

**VILLAGE OF PORT CHESTER  
BOARD OF TRUSTEES  
Meeting, Monday, February 9, 2015  
Regular Meeting: 6:30 P.M.  
PROPOSED EXECUTIVE/CLOSED SESSION 6:45 P.M.  
VILLAGE JUSTICE COURTROOM  
350 North Main Street  
Port Chester, New York  
AGENDA**

**TIME: 6:30 P.M.**

<b>I</b>	<b>RESOLUTIONS</b>	<b>ACTION</b>
	<b>Administration</b>	
1	Appointment of Election Inspectors.	
2	To set a Public Hearing to consider adopting a local law amending the Code of the Village of Port Chester with a new chapter, Chapter 302, Towing and Booting, that would establish licensing requirements on those who wish to boot or tow motor vehicles from private property in the Village of Port Chester.	
3	Inter-Municipal Agreement with Westchester County to continue the Village of Port Chester's participation in the Organic Yard Waste Transfer Program.	
	<b>Finance</b>	
4	Transfer \$2385.00 from the DEA Asset Forfeiture Fund to the Equipment Fund for the purchase of 3 recertified Lifepak CR Plus AED's from Emergency Medical Products.	
5	Transfer \$4,600.00 from the DEA Asset Forfeiture fund to the Equipment Fund for the purchase of a Fargo DTC4500e, magnetic coding upgradable, ID card system from LSI, Inc.	
	<b>Senior / Nutrition Program</b>	
6	Westchester County - Food Service Permit - Nutrition Program for The Elderly – 01-6620-B.	

**TIME: 6:45 P.M.**

	<b>PROPOSED MOTION FOR EXECUTIVE SESSION</b>	<b>ACTION</b>
<b>II</b>	<b>MEETING OF THE BOARD OF TRUSTEES IN THEIR CAPACITY AS A BOARD OF POLICE COMMISSIONERS</b>	
<b>1</b>	Consultation with Village Attorney.	
<b>2</b>	Board of Police Commissioners to continue conducting the trial with regard to disciplinary charges brought against a member of the Port Chester Police Department pursuant to the provisions of Section 5711-q of the Unconsolidated Laws of the State of New York.	

**TIME:** \_\_\_\_\_

# RESOLUTIONS

RESOLUTION

APPOINTMENT OF ELECTION INSPECTORS

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 Election for the Village of Port Chester, New York has been called and will be held on the 18<sup>th</sup> day of March, 2015 between the hours of 7:00 A.M. and 9:00 P.M., and

BE IT FURTHER RESOLVED, that the following named are qualified Election Inspectors and are hereby appointed for said election; Teresa Acuna; Clotilde Aguilar; Tanya Aloia; Maria R Alvarez; Michelle E Barnett; Rita K Barnhart; Rosemarie Barone; Patricia Barr; Angelica G Barriga; Ignatius J Bonanno; Jeffery M Bonds; Evelyn M Brown; Silvio V Buccieri; Kathleen M Buckley; Eneida E Burton; Felix E Burton; Lucy M Cabrera; Patricia M Cabrera; Jorge E Caceres Sr; Eric J Chalcoff; Carrie E Chatman; Elvira M Clark; Ruth A Cohen; Beatrice T Conetta; Leonor Correa; Betty J Craft; Arlene Cummings; Patricia Deschamps; Gerald E Donahue; Jennifer P Dooley; Dorothy C Dretzin; Antoinette R Farella; Annie E Federighi; Joseph W Federighi; Lisa M Ferraro; Theresa M Gentile; Juana Godinez ; Fernando Gomez; Francisco Gomez; Maria D Gomez-Barriga; Grudy Guzman-Mango; Blanca R Handal; Rose Horne; Diana M King; German M Latorre; Mildred Lemus-Oliveros; Roy Lespier; Stacey Lewin; Ethel Livingston; Melora Lucas; Paul R Lucas; Ann Marie Marino; Courtney Marino; Alex I Marriott; Bruce Marziani; Daniel Mccourt; Marlene E Medina; Nancy D Memale-Perez; Nicole C Mendoza; Antonio A Moran; Lilian C Ochoa; Jeanette Palma; Maria L Pavon; Jose Rios; Dolores Rodriguez; Theresa Rodriguez; Joyce S Rytelewski; Teresa Sabatino; Jose R Trujillo; Esther Turner; Mario Velasquez; Jorge L Vides; John H Villa; Daniel L Williams; Mary R Young; Esperanza Zarate.

APPROVED AS TO FORM:

\_\_\_\_\_  
Village Attorney, Anthony Cerreto

**ROLL CALL**

**AYES:**

**NOES:**

**ABSENT:**

**DATE:**

**PUBLIC HEARING TO CONSIDER ADOPTING A LOCAL LAW AMENDING  
THE CODE OF THE VILLAGE OF PORT CHESTER WITH A NEW CHAPTER,  
CHAPTER 302, TOWING AND BOOTING, THAT WOULD ESTABLISH  
LICENSING REQUIREMENTS ON THOSE WHO WISH TO BOOT OR TOW  
MOTOR VEHICLES FROM PRIVATE PROPERTY IN THE VILLAGE OF  
PORT CHESTER**

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:

RESOLVED, that the Board of Trustees hereby schedules a public hearing on  
Monday, March 2, 2015 at 7:00 P.M., or as soon thereafter at the Port Chester Justice  
Courtroom, 2nd Floor, 350 North Main Street, Port Chester, New York, to consider  
adopting a local law amending the Code of the Village of Port Chester with a new  
chapter, Chapter 302, Towing and Booting, that would establish licensing requirements  
on those who wish to boot or tow motor vehicles from private property in the Village of  
Port Chester.

Approved as to Form:

\_\_\_\_\_  
Anthony M. Cerreto, Village Attorney

**ROLL CALL**

**AYES:**

**NOES:**

**ABSENT:**

**DATE:**

**A LOCAL LAW AMENDING THE CODE OF THE VILLAGE OF PORT CHESTER  
BY ADDING A NEW CHAPTER, CHAPTER 302, TOWING AND BOOTING**

SECTION 1: The purpose and intent of this local law is to regulate the towing and booting of cars on private parking lots in the Village of Port Chester. It is hereby declared and found that the nonconsensual towing and booting of vehicles from parking lots that are on privately owned property, as defined in this chapter, in the Village of Port Chester involve matters affecting the public interest. Regulation of these commercial activities through a licensing process is necessary to establish a uniform and predictable system of business operations, balance the rights of private owners to manage and operate their property against the rights of consumers against unreasonable fees, and predatory and illicit practices. The Village is authorized to adopt this local law pursuant to Municipal Home Rule Law, Section 10(1)(ii)(a)(9-a) and Section 10(1)(ii)(a)(12) and General Business Law, Section 399-v.

SECTION 2: The section of the Code of the Village of Port Chester is hereby amended by adding a new chapter, Chapter 302, entitled “Towing and Booting” and to read as follows:

**Section 302-1 Purpose and Intent.**

It is hereby declared and found that the nonconsensual towing and booting of vehicles from parking lots that are on privately owned property, as defined in this chapter, in the Village of Port Chester involve matters affecting the public interest. Regulation of these commercial activities through a licensing process is necessary to establish a uniform and predictable system of business operations, balance the rights of private owners to manage and operate their property against the rights of consumers against unreasonable fees and predatory and illicit practices. The Village is authorized to adopt this local law pursuant to Municipal Home Rule Law, Section 10(1)(ii)(a)(9-a) and Section 10(1)(ii)(a)(12) and General Business Law, Section 399-v.

**Section 302-2 Definitions.**

As used in this chapter, the following terms shall have the meanings indicated:

**APPLICANT**

An owner of a towing and/or booting service, seeking a towing/booting license under this chapter.

**BOOT**

Shall mean the utilization of a “boot” or other device which causes vehicles to be immobile or otherwise renders a vehicle immobile or inoperable.

## BOOTER

The licensee who boots or immobilizes a motor vehicle.

## BOOTING OR IMMOBILIZATION DEVICE

Any mechanism that is clamped, affixed or locked onto the wheel of a motor vehicle to prevent the wheel from rotating, thereby immobilizing the vehicle, or other similar mechanism that results in the immobilization of the vehicle.

## HOOKUP

The steps and actions to be taken in order to totally secure and engage a vehicle for towing.

## LICENSE

A certificate duly issued by the Village of Port Chester to allow the licensee to engage in booting and/or towing.

## LICENSEE

An owner of a tow truck or booting company who is the holder of a valid license. This term shall also include said owner's employees or agents.

## MULTI FAMILY DWELLINGS

Residences containing three or more dwelling units.

## POLICE LIST

A listing of all licensees who have been authorized to boot and tow from privately-owned property within the Village of Port Chester.

## PRIVATELY-OWNED PROPERTY

Real property owned by any individual, firm, association, joint venture, partnership, group, corporation or any legal entity or combination of entities whatsoever, and shall include, without limitation, shopping centers, parking lots, multi-family dwellings and land used for commercial purposes. This term shall include real property, where by agreement with another party, fee title is nominally with the Port Chester Industrial Development Agency, but the lessee is using for the any of the proceeding purposes. This term shall also include parking lots owned by or under the control of Port Chester Housing Authority. This term shall not include property improved by one or two family dwellings.

## PROPERTY OWNER

The person who exercises dominion and control over a parcel of real property, including but not limited to the legal title holder, lessee, a resident manager, a property manager or other

agent who has legal authority to bind the owner. A person providing a towing or immobilization service may not be appointed as an agent for a property owner.

#### TOW

To haul, carry, pull along, or otherwise transport or remove a vehicle by means of another vehicle.

#### TRESPASS TOWING

The moving or removal of a motor vehicle, without consent of the vehicle's owner or operator, as authorized by this chapter, when that vehicle is parked on privately-owned property.

#### TOW TRUCK

A vehicle that is being used to tow another motor vehicle.

#### TOW TRUCK DRIVER

Any person that is operating a tow truck for the purposes of towing.

#### UNAUTHORIZED VEHICLE

A vehicle that is parked in violation of the posted parking lot rules on the privately-owned property.

#### **Section 302-3 License required.**

No person shall engage in trespass towing or booting on privately-owned property without first having obtained a towing/booting license from the Village of Port Chester as provided herein.

#### **Section 302-4 License application requirements.**

An applicant for a towing/booting license shall make application to the Chief of Police or his designee on a form provided by the Village which contains the following:

A. A statement of the name and address of the applicant, specifying, in the case of a partnership or an unincorporated association, each partner or member thereof, and in the case of a corporation, the location and address of the place of incorporation and principal place of business, as well as the name and address of each officer, director and stockholder with a controlling interest thereof.

B. A statement of the owner or lessee and address of all properties that will be used for the storage of towed vehicles in connection with the applicant's towing or booting business which location shall not exceed fifteen (15) miles from the subject privately owned property. All motor vehicles towed to such storage location(s) shall be able to be reclaimed by the vehicle's owner or

operator on a 24/7 basis. The applicant must provide certification from the municipal enforcement officer charged with the enforcement of buildings and land uses, that the storage location(s) to be used are in conformance with the applicable zoning and building codes.

C. A statement as to whether the applicant or any booter or tow truck driver under the applicant's employ or contract has, within the last five years, ever been convicted of a crime and, if so, the date, crime charged and sentence imposed. The applicant, and all booters and tow truck drivers under the applicant's employ or contract, shall submit to fingerprinting through the Police Department such fingerprints and fees shall be submitted in the form and manner as prescribed by the Division of Criminal Justice Services. The fee for such investigation shall be assumed by the applicant.

D. A statement whether the applicant has ever been denied a license or permit by any governmental agency or authority to operate a tow truck, towing business and/or booting business and also whether or not any such license or permit has been suspended or revoked and, if so, the date, the location and the circumstances thereof.

E. A copy of all current licenses or permits duly issued to the applicant which authorizes the operation of a tow truck or booting business.

F. A copy of all current licenses or permits duly issued to applicant or its employees and/or agents to operate a tow truck or boot.

G. An indication as to whether the application is for an initial license or a renewal.

H. A certificate of insurance evidencing proof of comprehensive general liability insurance in accordance with Village's standard insurance requirements and indemnification agreement, both approved by the Village Attorney.

I. Vehicle and tow truck ownership information for all vehicles to be used, including but not limited to make, model, year, color, vehicle identification number, license plate number, a copy of each registration, and a copy of all insurance information.

J. Copy of a duly executed contract between the licensee and the owner, lessee, managing agent or other person in control of the privately owned property that is the subject of the license. The contract shall at a minimum contain the following terms:

(i) The legal name, physical address and telephone number of the towing or immobilization service and the property owner requesting the towing or immobilization services;

(ii) The name of the real property owner and the name of any agent, site manager, lessee or other person in control of the real property and the address and/or legal description of the real property from which the vehicle(s) will be towed or at which the vehicle(s) will be immobilized;

(iii) The duration of the agreement. The contract must be in effect for the entire term of the license ;

(iv) The time of day that such towing or immobilization is authorized;

(v) The days of the week that such towing or immobilization is authorized;

(vi) An enumerated list of all fees to be charged to the vehicle owner/operator that shall not exceed the amounts set by the County in Chapter 863 of the consumer protection code;



(vii) The address and tax lot designation of the location where the vehicle will be towed/stored or immobilized. Said storage site shall not be more than fifteen (15) miles from where the tow originates; and

(viii) A statement stating that no payment or valuable consideration was given, or will be given, from applicant to owner for the right to engage in booting and towing from the property owner's property.

(ix) The signature of both the property owner and the owner, or authorized representative of the towing or immobilization service, certifying that each has read and is in compliance with the applicable provisions of State and Local law.

(x) The contract shall also acknowledge that both parties shall be jointly and severally liable with the licensee to the Village of Port Chester for any violation by such licensee or his or her employees or agents of any of the provisions of this chapter or of any rules and regulations promulgated thereunder. The contract shall be in effect for the entire term of the license.

K. Photographs or proof of informational signage as provided for and in compliance in this chapter.

L. Any change(s) from the information provided in the application shall be disclosed to the Chief of Police on a form provided by the Village, within five days of such change(s).

### **Section 302-5 Application fee**

An application fee, in the amount set forth in Chapter 175, shall accompany each application for a towing/booting license.

### **Section 302-6 No Soliciting**

No applicant or licensee shall pay or rebate money, or solicit or offer the payment or rebate of money or other valuable consideration, to property owners for the right to engage in booting and towing from any property.

### **Section 302-7 Issuance of License**

Upon receipt of a complete application, payment of the requisite fees, and results of the criminal history background check, the Chief of Police may issue a towing/booting license, such license shall be valid for a term of twenty-four months from issuance. A licensee may reapply for a renewed license provided that such application made and received within sixty days prior to expiration.

### **Section 302-8 Denial of Application**

The Chief of Police is responsible for reviewing the criminal history record information disseminated by the Division of Criminal Justice Services and may deny an application, in the first instance or renewal, if it is determined that:

- A. The applicant is unfit and incapable of properly conducting a towing or booting business within the Village of Port Chester or does not conform to the provisions of this chapter; or
- B. The place where vehicles are towed for storage is in violation of any state or local law or regulation, including any zoning or building codes; or
- C. The applicant has made a false statement or misrepresentation in the application; or
- D. The applicant, or any booter or tow truck driver under the applicant's employ or contract has been convicted of a felony or any crime involving violence, dishonesty, deceit, or moral turpitude. If an applicant has been convicted of one of the above specified criminal activities, any decision regarding such applicant's fitness for a license shall be made upon consideration of New York State Correction Law §§701-703-b and §§751-753.

### **Section 302-9 Transfer or assignment.**

A license issued hereunder shall not be transferred or assigned, and any attempt to transfer or assign, shall render such license void.

### **Section 302-10 Informational Signs.**

A. No owner of privately owned property shall tow or boot, or cause to be towed or booted any motor vehicle, nor shall any licensee service such privately owned property, unless there is erected in plain view and maintained at each entrance to such property an informational sign with dimensions of four feet by four feet. All information on the sign must be legible at all times from the parking lot entrances.

B. Each sign must contain the following minimum information:

- (a) The rules of the parking lot, including but not limited to, a statement that the lot is for customers of the business(es) only, hours of operation, size and type of vehicles allowed, and a statement that a vehicle parked in violation of the listed rules shall be deemed an unauthorized vehicle. With respect to property held by the Port Chester Industrial Development Agency, such rules shall be consistent with any agreement with the Agency and/or the Village regarding said premises.
- (b) A statement containing a warning that unauthorized vehicles are subject to be towed or booted at the vehicle owner's expense.

(c) The words “tow away zone” must be included on the sign in not less than 4-inch high letters.

(d) The towing/booting and/or storage fee to be charged, which shall not exceed the fee amount authorized by the County of Westchester.

(e) The name, address and telephone number of the licensed towing/booting company, and how the car may be recovered or how the boot can be removed. The phone number of the Port Chester Police Department designated for receipt of calls with respect to towing or booting within this chapter.

C. The signs shall be on a white background, with black lettering that shall be of sufficient size so as to be capable of being read from the sidewalk or street adjacent to the entrance(s) to the parking lot.

D. No changes shall be made to any sign during the term of the license without the permission of the Police Chief or his designee.

E. All informational signs shall be kept in good condition.

### **Section 302-11 Towing of Vehicles.**

A. No person shall engage in trespass towing, without having a current and valid towing/booting license as proscribed by this chapter.

B. No vehicle shall be towed, nor shall any licensee engage in trespass towing, without the direct request and authorization of the property owner, lessee, or agent, who must be present at the time of the trespass towing. Such authorization shall be documented and a written entry on a form prescribed by Police Department shall be made as soon as practicable. Such entry shall include the time, date, location, production year, manufacturer, and license plate number of the vehicle towed or booted. Furthermore said licensee shall maintain such form for a period of at least one year and deliver a copy of entries made during the preceding month to the Chief of Police or his representative by 7th day of the subsequent month. Said licensee shall make such records available for inspection, at any time, to any member of the Port Chester Police Department, or any other law enforcement agency having jurisdiction in the Village, upon request of such officer

C. Whenever a licensee engages in a trespass tow within the Village of Port Chester, said licensee shall notify the Port Chester Police Department immediately prior to any such tow. Such notification to the Police Department shall relate at a minimum the following information: the identification of the licensee and tow truck driver involved, the nature of the motor vehicle’s violation, the location of the storage site to which the vehicle will be towed, the time the vehicle will be towed or removed, the make, model, year, color, vehicle identification number (VIN) and license plate number of the vehicle.

D. Whenever a licensee is about to remove an unauthorized vehicle from a private parking lot but has not yet hooked up or engaged said vehicle to a towing truck, and said vehicle owner or operator appears seeking the return of the vehicle, said licensee shall immediately release custody and control of the vehicle to the owner or such other person authorized to operate the same without charging any fee whatsoever, provided only that said vehicle is immediately removed from the property.

E. In the event that a licensee is about to remove an unauthorized vehicle from private owned property and has hooked up, and engaged, said vehicle to a tow truck, but has not removed the vehicle from the premises, and said vehicle owner or operator appears seeking the return of the vehicle, said tow truck driver shall immediately release custody and control of the vehicle to the owner or operator, for the payment of a fee of \$15, and further provided that said vehicle is immediately removed from the premises by the owner or operator.

F. Whenever a licensee, engages in trespass towing, and removes an unattended motor vehicle from privately owned property to the storage location, said licensee shall provide at such site, on a twenty-four-hour-a-day basis an individual authorized to release the impounded vehicle. Said motor vehicle must be released within one hour, upon receipt the payment of the authorized towing and storage charges. Upon release, the licensee shall provide the owner of the impounded vehicle with a legible, numbered and signed receipt of payment. Such receipt shall state the name, business address, business telephone number and license number of the person who has towed such vehicle as such information appears on the license to engage in towing, and such receipt shall also include a telephone number for the office within the Police Department responsible for receiving complaints with respect to towing.

G. Upon request, the tow truck driver shall display to the owner or operator of such vehicle a valid towing/booting license issued by the Village of Port Chester pursuant to this chapter.

H. An owner, lessee, managing agent or other person in control of privately owned property who has entered into a contract with a person licensed pursuant to this section authorizing such licensee to tow motor vehicles parked on such property shall be jointly and severally liable for any violation by such licensee, or such licensee's employees or agents, of the provisions of this section, or of any rules promulgated pursuant there under.

I. No motor vehicle may be towed or removed if:

- (1) Such vehicle is occupied by a natural person, or live animal; or,
- (2) Such vehicle is an ambulance, police or fire vehicle, or other official Village or other governmental vehicle.

J. If any person has committed a violation of this section, or any rules promulgated pursuant to this section, such person shall be prohibited from collecting a fee or charge for their towing services, and any such unlawful charge collected shall be reimbursed to the vehicle's owner.

K. Whenever a licensee engages in trespass towing, all charges imposed for both towing and storage shall not exceed those authorized by the County of Westchester Consumer Protection Code.

L. The owner or person in control of a vehicle that has been towed, or hooked up but not removed from the premises, shall be allowed to pay any authorized charge(s), in cash or credit card.

**Section 302-12 Booting of vehicles.**

A. No person shall engage in booting, without having a current and valid towing/booting license as proscribed by this chapter, such license

B. No vehicle shall be booted or immobilized without the direct request and authorization of the property owner, lessee, or agent, who must be present at the time of the booting. Such authorization shall be documented and a written entry on a form prescribed by Police Department shall be made as soon as practicable. Such entry shall include the time, date, location, production year, manufacturer, and license plate number of the vehicle towed or booted. Furthermore said licensee shall maintain such form for a period of at least one year and deliver a copy of entries made during the preceding month to the Chief of Police or his representative by 7th day of the subsequent month. Said licensee shall make such records available for inspection, at any time, to any member of the Port Chester Police Department, or any other law enforcement agency having jurisdiction in the Village, upon request of such officer.

C. Whenever a licensee engages in booting or immobilization of vehicles within the Village of Port Chester, said licensee shall notify the Port Chester Police Department immediately prior. Such notification to the Police Department shall relate at a minimum the following information: the identification of the licensee and booter involved, the nature of the motor vehicle's violation, the location of the parking lot, the time the vehicle will be booted, the make, model, year, color, vehicle identification number (VIN) and license plate number of the vehicle.

D. A licensee may boot an unauthorized vehicle on privately owned property instead of towing it therefrom. The fee for such booting shall not exceed that authorized by the County of Westchester Consumer Protection Code.

E. Immediately after a vehicle is booted or immobilized, the licensee booting or immobilizing such vehicle, the owner of the property where the vehicle was immobilized, or an employee or agent of such person or owner, shall affix upon the window adjacent to the driver's seat of such vehicle, a sticker with a completely removable adhesive, measuring eight and one-half by eleven (8½ x 11) inches, containing a warning that any attempt to move the vehicle may result in damage to the vehicle and stating the name and business address of the licensee who immobilized such vehicle as well as a business telephone number, which must be available on a 24 hour basis 7 days a week, that will facilitate the dispatch of personnel responsible for removing the immobilization device

F. In the event that a licensee boots an unoccupied motor vehicle on privately owned real property, the licensee must remove the boot from the vehicle within 15 minutes after being paid the charge for same as prescribed by the parking lot's rules. Upon the removal of the booting device, said vehicle shall be immediately removed from the property by the owner or operator thereof.

G. Whenever a licensee has begun the process of booting an unauthorized vehicle on privately owned property but has not yet locked the boot onto the vehicle, and said vehicle owner or operator, arrives and makes demand for return and the owner or operator of the vehicle offers to remove the vehicle from the premises, said booter shall remove the boot from the improperly parked vehicle at no charge to the vehicle owner or operator.

H. Upon request, the booter shall display to the owner or operator of such vehicle a valid towing/booting license issued by the Village of Port Chester pursuant to this chapter.

I. An owner, lessee, managing agent or other person in control of privately owned property who has entered into a contract with a person licensed pursuant to this section authorizing such licensee to boot motor vehicles parked on such property shall be jointly and severally liable for any violation by such licensee or such licensee's employees or agents of the provisions of this section, or of any rules promulgated pursuant there under.

J. No motor vehicle may be booted if:

- (1) Such vehicle is occupied by a natural person, or live animal;
- (2) Such vehicle is parked in a fire lane, or in front of or immediately adjacent to a fire hydrant, fire connection or building emergency exit;
- (3) Such vehicle is an ambulance, police or fire vehicle, or other official Village or other governmental vehicle.
- (4) Such vehicle is parked in a space reserved for vehicles displaying a handicap permit.

K. No release or waiver purporting to limit or avoid liability for damages to a vehicle that has been booted shall be valid. In addition, any person who booted a vehicle, or other person authorized to accept payment of any charges for such booting, shall provide a signed receipt to the individual paying the booting charges at the time such charges are paid. Such receipt shall state the name, business address, business telephone number and license number of the person who has booted such vehicle as such information appears on the license to engage in booting, and such receipt shall also include a telephone number for the office within the Police Department responsible for receiving complaints with respect to booting.

L. If any person has committed a violation of this section, or any rules promulgated pursuant to this section, such person shall be prohibited from collecting a fee or charge for their booting services, and any such unlawful charge collected shall be reimbursed to the vehicle's owner

M. The owner or person in control of a vehicle that has been booted, shall be allowed to pay any authorized charge(s), in cash or credit card.

N. Tampering with a boot or immobilization device that is lawfully attached to a motor vehicle is prohibited.

O. Any vehicle that has been booted which has not been claimed within twenty-four (24) hours of booting, may be towed by the licensee who booted said vehicle.

### **Section 302-13 Penalties.**

Any person who violates any of the provisions of this chapter shall be subject to a fine of not less than \$500 for the first violation \$1,000 for the second violation and \$1,500 for each violation thereafter per violation or imprisonment of less than 15 days. Each violation shall be considered a separate and distinct offense.

### **Section 302-14 License suspension/revocation.**

A. Any license issued hereunder may be suspended or revoked by the Chief of Police upon the grounds that the licensee has been notified and charged with a violation of this chapter or any rule or regulation adopted hereunder.

B. Such notice shall become final unless the licensee makes application to appeal same to the Village Manager or his designee within five (5) days from receipt.

C. Any licensee whose license has been revoked shall not be eligible to file an application for a towing/booting license for a period of one year from the date of revocation.

**Section 302-15 Regulations.**

The Chief of Police is authorized to promulgate reasonable rules and regulations with regard to the administration and implementation of this local law.

**Section 302-16 Enforcement.**

A. The provisions of this chapter shall be enforced by the Police Department.

B. The Village Attorney is authorized to commence a civil action or special proceeding for an injunction upon any person(s) in violation of this chapter, and to take such action authorized in General Business Law §§ 399-v and 399-x.

C. Violators of this local will be referred to the Westchester County Department of Consumer Protection.

**SECTION 3: SEVERABILITY**

If any clause, sentence, paragraph or part of this chapter shall be adjudged by any court of competent jurisdiction to be invalid, such judgment shall not affect, impair or invalidate the remainder thereof, but shall be confined in its operation to the clause, sentence, paragraph, section or part thereof directly involved in the controversy and in which such judgment shall have been rendered.

**SECTION 4: EFFECTIVE DATE**

This local law shall take effect immediately upon filing with the Secretary of the State of New York.





VILLAGE OF  
**PORT CHESTER**

222 Grace Church Street, Port Chester, New York 10573

**AGENDA MEMO**

**Department:** Office of the Village Manager

**BOT Meeting Date:** 2/9/2015

**Item Type:** Resolution

**Sponsor's Name:** Rocky Morabito, DPW

Description	Yes	No	Description	Yes	No
Fiscal Impact	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Public Hearing Required	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Funding Source:			BID #		
Account #: 001-8180-0449			<b>Strategic Plan Priority Area</b>		
	<b>Yes</b>	<b>No</b>	N/A		
Agreement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Manager Priorities</b>		
Strategic Plan Related	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N/A		

**Agenda Heading Title**  
*(Will appear on the Agenda as indicated below)*

INTER-MUNICIPAL AGREEMENT WITH WESTCHESTER COUNTY TO CONTINUE THE VILLAGE OF PORT CHESTER'S PARTICIPATION IN THE ORGANIC YARD WASTE TRANSFER PROGRAM

**Summary**

**Background:**

The Village of Port Chester has been a participant in the County of Westchester's (Refuse Disposal District No. 1) Organic Yard Waste Transfer Program since it was established in 1998.

Under the program, participating municipalities agree to operate a local transfer site for yard waste from the Village, and to make same available on a fee basis to other municipalities that do not have such sites, as well as local landscapers. The County arranges for the transport of this waste to a composting facility. Although host municipalities are required to pay a fee to the County for this service to help defray costs, the fee is less than the tipping fee that would be otherwise charged for disposing of the waste at the County's facility.

There are currently 23 participating municipalities with inter-municipal agreements with the County.

The County has presented Port Chester and other participating municipalities with a new inter-municipal agreement for an additional five year term.

The current tip rate is \$16.56/ton and is subject to annual COLA adjustment.

Currently, the only municipal user of the Port Chester site is the Larchmont-Mamaroneck Joint Sanitation Commission for seasonal collection and is charged \$5.00 over the County's rate. This fee and the fees charged to local landscapers will be reviewed as part of the 2015-2016 budget process.

This resolution will authorize the Village Manager to sign the new inter-municipal agreement. This is a Type II action under the State Environmental Quality Review Act (SEQRA) requiring no further environmental review.

<b>Proposed Action</b>
------------------------

That the Board of Trustees adopt the Resolution

<b>Attachments</b>
--------------------

<b>Renewal Agreement</b>
--------------------------

**INTER-MUNICIPAL AGREEMENT WITH WESTCHESTER COUNTY  
TO CONTINUE THE VILLAGE OF PORT CHESTER'S PARTICIPATION IN THE  
ORGANIC YARD WASTE TRANSFER PROGRAM**

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 been a participant in the County of Westchester's Organic Waste Transfer Program since it was established in 1998; and

WHEREAS, in consideration of a reduced tip fee, the Village operates a transfer site at the Department of Public Works facility on Fox Island Road making same available for non-host municipalities and local landscaping contractors on a fee basis; and

WHEREAS, the County has presented participating municipalities a new inter-municipal agreement with a term of April 1, 2013 to March 31, 2018; and

WHEREAS, since this involves an existing facility where no physical changes will occur, the project is classified as a Type II Action under Section 617.5(c)(20) of the SEQRA Regulations requiring no further environmental review. Now, therefore, be it

RESOLVED, that the Village Manager is hereby authorized to enter into an inter-municipal agreement with the County of Westchester to continue the Village of Port Chester's participation in the County's Organic Waste Transfer Program.

Approved as to Form:

\_\_\_\_\_  
Village Attorney, Anthony Cerreto

Emailed Mayor



VILLAGE OF PORT CHESTER

OCT 27 2014

RECEIVED *M*

Office of the County Executive  
Robert P. Astorino

Department of Environmental Facilities

Thomas J. Lauro, P.E.  
Commissioner

October 15, 2014

Mayor Neil Pagano  
Village of Port Chester  
222 Grace Church Road  
Port Chester, New York 10570

Dear Mayor Pagano,

On December 16, 2013, the Westchester County Board of Legislators approved the IMA for Transfer of Organic Waste for Refuse Disposal District #1.

Effective January 2014 the tip-fee will be \$16.56 per ton which will be subject to an Adjustment Factor Equal to the Consumer Price Index every January 1, thereafter.

Please return three (3) signed copies of the IMA together with the completed Certificate of Authority, Municipal Cooperation, and a certified copy of your authorized resolution as soon as possible.

If you have any questions please feel free to contact me at #914-813-5453.

Sincerely,

Mario A. Parise  
Director of Operations  
Solid Waste Division

MAP/ns

File: IMA Organic Waste

Division of Solid Waste  
Wastewater Treatment  
Water Agency

270 North Avenue  
New Rochelle, New York 10801

Telephone: (914) 813-5400

Fax: (914) 813-5460

Website: westchestergov.com



**INTERMUNICIPAL AGREEMENT (IMA)  
for the  
ORGANIC YARD WASTE TRANSFER PROGRAM**

**Instructions for completing the IMA:**

1. **Complete page one (1), four (4), the Municipality's Acknowledgement, Certificate of Authority, and Schedule "A" of IMA.**

**Page 1:** Fill-in date IMA is being signed, name of municipality and address in spaces provided.

**Page 4:** Fill-in Municipal Department and address for where correspondence related to the IMA should be sent and sign under "The Municipality".

**Schedule "A":** Specify the location (address) of the transfer station and current users. List all current transfer station users including other municipalities, local residents and local landscapers.

2. **Make three (3) copies of the IMA.**
3. **Execute all three copies with original signatures** appearing on the Municipal Acknowledgment and the Certificate of Authority.
4. **Return the three (3) signed copies, along with a copy of documentation indicating compliance with SEQRA for the use and operation of a local organic yard waste transfer site, to:**

**Mario Parise  
Westchester County Dept. of Environmental Facilities  
270 North Avenue (6<sup>th</sup> floor)  
New Rochelle, NY 10801**

When all the above requirements are fulfilled, the County will execute its portion of the Agreement and return one original copy to the municipality.

**Any questions? Contact Mario Parise at (914) 813-5453**

**DISTRICT MEMBER IMA**

**AGREEMENT** made this \_\_\_\_ day of \_\_\_\_\_, 201\_\_ by and between

**THE COUNTY OF WESTCHESTER**, a municipal corporation of the State of New York, having an office and place of business in the Michaelian Office Building, 148 Martine Avenue, White Plains, New York 10601 (hereinafter referred to as the "County"), acting on behalf of the Westchester County Refuse Disposal District No. 1 (the "District")

and

\_\_\_\_\_, a municipal corporation of the State of New York having an office and principal place of business at \_\_\_\_\_ (hereinafter referred to as the "Municipality")

**WHEREAS**, in order to divert additional recyclable materials from the waste stream, the County is initiating an Organic Yard Waste Management Program (the "Program") with municipalities within the District; and

**WHEREAS**, the Municipality desires to participate in the Program.

**NOW, THEREFORE**, in consideration of the terms and conditions contained herein, the parties agree as follows:

**1. Municipality's Responsibilities:**

(a) The Municipality shall collect organic yard waste within its boundaries and transport same to the organic yard waste transfer site (the "Transfer Site") specified in Schedule "A" which is attached hereto and made a part hereof. Organic yard waste shall be limited to grass, leaves, brush and wood waste not to exceed three inches (3") in diameter by four feet (4') in length.

(b) The Municipality, either individually or by agreement with another municipality within the District, shall designate the Transfer Site for such purpose, subject to County approval, and shall take any legally required action necessary to register or receive a permit to operate the Transfer Site. The Municipality shall conduct such site-specific environmental reviews as necessary to comply with the State Environmental Quality Review Act ("SEQRA") and its implementing regulations, coordinating such review with the County as an involved agency. The Municipality shall include with this signed Agreement evidence of its compliance with SEQRA, e.g., a Negative Declaration, a Findings Statement or, in the case of a Type II action, the minutes or a Resolution of the Municipality's governing board including a statement as to its Type II classification. In the event that the Municipality and another municipality enter into an agreement to jointly provide the Transfer Site, that agreement shall be appended to this Agreement.

(c) The Municipality shall negotiate in good faith with any other municipality within the District that wishes to use the Transfer Site, but the Municipality shall not charge a fee

above the tip fee for garbage at the County's Resource Recovery Facility, as such tip fee may be adjusted from time to time. The names of all municipalities using the Transfer Site shall be included in Schedule "A".

(d) The Transfer Site shall be operated in accordance with Schedule "B" which is attached hereto and made a part hereof.

2. **County's Responsibilities:** The County, either directly or through an agent, shall enter into agreements with one or more contractors operating composting facilities for the recycling of organic yard waste collected by the Municipality. The County shall also arrange for transporting yard waste from the Transfer Site to the composting facilities and shall pay for such transportation and disposal costs.

3. **Term:** The term of this Agreement shall commence on April 1, 2013 and terminate on March 31, 2018, unless sooner terminated as hereinafter provided.

4. **Payment:** For the services to be rendered by the County pursuant to Paragraph "2" above, the Municipality shall pay fees to the County in accordance with the fee schedule set forth in Schedule "C" which is attached hereto and made a part hereof. If the Municipality hosts the Transfer Site for use by itself and other municipalities within the District, the Municipality shall be responsible for paying the County for the full quantity of waste hauled from the Transfer Site. Payment shall be made within thirty (30) days of receipt of a bill from the County, by check payable to "Refuse Disposal District No. 1 c/o Westchester County Department of Environmental Facilities". Payment shall be mailed or delivered to the Division of Solid Waste Management, Westchester County Department of Environmental Facilities, 270 North Avenue, New Rochelle, New York 10801.

5. **Reports:** No later than March 1st of each year, the Municipality shall provide a report setting forth the total tons or cubic yardage of organic yard waste collected from each participating municipality using the Transfer Site during the preceding year.

6. **Executory Clause:** This Agreement shall be deemed executory only to the extent of money duly appropriated and made available by the County for the performance of the Program.

7. **Indemnification & Defense:** The Municipality agrees:

(a) that except for the amount, if any, of damage contributed to, caused by or resulting from the negligence of the County, the Municipality shall indemnify and hold harmless the County, its officers, employees and agents from and against any and all liability, damage, claims, demands, costs, judgments, fees, attorneys' fees or loss arising directly or indirectly out of the errors, omissions or unlawful or negligent acts hereunder by the Municipality or third parties under the direction or control of the Municipality; and

(b) to provide defense for and defend, at its sole expense, such claims, demands or causes of action directly or indirectly arising out of this Agreement, as described in subsection (a.) above, and to bear all other costs and expenses related thereto.

8. **Termination:** This Agreement may be terminated at any time by mutual agreement of the parties or upon thirty (30) days written notice by one party to the other party. In the event that this Agreement is terminated prior to the expiration date set forth in Paragraph 3 above, all fees and payments owing to the County shall be immediately due and payable by the Municipality.

9. **Assignment & Subcontracting:** Any purported delegation of duties or assignment of rights under this Agreement without the prior express written consent of the County is void. The Municipality shall not subcontract any part of its work or duties under this Agreement without the written consent of the County. All subcontracts shall provide that subcontractors are subject to all terms and conditions set forth in the contract documents. All work performed by a subcontractor shall be deemed work performed by the Municipality.

10. **Compliance with Law:** In executing their respective responsibilities under this Agreement, the County and the Municipality shall comply with all applicable federal, state and local laws, rules and regulations.

11. **No Discrimination:** The County and the Municipality shall not discriminate against any person on the basis of race, creed, religion, color, gender, age, national origin, ethnicity, alienage or citizenship status, disability, marital status, sexual orientation, familial status, genetic predisposition or carrier status in the performance of this Agreement.

12. **Notices:** All notices of any nature referred to in this Agreement shall be in writing and sent by registered or certified mail postage pre-paid, to the respective addresses set forth below or to such other addresses as the respective parties hereto may designate in writing:

To the County:

Deputy Commissioner  
Division of Solid Waste Management  
Department of Environmental Facilities  
270 North Avenue  
New Rochelle, New York 10801

with a copy to:

County Attorney  
Michaelian Office Building, Room 600  
148 Martine Avenue  
White Plains, New York 10601



To the Municipality:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

or to such other addresses as either party may designate by notice.

13. **No Agency**: Nothing herein contained shall be construed to create a co-partnership between the County and the Municipality or to constitute either party as the agent of the other.

14. **Entire Agreement**: This Agreement and its attachments constitute the entire Agreement between the parties with respect to the subject matter hereof and shall supersede all previous negotiations, commitments and writings. It shall not be released, discharged, changed or modified except by an instrument in writing signed by a duly authorized representative of each of the parties.

15. **Approval by the County Attorney**: This Agreement shall not be enforceable until executed on behalf of the parties and approved by the Office of the County Attorney.

16. **Counterparts**: This Agreement may be executed simultaneously in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.

17. **Governing Law**: This Agreement shall be construed and enforced in accordance with the laws of the State of New York.

**IN WITNESS WHEREOF**, the County and the Municipality have caused this Agreement to be executed.

**THE COUNTY OF WESTCHESTER**

By \_\_\_\_\_  
Thomas J. Lauro, P.E.  
Commissioner of Environmental Facilities

**THE MUNICIPALITY**

By \_\_\_\_\_  
(Name and title)

Authorized by Act No. 203-2013 adopted by the Board of Legislators of the County of Westchester on the 16th day of December, 2013.

Approved by the Board of Acquisition and Contract of the County of Westchester on the \_\_\_\_ day of \_\_\_\_\_, 2014.

Approved as to form and manner of execution:

---

Sr. Assistant County Attorney  
County of Westchester  
S/Vutera/DXF/93325/Organic Waste IMA District Member 2013 3-6-14

**MUNICIPALITY'S ACKNOWLEDGEMENT**

STATE OF NEW YORK        )  
  ) ss.:  
COUNTY OF WESTCHESTER )

On this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_, before me personally came  
\_\_\_\_\_, to me known, and known to me to be the  
\_\_\_\_\_ of \_\_\_\_\_,  
the municipal corporation described in and which executed the within instrument, who being by me  
duly sworn did depose and say that he/she, the said \_\_\_\_\_ resides at  
\_\_\_\_\_  
and that he/she is \_\_\_\_\_ of said municipal corporation.

\_\_\_\_\_  
Notary Public        County

CERTIFICATE OF AUTHORITY  
(Municipality)

I, \_\_\_\_\_,  
(Officer other than officer signing contract)  
certify that I am the \_\_\_\_\_ of the \_\_\_\_\_  
(Title)  
\_\_\_\_\_  
(Name of Municipality)

(the "Municipality") a corporation duly organized in good standing under the \_\_\_\_\_  
(Law under which organized, e.g., the New York Village Law, Town Law, General  
Municipal Law)

named in the foregoing agreement that \_\_\_\_\_  
(Person executing agreement)

who signed said agreement on behalf of the Municipality was, at the time of execution  
\_\_\_\_\_ of the Municipality,  
(Title of such person),

that said agreement was duly signed for on behalf of said Municipality by authority of its  
\_\_\_\_\_  
(Town Board, Village Board, City Council)

thereunto duly authorized, and that such authority is in full force and effect at the date  
hereof.

\_\_\_\_\_  
(Signature)

STATE OF NEW YORK )  
                          ss.:  
COUNTY OF WESTCHESTER)

On this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_, before me personally came \_\_\_\_\_  
\_\_\_\_\_ whose signature appears above, to me known, and know to  
be the \_\_\_\_\_ of \_\_\_\_\_,  
(title)

the municipal corporation described in and which executed the above certificate, who  
being by me duly sworn did depose and say that he/she, the said \_\_\_\_\_  
resides at \_\_\_\_\_, and  
that he /she is the \_\_\_\_\_ of said municipal  
corporation.  
(title)

\_\_\_\_\_  
Notary Public      County

**SCHEDULE "A"**

**TRANSFER SITE LOCATION AND USERS**  
*(to be completed by the Municipality)*

**SITE NAME & ADDRESS:**

**LIST OF CURRENT USERS:**

Note: The Municipality shall conduct such site-specific environmental reviews as necessary to comply with the State Environmental Quality Review Act ("SEQRA") and its implementing regulations, coordinating such review with the County as an involved agency. The Municipality shall include with this signed Agreement evidence of its compliance with SEQRA, e.g., a Negative Declaration, a Findings Statement or, in the case of a Type II action, the minutes or a Resolution of the Municipality's governing board including a statement as to its Type II classification. In the event that the Municipality and another municipality enter into an agreement to *jointly provide* the Transfer Site, that agreement shall be appended to this Agreement.

## SCHEDULE "B"

### YARD WASTE TRANSFER SITE OPERATIONAL REQUIREMENTS

**The Host Municipality must:**

- ✓ Provide a site that is at least 1/2 acre in size and provides adequate space for 110 cubic yard trailers to enter, load and leave.

*Register* the site with the NYS Dept. of Environmental Conservation and conduct site specific environmental reviews as necessary to comply with SEQRA; coordinate such reviews with the County Dept. of Environmental Facilities as an "involved agency".

- ✓ Provide a front end loader and qualified operator (The Loader must be able to reach 13 feet, 6 inches utilizing either municipally provided ramp or extended arms.)
- ✓ Make site improvements necessary for this transfer station operation (i.e., a ramp for loading the waste or a loader capable of reaching a height of 13' 6")
- ✓ Staff the site with municipal personnel at all times between 7 a.m. and 3 p.m.
- ✓ Operate the site in a "load and go" manner whereby staged yard waste is loaded directly into provided trailers and trailers will immediately leave the site
- ✓ Be responsible for any damage incurred to transfer trailers during loading
- ✓ Prohibit and eliminate plastic bags and other contaminants within the organic yard waste (All contaminants, which are any materials other than yard waste as specified herein, and brown paper leaf bags, must be removed by the Municipality prior to loading. All costs related to contaminated loads shall be the responsibility of the host municipality.)

Accept organic yard waste from other District municipalities (Other District municipalities using the site would pay a tip fee to the host municipality as mutually agreed upon, but less than the current garbage tip fee.)

- ✓ Accept organic waste from landscapers (Host municipalities may charge landscapers a fee for dumping.)
- ✓ Keep adequate record of volumes delivered by other municipalities (Municipalities wishing to utilize this program but not allow other District municipalities access may do so at a payment equal to the tip fee for garbage.)

Any of these requirements may be modified for individual sites upon mutual agreement of the County and the host municipality.

## **SCHEDULE "C"**

### **FEES**

In consideration of the services provided by the County, the Municipality shall pay the County \$16.32 per ton for the period from April 1, 2013 through December 31, 2013. Effective January 1, 2014, the Municipality shall pay the County at a rate subject to an annual adjustment factor equal to the percentage change in the Consumer Price Index for all Urban Consumers for New York, New York-Northeastern New Jersey as published by the U.S. Department of Labor, Bureau of Labor Statistics ("CPI").

However, if a District host-municipality accepts organic yard waste from a non-District municipality, it shall pay to the County a rate of \$50.00 per ton for such non-District waste, subject to an annual CPI adjustment, which amount represents the County's actual disposal cost plus an administrative fee. To the extent that any non-District member joins the District during the term of this IMA, that municipality shall be entitled to an automatic rate adjustment to allow for the payment of the District rate. The County shall arrange for the transport of the yard waste to composting facilities outside the County

Other District municipalities using the Transfer Site shall pay a tip fee to the host municipality as mutually agreed upon, but in no event may it be higher than the municipal tipping fee for the Resource Recovery Facility, as such fee may be adjusted from time to time. Notwithstanding the above, if the Municipality excludes other municipalities from using the Transfer Site or fails to negotiate in good faith with them for such use, the Municipality shall pay the County at the rate per ton equal to the full annual municipal tipping fee for the Resource Recovery Facility, as such fee may be adjusted from time to time.

# DPW FEES STRUCTURE

## GREEN WASTE

UP TO 2,000 LBS = \$ 50.00

2,001 TO 4,000 LBS = \$ 100.00

4,001 TO 6,000 LBS = \$ 150.00

6,001 TO 8,000 LBS = \$ 200.00

8,001 TO 10,000 LBS = \$ 250.00

EACH ADDITIONAL = \$ 50.00

ANNUAL PERMIT = \$ 50.00

## CONTAINERS:

Recycle bins \$ 5.00

96 gallon containers \$140.00

Wheels & Axle set \$ 30.00

## TRASH & GARBAGE

*NO PERMIT REQUIRED. PORT CHESTER RESIDENTS & BUSINESS OWNERS ONLY.*

MINIMUM CHARGE = \$ 100.00

UP TO 1,999 LBS = \$ 100.00

2,000 to 2,500 LBS = \$ 120.00

2,501 TO 3,000 LBS = \$ 140.00

3,001 TO 3,500 LBS = \$ 160.00

3,501 TO 4,000 LBS = \$ 200.00

4,001 TO 5,000 LBS = \$ 220.00

OVER 5,000 LBS = \$ 280.00

\*SEE LIST for materials NOT accepted.





VILLAGE OF  
**PORT CHESTER**

222 Grace Church Street, Port Chester, New York 10573

**AGENDA MEMO**

**Department:** Choose a Department

**BOT Meeting Date:** 2/2/2015

**Item Type:** Resolution

**Sponsor's Name:** Richard F. Conway, Chief of Police

Description	Yes	No	Description	Yes	No
Fiscal Impact	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Public Hearing Required	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Funding Source:			BID #		
Account #:			<b>Strategic Plan Priority Area</b>		
	<b>Yes</b>	<b>No</b>	Public Safety		
Agreement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Manager Priorities</b>		
Strategic Plan Related	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Emergency Preparedness		

**Agenda Heading Title**

*(Will appear on the Agenda as indicated below)*

To transfer \$2385. from the DEA Asset Forfeiture Fund to the Equipment fund for the purchase of 3 recertified Lifepak CR Plus AEDs from Emergency Medical Products

**Summary**

**Background: The purchase of three recertified AEDs is required to upgrade units presently in service which at present are over 14 years old**

**Proposed Action**

That the Board of Trustees adopt the Resolution

**Attachments**

RESOLUTION  
BUDGET AMENDMENT – DEA FUNDS TO PURCHASE  
THREE RECERTIFIED LIFEPAK CR PLUS AED DEFIBRILLATORS

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 Chief of Police is recommending the use of DEA Asset Forfeiture Funds to purchase three recertified Lifepak CR Plus AED defibrillators; and

WHEREAS, a quote was obtained in the amount of \$2,385.00 from Emergency Medical Products, 5000 Tuttle Crossing Blvd., Dublin, Ohio 43016. Now, therefore be it

RESOLVED, that the Board hereby authorizes the purchase of recertified Lifepak CR Plus AED's from Emergency Medical Products, 5000 Tuttle Crossing Blvd, Dublin, Ohio 43016 and for the Village Treasurer to modify the 2014-15 General Fund Budget as follows:

**GENERAL FUND**

Balance Sheet:

001-001-0695	Deferred Revenue Police DEA	\$(2,385.00)
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Revenues:

001-0001-2613	Use of Deferred DEA Revenue	\$2,385.00
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Appropriations:

001-3120-0220	Police Service Equipment	\$2,385.00
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Approved as to Form:

\_\_\_\_\_  
Anthony M. Cerreto, Village Attorney

# VILLAGE OF PORT CHESTER PURCHASE ORDER FORM

01/28/2015

DATE

Ship To:

Village of Port Chester PD  
350 North Main Street  
Port Chester, NY 10573

000290

VENDOR NUMBER

VOUCHER NUMBER

Emergency Medical Products
5000 Tuttle Crossing Blvd.
Dublin, Ohio 43016
<b>VENDOR NAME &amp; ADDRESS</b>

APPROPRIATION	AMOUNT
001.3120.0200 <sup>220</sup>	2385.00
<i>Jan</i>	

\$ 2385.00

AMOUNT

Quotes Attached

The Village of Port Chester will not honor any purchase order unless signed by the Department Head, authorized by the TREASURER'S OFFICE, and assigned a PURCHASE ORDER NUMBER PRIOR TO RECEIVING ANY GOODS OR SERVICE.

NYS Contract Westchester County # \_\_\_\_\_

QUANTITY	DESCRIPTION OF PURCHASE	PRICE
	Purchase of three recertified Lifepak CR plus AED's, @ \$795 each, refer to attached quote	2385.00

DEPARTMENT HEAD'S SIGNATURE

VILLAGE MANAGER'S SIGNATURE

PURCHASE ORDER NUMBER

TREASURER'S OFFICE

**Village of Port Chester  
Budget Transfer Form**

Department: Police Department

Date: 1-27-15

	FROM ACCOUNT	TO ACCOUNT	AMOUNT
Account	001-1320-0406	001-1320-0200	Example
Description	Office Supplies	Equipment	500.00
Account	001-0001-0695	001-3120-0200 <sup>220</sup>	
Description	DEA Asset forfeiture	Equipment <i>for</i>	2,385.00
Account			
Description			
Account			
Description			
Account			
Description			
Account			
Description			
Account			
Description			
Account			
Description			
Account			
Description			

Department Head Approval

Village Manager Approval



# VILLAGE OF PORT CHESTER

Department of Police, 350 North Main Street, Port Chester, NY 10573



Richard F. Conway  
Chief of Police

(914) 939-1000  
(914) 939-6402  
Fax: (914) 939-2298  
E-mail: RConway@vpcpd.com

To: Leonie Douglas, Village Treasurer  
From: Richard Conway, Chief of Police  
Re: Transfer of Funds  
Date: January 28, 2015

Please be advised I authorize the transfer of \$2385. from the DEA Asset Forfeiture Account Number 001-0001-0695 to the Equipment, Appropriation Number 001-3120-0200 for payment for the following:

*RFC*  
220

Emergency Medical Products, 5000 Tuttle Crossing Blvd., Dublin, Ohio 43016  
Purchase of 3 recertified Lifepak CR Plus AEDs.  
Refer to attached quote.



Quote



Ph: 800-558-6270

www.BuyEMP.com

Ph: 866-558-0686

www.schoolkidshealthcare.com

Bill To Port Chester Police Department  
LEONIE DOUGLAS  
350 N Main St  
Port Chester, NY 10573-3319  
United States

Ship To Port Chester Police Department  
Lt Richard Conway  
Police Headquarters  
350 N. Main St  
Port Chester, NY 10573  
UNITED STATES

Thank you for your order!

Date	Quote Expires	Page
1/27/2015	4/27/2015	1 of 1

PO Number	Customer No.	Shipping Method	Payment Terms	QUOTE NUMBER
	145559	FED EX GROUND	NET 30 VOUCHER	SOT054966

Item Number	Description	Quote	Order	U of M	Unit Price	Ext Price
80403-000149RC	%% RECERTIFIED LIFEPAK CR PLUS AED, AUTOMATIC	3	3	EACH	\$795.00	\$2,385.00

QUOTED PRICES INCLUDE STANDARD GROUND DELIVERY CHARGES. QUOTE IS VALID FOR 90 DAYS! QUOTE NUMBER MUST BE REFERENCED TO GUARANTEE QUOTE PRICES.

Subtotal	Handling Fee	Freight	Trade Disc.	Sales Tax	Total
2,385.00	0.00	0.00	0.00	0.00	2,385.00

5235 International Drive, Suite B, Cudahy WI 53110  
Fax 800-558-1551



VILLAGE OF  
**PORT CHESTER**

222 Grace Church Street, Port Chester, New York 10573

**AGENDA MEMO**

**Department:** Police Department

**BOT Meeting Date:** 2/2/2015

**Item Type:** Resolution

**Sponsor's Name:** Richard F. Conway, Chief of Police

Description	Yes	No	Description	Yes	No
Fiscal Impact	x	<input type="checkbox"/>	Public Hearing Required	<input type="checkbox"/>	x
Funding Source:			BID #		
Account #:001-0001-0695			Strategic Plan Priority Area		
	Yes	No	Public Safety		
Agreement	<input type="checkbox"/>	x	Manager Priorities		
Strategic Plan Related	<input type="checkbox"/>	x	Other		

**Agenda Heading Title**

*(Will appear on the Agenda as indicated below)*

Transfer \$4,600.00 from the DEA Asset Forfeiture fund to the equipment fund for the purchase of a Fargo DTC4500e, magnetic coding upgradable, ID card system from LSI Inc.

**Summary**

**Background: Presently the Police Department provides secure identification cards for all Village employees. The present ID card System has been deemed unserviceable with parts and technology obsolete. Immediate replacement is required**

**Proposed Action**

That the Board of Trustees adopt the Resolution

RESOLUTION

BUDGET AMENDMENT – DEA FUNDS TO PURCHASE ID CARD SYSTEM

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 Chief of Police had recommended the use of DEA Asset Forfeiture Funds to purchase a Fargo DTC4500e ID card system to replace the Police Department’s current unserviceable and outdated system; and

WHEREAS, after Board approval, the Chief of Police obtained a lesser quote from another vendor, LSI, 2950 Brother Blvd., Suite 103, Bartlett, TN 38133; and

WHEREAS, such quote represents a savings of \$1,501.95 over the previous vendor. Now, therefore be it

RESOLVED, that the Board hereby authorizes the purchase of a Fargo DTC4500e ID card system from LSI, 2950 Brother Blvd., Suite 103, Bartlett, TN 38133 in the amount of \$4,600.00 and for the Village Treasurer to modify the 2014-15 General Fund Budget as follows:

**GENERAL FUND**

Balance Sheet:

001-001-0695            Deferred Revenue Police DEA            \$(4,600.00)

Revenues:

001-0001-2613            Use of Deferred DEA Revenue            \$4,600.00

Appropriations:

001-3120-0200            Police Service Equipment            \$4,600.00

and be it further,

RESOLVED, that the Board’s resolution adopted on January 20, 2015 be and is hereby rescinded.

Approved as to Form:

\_\_\_\_\_  
Village Attorney, Anthony Cerreto

**ROLL CALL**

**AYES:**

**NOES:**



**ABSENT: .**

**DATE:**

# VILLAGE OF PORT CHESTER

## PURCHASE ORDER FORM

01/28/2015  
DATE

Ship To:

Village of Port Chester PD  
350 North Main Street  
Port Chester, NY 10573

VENDOR NUMBER

VOUCHER NUMBER

LSI
2950 Brother Blvd. Suite 103
Bartlett, TN 38133
<b>VENDOR NAME &amp; ADDRESS</b>

APPROPRIATION	AMOUNT
001.3120.0200	4600.00

\$ 4600.00

AMOUNT

Quotes Attached

The Village of Port Chester will not honor any purchase order unless signed by the Department Head, authorized by the TREASURER'S OFFICE, and assigned a PURCHASE ORDER NUMBER PRIOR TO RECEIVING ANY GOODS OR SERVICE.

NYS Contract Westchester County # \_\_\_\_\_

QUANTITY	DESCRIPTION OF PURCHASE	PRICE
	Purchase of Fargo DTC4500e, magnetic coding upgradable ID card system, refer to attached quote	4600.00

DEPARTMENT HEAD'S SIGNATURE

VILLAGE MANAGER'S SIGNATURE

PURCHASE ORDER NUMBER

TREASURER'S OFFICE

## Village of Port Chester Budget Transfer Form

Department: Police Department

Date: 1-27-15

	FROM ACCOUNT	TO ACCOUNT	AMOUNT
Account	001-1320-0406	001-1320-0200	Example
Description	Office Supplies	Equipment	500.00
Account	001-0001-0695	001-3120-0200	4600.00
Description	DEA Asset forfeiture	Equipment	
Account			
Description		1	
Account			
Description			
Account			
Description			
Account			
Description			
Account			
Description			
Account			
Description			
Account			
Description			

**Department Head Approval**

**Village Manager Approval**



# VILLAGE OF PORT CHESTER

Department of Police, 350 North Main Street, Port Chester, NY 10573



Richard F. Conway  
Chief of Police

(914) 939-1000  
(914) 939-6402  
Fax: (914) 939-2298  
E-mail: RConway@vpepd.com

To: Leonie Douglas, Village Treasurer  
From: Richard Conway, Chief of Police  
Re: Transfer of Funds  
Date: January 28, 2015

Please be advised I authorize the transfer of \$4600.00 from the DEA Asset Forfeiture Account Number 001-0001-0695 to the Equipment, Appropriation Number 001-3120-0200 for payment for the following:

**LSI, 2950 Brother Blvd., Suite 103, Bartlett, TN 38133**

Purchase of Fargo DTC4500e, magnetic coding upgradable, ID card system.  
Refer to attached quote.



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www.yourLSI.com

# QUOTATION

DATE	01/26/15
QUOTE #	SQU171771
LSI REP	Pam B. Inman
ACCOUNT #	

Page:1

### CUSTOMER ADDRESS

Port Chester Police Dept  
Richard Conway  
350 North Main Street  
PORT CHESTER, NY 10573

### SHIP TO ADDRESS

Port Chester Police Dept  
350 North Main Street  
PORT CHESTER, NY 10573

Ship Via            GROUND SERVICE  
Terms              NET 30 DAYS

Item No.	Description	Unit	Quantity	Unit Price	Total Price
BMS EXPRESS R0020	SOFTWARE CLIENT COPY REMOTE TECHNICAL SERVICE CALL BMS 32 ADO	EACH HOURS	1 8	4,100.00	4,100.00
55400	INCLUDES UP TO 8 HOURS FOR SET-UP CONFIGURATION AND TRAINING PRINTER FARGO DTC 4500E DUAL SIDE PRINTER w/ SINGLE SIDE LAMINATION DUAL IN-PUT HOPPER USB AND ETHERNET THE ITEMS LISTED BELOW ON THIS QUOTE ARE INCLUDED WITH YOUR PRINTER PURCHASE:	EACH	1		
45215	THIS PRINTER CAN BE UPGRADED FOR ISO MAGSTRIPE ENCODING RIBBON FARGO YMCKK FOR DTC 4500 PRINTER FULL COLOR W/2 RESIN BLACK PANELS ( 500 IMAGES )	EACH	1		
82601	OVERLAMINATE FARGO POLYGUARD 1.0 MIL CLEAR FOR HDP 5000	EACH	1		

Transferred to page 2.....



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Page:2

### CUSTOMER ADDRESS

Port Chester Police Dept  
Richard Conway  
350 North Main Street  
PORT CHESTER, NY 10573

### SHIP TO ADDRESS

Port Chester Police Dept  
350 North Main Street  
PORT CHESTER, NY 10573

Ship Via  
Terms

GROUND SERVICE  
NET 30 DAYS

Item No.	Description	Unit	Quantity	Unit Price	Total Price
Transferred from page 1.....					
C310	DTC 4500 PRINTERS ( 250 IMAGES ) LOGITECH HD WEBCAM FLUID 720P HD VIDEO RECORDING AND VIDEO CALLING IN 16:9 WIDESCREEN VIBRANT 5 MP PHOTOS AUTO LIGHT CORRECTION FOR DIM AND HARSH LIGHTING, AND BUILT-IN NOISE- CANCELLING MIC	EACH	1		
CR8030M6040	CARD CR80 30 MIL C4 60/40 BLANK S/W IN 100'S	EACH	500		
SCS	BMS SOFTWARE ANNUAL SERVICE AND SUPPORT PLAN  PROVIDES UNLIMITED CALL IN AND DIAL IN SUPPORT PLUS ADDITIONAL TRAINING AS NEEDED FOR YOUR BMS SYSTEM	EACH	1	500.00	500.00
Transferred to page 3.....					



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IDENTIFYING YOUR WORLD

901-794-3032 • 800-737-3032

www.yourLSI.com

# QUOTATION

DATE	01/26/15
QUOTE #	SQU171771
LSI REP	Pam B. Inman
ACCOUNT #	

Page:3

### CUSTOMER ADDRESS

Port Chester Police Dept  
Richard Conway  
350 North Main Street  
PORT CHESTER, NY 10573

### SHIP TO ADDRESS

Port Chester Police Dept  
350 North Main Street  
PORT CHESTER, NY 10573

Ship Via            GROUND SERVICE  
Terms              NET 30 DAYS

Item No.	Description	Unit	Quantity	Unit Price	Total Price
Transferred from page 2.....					4,600.00
	PLEASE INCLUDE A COPY OF YOUR STATE SALES TAX EXEMPT FORM WITH YOUR PURCHASE ORDER				
	GROUND SERVICE ONLY NO FREIGHT				
Amount Subject to Sales Tax 4,600.00	Amount Exempt from Sales Tax 0.00			Subtotal: Invoice Discount: Total Sales Tax:	4,600.00 0.00
Total:					

**THIS QUOTE DOES NOT INCLUDE SHIPPING, TAXES, DUTIES, CHARGES  
OR CREDIT CARD CONVENIENCE FEES (unless expressly noted in the  
quote). THIS QUOTE IS VALID FOR 45 DAYS.**

+/- 10% OF QUOTED OR ORDERED QUANTITY ON ALL CUSTOM PRODUCED / MANUFACTURED  
ORDERS

SERVICE-DISABLED VETERAN OWNED BUSINESS



VILLAGE OF  
**PORT CHESTER**

222 Grace Church Street, Port Chester, New York 10573

**AGENDA MEMO**

**Senior Community Center**

**Village BOT Meeting Date:** 2/9/2015

**Item Type:** Resolution

Description	Yes	No	Description	Yes	No
Fiscal Impact		x	Public Hearing Required		x
Funding Source: no fee			BID #		
Account #:			<b>Strategic Plan Priority Area</b>		
			Enhance Organization		
Agreement	x		<b>Manager Priorities</b>		
Strategic Plan Related			N/A		

**Sponsor's Name:** Carol Nielsen, Director of Senior Programs & Services

**Agenda Heading Title**

*(Will appear as indicated below on Agenda)*

Resolution to authorize the renewal application for the Nutrition Program for the Elderly, Department of Health permit. Permit #01-6620-B

**Summary**

**Background:**

The annual renewal of the permit for the Nutrition Program for the Elderly food permit from the Westchester County Department of Health, expiration date March 31, 2015

**Proposed Action**

That the Board of Trustees adopt the Resolution

**Attachments**

**Agenda memo, resolution and original permit renewal. Needs signatures from C. Steers, J. Richards and Carol Plant.**



RESOLUTION  
AGREEMENTS FOR SENIOR CITIZENS PROGRAMS

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 Nutrition Program for the Elderly requires food permits; and

WHEREAS, such services have been appropriated in the 2014 to 2015 Village Budget;

RESOVLED, that the Board of Trustees hereby authorizes the Village Manager to enter into the following agreement with regard to the Village of Port Chester Senior Citizens Programs;

The Westchester County Department of Health, Permit # 01-6620-B, Port Chester Senior Community Center Food Permit, expiration date: March 31, 2015.

APPROVED AS TO FORM:

\_\_\_\_\_  
Village Attorney, Anthony Cerreto

**ROLL CALL**

**AYES:**

**NOES:**

**ABSENT:**

**DATE:**

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](http://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 - Facility 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

Mail To \_\_\_\_\_  
VILLAGE OF PORT CHESTER  
220 GRACE CHURCH ST.  
PORT CHESTER, NY 10573-

Permit Number **01-6620-B**  
Permit Expiration Date  
**March 31, 2015**  
Fee Exempt

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 Mgr. Christopher Steers VILLAGE OF PORT CHESTER  
Title First 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 of 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): \_\_\_\_\_

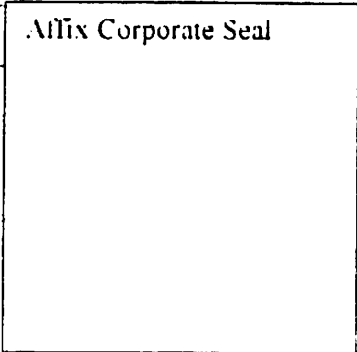
to execute and deliver any and all additional documents which may be appropriate or desirable in  
connection therewith.

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 \_\_\_\_\_

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: Carl E. Nielsen

Social Security number of person who took course ID# 13-6007322

Institution where course was taken: Westchester Community College

Date of course: 5/10/2010

**PROPOSED MOTION  
FOR  
EXECUTIVE SESSION**