment/reduction on application of aggrieved owner
- Provide electronic eBilling service, which allows a customer to have an exact replica of their paper bill delivered electronically to their email inbox. The eBill is accompanied by all bill inserts and allows customers to pay their bill electronically within three "clicks" of receiving the bill
- Transmission of bills including final bills for property title transfers and corrected bills as a result of re-reads as per local law
- Monthly/quarterly reporting of billing
- Apply late fees for delinquent bills as per local law
- Facilitate delinquent list for customers over 60 days by April 1st of each year so that Village may timely include with the tax levy for enforcement and collection.

Payment Options to Customers Provided by United Water:

- By mail
- Direct Debit (Melon Bank recommendation by United Water and already familiar with lockbox process)
- With a credit card over the telephone or on-line at www.unitedwater.com (a convenience fee of \$5 is charged to customer for this payment option)
- 24 hours a day using United Water self-service options, either over the phone or via their website.

- Customer service regarding billing and payment inquiries.

Collection/Banking Options Provided by United Water:

- A designated lockbox for Village of Port Chester (Melon Bank)
- A designated bank for the Village of Port Chester – daily transfers of sewer collections
- Same day bank transfer from Melon Bank to Village’s designated bank.
- Monthly/quarter reporting of collection/billing

Other Services:

- United Water will complete all required updates and changes to the collection and billing customer information system
- Conduct full and thorough testing of all new rates prior to commencing sewer rents’ billing
- Ensure that all payment method for the Village is performing and reporting accurately
- Provide appropriate updates to the Village website.
- United Water will handle all customer inquiries and complaints relating to the new sewer rent



STATE OF NEW YORK
DEPARTMENT OF STATE
ONE COMMERCE PLAZA
99 WASHINGTON AVENUE
ALBANY, NY 12231-0001

ANDREW M. CUOMO
GOVERNOR

CESAR A. PERALES
SECRETARY OF STATE

January 9, 2014

Honorable Neil J. Pagano
Mayor
Village of Port Chester
222 Grace Church Street
Port Chester, NY 10573

VILLAGE OF PORT CHESTER

JAN 15 2014

RECEIVED

Dear Mayor Pagano:

In 2011, Governor Cuomo launched the Regional Economic Development Councils and the Consolidated Funding Application (CFA) to provide each region with the tools to create and implement their own roadmap for economic prosperity and job creation. This community-based model uses local assets to drive local economic growth and has resulted in unprecedented partnerships and collaboration that are building a reinvigorated economy.

In the third round of the Regional Economic Development Council initiative, \$715.9 million in economic development resources was awarded for projects focused on community development and job creation, direct assistance to business, waterfront revitalization, energy and environmental improvements, sustainability and low-cost financing. The Department of State is proud to have contributed over \$12.1 million of that amount.

On behalf of Governor Cuomo, I am pleased to inform you that funding has been awarded through the Local Waterfront Revitalization Program of the Department of State under Title 11 of the Environmental Protection Fund to undertake the following project(s):

- CFA #27314 - \$225,420.00
Byram River Bulkhead Design

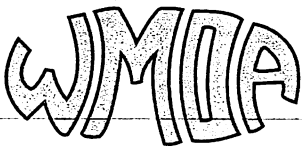
In the near future, your office will be contacted by the Department of State Office of Planning and Development to begin developing a contract. If you have any questions, please call Kenneth Smith at (518) 473-3373.

I am pleased that the State of New York is able to assist your efforts in improving your waterfront. Congratulations and we look forward to working with you on this special initiative.

Sincerely,

Cesar A. Perales
Secretary of State

cc: Aimee Vargas
Christopher Gomez



WESTCHESTER MUNICIPAL OFFICIALS ASSOCIATION

1133 Westchester Ave., Suite N-220 White Plains, NY-10604 • Phone (914) 948-2075 • Fax (914) 470-2972
www.wmoaonline.com

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OSSINING TOWN
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PELHAM MANOR
PELHAM TOWN
PLEASANTVILLE
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POUND RIDGE
RYE BROOK
RYE CITY
RYE TOWN
SCARSDALE
SLEEPY HOLLOW
SOMERS
TARRYTOWN
TUCKAHOE
WHITE PLAINS
YONKERS
YORKTOWN

MEETING NOTICE

Thursday, February 13, 2014

HOST: Village of Port Chester
PLACE: Copacabana Brazilian
Steak House
29 North Main Street
Port Chester, NY 10573
914-939-6894

6:00 p.m.....Reception
7:00 p.m.....Business Meeting
7:15 p.m.....Dinner
7:45 p.m.....Speaker

AGENDA

1. Call to Order – William R. Hanauer, President
2. Introduction of the Village of Port Chester Officials and Staff in Attendance – Mayor Neil J. Pagano
3. Introduction of Special Guests – William R. Hanauer, President
4. Roll call of members, with numbers in attendance – Mary Foster, Secretary
5. Approval of Minutes for January 9, 2014
6. Approval of Vouchers – Leo Wiegman, Treasurer
7. Announcements:
8. Committee Reports:
9. Old Business:
10. New Business:

SPEAKER: Gerald K. Geist, Executive Director,
New York Association of Towns

PROGRAM: “Association of Towns – 2014 Legislative Agenda”

Next Meeting – March 13, 2014

Please Note: If you will be attending this meeting, you must make a reservation by contacting Mary Anne Veltri at mveltri@portchesterny.com or (914) 939-2200, Monday through Friday, 9:00 a.m. to 4:30 p.m.

Reservations must be made by **February 7, 2014.**

If you make a reservation and do not attend without canceling your reservation, you will be responsible for the full cost of the meal





29 North Main Street, Port Chester, NY 10573 (914) 939 6894

DRIVING DIRECTIONS

- FROM: WHITE PLAINS, NY**
Merge onto **I-287 E/Cross Westchester Expy.**
Take the **US-1** exit, **EXIT 11**, toward **Port Chester/Rye.**
Turn **sharp left** onto **US-1/Boston Post Rd.**
Turn **left** onto **S Main St/US-1.**
29 N MAIN ST is on the **right.**
- FROM: NYC/BRONX**
Keep **left** to take **I-95 N** toward **New Haven**
Take the **Hutchinson Pkwy North** exit, **EXIT 9.**
Merge onto **Hutchinson River Pky N** via the exit on the **left.**
Merge onto **I-95 N/New England Thwy** via **EXIT 6** toward **New Haven**
Take the **US-1 N** exit, **EXIT 21**, toward **Port Chester.**
Turn **slight right** onto **Boston Post Rd/US-1.**
Turn **left** onto **S Main St/US-1.**
29 N MAIN ST is on the **right.**
- FROM: STAMFORD, CT**
Merge onto **I-95 S/Governor John Davis Lodge Turnpike.**
Take **EXIT 2** toward **Delavan Ave/Byram.**
Turn **slight right** onto **Delavan Ave.**
Delavan Ave becomes **Mill St** (Crossing into **New York**).
Turn **left** onto **N Main St/US-1.**
29 N MAIN ST is on the **left.**

UPDATE FROM THE BUILDING INSPECTOR



Village of
PORT CHESTER, NEW YORK

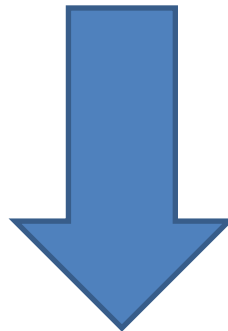
**Building & Code Enforcement
Department Fiscal (1st HALF)
Report 2013**

Village Staff

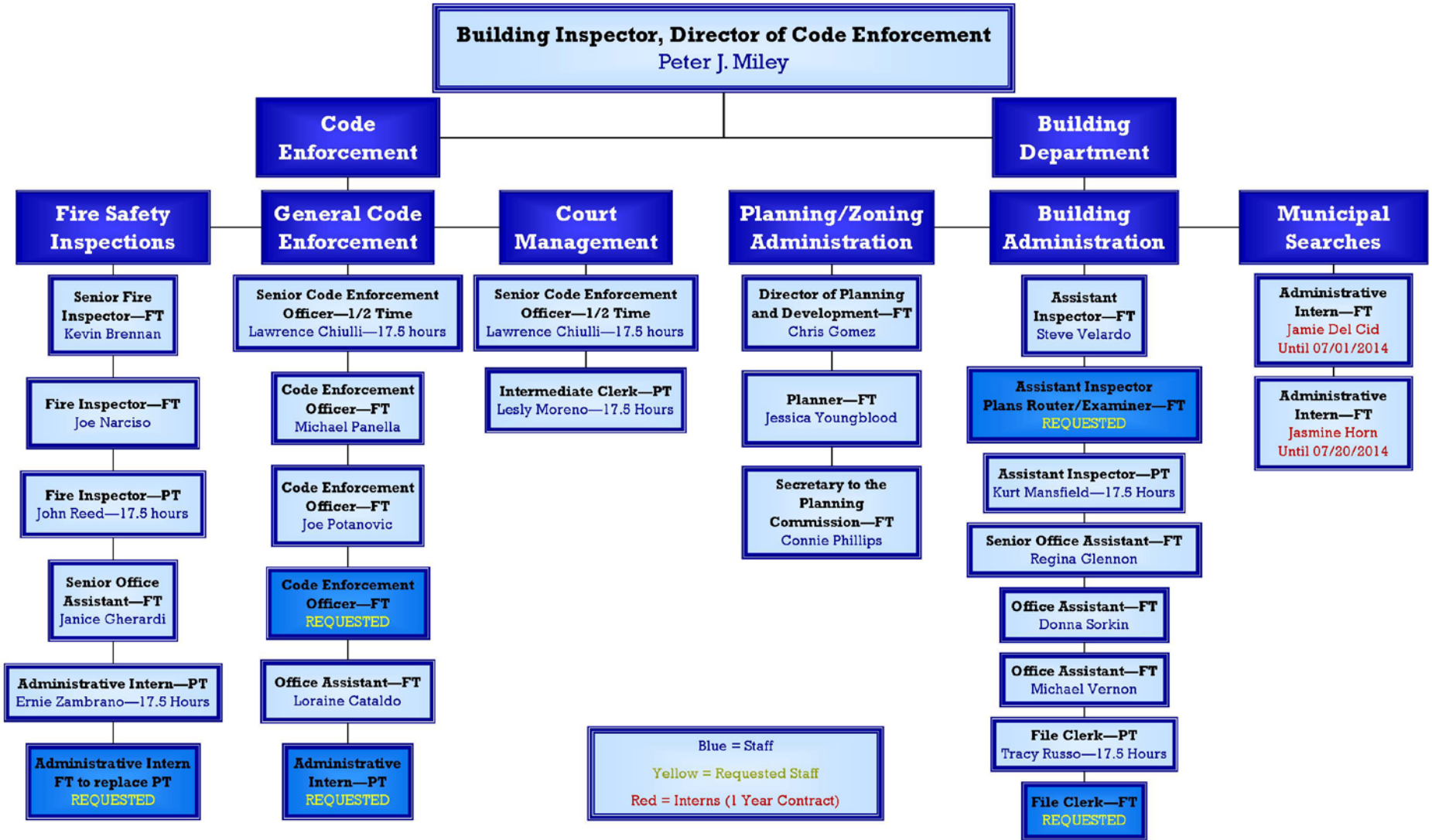
Building Department
Code Enforcement
Fire Safety Division

Who is performing the work and what are the tasks associated with each department?

On the next slide is an Organization and Growth Management Task Chart(s) to illustrate.



Building Department / Code Enforcement Organization Chart

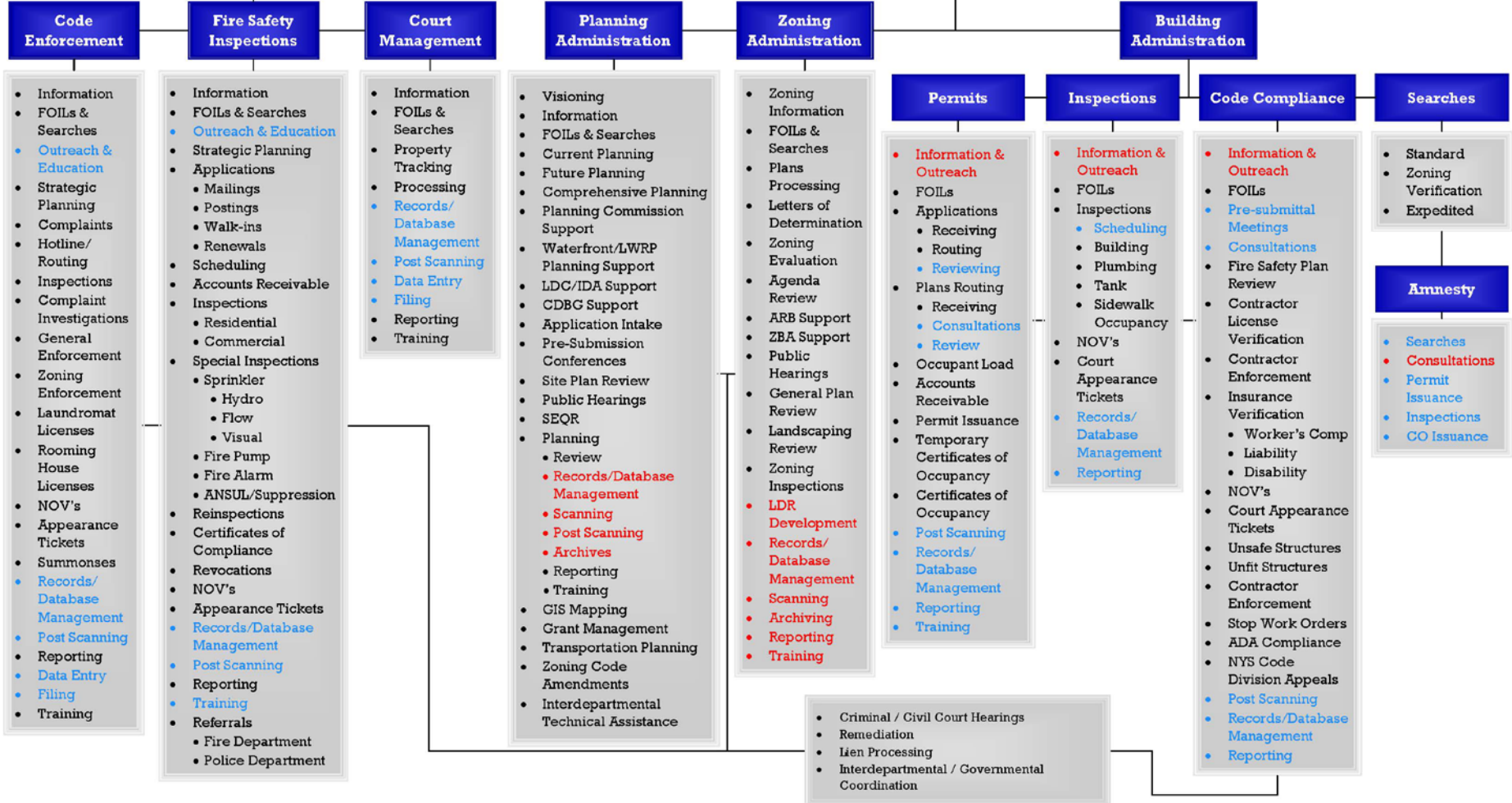


Growth Management Tasks

Black = Satisfactory
 Blue = Requires Additional Attention
 Red = Area of Concern

Code Enforcement Department Tasks

Building Department Tasks



Overcrowding, Illegal Dwellings,
Single-Room Occupancy (SRO) &
Unlawfully Non-Conforming Increase
in Dwelling Units Report

Overcrowding, Illegal Dwellings, Single-Room Occupancy (SRO) & Unlawfully Non-Conforming Increase in Dwelling Units

What is Overcrowding?

A space, dwelling unit or a bedroom or the conversion of any another space (e.g. living room converted into a bedroom) that is utilized in excess and what is permitted according to the NYS Property Maintenance Code.

For Example: Bedrooms that contain “more beds” that are permitted according to code that is based on the size of the room and make-up of the family including age and gender of the children.

The Code does not permit a family of four (2 adults & 2 children) to occupy one bedroom.

Overcrowding, Illegal Dwellings, Single-Room Occupancy (SRO) & Unlawfully Non-Conforming Increase in Dwelling Units

What is an SRO?

A space, dwelling unit or a bedroom or the conversion of any another other space (e.g. living room/ large closet converted into a single room occupancy) typically utilized as a “mini” dwelling unit “apartment” within a dwelling unit.

For Example: Bedrooms & Living rooms that have interior non-passive, key-locked doors where the space is converted into a “mini” dwelling unit and rented to additional people that use the kitchen and bathroom as common space similar to a rooming house. A majority of those found also have converted the living room into a separate living space as well. In addition, SRO’s are also deemed as overcrowded spaces.

Overcrowding, Illegal Dwellings, Single-Room Occupancy (SRO) & Unlawfully Non-Conforming Increase in Dwelling Units

What is an Illegal Dwelling ?

A space within a building that was converted into an additional apartment or dwelling unit or a space constructed and utilized as separate sleeping quarters.

For Example: Attics and Basements that were converted into individual/ separate dwellings/apartment units without receiving the proper approvals and/or permits that violate the Village of Port Chester Zoning Code(s) and the NYS Uniform Building and Fire Code(s). A (2) two-family dwelling that is located in a (2) two-family zone that converted the attic and basement space(s) into individual dwelling/apartment units.

This example thereby converts the building into an Unlawful, Non-Conforming 4 Family Dwelling. In this example, the building may violate the Village of Port Chester Zoning Code, the NYS Uniform Building and Fire Code and the conversion essentially creates a space that is a threat to the safety of the people that reside within the unit(s) and the first responders.

Overcrowding, Illegal Dwellings, Single-Room Occupancy (SRO) & Unlawfully Non-Conforming Increase in Dwelling Units Report

Overcrowding, Single-Room Occupancies (SRO's) and Illegal Dwelling Units are discovered several ways that include:

- Fire Inspections
- Code Enforcement Complaints (e.g., responding to heat complaints, bug infestation complaints)
- Municipal Searches
- Voluntary Compliance, via Consultation and Building Permit
- Police or Fire Department Referrals
- Structure Fires

Following this slide are the numbers.



Overcrowding, Illegal Dwellings, Single-Room
Occupancy (SRO) & Unlawfully Non-Conforming
Increase in Dwelling Units Report

Discovered During Fire-Safety Inspections

Here are the Numbers



Date Identified	<u>Street Name</u>	Occupancy	<u>Unlawful Basement Spaces/ Apts. No. of Reduced Occupancies</u>	<u>Unlawful Attic Spaces/ Apts. No. of Reduced Occupancies</u>	<u>Over Crowding No. of Reduced Occupancies</u>	SRO No. of Reduced Occupancies	Discovered During a Fire	Inspector
1/7/2013	Fawcett St.	2 Family	3				N	KGB
1/8/2013	Rectory St.	3 Family	2				N	KGB
1/8/2013	Washington St	3 Family	1				N	JRR
1/9/2013	Central Ave.	2 Family	1				N	KGB
1/14/2013	Soundview St.	3 Family	1				N	KGB
1/15/2013	Haseco Ave	3 Family	1				N	JRR
1/16/2013	Terrace Ave	3 Family	1				N	JRR
1/21/2013	East Broadway	2 Family	1				N	KGB
1/21/2013	Fairview Ave.	4 Family	1				N	KGB
1/21/2013	Purdy Ave.	3 Family	1				N	KGB
1/24/2013	Sand St	3 Family	4				N	JRR
1/24/2013	Soundview St	3 Family	1				N	JRR
1/25/2013	Madison Ave	1 Family	1				N	JMN
1/28/2013	Clinton St.	3 Family	1				N	KGB
1/30/2013	Greenwood Ave.	2 Family	1				N	KGB
2/6/2013	Drew St	5 Family	1				N	JRR
2/6/2013	Highland Ave	2 Family	1				N	JRR
2/6/2013	Terrace Ave	2 Family	1				N	JRR
2/7/2013	Oak St.	7 Family	1		4		N	KGB
2/11/2013	Midland Ave	2 Family		1	2		N	JMN
2/12/2013	Edison Pl.	3 Family	1				N	KGB
2/12/2013	Greenwood Ave	3 Family	1				N	JRR

Date Identified	<u>Street Name</u>	Occupancy	<u>Unlawful Basement Spaces/ Apts. No. of Reduced Occupancies</u>	<u>Unlawful Attic Spaces/ Apts. No. of Reduced Occupancies</u>	<u>Over Crowding No. of Reduced Occupancies</u>	SRO No. of Reduced Occupancies	Discovered During a Fire	Inspector
2/21/2013	Highland St.	3 Family			1		N	KGB
2/22/2013	Highland St.	2 Family	1	1			N	KGB
2/26/2013	Haseco Ave	2 family	1	1	5	5	N	JRR
2/26/2013	Nicola Pl	2 Family	1				N	JMN
2/27/2013	Midland Ave.	4 Family			2		N	KGB
2/28/2013	Leonard St.	6 Family	1				N	JMN
3/8/2013	Grace Church St.	2 Family		1			N	JMN
3/8/2013	Sands St.	4 Family	1				N	JMN
3/12/2013	Central Ave.	2 Family	1			2	N	KGB
3/12/2013	Inwood Ave	2 Family	1				N	JRR
3/12/2013	Orchard St	3 Family	2				N	JRR
3/12/2013	Pearl St.	4 Family	2				Y	KGB
3/19/2013	Midland Ave.	2 Family		1			N	JMN
3/19/2013	Nicola Pl.	2 Family	1				N	JMN
3/25/2013	Oak St.	7 Family	2				Y	JMN
3/26/2013	Sycamore Lane	1 Family	1				N	KGB
4/2/2013	Oak St.	6 Family	1			6	N	KGB
4/2/2013	Willett Ave	4 Family	2	2			N	JRR
4/9/2013	Bush Ave	1 Family		3	5	5	N	JRR
4/15/2013	William St.	6 Family	2		6	10	Y	KGB
4/16/2013	Eldredge St.	3 Family	1		2		Y	KGB
4/17/2013	Fox Island Rd	6 Family	4				N	JRR

Date Identified	Street Name	Occupancy	Unlawful Basement Spaces/ Apts. No. of Reduced Occupancies	Unlawful Attic Spaces/ Apts. No. of Reduced Occupancies	Over Crowding No. of Reduced Occupancies	SRO No. of Reduced Occupancies	Discovered During a Fire	Inspector
5/6/2013	Grace Church St.	4 Family		1			N	JMN
5/7/2013	South Regent St.	3 Family	1				N	KGB
5/9/2013	South Regent St.	8 Family			2	4	Y	KGB
5/10/2013	Haseco Ave.	4 Family			2	2	Y	JMN
5/14/2013	Poningo St.	1 Family	1	1		4	N	KGB
5/17/2013	Westchester Ave	12 Units	3				N	JRR
5/20/2013	Husted St	3 Family	2				N	JRR
5/20/2013	Irving Ave	2 Family	3				N	JRR
5/20/2013	Mortimer St	3 Family	3				N	JRR
5/22/2013	Central Ave.	3 Family	1	1			N	KGB
5/23/2013	Westchester Ave	2 Family	3				N	JRR
5/30/2013	Grace Church St.	5 Units				6	N	JMN
6/4/2013	Chestnut St.	2 Family			3		N	KGB
6/12/2013	S. Main St	5 Units			8	8	N	JRR
6/13/2013	Fox Island Rd	4 Family		3			N	JRR
6/25/2013	Irving Ave.	5 Family	1				N	KGB
6/26/2013	Bent Ave.	3 Family			2	2	N	JMN
6/29/2013	Leicester St	3 Family	1	1			N	KGB
	January 2013-June 2013		71	17	44	54	TOTAL	186
7/2/2013	Orchard St	1 Family	1				N	JRR
7/11/2013	N.Main St.	3 Family			5	3	N	JMN
7/15/2013	Westchester Ave	4 Units			2		N	JRR

Date Identified	<u>Street Name</u>	Occupancy	<u>Unlawful Basement Spaces/ Apts. No. of Reduced Occupancies</u>	<u>Unlawful Attic Spaces/ Apts. No. of Reduced Occupancies</u>	<u>Over Crowding No. of Reduced Occupancies</u>	SRO No. of Reduced Occupancies	Discovered During a Fire	Inspector
7/16/2013	Poningo St.	3 Family	1	1		4	Y	KGB
7/16/2013	Poningo St.	3 Family		1		6	Y	KGB
7/17/2013	Oak St.	2 Family	1		1	1	Y	JMN
7/29/2013	Highland St.	4 Family		2			N	KGB
8/2/2013	Poningo St.	6 Family				10	N	KGB
8/12/2013	Eldredge St.	6 Family	1		4		N	JMN
8/13/2013	S. Regent St	3 Family			1		N	JRR
8/13/2013	Sands St.	6 Family				4	N	KGB
8/27/2013	Armett St.	4 Family	2		4	4	N	JMN
8/28/2013	Traverse Ave	2 Family	2	2	2	4	N	JRR
8/28/2013	Washington St	4 Family	2				N	JRR
8/29/2013	Parker St	3 Family	2	2	4		N	JRR
9/4/2013	S. Regent St	3 Family	1				N	JRR
9/4/2013	S. Regent St	5 Family	3		3		N	JRR
9/9/2013	Poningo St.	6 Family	2		4	6	N	JMN
9/10/2013	Martin Pl.	4 Family			16	8	N	JMN
9/10/2013	Midland Ave.	5 Family			7	2	Y	JMN
9/19/2013	Grove St.	5 Family	1			6	N	JMN
9/30/2013	Oak St.	6 Family				6	N	KGB
9/30/2013	Oak St.	5 Family	1		3		N	KGB
10/2/2013	Irving Ave	3 Family	2				N	JRR
10/2/2013	Parker St	5 Family	2	4	6	2	N	JRR

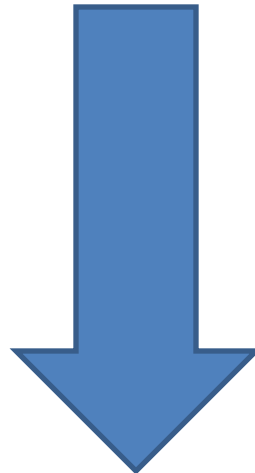
Date Identified	<u>Street Name</u>	Occupancy	<u>Unlawful Basement Spaces/ Apts. No. of Reduced Occupancies</u>	<u>Unlawful Attic Spaces/ Apts. No. of Reduced Occupancies</u>	<u>Over Crowding No. of Reduced Occupancies</u>	SRO No. of Reduced Occupancies	Discovered During a Fire	Inspector
10/2/2013	Rectory St	3 Family	2				N	JRR
10/2/2013	Touraine Ave	4 Family	2				N	JRR
10/7/2013	Pearl St	3 Family	2				N	JRR
10/7/2013	West St	4 Family	2		2		N	JRR
10/11/2013	Putnam Ave.	3 Family	1				N	KGB
10/15/2013	Parker St.	3 Family	2	1			N	KGB
10/16/2013	Smith St.	5 Family	3	2			N	KGB
10/18/2013	Gilbert St	3 Family	3		3	3	N	JRR
10/18/2013	Pearl St.	4 Family		1		3	Y	KGB
10/18/2013	Poplar St.	1 Family		1			N	KGB
10/24/2013	Oak St.	8 Family	1		8	8	Y	JMN
10/24/2013	Poningo St.	2 Family	1	1	3		N	JMN
10/28/2013	S. Regent St	5 Family	3				N	JRR
10/31/2013	Poningo St.	3 Family	2	2		4	Y	KGB
11/1/2013	Spring St.	2 Family	1	1			N	KGB
11/1/2013	West St.	6 Family	1				N	KGB
11/5/2013	Sherman St.	2 Family	1		2		N	JMN
11/15/2013	S Regent St	5 Family	2		2	2	N	JRR
11/19/2013	Grace Church St	3 Family	1				N	JRR
11/19/2013	Greenwood Ave.	6 Family	2				N	KGB
11/19/2013	Westchester Ave.	3 Family	1				N	KGB
11/20/2013	Broad St.	13 Units			4	2	N	JMN

Date Identified	Street Name	Occupancy	Unlawful Basement Spaces/ Apts. No. of Reduced Occupancies	Unlawful Attic Spaces/ Apts. No. of Reduced Occupancies	Over Crowding No. of Reduced Occupancies	SRO No. of Reduced Occupancies	Discovered During a Fire	Inspector
11/26/2013	Oak St.	3 Family	2				N	KGB
11/27/2013	Armett St	3 Family	1				N	JRR
12/13/2013	Poningo St	4 Family	3		2	2	N	JRR
12/18/2013	Poningo St.	3 Family			8	4	N	JMN
12/18/2013	Westchester Ave.	3 Family	1	1			N	JMN
12/19/2013	Haseco Ave.	2 Family	1	2		6	Y	KGB
12/19/2013	Irenhyl Ave.	1 Family	1				Y	KGB
12/23/2013	Highland St.	4 Family		1	3		Y	JMN
12/23/2013	Greenwood Ave.	2 Family			1		N	JMN
12/30/2013	King St.	54 Family				10	Y	KGB
12/31/2013	Olivia St.	2 Family		1		3	N	JMN
	July thru December		66	26	100	113	TOTAL	305
	Yearly Totals		137	43	144	167		
					Distribution by Property Types			
	Grand Total Reduction		491		1 and 2 Family	3 + Family	Mixed Use	
	Number of Properties Identified due to Fire Calls		17		103	355	33	

Overcrowding, Illegal Dwellings, Single-Room
Occupancy (SRO) & Unlawfully Non-Conforming
Increase in Dwelling Units Report

Discovered During Code Enforcement
Inspections

Here are the Numbers



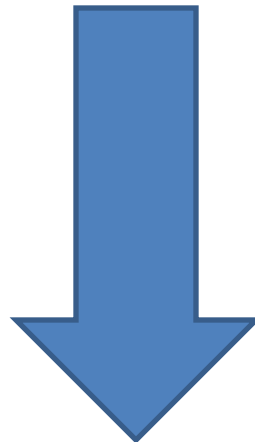
Date Identified (complaint date)	Street Name	Occupancy	Unlawful Basement (# of Reduced Occupancies)	Unlawful Attic (# of Reduced Occupancies)	OC (# of Reduced Occupancies)	SRO (# of Reduced Occupancies)	Discovered via a Fire Call?
04/29/13	Townsend St.	2 Family	1	1		3	N
04/30/13	Oakridge Dr.	1 Family			3		N
05/07/13	West St.	2 Family			3		N
05/10/13	Palace Pl.	3 Family	1		1	2	N
05/17/13	Orchard St.	2 Family	1				N
05/20/13	Ridgeview Pl.	2 Family	2		7	5	N
05/21/13	Ellendale Ave.	2 Family	1	1			N
05/22/13	Irving Ave.	14 Family				2	N
05/24/13	Orchard St.	2 Family	1				N
05/24/13	Armett St.	2 Family	1			2	N
05/30/13	Poningo St.	2 Family		5		2	Y
06/05/13	Washington St.	2 Family	1				N
06/07/13	Grace Church St.	2 Family	1				N
06/14/13	Summit Ave.	2 Family	1				N
06/21/13	Fox Island Rd.	2 Family	1				N
06/24/13	Soundview St.	2 Family	1			3	N
06/26/13	Hobart Ave.	1 Family	1				N
06/27/13	Bent Ave.	3 Family	1				N
	April - June Totals		15	7	14	19	55
07/02/13	Park Ave.	2 Family				2	N
07/08/13	Hobart Ave.	1 Family	1				N
07/10/13	Grace Church St.	5 Units				2	N
07/12/13	Rollhaus Pl.	2 Family		1			N
07/13/13	Poningo St.	2 Family	1	3		4	N
07/17/13	Leicester St.	1 Family	1	1		1	N
07/19/13	N. Regent St.	2 Family		1			N
07/23/13	Seymour Rd.	3 Family	1				N
07/29/13	Olivia St.	2 Family	1				N
08/05/13	Madison Ave.	2 Family	1				N
08/09/13	Quintard Dr.	1 Family	2	1			N
08/09/13	Drew St.	2 Family	1			2	N
08/14/13	West St.	2 Family	1				N
08/15/13	Prospect St.	2 Family	1				N

Date Identified (complaint date)	Street Name	Occupancy	Unlawful Basement (# of Reduced Occupancies)	Unlawful Attic (# of Reduced Occupancies)	OC (# of Reduced Occupancies)	SRO (# of Reduced Occupancies)	Discovered via a Fire Call?
09/03/13	Willett Ave.	2 Family	1				N
09/09/13	Rectory St.	3 Family				2	N
09/19/13	Franklin St.	3 Family	1				N
09/23/13	Wesley Ave.	1 Family		1			N
09/25/13	Locust Ave.	2 Family			2	2	N
10/02/13	Bush Ave.	6 Family				2	N
10/03/13	Haseco Ave	2 Family	1		5		N
10/04/13	Fairview Ave.	1 Family		1			N
10/07/13	Pilgrim Dr.	1 Family	1				N
10/08/13	Breckenridge Ave.	3 Family	5				N
10/10/13	Read St.	2 Family	1				N
10/15/13	Exchange Pl.	17 Family			7		N
10/26/13	Willett Ave (Apt 5)	1 Family			1		N
10/28/13	Perry Ave.	2 Family	1	1	2		N
10/28/13	Willett Ave. (Apt 6)	1 Family				1	N
10/29/13	Highland St.	2 Family	1				N
10/31/13	Glen Ave.	1 Family	1				N
10/31/13	Birch St.	1 Family	1				N
11/01/13	Grandview Ave.	2 Family	1				N
11/01/13	Grandview Ave.	2 Family	1				N
11/04/13	N. Regent St.	1 Family		1			N
11/05/13	Armett St.	2 Family		1			N
11/07/13	Park Pl.	2 Family	1				N
11/13/13	Washington St.	2 Family	1		1	2	N
11/17/13	Fairview Ave.	1 Family	1		1		N
11/27/13	Olivia St.	2 Family	1				N
	July - November Totals		31	12	19	20	82
	Yearly Totals		46	19	33	39	137
			Distribution by Property Types				
			1 and 2 Family	3 + Family	Mixed Use		
			110	25	2		

Overcrowding, Illegal Dwellings, Single-Room
Occupancy (SRO) & Unlawfully Non-Conforming
Increase in Dwelling Units Report

Discovered During Municipal Search
Request

Here are the Numbers



Street	Search Type	Date	Listed Use	Permitted Use	Search	Fire/Code	Issue
Abendroth Pl	Amnesty	1/29/13	2 Family	2 Family			Third Floor Occupancy
Alto Ave	Expedited	2/13/13	6 Family	4 Family	2		Increase in Units
Alto Ave	Amnesty	1/9/14	3 Family	3 Family			Third Floor Occupancy
Armett St	Standard	11/1/13	3 Family	2 Family	1		Increase in Units
Armett St	Expedited	1/15/13	4 Family	3 Family	1		Overcrowding Complaint
Breckenridge Ave	Amnesty	8/9/13	1 Family	1 Family			Basement Occupancy
Bulkley Ave	Expedited	6/12/13	2 Family	2 Family			Third Floor Occupancy
Bush Ave	Expedited	8/5/13	10 Family	6 Family	4		Increase in Units
Bush Ave	Report	1/7/14	5 Family	5 Family			Basement Occupancy
Central Ave	Report	1/7/14	3 Family	2 Family		1	Basement Apartment
Cesario Pl	Internal	7/13/12	3 Family	2 Family	1		Basement Apartment
Chestnut St	Amnesty	1/29/13	1 Family	1 Family			Additional Apartment added to property
Clark Pl	Standard	4/29/13	1 Family	1 Family			Attic Bedroom
Clinton St	Amnesty	1/7/14	3 Family	2 Family	1		Increase in Units
Clinton St	Expedited	4/22/13	4 Family	2 Family	2		Increase in Units
Cottage St	Expedited	12/9/13	Auto Body Shop 4 Family	Auto Body Shop 2 Family	2		Increase in Units
Drew St	Inspection	12/3/13	3 Family	2 Family		1	Basement Apartment
Drew St	Amnesty	2/7/13	5 Family	3 Family	1	1	Increase in Units / Basement Occupancy
Drew St	Amnesty	1/9/14	4 Family 1 Family	3 Family 1 Family	1		Increase in Units
East Broadway	Report	1/7/14	2 Family	2 Family			Third Floor Occupancy / Basement Occupancy
Edison Pl	Amnesty	11/18/13	3 Family	2 Family		1	Increase in Units
Eldridge St	Report	1/7/14	3 Family	3 Family			Basement Occupancy
Eldridge St	Expedited	11/19/13	4 Family	4 Family			Basement Occupancy
Ellendale Ave	Report	1/7/14	2 Family	2 Family			Basement Occupancy
Elmont Ave	Standard	5/16/13	2 Family	2 Family			Basement Occupancy
Elmont Ave	Amnesty	8/16/13	2 Family	1 Family	1		Increase in Units
Elmont Ave	Inspection	1/1/13	3 Family	2 Family	1		Basement Apartment
Fairview Ave	Report	1/7/14	1 Family	1 Family			Third Floor Occupancy
Fairview Ave	Amnesty	1/7/14	3 Family	1 Family		2	Basement Apartment / Attic Apartment
Fairview Ave	Internal	6/10/13	2 Family	1 Family		1	Increase in Units / Basement Apartment
Fawcett St	Report	3/19/13	5 Family	4 Family	1		Basement Apartment
Fox Island Rd	Amnesty	4/19/13	3 Family	2 Family	1		Basement Apartment
Fox Island Rd	Report	3/19/13	3 Family	2 Family	1		Basement Apartment
Gilbert Pl	Report	1/7/14	2 Family	2 Family			Basement Occupancy
Gilbert Pl	Report	1/7/14	xxx	xxx			Basement Occupancy
Gilbert Pl	Report	1/7/14	xxx	xxx			Basement Occupancy
Glen Ave	Expedited	2/6/13	1 Family	1 Family			Third Floor Occupancy
Glen Ave	Expedited	5/2/13	2 Family	1 Family	1		Increase in Units
Grace Church St	Expedited	4/9/13	2 Family & 2 Family	2 Family & 1 Family	1		Increase in Units / Third Floor Occupancy
Grandview Ave	Report	1/7/14	2 Family	2 Family			Third Floor Occupancy
Grant St	Amnesty	4/16/13	2 Family	1 Family	1		Increase in Units
Greenwood Ave	Report	1/7/14	4 Family	3 Family	1		Increase in Units / Added Apartment
Grove St	Standard	8/7/13	5 Commercial 30 Family	5 Commercial 29 Family	1		Increase in Units / Basement Occupancy
Haseco Ave	Amnesty	10/21/13	5 Family	3 family	2		Increase in Units
Highland St	Expedited	4/11/13	3 Family	2 Family		1	Increase in Units / Basement Occupancy
Highland St	Expedited	2/25/13	2 Family	Inconclusive	1		Increase in Units / Third Floor Occupancy

Street	Search Type	Date	Listed Use	Permitted Use	Search	Fire/Code	Issue
Husted St	Amnesty	12/2/13	4 Family	2 Family		2	Increase in Units
Inwood Ave	Amnesty	1/6/14	3 Family	2 Family	1		Increase in Units
Irving Ave	Expedited	7/22/13	6 Family	4 Family	1	1	Increase in Units / Basement Apartment
Irving Ave	Inspection	2/25/11	4 Family	2 Family	2		Basement Apartment / Attic Apartment
King St	Expedited	5/15/13	2 Family 1 Office	1 Family 1 Office	1		Increase in Units
King St	Report	1/7/14	1 Family	1 Family			Third Floor Occupancy / Basement Occupancy
Leonard St	Report	1/7/14	3 Family	3 Family			Basement Occupancy
Locust Ave	Amnesty	12/9/13	3 Family	2 Family	1		Increase in Units
Locust Ave	Expedited	10/1/13	1 Family	1 Family			Third Floor Occupancy
Locust Ave	Inspection	1/7/14	4 Family	3 Family	1		Increase in Units
Locust Ave	Amnesty	11/7/13	1 Family	1 Family			Third Floor Occupancy
Lyon St	Amnesty	2/20/13	3 Family	2 Family	1		Increase in Units
Madison Ave	Expedited	10/3/13	2 Family	2 Family			Third Floor Occupancy
Madison Ave	Expedited	10/17/13	2 Family	2 Family			Third Floor Occupancy
Maple Pl	Internal	10/25/13	2 Family	1 Family	1		Increase in Units
Martin Pl	Expedited	11/6/13	4 Family	3 Family		1	Increase in Units
Midland Ave	Expedited	4/15/13	2 Family	2 Family			Third Floor Occupancy / Illegal Dwelling Complaint
Monroe Pl	Expedited	3/21/13	2 Family	2 Family			Third Floor Occupancy
Nicola Pl	Expedited	4/3/13	2 Family	1 Family	1		Increase in Units
Nicola Pl	Amnesty	7/8/13	10 Family	9 Family	1		Increase in Units
Nicola Pl	Report	1/7/14	3 Family	3 Family			Basement Occupancy
North Main St	Expedited	6/6/13	1 Restaurant 3 Family	Restaurant, Office, Club	3		Conversion to Apartments
North Main St	Amnesty	3/4/13	9 Family 5 Single Rooms	1 Store 3 Family 15 Single Rooms	6		Conversion to Apartment
North Main St	Amnesty	9/17/13	Restaurant 6 Family	Restaurant 4 Family	2		Increase in Units
Oak St	Report	1/7/14	2 Family	2 Family			Basement Occupancy
Oak St	Expedited	7/23/13	8 Family	6 Family	2		Increase in Units
Oak St	Expedited	2/13/13	5 Family	5 Family			Secondary Structure used as Multiple Dwelling
Oak St	Expedited	7/22/13	6 Family	5 Family	1		Increase in Units
Olivia St	Report	1/7/14	3 Family	3 Family			Basement Occupancy
Olivia St	Report	3/19/13	5 Family	3 Family	2		Basement Apartment
Palace Pl	Standard	6/5/13	3 Family	3 Family			1 Bedroom converted into 3 Bedroom Apartment
Palace Pl	Expedited	4/11/13	2 Family	2 Family			2 Bedrooms Added
Parker St	Expedited	3/21/13	8 Family	6 Family	2		Fourth Floor Occupancy / Increase in Units
Perry Ave	Amnesty	9/16/13	1 Family	1 Family			1/2 Story Added / Basement Occupancy
Pine Pl	Expedited	1/31/13	1 Family	1 Family			Basement Occupancy
Poningo St	Report	1/7/14	5 Family	5 Family			Basement Occupancy
Poningo St	Standard	1/8/14	4 Family	2 Family	2		Basement Apartment / Attic Apartment
Poningo St	Amnesty	12/26/13	55 Family	54 Family	1		Apartment Added
Poningo St	Amnesty	1/10/14	55 Family	54 Family	1		Apartment Added
Poningo St	Amnesty	7/1/13	4 Family	1 Family	3		Increase in Units
Poningo St	Amnesty	1/7/14	4 Family	2 Family	2		Increase in Units
Poningo St	Expedited	7/17/13	6 Family	2 Family		4	Increase in Units
Poningo St	Expedited	8/8/13	3 Family	3 Family			Overcrowding NOV
Puritan Dr	Expedited	6/4/13	1 Family	1 Family			Basement Occupancy
Putnam Dr	Internal	8/26/13	2 Family	1 Family	1		Increase in Units
Quintard Dr	Expedited	6/27/13	1 Family	1 Family			Third Floor Occupancy

Street	Search Type	Date	Listed Use	Permitted Use	Search	Fire/Code	Issue
Read St	Amnesty	1/13/13	3 Family	2 Family		1	Increase in Units / Basement Apartment
Riverdale Ave	Expedited	9/18/13	2 Family	1 Family	1		Increase in Units
Robert Ave	Amnesty	3/20/13	1 Family	1 Family			Third Floor Occupancy
Robert Ave	Expedited	1/16/13	1 Family	1 Family			Third Floor Occupancy
Seymour Rd	Expedited	2/12/13	4 Family	4 Family			Third Floor Occupancy / Basement Occupancy
Seymour Rd	Amnesty	11/20/13	3 Family	2 Family		1	Third Floor Occupancy / Basement Occupancy
Seymour Rd	Expedited	12/5/13	6 Family	4 Family	2		Increase in Units
Sherman Ave	Amnesty	1/6/14	3 Family	2 Family		1	Increase in Units
Sherman Ave	Report	3/19/13	4 Family	3 Family	1		Increase in Units
Smith St	Report	1/7/14	xxx	xxx			Third Floor Occupancy / Basement Occupancy
Smith St	Amnesty	6/18/13	4 Family	Inconclusive	1		Basement Apartment
Smith St	Amnesty	11/18/13	5 Family	4 Family		1	Increase in Units
Soundview St	Amnesty	2/28/13	3 Family	2 Family		1	Increase in Units
Soundview St	Report	3/19/13	3 Family	3 Family			Third Floor Occupancy
South Main St	Expedited	2/15/13	Retail & Apartment	Retail	1		Additional Apartment added to property
South Main St	Standard	8/3/13	Restaurant 3 Family	Restaurant		3	3 Apartments added to property
South Main St	Expedited	2/26/13	Auto Body Shop	Inconclusive	1		Construction of Building without Permit
South Main St	Expedited	2/26/13	Storage Warehouse	Vacant	1		Construction of Building without Permit
South Regent St	Amnesty	1/9/13	5 Family	2 Family	3		Third Floor Occupancy / Increase in Units
South Regent St	Amnesty	10/1/13	4 Family	3 Family		1	Increase in Units
South Regent St	Report	1/7/14	3 Family	3 Family			Basement Occupancy
South Regent St	Amnesty	12/16/13	4 Family	1 Family		3	Increase in Units
South Regent St	Inspection	1/8/14	11 Family	8 Family	3		Increase in Units
Spring St	Expedited	10/1/13	7 Family	4 Family	3		Increase in Units
Summit Ave	Report	1/7/14	2 Family	2 Family			Third Floor Occupancy / Basement Occupancy
Summit Ave	Amnesty	9/3/13	3 Family	2 Family	1		Increase in Units / Basement Apartment
Summit Ave	Report	1/7/14	xxx	xxx			Basement Occupancy
Terrace Ave	Expedited	5/6/13	3 Family	2 Family		1	Increase in Units / Basement Occupancy
Touraine Ave	Report	1/7/14	5 Family	5 Family			Basement Occupancy
Touraine Ave	Report	1/7/14	1 Family	1 Family			Basement Occupancy
Touraine Ave	Inspection	1/8/14	5 Family	4 Family	1		Increase in Units
Tower Hill Dr	Expedited	4/18/13	1 Family	1 Family			Basement Occupancy
Upland St	Amnesty	11/15/13	1 Family	1 Family			Basement Occupancy
Washington St	Amnesty	1/3/14	3 Family	2 Family		1	Increase in Units / Basement Occupancy
Washington St	Standard	4/30/13	1 Family	Garage	1		Garage Conversion to Residence
Washington St	Amnesty	5/2/13	3 Family	2 Family	1		Increase in Units
Washington St	Report	1/7/14	xxx	xxx			Basement Occupancy
West St	Report	1/7/13	3 Family	3 Family			Basement Occupancy
Westchester Ave	Report	1/7/14	xxx	xxx			Basement Occupancy
Westchester Ave	Amnesty	3/21/13	2 Stores 9 Family	3 Stores 5 Family		3	Increase in Units / Basement Occupancy
Westchester Ave	Report	1/7/14	xxx	xxx			Basement Occupancy
Westchester Ave	Standard	5/2/13	3 Family	2 Family	1		Third Floor Occupancy
Westchester Ave	Expedited	9/12/13	Office 3 Family	Office 1 Family	2		Increase in Units / Office Conversion
Westchester Ave	Expedited	3/6/13	125 Apartments	120 Apartments	5		Increase in Units
Westchester Ave	Amnesty	4/10/13	30 Family 5 Commercial	29 Family 5 Commercial	1		Increase in Units / Basement Occupancy
Willett Ave	Amnesty	4/30/13	6 Family 1 Retail	4 Family 1 Retail		2	Increase in Units

Street	Search Type	Date	Listed Use	Permitted Use	Search	Fire/Code	Issue
Willett Ave	Amnesty	10/29/13	2 Family	1 Family	1		Increase in Units
Willett Ave	Standard	6/26/13	2 Family 1 Repair Shop	1 Family 1 Repair Shop	1		Increase in Units
Willett Ave	Amnesty	3/19/13	1 Commercial 3 Family	1 Commercial 2 Family	1		Increase in Units
William St	Expedited	5/10/13	7 Family	7 Family			Overcrowding Complaint
William St	Standard	7/2/13	5 Family	4 Family	1		Increase in Units
Distribution by Property Types				Total Illegal Increase in Units found through Searches =	102		
1 and 2 Family	3 + Family	Mixed Use					
10	75	17					

Overcrowding & Illegal Occupancy Report 2013

Totals All Departments

Code Enforcement Department

- Fire-Safety Inspections
 - Unlawful Basement Spaces/Apartments 137
 - Unlawful Attic Spaces/Apartment 43
 - Overcrowding 144
 - Single Room Occupancies 167
 - Illegal Dwellings discovered during a fire 17
- Code Enforcement Inspections
 - Unlawful Basement Spaces/Apartments 46
 - Unlawful Attic Spaces/Apartments 19
 - Overcrowding 33
 - Single Room Occupancies 39

Building Department

- **Illegal Dwellings discovered , Municipal Search:** 102
- **Voluntary Compliance (No violations issued):** 20

Total Unlawful/ Overcrowded/ Illegal Dwellings
Identified discovered during the 2013 year: 750

Overcrowding & Illegal Occupancy Report Totals

All Departments

Total Unlawful/ Overcrowded/ Illegal Dwellings Identified
discovered during the first half of the Fiscal

7/13 thru 12/13: 509

Total Unlawful/ Overcrowded/ Illegal
Dwellings Identified to Date: 801

Breakdown (2013)

(numbers do not include voluntary compliance)

1 & 2 Family Dwellings:	223 represents:	30.5%
Multiple Dwelling 3 or more:	455 represents:	62.3%
Mixed Use Properties:	52 represents:	7.2%

Overcrowding & Illegal Occupancy Report 2013 Totals

The 2013 year has been a successful one for Code Enforcement. Public Perception is that Code Enforcement is not doing enough. Perception is that Overcrowding & Illegal Dwellings are only discovered during a fire, the previous slides show far different.

The 2013 calculations in the previous slides illustrate the hard-work that [is] being done to identify, remove, and bring justice to those that continue to violate the Village of Port Chester and the NYS Uniform Building and Fire Code.

The difference today from previous years is that all departments Police, Fire, DPW, and Code Enforcement are working collaboratively as a team and the numbers reflect it.



Building Department & Code Enforcement Fiscal (1st half) Report

Building Department Fiscal Revenue Performance Review July thru December 2013

Revenues Collected

Revenues July 2013:	\$62,350.50
Revenues August 2013:	\$48,631.50
Revenues September 2013:	\$54,696.99
Revenues October 2013:	\$256,883.50 (Includes Castle Permit) Revenues
Oct. not incl. Castle:	\$44,302.50
Revenues November 2013:	\$56,379.50
Revenues December 2013:	\$70,326.50
➤ Total Deposits to Date:	<u>\$705,295.10</u>

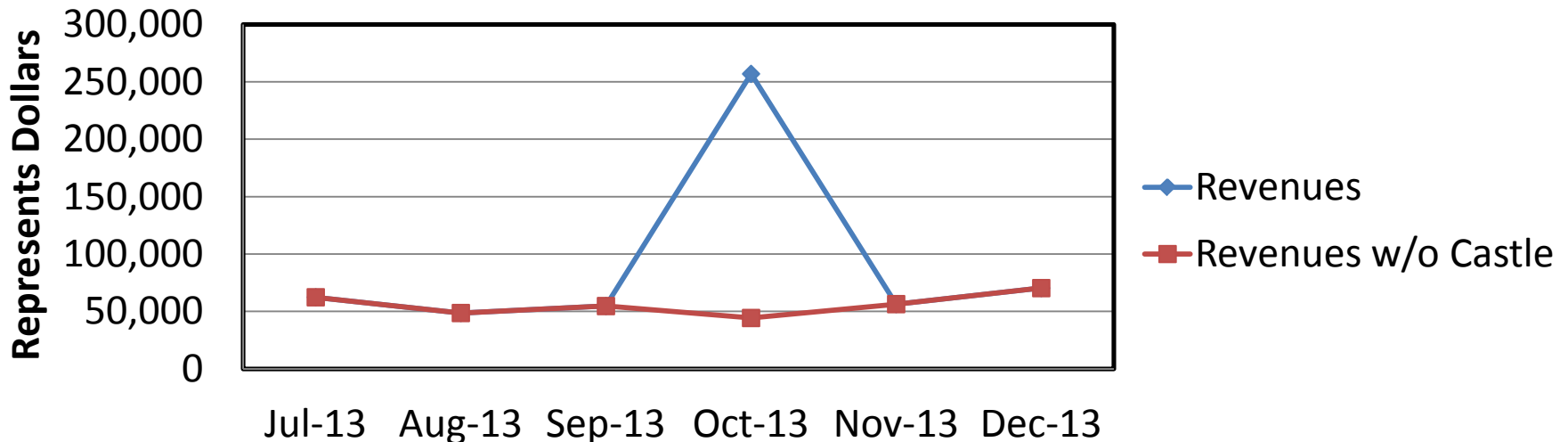
Monthly Revenue Streams Remain Consistent



Building Department & Code Enforcement Fiscal (1st half) Report

Building Department Fiscal Revenue Performance Review July thru December 2013

Building Department Revenue Comparison with Recent Castle Submission






Building Department & Code Enforcement Annual Report

Building Department Annual Revenue Performance Review 2012-2013

Revenues Collected

Total Annual Deposit Comparison

Revenues Received January thru December 2012:	\$455,456.93
Revenues Deposited January thru December 2013:	<u>\$1,025,848.25</u>
Revenues Increased Annually by:	\$570,391.30
Revenues Represent an Annual Increase of:	 125%

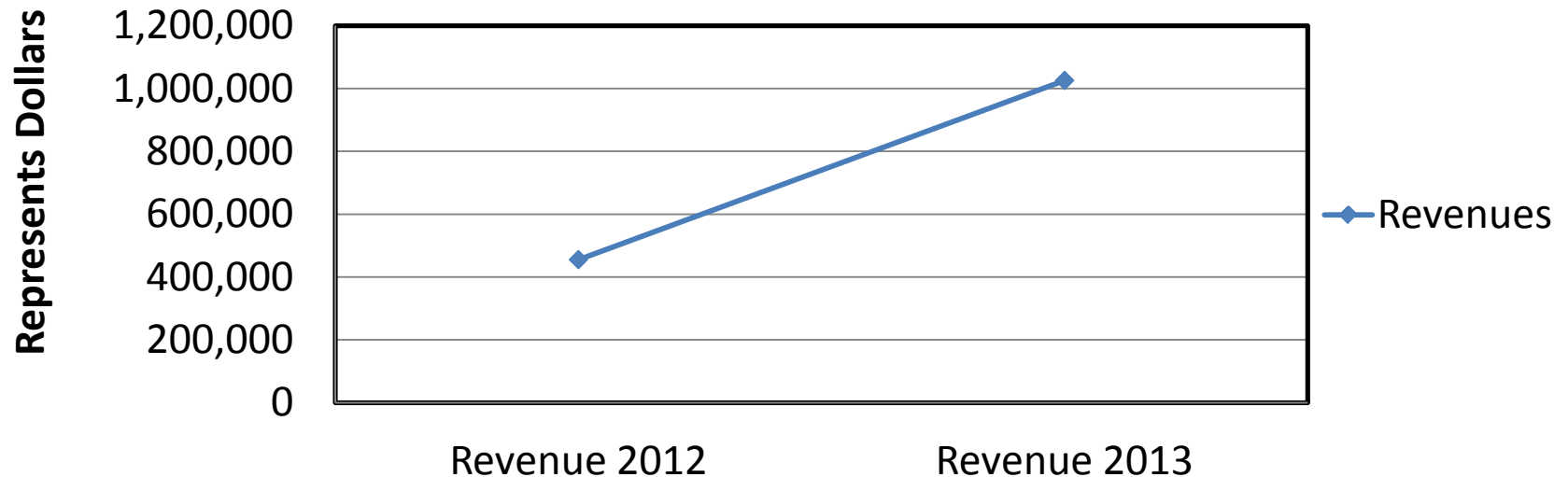
Annual Revenue Inflow(s) Continue to increase annually



Building Department & Code Enforcement Annual Report

Building Department Annual Revenue Performance Review
January thru December 2012 v. January thru December 2013

Building Department Annual Revenue Comparison





Building Department & Code Enforcement Annual Report

Building Department Revenue Performance Review

Fiscal 7-2011 thru 6-2012, 7-2012 thru 6-2013


Revenues Collected

Annual Deposit Comparison

Revenues Received July 2011 thru June 2012: \$283,004.00

Revenues Received July 2012 thru June 2013: \$555,639.00

Revenue increase by Fiscal: \$272,635.00

Revenues Represent an Increase of:  **96%**

Revenues Deposited in the 1st Half of 2013-2014 Deposited July 2013 thru
December 2013: **\$705,295.10**

The increase in revenue is consistent with the increase in permitting activity primarily derived from the many new project submissions and an increase in economic activity.

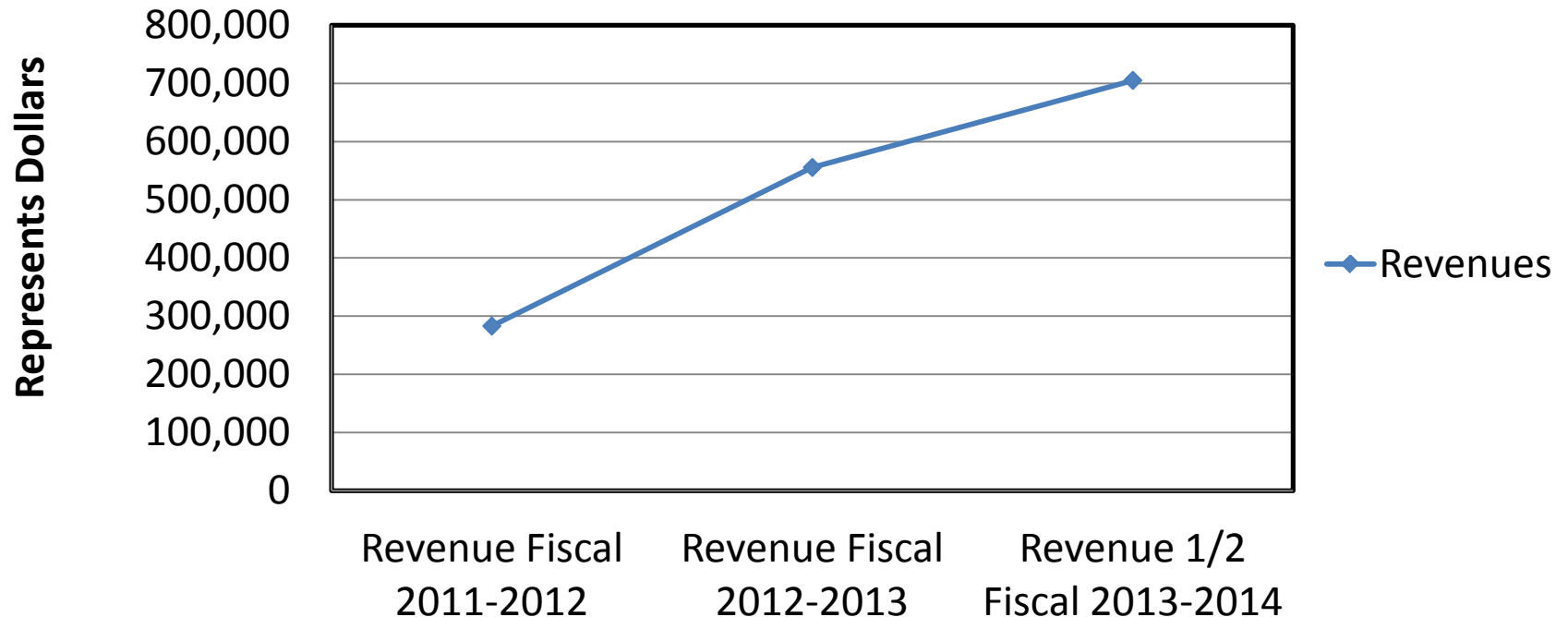


Building Department & Code Enforcement Annual Report

Building Department Annual Revenue Performance Review

Fiscal 2011-2012 v. 2012-2013 & 1/2 Fiscal 2013-2014

Building Department Fiscal Revenue Comparison





Building Department & Code Enforcement Fiscal (1st half) Report

Building Department Fiscal Performance Review 2013

Consultations Conducted

Consultations July 2013:	154
Consultations August 2013:	99
Consultations September 2013:	154
Consultations October 2013:	165
Consultations November 2013:	140
Consultations December 2013:	161

★ Consultations remain consistent month to month. Consultations can include the results of municipal searches, amnesty, new projects and referrals from the Code Enforcement Department. ★



Building Department & Code Enforcement Fiscal (1st half) Report

Building Department Fiscal Performance Review August thru December 2013

Permits Issued

Permits July 2013: 119

Permits August 2013: 115

Permits September 2013: 103

Permits October 2013: 175

Permits November 2013: 121

Permits December 2013: 117

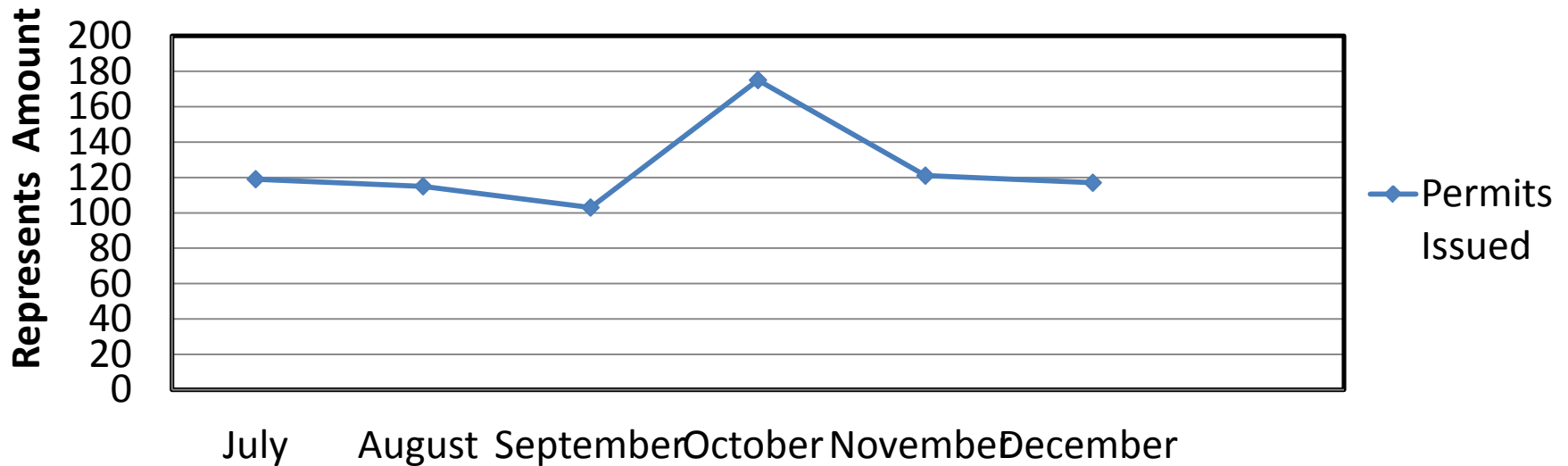
Permits remain consistent on a monthly basis.



Building Department & Code Enforcement Fiscal (1st half) Report

Building Department Fiscal Performance Review July thru December 2013

Building Department Permit Comparison





Building Department & Code Enforcement Fiscal (1st half) Report

Building Department Fiscal Performance Review

July thru December 2013

Inspections Conducted

Inspections July 2013: 100

Inspections August 2013: 110

Inspections September 2013: 85

Inspections October 2013: 86

Inspections November 2013: 96

Inspections December 2013: 98

Inspections remain consistent, month to month.



Building Department & Code Enforcement Fiscal (1st half) Report

Building Department Fiscal Performance Review

July thru December 2013

Certificate of Occupancy (CO's)

CO's Issued July 2013:	35
CO's Issued August 2013:	20
CO's Issued September 2013:	32
CO's Issued October 2013:	16
CO's Issued November 2013:	13
CO's Issued December 2013:	30

Issuance of Certificates of Occupancy remain consistent averaging 25 per month.

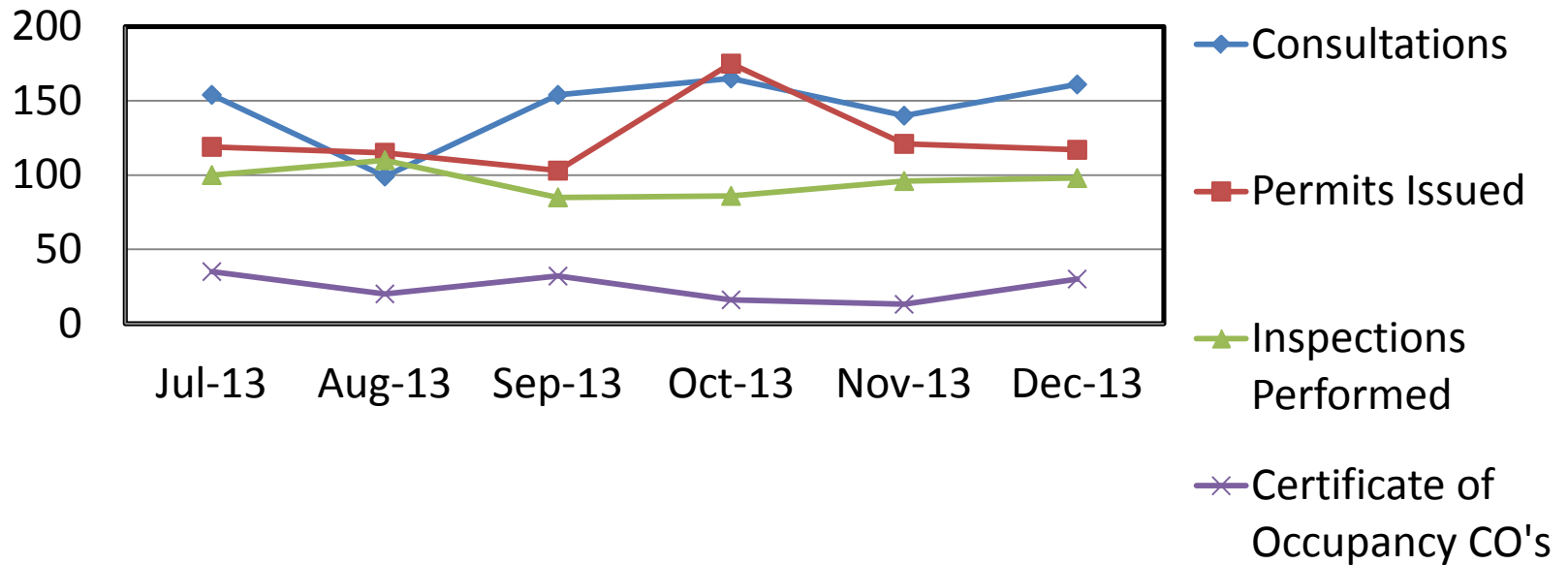


Building Department & Code Enforcement Fiscal (1st half) Report

Building Department Fiscal Performance Review July thru December 2013

Building Department Monthly Performance Comparison

Represents No. Consultations,
Permits Issued & Inspections
Performed & CO's Issued





Building Department & Code Enforcement Fiscal (1st half) Report

Building Department Municipal Search Request

Annual Comparison

Search Requests

January 2012 through December 2012

- **Standard Search Requests:** **229**
- **Expedited Search Requests:** **272**
- **Amnesty Search Requests:** **156**

Total 2012 Search Requests: **657**

January 2013 through December 2013

- **Standard Search Requests:** **81**
- **Expedited Search Requests:** **457**
- **Amnesty Search Requests:** **410 represents a 160% increase**

Total 2013 Search Requests: **948 represents a 45% increase in 1 yr.**

Numbers do not reflect internal searches utilized for court.



Building Department & Code Enforcement Fiscal (1st half) Report

Building Department Amnesty Progress Report 2013

Amnesty Search Update

Total Amnesty Applications Submitted:	564
Amnesty Reports Completed:	325
Percentage of Amnesty Reports Complete:	<u>57.8%</u>
Amnesty Consultations Completed:	144
Percentage of Amnesty Consultations:	<u>25.5%</u>
Anticipated Completion of Reports, not include. new :	<u>July 31st 2014</u>
Percentage of Consultations Anticipated by 7/31/14:	50%
After July 31st a balance of approximately:	282 Consultations

Not including any additional consultations generated by contractors, home improvements, architects, developers, and other searches; to be completed within 1 year approximately 1.1 consultations will be required per day.



Building Department & Code Enforcement Monthly Update Report

Building Department Municipal Search Request Annual Comparison

2013 Municipal Search Request Departmental Improvements

To Handle the Increase in Municipal Search Requests

The Building Department Added (2) Full-Time Administrative Interns one on July 1st 2013 and the second on July 29th dedicated to assist with the increase demand of municipal search requests but primarily dedicated to completing Amnesty Search Requests. Both Administrative Interns are fully trained and working independently however, contracts are for one (1) year and will expire by July 2013.

Fire Safety Fiscal (1st half) Performance Update Report 2013



Building Department & Code Enforcement Fiscal (1st half) Report

Fire Safety Fiscal Performance Review July thru December 2013

Revenues

Revenues are Based on Fire Safety Applications Returned

Revenues July 2013:	\$10,750.00
Revenues August 2013:	\$9,720.00
Revenues September 2013:	\$12,750.00
Revenues October 2013:	\$11,400.00
Revenues November 2013:	\$9,870.00
Revenues December 2013:	\$11,350.00



Monthly revenues remain consistent



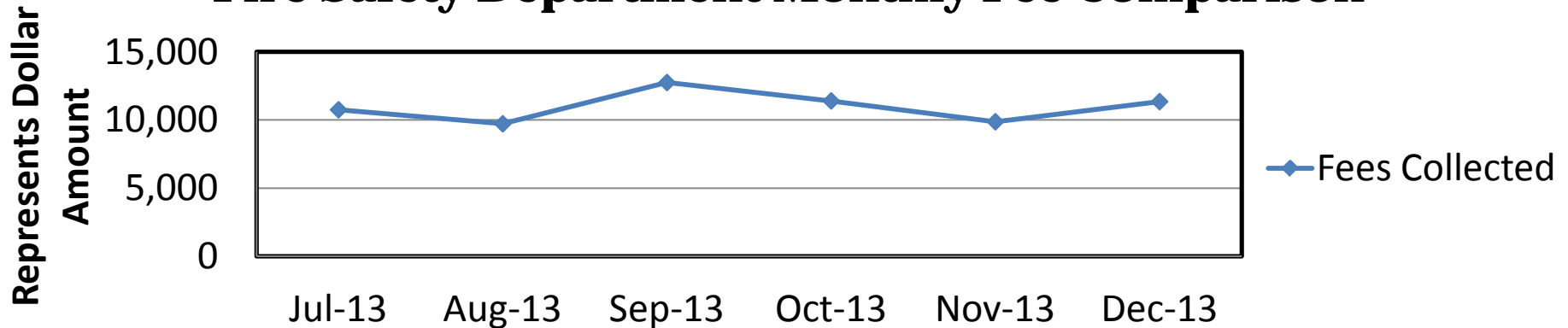


Building Department & Code Enforcement Fiscal (1st half) Report

Fire Safety Fiscal Performance Review

July 2013 thru December 2013

Fire Safety Department Monthly Fee Comparison





Building Department & Code Enforcement Fiscal Report

Fire Safety Fiscal Performance Review

January thru December 2013

Fire Inspections Performed

Includes re-inspections

Fire Inspections Performed July:	106
Fire Inspections Performed August:	120
Fire Inspections Performed September:	134
Fire Inspections Performed October:	130
Fire Inspections Performed November:	106
Fire Inspections Performed December:	158

Numbers do not reflect emergencies, referrals or equipment testing, e.g.



Sprinkler, Fire Pump, Fire Alarm & Ansul Systems





Building Department & Code Enforcement Fiscal (1st half) Report

Fire Safety Monthly Performance Review November & December 2013

Additional Fire-Related Inspections Performed

	November	December
Sprinkler Inspections/ Flow Tests:	3	0
Sprinkler Hydro Tests:	5	4
Fire Alarm Inspections/ Tests:	3	2
Other Suppression Type “Ansul” Inspections	0	0
Court Ordered Inspections:	3	2
Stop Work Order Inspections:	3	4
Fire-Safety Building Department Request:	3	4
Fire/ Police Referral Inspections:	8	12
Unsafe/ Unfit Structure Inspection:	1	2
Pro-Active (Potential Overcrowding) Property Clarification & Fire-Related Complaints Inspection:	32	16



Building Department & Code Enforcement Fiscal Report

Fire Safety Performance Review July thru December 2013

Notice of Violations Issued

Includes Failed Fire Inspections and Failure to Respond to a Request to Conduct a Fire Inspection

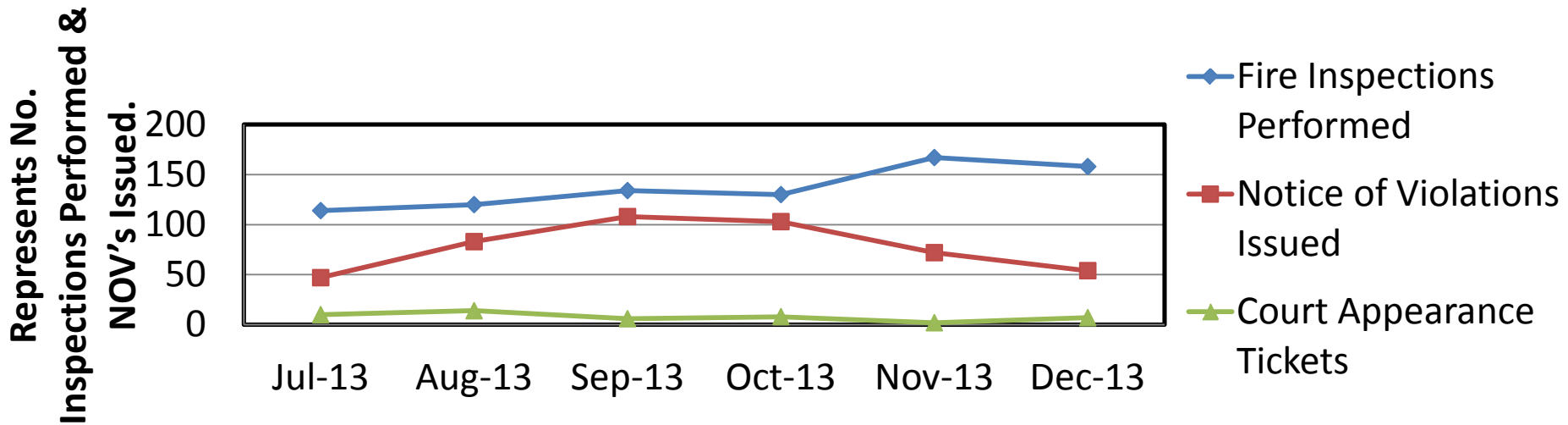
Notice of Violations Issued July:	65
Notice of Violations Issued August:	83
Notice of Violations Issued September:	108
Notice of Violations Issued October:	103
Notice of Violations Issued November:	72
Notice of Violations Issued December:	54



Building Department & Code Enforcement Fiscal Report

Fire Safety Monthly Performance Review July thru December 2013

Fire Safety Monthly Performance Comparison



Fire Safety Fiscal Performance Report

- Data indicates that Fire Inspections and additional Fire-Safety related inspections including, but not limited to: Fire-suppression systems, fire alarms, police/ fire referrals and proactive inspections indicate an increase in compliance and a decrease in the need to issue violations and court appearance tickets; all items that benefit the community. Education and outreach regarding the importance of Fire-Safety has been better received by the community and is anticipated to continue through new efforts.

Building Department & Code Enforcement Fiscal (1st half) Report



Building Department & Code Enforcement Fiscal (1st half) Report

Code Enforcement Monthly Performance Review

July thru December 2013

Code Enforcement Complaints

Includes property maintenance, trash, signage w/o permits or approvals, lack of permits

Complaints Received July:	111
Complaints Received August:	108
Complaints Received September:	77
Complaints Received October:	113
Complaints Received November:	116
Complaints Received December:	86
<u>Notice of Violations Issued for non-compliance (fiscal 1st half)</u>	<u>310</u>



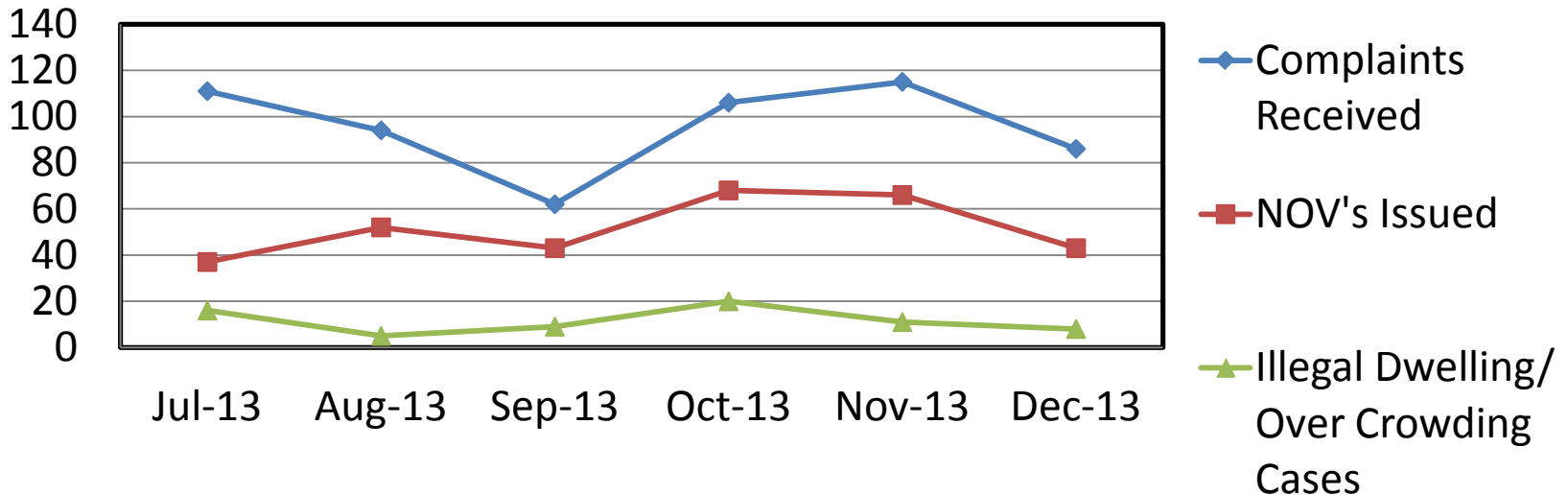
Building Department & Code Enforcement Fiscal (1st half) Report

Code Enforcement Monthly Performance Review

July thru December 2013

Code Enforcement Monthly Performance Comparison

Represents No. Complaints &
NOV's Issued.



Code Enforcement Fiscal Performance Update Report

- Code enforcement data shows that complaints remain consistent. Reducing overcrowding and illegal dwellings remain Code Enforcement's top priority.

Building Department-Code Enforcement & Fire Safety Program Improvements 2013

Building Department

- Public Access Viewing Room is open and available to the public.
- All files are scanned and have been electronically indexed, post scanning continues.
- Muncity training has continued and the use of Muncity is expanding daily.
- All inspectors have been issued hand-held devices with technology that permits an officer to retrieve information about properties immediately, update and input data on the scene and produce stop work orders instantaneously.
- New procedure manuals have been prepared (building dept.) for Staff with detailed instructions how to proceed with new applications, scanning and entering “new” data into laserfiche/ muncity, this will provide for more efficiency.
- All of the staff has received new computers and have been assigned according to their strength and skill-set.
- All Building Department forms have been revised and are available to download on our website.

Building Department-Code Enforcement & Fire Safety Program Improvements 2013

Code Enforcement

- Substantially Reduced Overcrowding and Illegal Dwellings, compliance has increased and continues to increase. The public is becoming better educated, more informed, and more cooperative than in previous years. This is attributed to a collective effort by all departments including code, building, police, and fire departments working collaboratively and by spending time to educate the public.
- Website upgrades: All applications are available online; all reports produced by Municipality are easily accessible on the Code Enforcement page of the website.
- Inspector field inspection forms have been revised to increase efficiency
- Applications received to conduct fire inspections and fees collected remain consistent and will be available (2014) to apply from home and pay with a credit card.
- Inspections that were never done by our predecessors are now being conducted on a regular basis including:
 - Ansul suppression tests, sprinkler (hydro, flow), fire pump & fire alarms, and scheduled fire drills.

Building Department-Code Enforcement & Fire Safety Program Proposed Improvements 2014

Building Department

- Continue to scan files and implement a requirement that all new applications contain drawings in PDF form that will to be uploaded directly to laserfiche/ municity.
- Municity training will continued and the use of Municity will further expand.
- All inspectors were issued hand-held devices, each shall become more proficient to further increasing efficiency in the field.
- Building Department will start to explore ways to expand the publics ability to apply for a permit on-line, BD has met with and consulted with municity and plans to start with permits that do not require drawings, i.e. Roof, Siding, Basic Plumbing & Electrical.
- Public outreach

Code Enforcement

- Continues to Focus on the reduction in Overcrowding and Illegal Dwellings
- Continue to reach out, educate, and communicate with the public to further increase public awareness and provide better understanding of code enforcement.

Q&A

REPORT
OF
THE VILLAGE MANAGER



**VILLAGE OF PORT
CHESTER**
**DEPARTMENT OF PLANNING &
DEVELOPMENT**

222 Grace Church Street, Rm. 202
Port Chester, NY 10573
(P) 914.937.6780
(F) 914.939-2733

Christopher Gomez, AICP,
Director
Jessica Youngblood, MCP, Planner
Constance Phillips, Planning
Secretary

To: Mayor Pagano and Board of Trustees

From: Christopher Gomez, AICP, Director of Planning and Development

Re: Director of Planning and Development Update

CC: C. Steers, T. Cerreto, P. Miley, J. Richards, J. Youngblood

Date: January 30, 2014

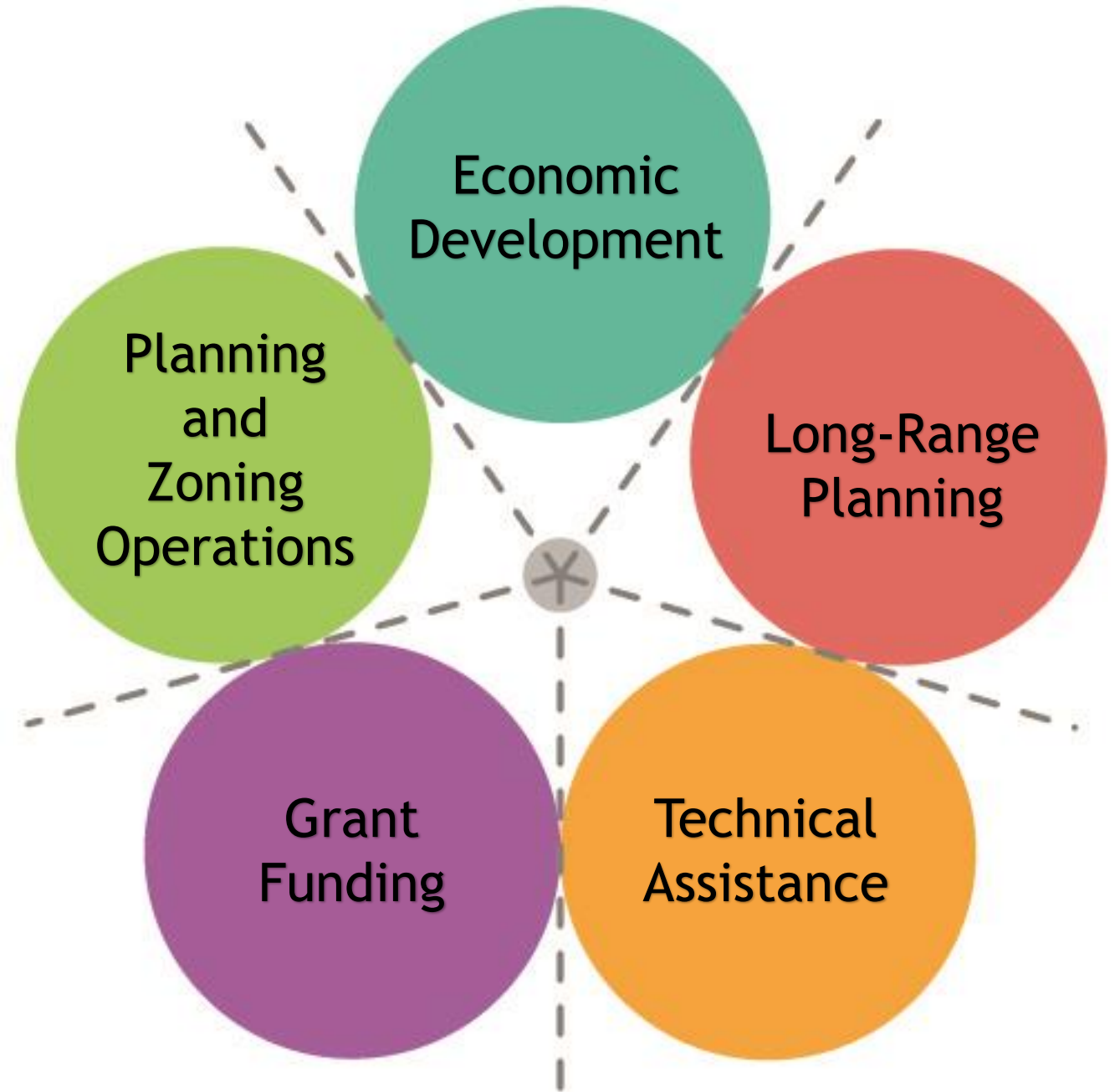
Please find the attached diagram illustrating the Department of Planning and Development's five main work program areas: Planning and Zoning Operations, Long-Range Planning, Economic Development, Grants, and Technical Assistance. I will present a brief overview of departmental operations as well as an update of specific highlights from each sector at the February 3, 2014 meeting.

Also find the attached memorandum from Ms. Youngblood regarding the \$225,420 consolidated funding grant the Village has secured from the New York State Department of State for completion of construction drawings and permitting for the steel bulkhead replacement as well as potential filling of the "Gut"/"Cove."



DEPARTMENT OF PLANNING & DEVELOPMENT

OPERATIONS OVERVIEW



Christopher Gomez, AICP
Director of Planning & Development

Jesica Youngblood, MCP
Planner

Constance Phillips
Secretary, Planning Commission



STATE OF NEW YORK
DEPARTMENT OF STATE
ONE COMMERCE PLAZA
99 WASHINGTON AVENUE
ALBANY, NY 12231-0001

ANDREW M. CUOMO
GOVERNOR

CESAR A. PERALES
SECRETARY OF STATE

January 9, 2014

Honorable Neil J. Pagano
Mayor
Village of Port Chester
222 Grace Church Street
Port Chester, NY 10573

VILLAGE OF PORT CHESTER

JAN 15 2014

RECEIVED

Dear Mayor Pagano:

In 2011, Governor Cuomo launched the Regional Economic Development Councils and the Consolidated Funding Application (CFA) to provide each region with the tools to create and implement their own roadmap for economic prosperity and job creation. This community-based model uses local assets to drive local economic growth and has resulted in unprecedented partnerships and collaboration that are building a reinvigorated economy.

In the third round of the Regional Economic Development Council initiative, \$715.9 million in economic development resources was awarded for projects focused on community development and job creation, direct assistance to business, waterfront revitalization, energy and environmental improvements, sustainability and low-cost financing. The Department of State is proud to have contributed over \$12.1 million of that amount.

On behalf of Governor Cuomo, I am pleased to inform you that funding has been awarded through the Local Waterfront Revitalization Program of the Department of State under Title 11 of the Environmental Protection Fund to undertake the following project(s):

- CFA #27314 - \$225,420.00
Byram River Bulkhead Design

In the near future, your office will be contacted by the Department of State Office of Planning and Development to begin developing a contract. If you have any questions, please call Kenneth Smith at (518) 473-3373.

I am pleased that the State of New York is able to assist your efforts in improving your waterfront. Congratulations and we look forward to working with you on this special initiative.

Sincerely,

Cesar A. Perales
Secretary of State

cc: Aimee Vargas
Christopher Gomez



VILLAGE OF PORT CHESTER
DEPARTMENT OF PLANNING & DEVELOPMENT

222 Grace Church Street, Rm. 202
Port Chester, NY 10573
(P) 914.937.6780
(F) 914.939-2733

Christopher Gomez, AICP, Director
Jessica Youngblood, MCP, Planner
Constance Phillips, Planning Commission Secretary

To: Honorable Mayor Pagano and Village Board of Trustees
From: Jessica Youngblood, Village of Port Chester Planner
Re: 2013 Consolidated Funding Grant Award, Bulkhead Design & Documentation
cc: C. Steers, T. Cerreto, C. Gomez, J. Richards
Date: January 22, 2014

Dear Mayor Pagano and Board of Trustees,

Please see the enclosed information extracted from the Regional Economic Development Councils' (REDC) 2013 Consolidated Funding Application through the Local Waterfront Revitalization Program of the submitted on behalf of the Village of Port Chester as it relates to downtown waterfront revitalization with specific attention directed towards final construction plans and applicable permitting requirements for the replacement of the collapsed bulkhead.

The Village of Port Chester, as part of the Mid-Hudson region, received \$225,420 in awarded grant money. The structure of the grant is 50:50 matching, and the Village was awarded the highest amount through the Department of State's Local Waterfront Revitalization Program. The crux and need described in this grant is a natural continuation of the qualitative planning progress already achieved through both the Comprehensive Plan and Local Waterfront Revitalization Program. Each component filters into Village's long-range goals to facilitate economic growth and activity in the downtown and adjacent areas in addition to improving waterfront access.

Upon receipt of announcement from the REDC, the Planning & Development Office eagerly awaits moving this funding venture forward.

Regards,

Jessica Youngblood, Planner

NYS Consolidated Funding Application
GRANT APPLICATION, VILLAGE OF PORT CHESTER – MID HUDSON REGION
WATERFRONT REVITALIZATION/BULKHEAD CONSTRUCTION & PERMITTING
Application # 27314

Project Description. Concisely describe the project, indicating the location, what will be planned, designed, acquired, and/or constructed, the issues/opportunities to be addressed, and expected outcomes and deliverables.

The Village of Port Chester (Village) seeks Department of State grant monies to reactivate the Byram River waterfront (from the Marina Parking Lot to roughly Dock Street) by replacing a failed bulkhead to improve waterfront access and economic development opportunities. The collapsed bulkhead represents more than failed piece of infrastructure to the Village, moreover, it stands as the single biggest impediment to Port Chester’s continued economic resurgence. Bulkhead replacement is key to the creation of a viable marina district that will strengthen both the local and regional economy as envisioned in the Village’s newly adopted Comprehensive Plan (2012), Local Waterfront Revitalization Program (LWRP) (2013) and Route One/Boston Post Road Corridor Study (2012). Specifically, the Village requests funding for the completion of construction drawings/plans for the steel bulkhead replacement scheme, inclusive of filling an obsolete turning basin (“The Gut”), and all applicable permitting fees to accomplish this objective. The Village has invested significant money (\$400,000) over the past five years studying various repair and replacement schemes in compliance with the newly adopted Comprehensive Plan and Local Waterfront Revitalization Program (LWRP) and is eager to commission final design/construction drawings and acquire the necessary permits to move the project forward.

Explain what makes your project a regional economic priority - for example creates jobs, economic investment, sustainability and community revitalization, government efficiency or consolidation etc.

The activation of the Village of Port Chester waterfront qualifies as a regional economic priority and will strengthen the existing economic environment as well as provide increased opportunity for sustained growth and investment via attracting residents and visitors to a viable marina district. Currently, a large section of the waterfront that provides public access is closed and barricaded due to the failing bulkhead. Since early 2010, public access has been denied to prevent unwanted harm and injury. Final engineering and construction plans will allow the Village to commence with construction of the bulkhead and filling of “The Gut” as the first step necessary to reactivate the waterfront: providing a safe public space and amenities. Once complete, residents and visitors will be able to again enjoy walking along the public promenade and observing the natural environment. Already dubbed the “Restaurant Capital of Westchester County”, existing establishments will benefit from increased visibility, attraction, and revenue generated by the increased foot-traffic/transient boat dock facilities generated from the re-opening of the public promenade and waterfront. Further, wholly incorporated into both economic (re)investment and community revitalization along the Port Chester Waterfront and downtown areas are current development proposals, including two waterfront restaurants, to help reactivate the waterfront.

Statement of Need

The Village of Port Chester is a unique and diverse community that is starkly different from the vast majority of Westchester County. The Village is the second most densely populated municipality in the County, with nearly 30,000 people in just 2.4 square miles, of which nearly fifty-nine (59) percent of residents are of Hispanic origin, compared to Westchester County at twenty-two (22) percent. Further, Port Chester’s per capita income is \$27,076 (2010 Census) one of only three municipalities in the county with a median household income (\$51,652) below both the county and state median income level: the 2005-2009 median household income for the county was \$79,585. The Village is also underserved in

terms of public open space. Under half a percent (.5%) of land is classified as green/open space for passive and active recreation, resulting in only (80) square feet of space per resident. The Project will enable more space to be dedicated to passive/active recreation for residents' enjoyment while enhancing economic development opportunities. The replacement of the existing, failing bulkhead will also create temporary and permanent jobs. The Project will generate the opportunity for approximately 75 new, permanent jobs based on expansion of existing and future permitted uses in addition to the staffing of a full-time Harbor Master to monitor and police activity along the Byram River waterfront as well as a revitalized marina.

Describe the public benefit that will result from completion of the project. Show why the State should participate in the cost of the project. What is the economic benefit of this project to the citizens and visitors of New York State?

The Village of Port Chester is the second most densely populated municipalities in Westchester County, with 28,042 people in just 2.4 square miles according to the American Community Survey (ACS) 2005-09. The Village is also immensely underserved in terms of parks and open space for its residents: only 53 out of 10,544 acres or .5% of total land area is considered parkland/open space. Physical and visual access to waterfront and coastal areas are limited, thereby necessitating improved linkages, both physical and visual, to reconnect residents and visitors to this fundamental source of cultural, recreational, and natural space. It is imperative that the waterfront be reopened for public use. The economic value provided by the proposed project is immense – the project will link water-based visitors with existing land-based resources while creating additional. Furthermore, the repair of the bulkhead opens the 'gates' for increased outside attraction to Port Chester's waterfront and downtown establishments. The proposed project is the economic trigger for future economic sustainability and vitality.

Provide a statement regarding the project's impact on areas that are densely populated and have sustained physical deterioration, decay, neglect, or disinvestment, or where a substantial proportion of the residential population is of low income or is otherwise disadvantaged and is underserved with respect to the existing recreational opportunities.

The Byram River waterfront was the birthplace of Port Chester: it was along these riverbanks that logging, shipping, farming and trade activities placed Port Chester on the map. Then and now, the waterfront area boasted the greater concentration of people with the least amount of green space. Today, the Byram River waterfront area is situated in closest proximity to the densest areas of the Village: the closer in proximity to the waterfront, greater density is reached. Lyon Park, the Village's largest park, is in the northern portion of the Village. Even though Columbus Park resides along the waterfront, a large portion of it is off-limits to the general public on a daily basis. This spatial mismatch provides unequivocal evidence supporting the necessity of State grant monies. The waterfront/downtown area also contains most of the oldest commercial buildings. The physical deterioration has seen some remedy through façade improvements, directly resulting in increased foot traffic and business to nearby establishments and restaurants. Because of the close proximity of Port Chester's downtown/main street area to the waterfront, the project requesting funding will directly advance two areas simultaneously. Ultimately, the proposal for construction and engineering plans for the repair of the bulkhead and filling of the area designated as "The Gut" will have a positive impact upon Village residents. The anticipated repair will reactivate the waterfront, reopen the public walkway and promenade along the Byram River, catalyze increased foot-traffic in the area, and benefit local/downtown business owners.

Explain how the project will result in or advance a vision creating significant opportunities for addressing resolution of problems in the context of a Regional Economic Development Strategy, and/or regional or local vision for capitalizing on community assets.

The project will enhance visions and goals identified in the Regional Economic Development Strategy by capitalizing and enhancing Port Chester community assets. Leveraging the region's outstanding natural resources to attract quality jobs: The Project will help bring residents and visitors to the waterfront whereby promoting positive attention to the Village's adjacent downtown businesses. The anticipated

bulkhead construction activity will revitalize the linkage between the main street businesses and the Byram waterfront by connecting patrons to transit stops, cultural amenities, entertainment venues, and open space. Improve key regional infrastructure to make the region more business-ready: The Project will help further this regional economic development goal through repairing infrastructure for the betterment of the economic vitality of Port Chester and the mid-Hudson Valley. Once complete, the Byram River will be open to new economic opportunities. Fixed and transient docks/moors adjacent to the public promenade will enable water-based visitors to come ashore and enjoy the multitude of dining, entertainment, and shopping establishments. Support the revitalization of our urban centers as engines for regional prosperity: The Project will inherently support the revitalization of Port Chester, both its waterfront and main street areas. Both areas retain unique visual and physical qualities yet their success is codependent: improving one area will directly improve the other. Existing investments will be strengthened through future transformative projects along Port Chester's waterfront. Build on the unique location of the Hudson Valley and promote waterfront development: The Project resides in the Hudson Valley on the Bryam River and will directly promote waterfront development, which is a key component identified in both the Village's Comprehensive Plan and Local Waterfront Revitalization Program. Having complete construction/engineering plans and all applicable permits in place will commence construction on the Village's failing bulkhead. This action will protect citizens and the natural environment in the event of storm activities, lay the foundation for increased boating activity along the waterfront, and enable seamless water-to-land transactions in the downtown area. The project will directly enable citizens and visitors to enjoy the Byram River and Long Island Sound by significantly increasing access and connectivity.

Explain how the project will result in or advance the following, as applicable: strategies of Regional Significance, strategies of Local Significance, strategies related to Public Value, Community Livability, Sustainability, Economic Value, Natural Resource Value.

Regional Significance – The Project is regionally significant because of the existing draw the Village is able to produce. For example, the variety of dining, shopping, and entertainment options attract both New York and Connecticut residents alike (Route 1 Corridor Study, 2012). Because regional draw already exists, the demand for services has been long established. Local Significance – The Project is locally significant because it has been identified as a key component to economic development in both the Comprehensive Plan and Local Waterfront Revitalization Program. Additionally, the Village Manager has identified the Project as a priority project with backed support from the Board of Trustees. Public Value – The public value added by the Project will provide improved access, safety, and visual appreciation for this public amenity for residents and visitors alike. Community Livability - The Project will add a new dimension to livability in Port Chester because it will be an enhanced waterfront area where the local and regional community can recreate, relax, or engage in a variety of dining, shopping, and entertainment activities. Sustainability – Repairing the bulkhead will promote sustainability along the waterfront by aiding in resiliency planning in the event of future storm events. Economic Value – The economic value provided by the proposed project is immense – the project will link water-based visitors with the land-based existing resources. Furthermore, the repair of the bulkhead opens the 'gates' for increased attraction to Port Chester's waterfront and downtown establishments. The proposed project is the economic trigger for future economic sustainability and vitality. Natural Resource Value – The proposed project will help protect the natural environment from negative effects from storm events. The repair of the bulkhead will create a safer environment at the water-land boundary; the filling of "the Gut" will provide the desperately needed green space for village residents since Port Chester is the most underserved Westchester County community in terms of recreational space per resident.

Describe how the proposed project will advance the completion of a Local or Regional Waterfront Revitalization Program, Plan or Strategy, or will implement such programs, plan or strategies.

The proposed project will advance the completion of the Village's Local Waterfront Revitalization Program (LWRP) by achieving recreational, environmental, community, and economic thresholds. The LWRP ultimately aims to both protect and promote the waterfront as a vital amenity to residents and visitors. The

proposed project is the foundation pillar required to achieve the goals and objectives recommended in the LWRP, including fostering appropriate economic development opportunities focused around water- based uses, improving public access to the water with linkage to village parks, and enhancing visual quality. The request for engineering/construction plans and permit acquisition will catalyze the realization of the LWRP. Once bulkhead repair is complete, the public spaces in and around the waterfront will open to both people and business. Future plans directly linked to the proposed project include providing fixed and transient docks as a means to attract out-of-town boaters and kayakers, enabling a floating entertainment venue with dining services, and the extension of public dock space to accommodate boats of various length. The intention is to allow for greater water-to-land access whereby residents and visitors are easily able to access the multitude of dining, entertainment, and shopping venues in the immediate waterfront area. The proposed project also suggests filling in "The Gut", which was originally used as a boat turning basin during the village's industrial past. Today, "The Gut" is incommodious and provides no practical function. However, filling the gut and turning it into a waterfront park would address the lack of green space, especially in the downtown area, and enhance the visual landscape of the area – an attractive features to boaters and pedestrians alike. Overall, the proposed project is absolutely essential to the future economic, cultural, and environmental integrity of Port Chester. This underutilized resource has the potential to transform the downtown area and prepare the village for the future.

DISCUSSION

**PORT CHESTER-RYE BROOK PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING**

The regular meeting of the Board of Trustees will be on

TUESDAY, JANUARY 28, 2014
AT 7:00 P.M. AT THE LIBRARY.

Please make every effort to attend. If you cannot attend please notify the library at 939-6711 and press number 3 for assistance.

AGENDA

1. Approval of Minutes of the Board Meetings of November 19, 2013.
2. Treasurer's Report, Lisa Simon.
3. Finance Committee, Lisa Simon.
 - Vote on proposed 2014-15 Budget
4. Library Director's Report.
5. Personnel Committee, Elizabeth Rotfeld.
6. Building, Grounds and Security Committee, Paul Brezovsky.
7. Nominating Committee, Lisa Simon.
8. Planning and Development Committee, Paul Zaccagnino.
9. Public Relations Committee, Lisa Simon.
10. Report by Library Sub-Committee.
11. Old Business.
12. New Business.
13. Adjournment.

PORT CHESTER-RYE BROOK PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

The regular meeting of the Port Chester-Rye Brook Public Library Board of Trustees was held on November 19, 2013, at the Port Chester-Rye Brook Public Library.

Present: Paul J. Brezovsky, Barbara Goodstein, Ellen Mutino, Veronica O'Connor, Elizabeth Rotfeld, Paul Zaccagnino, Robin Lettieri, and Mayra Hernandez.

Excused: Richard Falanka, Mark Kamensky, Bruno Ponterio, Lisa Simon and Sylvia Wein,

Ex-Officio: Mayor Neil J. Pagano and Mayor Paul S. Rosenberg.

President Veronica O'Connor called the meeting to order at 7:00 pm. Barbara Goodstein made the motion and Elizabeth Rotfeld seconded, to approve the minutes of October 22, 2013.

Paul Brezovsky made the motion to put a picture of Nathan Wein with a plaque in the Wein Room, seconded by Ellen Mutino. The motion passed unanimously.

TREASURER'S REPORT, LISA SIMON

President O'Connor distributed the operating budget. Questions and discussion followed. (Please see attached for detailed budget line items.)

President Veronica O'Connor distributed and reported on the Library Finances accounts and investments. Questions and discussion followed.

Paul Brezovsky made a motion, seconded by Elizabeth Rotfeld to allocate the Elizabeth Ruppert bequest as a separate endowment account. The Library Board voted 2 opposed, 4 approved.

DIRECTOR'S REPORT

Mrs. Lettieri reported on the following:

- Referred to the Department reports.
- October 29, 2013, Robin Lettieri met with Mayra Hernandez, the Reference and Children's staff about upcoming programs.
- October 31, 2013, Mrs. Lettieri met with Select Telecom Representatives concerning the Library's new phone system.
- November 5, 2013, Mrs. Lettieri met with NuSound Representatives concerning the Library's new phone system.
- The custodian fixed outside lights and measured the area for a changing table.
- November 6, 2013, Robin Lettieri met with Customers Bank representatives to set up new accounts.
- Mrs. Lettieri called Associated Glass and Village Glass for quotes on the damaged window.
- Mrs. Lettieri reported that Mr. Larry Hoy came to look at doors that needed to be refinished, on the Westchester Ave side of the building.
- November 13th, 2013, Mrs. Lettieri met with Liz Rotfeld concerning Personnel Budget.
- November 18th, 2013, Mrs. Lettieri met with the Planning and Development.

PERSONNEL COMMITTEE, ELIZABETH ROTFELD

Liz Rotfeld reported that she is arranging for a Personnel Committee meeting to take place soon.

BUILDING AND GROUNDS COMMITTEE, PAUL BREZOVSKY

Paul Brezovsky recommended refinishing the doors on the Westchester Ave side of the building. The cost to refinish the doors would be \$3,950.00. After discussion the Library Board determined that due to the weather it would be best to wait until spring.

Paul Brezovsky and the Building and Grounds Committee recommended installing a changing table in one of the restrooms in the Children's Department. The Library Board agreed with the Committee's recommendation.

PLANNING AND DEVELOPMENT COMMITTEE, PAUL ZACCAGNINO

Paul Zaccagnino stated that the Committee has been working on Library objectives. One of the objectives was the importance of fundraising. Vice President Zaccagnino stated that the Planning and Development Committee will be meeting before the January Library Board meeting to present the objectives to the full Library Board.

BY LIBRARY SUB-COMMITTEE

President Veronica O'Connor reported that Sub-Committee meeting will be held on December 5, at 5:30 at the Library.

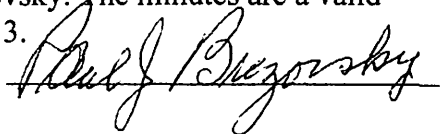
NEW BUSINESS

President Veronica O'Connor brought up the annual holiday luncheon to the Library Board. The staff luncheon will be held on December 11th.

Paul Brezovsky mentioned the list of procedures for the Library's finances which was submitted by Bruno Ponterio.

The meeting was adjourned at 8:55pm on a motion by President Veronica O'Connor, seconded by Paul Brezovsky.

Mayra Hernandez recorded the minutes at the request of Mr. Paul Brezovsky. The minutes are a valid record of the Library Board of Trustees meeting held November 19, 2013.



**2013-2014 BUDGET
FISCAL YEAR TO DATE OPERATING ANALYSIS & MONTHLY RESULTS
THROUGH NOVEMBER 30TH, 2013**

	<u>BUDGET</u> <u>FY13-14</u>	<u>ACTUAL</u> <u>FYTD13-14</u>	<u>BUDGET</u> <u>Nov-13</u>	<u>ACTUAL</u> <u>Nov-13</u>	<u>OVER/UNDER</u> <u>EXPENSES</u>
Open Cash Balance					
June 1, 2013		\$ 1,282.31		\$ 1,282.31	
REVENUES					
RYE BROOK	\$ 482,690.00	\$ 241,345.00	\$ 241,345.00	\$ 241,345.00	\$ -
PORT CHESTER	\$ 896,300.00	\$ 448,149.96	\$ 448,150.00	\$ 448,149.96	\$ (0.04)
CONTRIBUTIONS	\$ 25,010.00	\$ 22,652.23	\$ 12,505.00	\$ 22,652.23	\$ 10,147.23
GRANT		\$ -	\$ -	\$ -	\$ -
LLSA GRANT		\$ 8,965.80	\$ -	\$ 8,965.80	\$ 8,965.80
E-RATES		\$ 5,622.72	\$ -	\$ 5,622.72	\$ 5,622.72
FINES	\$ 19,500.00	\$ 6,046.17	\$ 9,750.00	\$ 6,046.17	\$ (3,703.83)
REIMBURSEMENTS		\$ 418.05	\$ -	\$ 418.05	\$ 418.05
NATHAN L. WEIN FUND	\$ 6,500.00	\$ 3,246.00	\$ 3,250.00	\$ 3,246.00	\$ (4.00)
LIBRARY FUND	\$ 6,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ -
LEFERT'S FUND	\$ 43,700.00	\$ 21,846.00	\$ 21,850.00	\$ 21,846.00	\$ (4.00)
MARIE T. BYRNES FUND	\$ 6,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ -
TRUSTEE FUND	\$ -	\$ 737.70	\$ -	\$ 737.70	\$ -
	<u>\$ 1,485,700.00</u>	<u>\$ 766,311.94</u>	<u>\$ 742,850.00</u>	<u>\$ 766,311.94</u>	<u>\$ 21,441.93</u>
EXPENSES					
BUILDING EQUIPMENT & REPAIRS					
REPAIRS	\$ 13,000.00	\$ 11,786.25	\$ 6,500.00	\$ 11,786.25	\$ 5,286.25
BUILDING CONTRACTS	\$ 42,000.00	\$ 20,886.85	\$ 21,000.00	\$ 20,886.85	\$ (113.15)
BUILDING SUPPLIES	\$ 6,434.00	\$ 5,455.31	\$ 3,217.00	\$ 5,455.31	\$ 2,238.31
UTILITIES	\$ 31,000.00	\$ 17,158.02	\$ 15,500.00	\$ 17,158.02	\$ 1,658.02
INSURANCE	\$ 28,000.00	\$ 15,376.58	\$ 14,000.00	\$ 15,376.58	\$ 1,376.58
HEAT	\$ 21,000.00	\$ 7,311.89	\$ 10,500.00	\$ 7,311.89	\$ (3,188.11)
SEWER ASSESSMENT	\$ 3,000.00	\$ -	\$ 1,500.00	\$ -	\$ (1,500.00)
TELEPHONE	\$ 13,000.00	\$ 8,297.48	\$ 6,500.00	\$ 8,297.48	\$ 1,797.48
OFFICE SUPPLIES	\$ 21,000.00	\$ 10,704.53	\$ 10,500.00	\$ 10,704.53	\$ 204.53
POSTAGE		\$ 229.17	\$ -	\$ 229.17	
LIBRARY MATERIALS & PROGRAMS		\$ 0	\$ -	\$ -	
PROGRAMS	\$ 71,000.00	\$ 38,935.10	\$ 35,500.00	\$ 38,935.10	\$ 3,435.10
WESTLYNX TECH.	\$ 64,000.00	\$ 33,365.52	\$ 32,000.00	\$ 33,365.52	\$ 1,365.52
ACCOUNTING	\$ 11,000.00	\$ 1,650.00	\$ 5,500.00	\$ 1,650.00	\$ (3,850.00)
SALARIES	\$ 797,716.00	\$ 394,222.71	\$ 398,858.00	\$ 394,222.71	\$ (4,635.29)
HEALTH INSURANCE	\$ 163,700.00	\$ 123,419.99	\$ 81,850.00	\$ 123,419.99	\$ 41,569.99
PAYROLL TAXES	\$ 65,600.00	\$ 32,480.97	\$ 32,800.00	\$ 32,480.97	\$ (319.03)
PROFESSIONAL ED.	\$ 750.00	\$ 209.70	\$ 375.00	\$ 209.70	\$ (165.30)
RETIREMENT	\$ 84,000.00	\$ -	\$ 42,000.00	\$ -	\$ (42,000.00)
SECURITY	\$ 47,500.00	\$ 20,098.32	\$ 23,750.00	\$ 20,098.32	\$ (3,651.68)
OUTSIDE SERVICES	\$ 2,000.00	\$ -	\$ 1,000.00	\$ -	\$ (1,000.00)
MISCELLANEOUS		\$ 37.00	\$ -	\$ 37.00	\$ 37.00
TRUSTEE	\$ -	\$ 400.00	\$ -	\$ 400.00	\$ 400.00
	<u>\$ 1,485,700.00</u>	<u>\$ 742,025.39</u>	<u>\$ 742,850.00</u>	<u>\$ 742,025.39</u>	<u>\$ (824.61)</u>

Note: Capital Reserve Fund Port Chester \$17,499.96
Note: Capital Reserve Fund Rye Brook \$17,500.02

**2013-2014 BUDGET
FISCAL YEAR TO DATE OPERATING ANALYSIS & MONTHLY RESULTS
AS OF SEPTEMBER 30TH, 2013**

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>OVER/UNDER</u>	<u>BUDGET</u>	<u>ACTUAL</u>
	<u>FY13-14</u>	<u>FYTD13-14</u>	<u>EXPENSES</u>	<u>Sep-13</u>	<u>Sep-13</u>
Open Cash Balance					
June 1, 2013		\$ 1,282.31			\$ 1,282.31
REVENUES					
RYE BROOK	\$ 482,690.00	\$ 241,345.00	\$ 80,448.33	\$ 160,896.67	\$ 241,345.00
PORT CHESTER	\$ 896,300.00	\$ 448,149.96	\$ 149,383.29	\$ 298,766.67	\$ 448,149.96
CONTRIBUTIONS	\$ 25,010.00	\$ 21,835.00	\$ 13,498.33	\$ 8,336.67	\$ 21,835.00
GRANT		\$ -	\$ -	\$ -	\$ -
LLSA GRANT		\$ -	\$ -	\$ -	\$ -
E-RATES		\$ -	\$ -	\$ -	\$ -
FINES	\$ 19,500.00	\$ 4,406.68	\$ (2,093.32)	\$ 6,500.00	\$ 4,406.68
REIMBURSEMENTS		\$ 335.16	\$ 335.16	\$ -	\$ 335.16
NATHAN L. WEIN FUND	\$ 6,500.00	\$ 2,164.00	\$ (2.67)	\$ 2,166.67	\$ 2,164.00
LIBRARY FUND	\$ 6,000.00	\$ 2,000.00	\$ -	\$ 2,000.00	\$ 2,000.00
LEFERT'S FUND	\$ 43,700.00	\$ 14,564.00	\$ (2.67)	\$ 14,566.67	\$ 14,564.00
MARIE T. BYRNES FUND	\$ 6,000.00	\$ 2,000.00	\$ -	\$ 2,000.00	\$ 2,000.00
TRUSTEE FUND	\$ -	\$ 527.70	\$ -	\$ -	\$ 527.70
	\$ 1,485,700.00	\$ 738,609.81	\$ 241,566.47	\$ 495,233.33	\$ 738,609.81
EXPENSES					
BUILDING EQUIPMENT &					
REPAIRS	\$ 13,000.00	\$ 9,360.45	\$ 5,027.12	\$ 4,333.33	\$ 9,360.45
BUILDING CONTRACTS	\$ 42,000.00	\$ 10,579.68	\$ (3,420.32)	\$ 14,000.00	\$ 10,579.68
BUILDING SUPPLIES	\$ 6,434.00	\$ 4,964.81	\$ 2,820.14	\$ 2,144.67	\$ 4,964.81
UTILITIES	\$ 31,000.00	\$ 17,158.02	\$ 6,824.69	\$ 10,333.33	\$ 17,158.02
INSURANCE	\$ 28,000.00	\$ 14,556.72	\$ 5,223.39	\$ 9,333.33	\$ 14,556.72
HEAT	\$ 21,000.00	\$ 7,020.12	\$ 20.12	\$ 7,000.00	\$ 7,020.12
SEWER ASSESSMENT	\$ 3,000.00	\$ -	\$ (1,000.00)	\$ 1,000.00	\$ -
TELEPHONE	\$ 13,000.00	\$ 6,724.91	\$ 2,391.58	\$ 4,333.33	\$ 6,724.91
OFFICE SUPPLIES	\$ 21,000.00	\$ 8,055.03	\$ 1,055.03	\$ 7,000.00	\$ 8,055.03
POSTAGE		\$ 130.57			\$ 130.57
LIBRARY MATERIALS &					
PROGRAMS	\$ 71,000.00	\$ 37,240.99	\$ 13,574.32	\$ 23,666.67	\$ 37,240.99
WESTLYNX TECH.	\$ 64,000.00	\$ 33,365.52	\$ 12,032.19	\$ 21,333.33	\$ 33,365.52
ACCOUNTING	\$ 11,000.00	\$ 1,100.00	\$ (2,566.67)	\$ 3,666.67	\$ 1,100.00
SALARIES	\$ 797,716.00	\$ 242,790.19	\$ (23,115.14)	\$ 265,905.33	\$ 242,790.19
HEALTH INSURANCE	\$ 163,700.00	\$ 88,141.43	\$ 33,574.76	\$ 54,566.67	\$ 88,141.43
PAYROLL TAXES	\$ 65,600.00	\$ 20,618.34	\$ (1,248.33)	\$ 21,866.67	\$ 20,618.34
PROFESSIONAL ED.	\$ 750.00	\$ 209.70	\$ (40.30)	\$ 250.00	\$ 209.70
RETIREMENT	\$ 84,000.00	\$ -	\$ (28,000.00)	\$ 28,000.00	\$ -
SECURITY	\$ 47,500.00	\$ 12,402.75	\$ (3,430.58)	\$ 15,833.33	\$ 12,402.75
OUTSIDE SERVICES	\$ 2,000.00	\$ -	\$ (666.67)	\$ 666.67	\$ -
MISCELLANEOUS		\$ 37.00	\$ 37.00	\$ -	\$ 37.00
TRUSTEE	\$ -	\$ 350.00	\$ 350.00	\$ -	\$ 350.00
	\$ 1,485,700.00	\$ 514,806.23	\$ 19,572.90	\$ 495,233.33	\$ 514,806.23

Note: Capital Reserve Fund Port Chester \$11,666.64

Note: Capital Reserve Fund Rye Brook \$11,666.68

Emailed Mayor/BOT/vm 1-31-14

Port Chester - Rye Brook Public Library

VILLAGE OF PORT CHESTER

1 Haseco Avenue
Port Chester, New York 10573
914-939-6710

JAN 31 2014

RECEIVED

M

ROBIN LETTIERI, Director
VERONICA O'CONNOR, President

Honorable Neil Pagano
Mayor of Port Chester
Village Rooms
222 Grace Church Street
Port Chester, New York 10573

January 31, 2014

Dear Mayor Pagano:

I am writing to you on behalf of the Library Board of Trustees.

At the Library Trustees meeting, the Board approved the proposed budget for the 2014/2015 fiscal year. The budget is being sent to you for your perusal.

Please notify me if you require additional information. My telephone number is 939-6710, extension 114. Thank you for your time and consideration.

Sincerely,

Robin Lettieri

Robin Lettieri, Director
Cc: Christopher Steers and Village Trustees

	<u>ACTUALS</u>	<u>BUDGET</u>	<u>PROPOSED</u>	<u>DIFF BETWN BUDGET</u>
<u>REVENUE</u>	<u>2012-2013</u>	<u>2013-2014</u>	<u>2014-15</u>	<u>13-14 AND PROP14-15</u>
Rye Brook	\$ 470,000.00	\$ 482,690.00	\$ 506,825.00	\$ 24,135.00
Port Chester	\$ 872,732.00	\$ 896,300.00	\$ 941,115.00	\$ 44,815.00
Contributions	\$ 51,974.40	\$ 25,010.00	\$ 35,000.00	\$ 9,990.00
Fines	\$ 13,293.65	\$ 19,500.00	\$ 15,000.00	\$ (4,500.00)
Withdrawal from investment accounts	\$ 78,770.00	\$ 62,200.00	\$ 64,380.00	\$ 2,180.00
Emergency Fund			\$ 13,000.00	\$ -
				\$ -
TOTAL	\$ 1,486,770.05	\$ 1,485,700.00	\$ 1,575,320.00	
EXPENSES				
Bldg. Equip.& Emergency Rp	\$ 18,474.50	\$ 13,000.00	\$ 13,000.00	\$ -
Bldg. Contracts	\$ 55,000.00	\$ 42,000.00	\$ 57,000.00	\$ 15,000.00
Bldg. Supplies	\$ 8,284.33	\$ 6,434.00	\$ 8,300.00	\$ 1,866.00
Utilities	\$ 30,789.89	\$ 31,000.00	\$ 31,000.00	\$ -
Insurance	\$ 34,912.02	\$ 28,000.00	\$ 35,000.00	\$ 7,000.00
Heat	\$ 31,237.84	\$ 21,000.00	\$ 30,000.00	\$ 9,000.00
Sewer Tax	\$ 2,583.66	\$ 3,000.00	\$ 3,000.00	\$ -
Telephone	\$ 12,001.86	\$ 13,000.00	\$ 12,500.00	\$ (500.00)
Supplies & Postage	\$ 22,544.23	\$ 21,000.00	\$ 22,500.00	\$ 1,500.00
Lib. Materials&Progrm	\$ 61,547.97	\$ 71,000.00	\$ 79,292.00	\$ 8,292.00
Technology Services	\$ 63,444.40	\$ 64,000.00	\$ 65,400.00	\$ 1,400.00
Acctg.&Payroll Svcs	\$ 13,125.00	\$ 11,000.00	\$ 13,500.00	\$ 2,500.00
Salaries	\$ 754,796.89	\$ 797,716.00	\$ 815,450.00	\$ 17,734.00
Health Insurance	\$ 183,578.12	\$ 163,700.00	\$ 171,260.00	\$ 7,560.00
Payroll Tax	\$ 63,005.35	\$ 65,600.00	\$ 67,570.00	\$ 1,970.00
Prof. Education	\$ 545.26	\$ 750.00	\$ 750.00	\$ -
Retirement	\$ 80,852.00	\$ 84,000.00	\$ 98,873.00	\$ 14,873.00
Security	\$ 46,897.06	\$ 47,500.00	\$ 48,925.00	\$ 1,425.00
Outside Services	\$ 1,444.66	\$ 2,000.00	\$ 2,000.00	\$ -
TOTAL	\$ 1,485,065.04	\$ 1,485,700.00	\$ 1,575,320.00	

CORRESPONDENCE

PARK COMMISSION
Village of Port Chester

VILLAGE OF PORT CHESTER

JAN 14 2014

RECEIVED

VM

January 9, 2014

Mayor Pagano and the Board of Trustees,

At the October, 2013 meeting of the Park Commission, the Commissioners voted four (4) to two (2) to remove the temporary tee-ball field from its present location in Lyon Park.

Very truly yours,

Jerry Terranova

Jerry Terranova, Chairman
and Park Commissioners

JT:vs

cc: Christopher Steers ✓
Tony Cerreto

TRAFFIC COMMISSION
Village of Port Chester

January 13, 2014

Mayor Pagano & the Board of Trustees

At their January 9, 2014 meeting, the Traffic Commission discussed the crosswalk on South Main Street which currently spans from 50 South Main Street to the parking garage entrance immediately adjacent.

In light of the original site plan (see attached), the unanimous decision of this Commission is to request that the crosswalk be moved north on South Main Street to the originally approved location by the walking entrance to Stop & Shop. We feel that G&S must be called upon to fulfill their commitment to their site plan and proceed with the proper permits, etc. to accomplish the change in location of this crosswalk.

The Commission asks you to proceed with whatever steps are necessary to achieve this needed change.

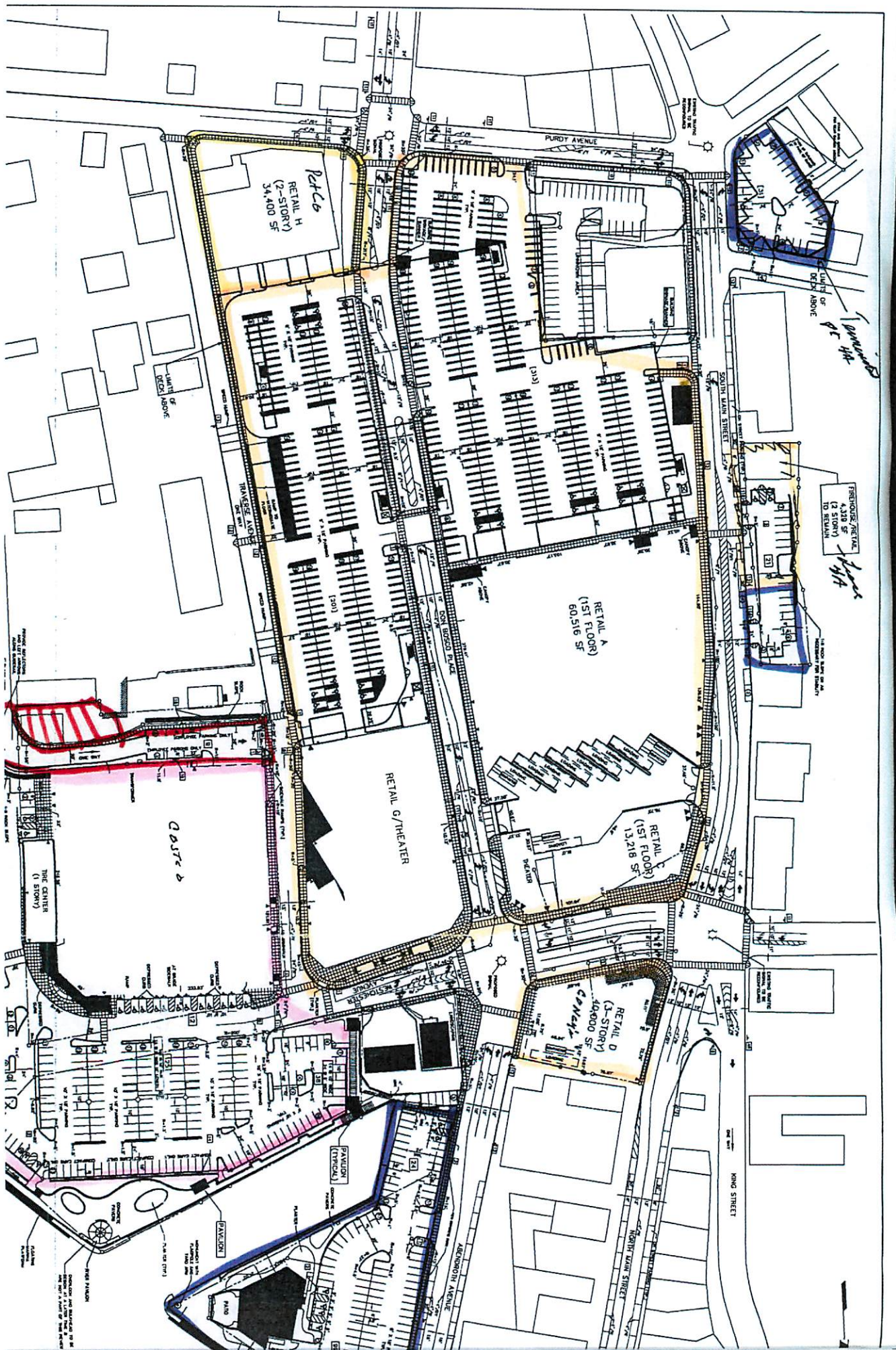
Very truly yours,

Joseph Gianfrancesco

Joseph Gianfrancesco
Chairman

/vs
attachment

cc: C. Steers
T. Cerreto



TRAFFIC COMMISSION
Village of Port Chester

January 13, 2014

Mayor Pagano and the Board of Trustees:

At their meeting held January 9, 2014, the Traffic Commission discussed parking on Midland Avenue from South Main Street to the City of Rye line.

The Commission reviewed the comments of members of the public as heard at the public hearing held on December 16, 2013. The Commission took into consideration the mix of existing uses and the intended uses under the existing zoning in this area.

The Commission finds that the original intent to schedule parking time limits of 3 hours between the hours of 9 AM and 6 PM provides adequate consideration for both the residential and commercial interests on the Avenue.

Citing a majority of retail and personal service businesses, the commission believes that parking turnover is a priority for maintaining and encouraging the viability of the Village's southern commercial corridor. Most of those non-conforming businesses along the Avenue have the benefit of dedicated onsite parking as outlined in their site plan approvals which have been deemed sufficient by the Planning Commission. Any additional need for overflow parking at those businesses will be met by the availability of on street parking, but not at the expense of those users without dedicated parking.

Further, the Commission recognizes the higher percentage of nonconforming residential uses along the corridor than currently exist in other Village parking meter zones. The compromise as designed would terminate enforcement at 6 PM rather than the standard 9 PM, allowing those residential users a chance to park overnight without being subject to hardship.

The Commission unanimously agrees with the change in the law for this area and encourages you to approve this change.

Very truly yours,

Joseph Gianfrancesco
Joseph Gianfrancesco
Chairman

cc: C. Steers
T. Cerreto



=

KIWANIS CLUB OF PORT CHESTER/RYE BOOK

P O Box 45
Port Chester, NY 10573

Serving Port Chester/Rye Town/Rye Brook since 1963



Received

JAN 17 2014

Village Clerk
VILLAGE OF PORT CHESTER

PRESIDENT

Dominic Bencivenga

VICE PRESIDENT

Nicholas Mecca

VICE PRESIDENT

Mark Santora

SECRETARY

Daniel Colangelo

January 17, 2014

TREASURER

Kathy Casino

Mayor and Board of Trustees
Village of Port Chester
222 Grace Church Street
Port Chester, NY 10573

Dear Mayor and Board:

The Kiwanis Club of Port Chester-Rye Brook is currently making plans to hold a Bike Safety Event, for children up to age 15, on Sunday May 18th, 2014. This event will be conducted with pre-event assistance from Automobile Association of America Traffic Safety.

The club would like to hold the event on Park Avenue, between Columbus Avenue and College Avenue, in front of Park Avenue School.

Accordingly, this letter is to request permission from the Village Board of Trustees for the use of Park Avenue and to have the street closed off to vehicular traffic on Sunday May 18th, 2014 from 9AM to 4PM.

Attached is documentation related to the event, provided by the Automobile Association of America, which provides the guidelines the club will follow in conducting the event.

Thank you for your cooperation in this matter.

Very truly yours,

Daniel W. Colangelo, Jr. – Club Secretary
Kiwanis Club of Port Chester-Rye Brook

cc: Port Chester-Rye UFSD



HOLDING YOUR OWN BIKE RODEO

OVERVIEW

Your bicycle rodeo is an event that is run by you and your organization, with pre-rodeo assistance from AAA Traffic Safety. Youngsters have the opportunity to bring their bikes and helmets and run through a pre-designed AAA course that will help them identify their level of cycling proficiency, as well as noting skills that need improvement towards being a safe rider.

In this packet you will find AAA's suggested Bike Rodeo Map. This map outlines a suggested layout that includes four non-riding stations and five riding stations. You may choose to add extra stations or modify the course to fit your rodeo area or needs. AAA also provides a sample permission slip, fill-in-the-blanks flier, and a suggested press release. Your AAA rodeo container will have items that will make your job easy, since no one has to round up supplies you will need on the course.

If you are expecting new riders or children who cannot yet ride without training wheels, you may consider having a separate area with separate volunteers who can help them get off the training wheels. See the section on "Getting Off Training Wheels" later in this packet.

GETTING STARTED

Obtain a Rodeo Site

First and foremost, **you need a site**. Parking lots and playgrounds are the most popular kinds of sites used. Your space needs to be free of cars and should measure **at least 120' x 90'**. There is some leeway, and you can modify the course to fit your lot if it's an unusual shape or has trees or islands. Use the enclosed Bike Rodeo Map to see if your space can work.

Be sure to **obtain permission to use the space**. If you are using a school or church, you will need to get permission from your school district's building and grounds department, or from whoever handles space arrangements at a church. It's a good idea to arrange for a rain date, typically within a day of your originally scheduled date, as the rodeo container will need to be returned.

Recruit Volunteers

You will need to have help the day of the rodeo. You should have a minimum of 15 volunteers, but it is recommended that you recruit between 18-20 to provide for potential no-shows and to assist wherever needed. If you are expecting over 50 participants, get more volunteers. Aim to have 1-2 adults at each station. Volunteers can be adults from your organization, high school students looking for community service hours, scouts, etc. If using students, be sure that you have adults to help supervise those students. You will need your biggest help supervising participants who are waiting their turn or who have finished.

Help from Outside Groups

Determine if you would like help from outside groups, such as cycling organizations, bike shops, or your local police department. Cycling shops or organizations can assist with bike maintenance stations and helmet fittings, and police departments can assist with registering bikes. Give them plenty of advance notice, and be prepared to have someone else fill in if they are unable to make it at the last minute. Local businesses may be able to donate prizes or snacks, and some safety groups may be able to provide helmets at low or no cost. AAA will gladly put their company logo or name on the Certificates of Participation that each child will receive, giving those outside groups some printed recognition for helping.

Publicize Your Event

If you are in a school, ask if you can put up posters or talk to the children in their Physical Education classes, make announcements over the PA, etc. If you are a scout group or other group, be sure to give participants plenty of advance notice so they can save the date. This packet includes a Fill-in-the-Blanks flier, if you wish to use it.

Take Advance Registration

Included in your packet is a sample permission slip. You can use it or make your own. Taking advance registration will help you know how many children to expect. This will help you in staffing your event, and will allow AAA to provide you with the appropriate amount of Participation Certificates and bike safety literature. Allow for a few walk-ins, as well as a few no shows.

Schedule Participants if Necessary

If you are expecting a large number of participants (over 50), you may want to arrange scheduled times for different ages or grades to minimize the amount of children waiting for their turn or for their friends to finish. If you wish, AAA can provide your group with bike safety videos to use while children are waiting for their turn, if you have access to an indoor facility with a TV/VCR. Just be sure to have enough help to supervise any waiting children as well as children who have already finished. Too many children at the same time with lots of bicycles is a recipe for chaos.

JUST BEFORE EVENT DAY

Pick Up Your Rodeo Container

After you have confirmed your date with AAA, you will have made arrangements to pick up a container from your local AAA branch office. The container is actually a large trash can on wheels that will fit easily in vans and larger cars. It may or may not fit in the trunk of smaller cars, but it should fit in the back seat if not the trunk.

Rodeo containers must be returned to the branch by the date indicated on your contract. During the fall and spring, we often have every available container booked for every weekend, which often have to be turned around and shipped to other branches. All of our AAA branches are open M-F from 8:45 AM – 5:30 PM, and on Saturdays from 9:00 AM – 2:00 PM.

Items That Must Be Returned with the Container:

- **8 Traffic Cones** – use to mark the start of each station.
- **1 Additional Traffic Cone with a slotted Stop Sign** –insert the stop sign into the top of a cone, to be used at the “Crazy Crossroad” station
- **8 Flags** – can be used as markers, slipped into the hole in the cone, or can be held by the station monitors to alert the next person when to start.
- **28 Tennis Ball Halves** – used as markers on the course, indicated as small circles on your Bike Rodeo Map.
- **3 laminated cardboard “CAR” signs** – to be used at Stations 6, 8 and 9
- **Laminated course map and station descriptions**
- **Reflective Vests** – for station monitors (Rodeo Hands) and for the coordinator (Rodeo Sheriff)
- **25’ Tape Measure** – use to measure out your course, if you’d like
- **Sidewalk Chalk** – use to mark the course on the ground. Keep it handy so you can go over the lines later if they wear off during the event. Toss any small, unusable chalk stubs.
- **Tire pump** – use to put air in tires that are flat or low on air
- **Bike Tool** – This handy item has screwdrivers, wrenches, Allen keys, and more. Only use parts of this tool that you know what to do with (there are other items on it that you probably won’t have time to use, like the tire levers.)

Items in the Container for the Participants

- **Certificates of Participation** for each participant (you fill in the names), customized with your group's name or logo, along with AAA's logo.
- **2 Bike Helmets** that you can raffle off or give away as you see fit (1 helmet if your rodeo is smaller than 25 participants)
- **Reflective Spoke Stix - 1 per participant** – They fold over in half over the spoke to provide reflection on both sides of the bike. Be sure to attach these to the participant's tire at the Bike Check Station, rather than just putting in the treat bags. The simple instructions are printed on the back of each Spoke Stix.
- **Bike Inspection Checklists** – to be used at the Bike Check Station to indicate which parts of the bike were checked, as well as to note if any parts need further repair from a bike shop.
- **Bike Safety Literature** including our popular Bike Basics, Bike Safety Bookmarks, and much more, along with AAA bags to put it all in. Most rodeo hosts prefer to pre-fill their AAA treat bags before the rodeo for easier distribution. If you have a lot of literature or bags left over, please return with the container.

Items you might want to have on hand that aren't provided by AAA

- **Table(s) and chairs** -for registration table, and possibly your Bike Maintenance and Helmet Check stations.
- **Raffle tickets** - if you have chosen to raffle off the bike helmets AAA has provided.

ON EVENT DAY

Inspect Your Site. Make sure it is free of broken glass or other debris. Do not allow participants to ride through any area that is unsafe. If you are unable to remove any unsafe items, adjust your stations so children will not be able to ride through that area.

Mark Your Course on the Pavement. Allow yourself plenty of time before the children arrive. It could take you anywhere from 20 minutes to an hour to set up, depending on how much detail you put in your course. Be sure you have made arrangements for notifying motorists that their cars cannot be in the parking lot for the time you have determined to set up your event.

Train the Volunteers. Be sure your volunteers are aware what they will cover at their stations. Volunteers should be able to explain the objective of the station to all riding through it. It is recommended that only one or two participants go through a station at a time, so only 8-16 children may be on the riding part of the course at a time. As one finishes, the next one begins. If you have plenty of extra help, you can allow more children on at a time. Remember, safety is a high priority. If a volunteer needs to leave early, be sure you have a replacement for that person. You may wish to copy the pertinent pages of the Bike Rodeo Map to give to volunteers at each station.

The Stations –Each of the stations are outlined in the following pages. It is recommended that participants do the Bike Check and Helmet Check stations prior to entering the moving part of the course to be sure their bike and helmets are in good working condition before they ride.

Start Your Engines!! As children arrive, they should check in. You may want to keep your "goodie bags" and their certificates at that station (write in the participant's name then so it will be finished when the participant completes the course), go through the non-riding stations (Bike Check, Helmet Check, and Hand Signals), then proceed to the riding part of the rodeo. At the end, if you have enough space and time, participants can repeat from Station 6 on, or they can exit right near where they started. Before they leave, be sure they get their certificate and goodie bag.

If you have opted for the video component, it can be shown before it's their turn or after their turn. Before participants leave, be sure to have them take their Certificate of Participation and the AAA bike literature.

One Final Thing- Because our rodeo containers are actually trash cans, occasionally your participants may not realize this and use our container as a trash can. Once your course is set up, please put the container out of the way, with the lid on it. You can even use it ON your course as an obstacle to look around at the Demon Driveway Station or the Crazy Crossroads Station. Before you pack it up for return, please give the container a quick look-over. Trash mixed in with the rodeo supplies can make them unsuitable for others to use. There is a sticker on the inside of the can listing what needs to be returned. Please count the cones, tennis balls, etc. to make sure they all made it into the container.

Rodeo hosts who return the container in an unsuitable condition may be denied use in the future.

Getting Off Training Wheels

If you have participants who are still on training wheels (and trying to get off them), here's a sure-fire way to help.

TAKE THE PEDALS OFF!

Yes, that's right. Take the pedals off. One of the primary reasons new cyclists fall off their bikes is when they put their feet down to regain their balance or stop, and the rotating pedals hit them in the legs. The pedals come off fairly easily (and go back on just as easily). Have participants straddle their bike and sit on the seat. Holding onto the handlebars, have them push the bike forward with their feet, both feet at the same time. With each stride, they should lift their feet just off the ground and strive to glide until the bike slows down, and then push a little more. If they feel like the bike is unstable, they can easily put both feet back on the ground to regain their balance. Have them travel in an easy, straight, unobstructed path. When it becomes clear that the child has mastered balancing on the bike, put the pedals back on. For easy directions on taking pedals off, visit this website from Bike New York:

www.bikenyork.org/education/classes/images/bny_learn_to_ride.pdf. There is also a video that shows this "Balance First" method in action.

If you have enough volunteers and a little extra space, and you are expecting participants who are still on training wheels, you may even choose to have a separate course for these newer riders, just to get them off the training wheels. You'll be saving their parents' backs, and they'll forever be grateful!



Bike Rodeo Permission Slip

Participant's Name _____ Phone _____

Rodeo Host/Sponsor _____ Rodeo Date _____

- I have voluntarily allowed my child to participate in AAA's Bike Rodeo program.
- I understand participation in the Bike Rodeo program involves riding a bicycle through various obstacles to increase riding skills and knowledge.
- My child will take all safety precautions recommended by the program's sponsors to try and avoid danger to his/her self or others.
- Every participant is required to wear a helmet through the riding components of the Bike Rodeo program.
- I have read this release, and hereby release AAA from any liability.

Name of Parent or Guardian (printed) _____

Signature of Parent or Guardian _____

Date _____



**Come and test your bike handling skills on a
specially designed Bike Rodeo course!**

Bike Rodeos can help teach children various bike safety skills by using simulated real-life situations. Children will have their bicycles and helmets inspected and fitted, then ride through a skills course to learn bike safety techniques.

DATE:

TIME:

LOCATION:

WHO CAN COME:

DO YOU NEED TO REGISTER IN ADVANCE?

CALL FOR MORE INFORMATION:

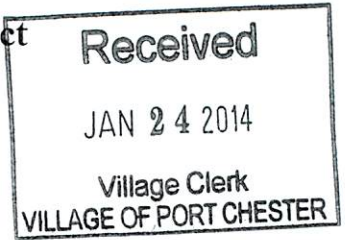
BROUGHT TO YOU BY AAA and

**Participants must bring their own bike and
helmet to participate.**

**Port Chester-Rye Union Free School District
Board of Education**

113 Bowman Avenue
Port Chester, New York 10573
Telephone: 914.934.7922
Fax: 914.934.2429

www.portchesterschools.org



Anne Capeci
President
Carolee C. Brakewood
Vice President
Thomas Corbia
Trustee
James Dreves
Trustee
Robert H. Johnson
Trustee

Dr. Edward A. Kliszus, Jr.
Superintendent of Schools
Yvette Segal
District Clerk
SISCA & SISCA
School Attorney
Coleen Kotzur
District Treasurer

January 21, 2014

Village of Port Chester
Mayor Neil Pagano
C/O Janusz Richards, Village Clerk
222 Grace Church Street
Port Chester, New York 10573

Dear Mr. Richards,

On January 15th 2014, the Port Chester-Rye Union Free School District passed Resolution H, "Resolution to Discourage Housing Projects that Increase Student Enrollment". A copy of the Resolution is enclosed for your records.

Thank you,

A handwritten signature in blue ink that reads "Yvette Segal".

Yvette Segal
District Clerk

Upon motion by Mrs. Brakewood, seconded by Mr. Johnson, carried by Mr. Dreves and Mrs. Capeci the resolution was adopted. Mr. Corbia abstained from this resolution.

H. Resolution to Discourage Housing Projects that Increase Student Enrollment in the District

WHEREAS, the Port Chester-Rye Union Free School District is a separate municipality encompassing the Village of Port Chester and parts of Rye Brook, with its own budget funded by the taxpayers of the Town of Rye within our geographic area; and

WHEREAS, the school district enrollment has seen a dramatic increase of 16% (or 619) in student enrollment since 2007; and

WHEREAS, the school district has been experiencing maximum classroom and classroom capacity and room utilization for several years; and

WHEREAS, in order to continue its mission to provide an excellent education and "Success for Every Student," the school district does not wish to increase classroom sizes further; and

WHEREAS, the school district buildings cannot readily accommodate additional students; and

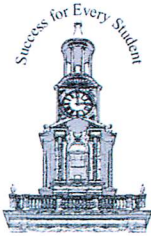
WHEREAS, the district is already renting classroom space at the Holy Rosary School/JFK Early Learning Center to accommodate over enrollment; and

WHEREAS, the school district historically spends the least per pupil in Westchester County; and

WHEREAS, the school district is hampered by and the taxpayer is burdened by inadequate state funding and unfunded state mandates; and

WHEREAS, the school district has successfully kept tax increases within the state calculated tax levy cap; and

NOW, THEREFORE, BE IT RESOLVED that the Port Chester-Rye Union Free School District calls upon the Villages of Port Chester and Rye Brook to discourage additional large scale residential developments within the area known as Port Chester-Rye UFSD because it will increase student enrollment in our schools, exacerbate overcrowded classrooms, increase school taxes, and potentially diminish student achievement.



Port Chester-Rye Union Free School District

113 Bowman Avenue
Port Chester, New York 10573
914.934.7900

www.portchesterschools.org

Edward A. Kliszus, Ph.D.
Superintendent of Schools

January 28, 2014

VILLAGE OF PORT CHESTER

The Honorable Mayor Neil J. Pagano and Village Trustees
c/o: Janusz Richards, Village Clerk
222 Grace Church St.
Port Chester NY 10573

JAN 31 2014

RECEIVED M

Re: Sewer Rent Assessment Exemption Request

Dear Mayor Pagano:

The Port Rye-UFSD respectfully requests that it be granted an exception to the upcoming Sewer Rent assessment, similar to the exemption granted to all property of the Village of Port Chester as written in the amendment to the existing Code Section 268. Currently, the Village of Port Chester is solely exempt from the obligation to pay sewer rent per Section 268-11 Exemption.

If the amendment exemption does not include the Port Chester Schools, our 4 elementary schools would be subject to the tax and charged approximately \$1.10 per CCF (100 cubic feet) of water we use on a quarterly basis for an approximate annual cost of \$3,500.

We understand that the Village is likely planning to expand this program over time that may result in increasing costs to the school district. We would also point out that should the Village impose a tax on the school district, there is no net benefit to the taxpayer as both the District and Village receive tax revenue from the same property taxpayers.

Sincerely,


Edward A. Kliszus, Ph.D.
Superintendent

Cc: Board of Education
Board Counsel



U.S. Department
of Transportation
**Federal Transit
Administration**

Headquarters

East Building, 5th Floor – TCR
1200 New Jersey Avenue, SE
Washington, DC 20590

The Honorable Neil Pagano
Mayor of Village of Port Chester
222 Grace Church Street
Port Chester, NY 10573

VILLAGE OF PORT CHESTER

JAN 08 2014

RECEIVED

M

Re: FTA No. 2014-0049

Dear Mayor Pagano:

This letter acknowledges receipt of your complaint against the New York Metropolitan Transportation Authority (Metro-North Railroad) alleging discrimination based on disability. The Federal Transit Administration (FTA) Office of Civil Rights is responsible for ensuring that providers of public transportation are in compliance with the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, and the U.S. Department of Transportation's implementing regulations at 49 CFR Parts 27, 37, 38, and 39.

We will first review your allegations and determine whether FTA has authority to process the complaint, and then assign an investigator if needed. You will receive further communications about the complaint after our review.

Any additional correspondence related to this complaint should reference FTA No. 2014-0049 and be addressed to:

Director, Office of Civil Rights (TCR-1)
Federal Transit Administration
1200 New Jersey Avenue, SE, Room E54
Washington, DC 20590

Thank you for bringing this matter to our attention.

Sincerely,

Dawn Sweet
Office of Civil Rights

From: kevin.dolan@nypa.gov [mailto:kevin.dolan@nypa.gov]

Sent: Thursday, January 30, 2014 10:22 AM

To: Richards, Janusz R

Subject: Westchester County Governmental Customer Rates for 2014

123 Main Street
White Plains, NY 10601-3170
914.681.6200



January 30, 2014

Mr. Janusz R. Richards
Village Clerk
Village of Port Chester
222 Grace Church Street
Port Chester, 10573

Subject: Westchester County Governmental Customer Rates for 2014

Dear Mr. Richards:

This is an update to our September 26, 2013 email; regarding the cost of New York Power Authority ("NYPA") electricity for 2014.

On January 28, 2014, NYPA Trustees approved an overall increase of 12.67% in production rates that NYPA charges its Westchester County Governmental Customers ("Westchester Customers"). The new rate will go into effect as of the January 2014 invoice.

The approved increase in the current base production rates reflects the rise in purchased power costs from the market, as compared to the 2013 base production rates.

However, due to the anticipated new capacity zone (called the "Lower Hudson Valley" or LHV) deemed necessary by the New York Independent System Operator (NYISO), the increase in production rates is expected to be a total of 16.39%, based on NYPA staff analysis. The new LHV zone, if approved, is expected to go into effect for the May 2014 billing period. It is important to note that this will affect **all** customers in the new LHV zone and not just NYPA customers. For more information about the new zone please click the following link: [Federal Energy Regulatory Commission](#).

For more information about this rate action, NYPA's Staff Report Including the Final 2014 Cost-of-Service is available on the Customer News website. To access the website, go to: [NYPA Customer Website](#) and enter your organization's secure Login ID and Access Code provided below.

Login ID: PortChester

Access Code: 2006799Por

If you have any questions or would like clarification on any aspect of the information outlined above, you can reach me at (914) 287-3718 or kevin.dolan@nypa.gov.

Sincerely,

Kevin G. Dolan

Account Executive
New York Power Authority

Port Chester - Rye Brook Public Library

1 Haseco Avenue
Port Chester, New York 10573
914-939-6710

ROBIN LETTIERI, Director
VERONICA O'CONNOR, President

VILLAGE OF PORT CHESTER

JAN 10 2014

RECEIVED

Honorable Neil Pagano, Mayor
Village of Port Chester
222 Grace Church Street
Port Chester, NY 10573
January 7, 2014

Dear Mayor Pagano,

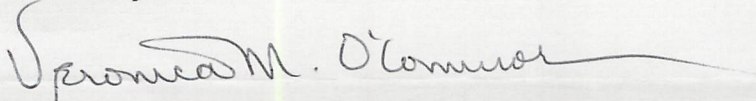
The Board of Trustees of the Port Chester-Rye Brook Public Library requests that the six parking meters on the South side of Irving Avenue between Haseco and the Post Office driveway be removed and that space be designated as three hour parking on weekdays between the hours of 9 AM and 5 PM.

We feel that this change would be of very little or no financial loss to the Village, as these parking spots are rarely used during the week and the meters are not in working order.

The Library is in need of additional parking, especially during hours of peak usage, ie Story Times. This change would be extremely helpful.

Thank you for your consideration of this request.

Sincerely,



Veronica M. O'Connor
President
Board of Trustees, Port Chester-Rye Brook Public Library

Cc: Robin Lettieri
Director
Port Chester-Rye Brook Public Library

**PUBLIC COMMENTS
AND
BOARD COMMENTS**