

**VILLAGE OF PORT CHESTER  
BOARD OF TRUSTEES  
Meeting, Monday, September 21, 2015  
Regular Meeting: 7:00 P.M.  
PROPOSED EXECUTIVE/CLOSED SESSION 6:00-7:00 P.M.  
VILLAGE JUSTICE COURTROOM  
350 North Main Street  
Port Chester, New York  
AGENDA**

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**TIME: 6:00 P.M.**

<b>X</b>	<b>PROPOSED MOTION FOR EXECUTIVE SESSION</b>	<b>ACTION</b>
1	Interview with candidate for open position on the Board of Ethics	
2	Regarding an appointment of particular person(s) as Police Officer to Port Chester Police Department	
3	Regarding promotion of a particular individual in the Police Department	
4	Interview with candidate for open position on the IDA-LDC	
5	Village Attorney advising the Board on legal matters pertaining to the LWRP	

**TIME: 7:00 P.M.**

<b>I</b>	<b>AFFIDAVIT OF PUBLICATION AND NOTICE OF PUBLICATION RE:</b>	<b>ACTION</b>
1	Public Hearing to consider the advisability of adopting a local law amending the Code of the Village of Port Chester with a new chapter, Chapter 21, to establish a Community Choice Aggregation (Energy) Program in conjunction with Sustainable Westchester in the Village of Port Chester	
2	Public Hearing to consider the advisability of adopting a Local Law to amend the code of the Village Of Port Chester, Chapter 176, with regard to film permits	
3	Joint public hearing to consider PC 406 BPR LLC and PC 999 High Street Corp.'s (Applicant) environmental impact statement (EIS) and the proposed zoning amendments related to the redevelopment of the former United Hospital with a portion focused on transportation considerations as described in the EIS	
<b>II</b>	<b>PUBLIC COMMENTS</b>	<b>ACTION</b>
<b>III</b>	<b>RESOLUTIONS</b>	<b>ACTION</b>
	<b>Administration</b>	

1	Community Development Block Grant (CDBG) Strategic Plan	
2	Accepting a Gift from Christopher Steers	
3	Accepting a Gift from Zicca Landscaping, Home Depot, All Paws and the Port Chester Dog Park Group	
4	Rescinding a resolution authorizing agreement with the Showboat	
5	Transferring funds from _____ to Capital Fund for Edgewood Park improvements	
6	Promotion of a certain individual to the rank of Captain	
7	Appointment of Mike Brescio to open IDA-LDC position	
8	Appointment of Sam Terenzi to open IDA-LDC position	
9	Awarding RFP 2015-03 Parking Ticket Collection Management Services	
10	Awarding RFP 2015-04 Grant Writing Services	
<b>IV</b>	<b>DISCUSSIONS</b>	<b>ACTION</b>
1	Amnesty Program extension	
2	Marina paid parking update	
3	Village Clerk position	
4	Process for selecting and appointing Bulkhead Steering Committee	
5	Business owners and employee parking	
6	Midland Avenue parking pay stations	
<b>V</b>	<b>CORRESPONDENCE</b>	<b>ACTION</b>
1	From Reliance Engine & Hose Co. on the election of John Scullion	
2	From Fire Patrol & Rescue Co. #1 on the election of Matt Pagni	
3	From Robert Barrett of Port Chester-Rye Union Free School District requesting the Port Chester Fire Department light tower truck be available to Port Chester High School for use at the annual homecoming activities	
4	From Tammie Thacker regarding a street closure for the Girtman Memorial Church Health and Wellness Fair	
5	From the NYS Unified Court System regarding court record audits	
6	From Adriana Moncada requesting 30 Day Waiver for El Encuentro Restaurant Liquor License	
7	From Brigitte Loritz requesting to put signs up in Messina Park for the event "Art 10573"	
8	From the Robert B. Peak JMC Planning, Engineering, Landscape Architecture & Land Surveying PLLC regarding the Board of Education's intent to serve as lead agency on the "Port Chester Middle School 5 <sup>th</sup> Grade Addition and High School Addition"	
9	From the Beautification Commission requesting materials and support for the 10-3-15 Clean Up Day	
	<b>Starwood Public Hearing</b>	



10	From Chris Lee, NYS DOT regarding DOT review procedures for the applicant to complete as a part of the Starwood project	
<b>VI</b>	<b>PUBLIC COMMENTS AND BOARD COMMENTS</b>	<b>ACTION</b>

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

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# EXECUTIVE SESSION



# PUBLIC HEARING



1







VILLAGE OF  
**PORT CHESTER**

222 Grace Church Street, Port Chester, New York 10573

**AGENDA MEMO**

**Department:** Office of the Village Attorney

**BOT Meeting Date:** 9/21/2015

**Item Type:** Public Hearing

**Sponsor's Name:** Anthony (Tony) Cerreto, Village Attorney

	Yes	No	Description	Yes	No
Fiscal Impact	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Public Hearing Required	X	
Funding Source:			BID #		
Account #:			<b>Strategic Plan Priority Area</b>		
	Yes	No	Business & Economic Development		
Agreement	<input type="checkbox"/>	<input checked="" 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)*

PUBLIC HEARING TO CONSIDER THE ADVISABILITY OF ADOPTING A LOCAL LAW AMENDING THE CODE OF THE VILLAGE OF PORT CHESTER WITH A NEW CHAPTER, CHAPTER 21, TO ESTABLISH A COMMUNITY CHOICE AGGREGATION (ENERGY) PROGRAM IN CONJUNCTION WITH SUSTAINABLE WESTCHESTER IN THE VILLAGE OF PORT CHESTER

**Summary**

**Background:**

Sustainable Westchester proposes that the Village of Port Chester establishes a community choice aggregation program which would allow Sustainable Westchester and the Board of Trustees to decide what energy provider would be the default supplier to the Village of Port Chester. This program is designed to encourage sustainable energy choice and/or to find cheaper sources of energy for village residents and small businesses.

Having discussed this program at a previous board meeting, a Public Hearing was set to allow the Village to speak on the program. The deadline for adopting the local law and joining Sustainable Westchester's program is October 5<sup>th</sup>. It is recommended that the Public Hearing be extended to allow for additional time for residents to educate themselves and speak on the matter.

<b>Proposed Action</b>
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That the Board extend the Public Hearing until October 5<sup>th</sup> to allow for additional time for comment.

<b>Attachments</b>
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Draft Local Law Sustainable Westchester Presentation 7-7-15 Resolution Setting the Public Hearing Public Mailing of Hearing Notification
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**LOCAL LAW NO. – 2015**

**A LOCAL LAW TO ESTABLISH A COMMUNITY CHOICE AGGREGATION  
(ENERGY) PROGRAM IN THE VILLAGE OF RYE BROOK**

Be it enacted by the Village of Rye Brook of the County of Westchester as follows:

**Section 1.** The Code of the Village of Rye Brook is hereby amended by adding a new Chapter \_\_\_\_\_, entitled “COMMUNITY CHOICE AGGREGATION (ENERGY) PROGRAM,” to read as follows:

**ARTICLE I**

**§1. Legislative Findings; Intent and Purpose; Authority.**

- A. It is the policy of both the Village of Rye Brook and the State of New York to reduce costs and provide cost certainty for the purpose of economic development, to promote deeper penetration of energy efficiency and renewable energy resources such as wind and solar, and wider deployment of distributed energy resources as well as to examine the retail energy markets and increase participation of and benefits for residential and Small Commercial customers in those markets. Among the policies and models that may offer benefits in New York is community choice aggregation, which allows local governments to determine the default supplier of electricity and natural gas on behalf of its residential and Small Commercial customers.
- B. The purpose of this CCA Program is to allow participating local governments including the Village of Rye Brook to procure energy supply service for their residential and Small Commercial customers, who will have the opportunity to opt out of the procurement, while maintaining transmission and distribution service from the existing Distribution Utility. This Chapter establishes a program that will allow the Village of Rye Brook to put out for bid the total amount of natural gas and/or electricity being purchased by local residential and Small Commercial customers. Bundled Customers will have the opportunity to have more control to lower their overall energy costs, to spur clean energy innovation and investment, to improve customer choice and value, and to protect the environment; thereby, fulfilling the purposes of this Chapter and fulfilling an important public purpose.
- C. The Village of Rye Brook is authorized to implement this COMMUNITY CHOICE AGGREGATION (ENERGY) PROGRAM pursuant to Section 10(1)(ii)(a)(12) of the New York Municipal Home Rule Law; and State of New York Public Service Commission Case No. 14-M-0564, Petition of Sustainable Westchester for Expedited Approval for the Implementation of a Pilot Community Choice Aggregation Program within the County of Westchester, Order Granting Petition in Part (issued February 26, 2015) as may be amended, including subsequent orders of the Public Service Commission issued in connection with or related to Case No. 14-M-0564 (collectively, the “Order”). Order shall also mean orders of the Public Service Commission related to State of New York Public Service Commission Case No. 14-M-0224, Proceeding on Motion of the Commission to Enable Community Choice Aggregation Programs (issued December 15, 2104) to the extent that orders related to Case No. 14-M-0224 enable actions by the Village of Rye Brook not otherwise permitted pursuant to orders related to Case 14-M-

0564; provided, however, that in the event of any conflict between orders from Case No. 14-M-0564 and orders from Case No 14-M-0224, orders from Case No 14-M-0564 shall govern the CCA Program.

- D. This Chapter shall be known and may be cited as the “COMMUNITY CHOICE AGGREGATION (ENERGY) PROGRAM Law of the Village of Rye Brook”.

## **§2. Definitions.**

For purposes of this Chapter, and unless otherwise expressly stated or unless the context otherwise requires, the terms in this Chapter shall have the meanings employed in the State of New York Public Service Commission’s Uniform Business Practices or, if not so defined there, as indicated below:

**Bundled Customers** – Residential and Small Commercial customers of electricity or natural gas (“fuels”) who are purchasing the fuels from the Distribution Utility.

**Small Commercial** - Non-residential customers as permitted by the Order.

**Community Choice Aggregation Program or CCA Program**– A municipal energy procurement program, which replaces the incumbent utility as the default Supplier for all Bundled Customers within the Village of Rye Brook.

**Distribution Utility** – Owner or controller of the means of distribution of the natural gas or electricity that is regulated by the Public Service Commission.

**Public Service Commission** – New York State Public Service Commission.

**Suppliers** – Energy service companies (ESCOs) that procure electric power and natural gas for Bundled Customers in connection with this Chapter or, alternatively, generators of electricity and natural gas or other entities who procure and resell electricity or natural gas.

**Sustainable Westchester** – A not-for-profit organization comprised of member municipalities in Westchester County, New York.

## **§3. Establishment of a COMMUNITY CHOICE AGGREGATION (ENERGY) Program.**

- A. A COMMUNITY CHOICE AGGREGATION (ENERGY) PROGRAM is hereby established by the Village of Rye Brook, whereby the Village of Rye Brook shall work together with Sustainable Westchester to implement the CCA Program to the full extent permitted by the Order, as set forth more fully herein. The Village of Rye Brook’s role under the CCA Program involves the aggregating of the energy and/or gas supply of its residents and the entering into a contract with one or more Suppliers for supply and services. Under the CCA Program, the operation and ownership of the utility service shall remain with the Distribution Utility.
- B. The Village of Rye Brook’s purchase of energy supply through a CCA Program constitutes neither the purchase of a public utility system, nor the furnishing of utility service. The Village of Rye Brook will not take over any part of the electric or gas transmission or distribution system and will not furnish any type of utility service, but will

instead negotiate with Suppliers on behalf of participating residential and Small Commercial customers.

- C. The Public Service Commission supervises retail markets and participants in these markets through legislative and regulatory authority and the Uniform Business Practices, which includes rules relating to the eligibility of participating ESCOs, the operation by which ESCOs provide energy services, and the terms on which customers may be enrolled with ESCOs.

#### **§4. Procedures for Eligibility; Customer Data Sharing.**

- A. As permitted by the Order, the Village of Rye Brook may request from the Distribution Utilities aggregated customer information by fuel type and service classification on a rolling basis.
- B. Sustainable Westchester, on behalf of the Village of Rye Brook, shall issue one or more requests for proposals to Suppliers to provide energy to participants and may then award a contract in accordance with the CCA Program.
- C. Sustainable Westchester or the Village of Rye Brook if the Village so chooses, will then request individual customer data from the Distribution Utility in accordance with the CCA Program.
- D. Sustainable Westchester or the Village of Rye Brook if the Village so chooses, and the selected Supplier will then notify Bundled Customers of the contract terms and their opportunity to opt out of the CCA Program.
- E. In accordance with and for purposes of the Order, the existing Distribution Utility, Consolidated Edison Company of New York, Inc. will provide to Sustainable Westchester aggregate and customer-specific data (including usage data, capacity tag obligations, account numbers, and service addresses) of all Bundled Customers in the Village of Rye Brook not currently enrolled with an ESCO.
- F. Sustainable Westchester and the Village of Rye Brook, will protect customer information as required by law, subject to the Order and the limitations of the New York State Freedom of Information Law.

#### **§5. Choice of Energy Supplier; Opt-Out Notice and Procedure.**

- A. The Village of Rye Brook or in conjunction with the ESCO will notify its residential and Small Commercial customers, by letter notice, of the Village of Rye Brook's decision to establish the CCA Program, of the contract terms with an ESCO, and of the opportunity to opt out of the CCA Program.
- B. The letter notice will be sent to each customer at the address provided by the Distribution Utility and explain the CCA Program and the material provisions of the ESCO contract, identify the methods by which the customer can opt out of the CCA Program, and provide information on how the customer can access additional information about the CCA Program.
- C. The opt-out period shall be twenty (20) days.
- D. CCA Program Bundled Customers, upon enrollment, will receive a welcome letter that will explain the customers' options for canceling the enrollment if they believe they were

enrolled incorrectly or otherwise decide to withdraw from the CCA Program in favor of another Supplier. The welcome letter also will explain that residential customers are entitled to the added protection of the mandated Three (3) Day rescission period as detailed in Section 5(B)(3) of the Uniform Business Practices.

**§6. Verification and Reporting.**

- A. Sustainable Westchester shall be responsible for filing an annual report with the Public Service Commission, which identifies the number of customers enrolled in the CCA Program by municipality and customer class, the number of customers who returned to utility service or service with another Supplier during the reporting period, and the average cost of commodity supply by month for the reporting period.

**Section 2.** This local law shall take effect upon filing with the Secretary of State.

On a motion made by Trustee Klein and seconded by Trustee Heiser, the following resolution was adopted.

**RESOLUTION**

**CONSIDERING A LOCAL LAW TO ESTABLISH A COMMUNITY CHOICE  
AGGREGATION (ENERGY) PROGRAM  
IN THE VILLAGE OF RYE BROOK**

**WHEREAS**, a Community Choice Aggregation Energy Program will provide residents of the Village of Rye Brook the opportunity to save money through an alternate energy service company ("ESCO") without diminishing the current level of service; and

**WHEREAS**, the Village wishes to partner with Sustainable Westchester to establish a community choice aggregation energy program in the Village of Rye Brook.

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Trustees of the Village of Rye Brook hereby adopts the local law to establish a Community Choice Aggregation Energy Program in conjunction with Sustainable Westchester in the Village of Rye Brook.

**BE IT FURTHER RESOLVED**, that the Mayor and Village Administrator are hereby authorized to execute and deliver all documents necessary to accomplish the purposes of this resolution.

<b>TRUSTEE EPSTEIN</b>	<b>AYE</b>
<b>TRUSTEE HEISER</b>	<b>AYE</b>
<b>TRUSTEE KLEIN</b>	<b>AYE</b>
<b>TRUSTEE REDNICK</b>	<b>AYE</b>
<b>MAYOR ROSENBERG</b>	<b>AYE</b>

State of New York  
County of Westchester  
Village of Rye Brook

} ss:

I hereby certify that this is the Resolution adopted by the Board of Trustees of the Village of Rye Brook which was duly passed by said Board on June 23, 2015.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Seal of the Village of Rye Brook, this 25th day of June, 2015

  
\_\_\_\_\_  
Village Clerk





On a motion made by Trustee Epstein and seconded by Trustee Heiser, the following resolution was adopted.

**RESOLUTION**

**AUTHORIZING PARTICIPATION IN A COMMUNITY CHOICE AGGREGATION (“CCA”) PROGRAM THROUGH SUSTAINABLE WESTCHESTER, INC.**

**WHEREAS**, Sustainable Westchester, Inc., a not-for-profit organization comprised of over forty municipalities in Westchester County of which the Village of Rye Brook (the “Village”) is a member, sought approval of a demonstration community choice aggregation (“CCA”) program in Westchester County in 2014, which would allow local governments to participate in a Sustainable Westchester program to procure energy supply from energy service companies (the “ESCOs”) for the residents of the municipalities; and

**WHEREAS**, the CCA program is intended to provide consumers with the ability to lower their overall energy costs and the potential benefits of CCA programs include price stability for a fixed contract term, lower prices, more favorable contract terms, and the ability to design a program that reflects local preferences and needs, including a preference for cleaner power sources; and

**WHEREAS**, on February 26, 2015, the Public Service Commission of the State of New York approved implementation of the first CCA pilot program in New York State, which allows Sustainable Westchester to put out for bid the total amount of natural gas or electricity being purchased by local residents or small businesses; and

**WHEREAS**, the Westchester pilot program is intended to include residential and small non-residential customers, and to permit the aggregation of both electric and natural gas purchases by the communities which elect to participate; and

**WHEREAS**, Sustainable Westchester, Inc. will issue a request for proposals to suppliers to provide energy to participants, and will then award a contract; and

**WHEREAS**, Sustainable Westchester, Inc. or the Village will request individual customer data from the current utility with due consideration for privacy, and the selected supplier will then notify the bundled customers of the contract terms and provide the customers with an opportunity to opt-out of the program within twenty (20) days; and

**WHEREAS**, based upon the plain meaning of the text and prior interpretations of the General Municipal Law (“GML”), Sustainable Westchester has determined that a municipality may participate in a CCA program without undertaking a referendum as set forth in GML §360, which applies only to the construction, leasing, purchasing, acquisition, use or ownership of a “public utility service” as defined in the GML; and

**NOW THEREFORE, BE IT RESOLVED**, that the Village of Rye Brook intends to enter into an agreement with Sustainable Westchester for participation in a CCA program for its residents and business consumers who are not already purchasing electricity from an ESCO, only if: 1) the default price is guaranteed to be consistently less than the utility price for the same period; or 2) the default price is fixed at a level that is less than the average utility price for the same commodity, for the same customer class, over the preceding twelve month period; or 3) the default price is at first set at a level that is less than the average utility price for electricity, for the same customer class, over the preceding twelve month period, and only floats upward by less than twenty-five percent (25%) of the price increases implemented by the utilities; and

**BE IT FURTHER RESOLVED** that the Village agrees to notify residents and business owners eligible for inclusion in the program in a manner that the Village deems most effective and efficient in advance of any implementation of the program; and

**BE IT FURTHER RESOLVED** that the Mayor and Administrator are hereby authorized to execute any and all documents necessary to accomplish the purposes of this resolution.

<b>TRUSTEE EPSTEIN</b>	<b>AYE</b>
<b>TRUSTEE HEISER</b>	<b>AYE</b>
<b>TRUSTEE KLEIN</b>	<b>ABSENT</b>
<b>TRUSTEE REDNICK</b>	<b>AYE</b>
<b>MAYOR ROSENBERG</b>	<b>AYE</b>

State of New York  
County of Westchester  
Village of Rye Brook } ss:

I hereby certify that this is the Resolution adopted by the Board of Trustees of the Village of Rye Brook which was duly passed by said Board on July 2, 2015.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Seal of the Village of Rye Brook, this 2<sup>nd</sup> day of July, 2015

  
\_\_\_\_\_  
Village Clerk

# Community Choice Aggregation Demonstration Program

Frequently Asked Questions (Last revised July 7, 2015)

## **Q 1. What is Community Choice Aggregation (CCA)?**

ANSWER: Community Choice Aggregation is a municipal or countywide energy procurement model that enables communities to put out for bid the total demand for electricity and natural gas of participating homes and small businesses and purchase energy on their behalf. Aggregating consumers on a large scale creates the market clout necessary to negotiate lower rates with private suppliers. CCA is currently available in six states: California, Illinois, Massachusetts, Ohio, New Jersey, and Rhode Island. New York will be the seventh. Over five million customers nationwide are served by a CCA program. Most programs have grown steadily and shown customers consistent savings. Sustainable Westchester has been authorized by the New York State Public Service Commission (PSC) to implement the first CCA program in the state in Westchester County.

## **Q 2. What types of customers may participate in this pilot program?**

ANSWER: The PSC has limited participation to residential and small commercial accounts for electricity and natural gas that are not presently taking supply under a contract with a third party supplier (commonly called “ESCo s” in New York State). Small commercial customers are generally those with peak electric demands less than 10 kilowatts (kW).

## **Q 3. Who is Sustainable Westchester?**

ANSWER: Sustainable Westchester (SW) is a non-profit 501(c)(3) consortium of Westchester County local governments founded to generate equitable and ecologically responsible economic growth through innovative, participatory, and replicable initiatives. Member municipalities collaborate on ecologically sustainable programs that stimulate the local economy and secure the health and well-being of Westchester residents now and in the future. For the CCA program, Sustainable Westchester will act as the manager, coordinator, and administrator on behalf of any of its member municipalities who join the CCA program.

## **Q 4. What about ConEd/NYSEG? Where do they fit in?**

ANSWER: The existing utilities continue to deliver reliable power, maintain power lines, and respond to service outages. They will still provide the same customer service to all residents regardless of whether they are in the CCA program. They are required by law to do so. Customers will still receive only one bill each month, and it will still come directly from ConEd/NYSEG. The new bill will reflect the change in supplier and new, lower supply rate.

## **Q 5. Which communities may participate?**

ANSWER: All Westchester cities, towns and villages are eligible to participate in the program. Sustainable Westchester has been presenting the CCA program to communities countywide and walking elected officials through the process of enabling their residents’ enrollment. If they

choose to pursue CCA, communities are encouraged to hold a public hearing to discuss the opportunity, pass a local law authorizing the municipality's participation, and communicate the details of CCA to their residents and small businesses.

**Q 6. Do we need a local law?**

ANSWER: Yes, under New York State home rule, a city/town/village authorizes itself to join the demonstration program by adopting a local law. This action does not commit to the city/town/village to joining, but merely enable doing so. The law gives the municipality control over the conditions under which it will participate. It also gives the city/town/village full flexibility to take advantage of future statewide CCA opportunities (i.e. local procurement incentives, energy efficiency fund, etc...).

**Q 7. What else do communities have to do to be part of the program?**

ANSWER: After adoption of the local law, the municipality, assisted by Sustainable Westchester, will inform the local utility (ConEdison or NYSEG). Thereafter, Sustainable Westchester will prepare an energy procurement bid and manage that process on behalf of all the aggregated municipalities. Assuming we receive a compliant bid, Sustainable Westchester will inform the municipalities. At this point, the municipality has a choice of whether to proceed by signing a tri-party agreement with Sustainable Westchester and the chosen energy supplier(s) or not. Should the municipality proceed, it will, again assisted by Sustainable Westchester, inform the ConEdison or NYSEG supply customers in its jurisdiction of the new offering. At that point a 20 day opt out period begins, for any customers who do not wish to take advantage of the new offering. Once the 20 day opt-out period closes, the program goes into effect at the next billing period. Sustainable Westchester will manage the communication between the utility and new energy supplier on behalf of its member municipalities.

**Q 8. Is my community participating?**

ANSWER: As cities, towns, and villages adopt the local law and notify Sustainable Westchester of their intent to participate in CCA, we will post the list of participating communities on the [Sustainable Westchester website](#). Please check there to see if your city/town/village has passed a CCA local law. If you don't see your community listed, please contact your elected officials to make sure they have had Sustainable Westchester in for a public presentation.

**Q 9. How much may I save?**

ANSWER: We expect most customers participating in a CCA program will experience a four (4%) to five percent (5%) savings on their utility bills.

**Q 10. What if I don't want to participate?**

ANSWER: Absolutely your choice. Every household and small business that currently receives their energy supply from ConEd/NYSEG will be given full advanced notice of the program's initiation and given clear instructions on how they can opt out. There will be online, phone, and mail (pre-paid postcard) options. Customers will have twenty days from the time they receive the opt-out notification. After that point, those customers that did not opt out will be automatically migrated to the CCA program. This is largely a formality, however. Customers will still have the ability to opt out at any time with no penalties whatsoever.

**Q 11. How will the CCA program impact Westchester residents?**

ANSWER: Most customers will not notice any change. The only difference would be that the electricity delivered to the home or business would be cheaper and potentially from cleaner and/or local sources of power. The way you pay your bill now will stay exactly the same. Over time, customers will notice that their rates remain more stable, and that they have greater access to renewable energy, local generation, and energy efficiency programs.

**Q 12. Will my taxes go up?**

ANSWER: No, there is no taxpayer or public funding required to run this CCA program. In fact, the New York State sales tax you pay on your monthly electric and gas bill should go down if you are in the CCA program.

**Q 13. What if I don't have natural gas at my home/business?**

ANSWER: You will still be enrolled for your electricity supply and receive the same rates for electricity as all other residents in your municipality, including those that are also buying their natural gas through CCA.

**Q 14. Is CCA green?**

ANSWER: Sustainable Westchester is committed to seeking use of power from renewable sources, in ways that do not significantly raise the bottom line price.

**Q 15. What choices will the consumer have under CCA?**

ANSWER: Sustainable Westchester intends to solicit energy bids that offer at least three (3) different energy supply options. The first will be a default rate that per the Public Service Commission order must "save them money." The second is likely to fixed rate for an energy supply. And the third is likely to be a "green product" that is up to 100% carbon free and derived from renewable energy sources (solar, wind, hydropower, etc). In most other CCA programs, the carbon-free rate option is usually slightly higher than the default rate. In the other states that offer CCA, nearly half of the over 5 million CCA households or businesses purchase renewables as part or all of their procurement mix. Each individual household or business will be able to choose which rate they want to buy, the default, fixed or carbon-free rate.

**Q 16. What is the financial responsibility for the municipalities or the County?**

ANSWER: There is no financial risk to local governments. Administration and operation costs incurred by the CCA program will be covered through a small fee paid by customers per kilowatt-hour (kWh) or therm. Compliant bids must save residents money after this administration fee has been calculated into the bid, relative to what the customer would have spent per kWh or therm in the prior year when buying supply from his utility.

**Q 17. How will Sustainable Westchester go about procuring the energy supply bid?**

ANSWER: Electricity and natural gas suppliers will be selected by a competitive bidding process, using a energy procurement request for proposals (RFP). Each municipality participating in CCA will designate a liaison who will review the draft Energy Procurement RFP and provide input to SW's Energy Procurement Committee on the RFP prior to publication. Only bids that beat the average utility price over the last year or guarantee sub-utility rates 24/7 will be considered compliant bids. Compliant bids will be evaluated based on rates, fixed term length, carbon-free options (100% renewables, no nuclear), and strict credit requirements.

Suppliers may bid on electricity, natural gas, or both. The winning supplier(s) will then negotiate a contract with each participating municipality.

**Q 18. How is Sustainable Westchester qualified to manage the CCA process?**

ANSWER: The organizational structure of Sustainable Westchester has been designed for just such a decision-making mechanism. The Board of Directors is made up of elected municipal officials in Westchester County, and professionals in the sustainability sector (primarily energy). In addition, Sustainable Westchester has assembled an Energy Procurement Committee consisting of experts in the field, each with vast experience in the New York supply markets. This Committee will act in an advisory role, on a volunteer basis, throughout the process. Sustainable Westchester has also been openly soliciting feedback from member municipalities to ensure that procurement decisions will sufficiently represent the interests of residents countywide.

**Q 19. How is the Sustainable Westchester CCA program funded?**

ANSWER: As mentioned above, PSC has authorized Sustainable Westchester to collect a rate-based administration fee, which covers organization's expenses for communications and outreach assistance, customer service, support to municipalities, and legal fees associated with managing the program. This fee will likely be a tenth of a penny per kilowatt-hour of electricity and half a penny per therm of natural gas. When the details are finalized, all administration fees will be fully disclosed.

**Q 20. What other New York Counties/Communities are exploring CCA?**

ANSWER: As of February 2015, Westchester is the only county in the state authorized to implement a CCA program. However, communities throughout New York, such as in Sullivan, Ulster, and Monroe Counties, are keeping a close eye on our Westchester pilot. They plan to submit CCA proposals of their own to the Public Service Commission based on our experience in Westchester..

**Q 21. Will each municipality have to hire a consultant or broker to help them with the bidding process?**

ANSWER: No. Sustainable Westchester will be conducting the bidding process on behalf of all the participating municipalities in unison. A primary mission of Sustainable Westchester is to provide such shared services to all member municipalities, which chose to participate in this program.

**Q 22. Will the same ESCo be used for both electric and natural gas procurement?**

ANSWER: Maybe. It is the intention of Sustainable Westchester to release the RFP for both electric and natural gas simultaneously, in which case ESCos will have the opportunity to submit bids for either or both.

**Q 23. How will account numbers and related information be kept confidential?**

ANSWER: Yes. Privacy has been and remains a top priority for Sustainable Westchester, PSC, ConEd and NYSEG, and all the participating municipalities. The agreement between the participating municipalities, Sustainable Westchester and the ESCo will contain non-disclosure language for all parties to protect the privacy of account level data.

**Q 24. Will the winning supplier be able to assign the contract to a new supplier?**

ANSWER: Only with the approval of Sustainable Westchester and the participating municipalities. This will likely be a mutually reflexive clause in the contract requiring approval of all other parties for any significant change to the agreement.

**Q 25. What happens if customers fail to pay their bills? Can the supplier force other customers (or municipalities) to pay for such losses?**

ANSWER: It will be up to the distribution utility, as usual, to collect on delinquent accounts. No other stakeholder (i.e. Sustainable Westchester, other customers, municipalities) will be held responsible.

**Q 26. How will customers currently getting net metering credits be impacted?**

ANSWER: There will be no effect; customers with rooftop solar will continue to get paid net metering credits at the retail rate.

**Q 27. Once terms of a draft contract have been worked out, will towns (or customers) have a chance to review it before their future energy procurement is tied to those terms?**

ANSWER: Yes. The draft contract will be presented to the municipalities, posted on their website, as well as the Sustainable Westchester website.

**Q 28. What will be the form of input to the RFP and subsequent contract?**

ANSWER: Sustainable Westchester will hold a webinar or Google hangout to explain the details and solicit comments.

**Q 29. If customers opt out after the contract has taken effect, how will that effect their service?**

ANSWER: Service will not be interrupted whatsoever. The account will be transferred back to the utility at the end of the following billing period.

**Q 30. Will customers be informed at the end of the first contract that they may be switched to a new supplier, and then be given another chance to opt out?**

ANSWER: Yes. All participating households and small businesses will receive notification of the change along with the new price and all of the opt-out methods.

**Q 31. Who covers the termination penalty should Sustainable Westchester decide to terminate the contract prior to its end date?**

ANSWER: In that highly unlikely event, the city/town/village will be responsible for fulfilling the terms of its contract.

**Q 32. Could Sustainable Westchester or town board member assets be encumbered in any way should a lawsuit against Sustainable Westchester occur?**

ANSWER: No. Sustainable Westchester has an insurance policy protecting against such an outcome.

Got more questions? Contact Leo Wiegman, Executive Director, Sustainable Westchester

[Leowiegman@sustainablewestchester.org](mailto:Leowiegman@sustainablewestchester.org)

SETTING A PUBLIC HEARING TO CONSIDER THE ADOPTION OF A LOCAL LAW TO  
ESTABLISH A COMMUNITY CHOICE AGGREGATION (ENERGY) PROGRAM IN  
CONJUNCTION WITH SUSTAINABLE WESTCHESTER 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 a public hearing be held on October 5, 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 the advisability of adopting a local law amending the Code of  
the Village of Port Chester by adding a new chapter, Chapter 21, to establish a Community  
Choice Aggregation (Energy) Program in conjunction with Sustainable Westchester in the  
Village of Port Chester; and be it further

RESOLVED, that in addition to the required legal notice, that the Village staff is directed  
to mail notice of the hearing to households in the Village; and be it further

RESOLVED, that Village staff invite Con Edison to send a representative to the hearing.

Approved as to Form:

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

**ROLL CALL**

**AYES:**

**NOES:**

**ABSENT:**

**DATE:** September 21, 2015





# Public Hearing Notice



- The village is holding a public hearing regarding your Gas and Electrical services.
- The intended purpose of this hearing is to consider an agreement with surrounding municipalities to join together and seek electricity and natural gas price savings as proposed by Sustainable Westchester.
- The program will allow Port Chester to determine the default supplier of electricity and natural gas on behalf of its residential and small commercial customers.
- Sustainable Westchester is a non-profit company: [www.sustainablewestchester.org](http://www.sustainablewestchester.org)

**TIME:** 7:00 PM

**DATE:** 9/21/15

**LOCATION:** Village Court Room  
350 N. Main St  
Port Chester NY

The public will be encouraged to speak and be heard



# Aviso de Audiencia Publica



- El pueblo esta sosteniendo una audiencia pública sobre el gas y servicios eléctricos.
- El propósito de esta audiencia es considerar un acuerdo con los municipios que rodean para unirse y buscar la electricidad y el precio del gas natural para así tener un ahorro propuesto por Westchester Sostenible.
- El programa permitirá a Port Chester para determinar el proveedor predeterminado de electricidad y gas natural en nombre de sus clientes comerciales pequeños y residencias.
- Westchester Sostenible es una empresa sin fines de lucro: [www.sustainablewestchester.org](http://www.sustainablewestchester.org)

**HORA:**

7:00 PM

**FECHA:**

9/21/15

**LUGAR:**

Village Court Room

350 N. Main St

Port Chester NY

Se invita al público a hablar y ser escuchado.

2





VILLAGE OF  
**PORT CHESTER**

222 Grace Church Street, Port Chester, New York 10573

**AGENDA MEMO**

**Department:** Office of the Village Attorney

**BOT Meeting Date:** 9/21/2015

**Item Type:** Public Hearing

**Sponsor's Name:** Anthony (Tony) Cerreto, Village Attorney

	Yes	No	Description	Yes	No
Fiscal Impact	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Public Hearing Required	X	
Funding Source:			BID #		
Account #:			<b>Strategic Plan Priority Area</b>		
	Yes	No	Business & Economic Development		
Agreement	<input type="checkbox"/>	<input checked="" 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)*

PUBLIC HEARING TO CONSIDER THE ADVISABILITY OF ADOPTING A LOCAL LAW  
 TO AMEND THE CODE OF THE VILLAGE OF PORT CHESTER, CHAPTER 176, FILM  
 PERMITS

**Summary**

**Background:**

The Village Code authorizes filming on private and public property by permit issued by the Village Clerk.

Recent Board discussion and public comment prompted the Board to direct the drafting of a local law to provide some flexibility to the otherwise rigid application of the Code with regard to operational time limitations.

At the same time, there has been identified a need to strengthen the application process by enabling the Clerk, on a case by case basis, to secure an operational or production plan.

The draft local law addresses these points.

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

Public Hearing
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<b>Attachments</b>
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Draft Local Law Resolution Setting the Public Hearing Public Notice
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Village of Port Chester, New York

Local Law No. [I-12](#) of the year 2015

Be it enacted by the Board of Trustees of the Village of Port Chester, New York as follows:

A LOCAL LAW AMENDING THE CODE OF THE VILLAGE OF PORT CHESTER, CHAPTER 176, FILM PERMITS WITH REGARD TO THE APPLICATION REQUIREMENTS AND OPERATIONAL LIMITATIONS FOR SUCH PERMITS

SECTION 1: The Code of the Village of Port Chester, Chapter 176, Article II, “Private Property”, Section 176-3, is hereby amended as follows:

Section 176-3. Application for Permits

Applications shall be obtained from and submitted to the Village Clerk in person or by mail and must contain at least the following information:

- A. The name, address and telephone number of the applicant.
- B. The location of the property where filming[, etc.] is to take place.
- C. Whether the applicant is the owner or tenant in possession of the property.
- D. The name and address of the owner of the property if the applicant is not the owner.
- E. Consent of the owner if other than the applicant.
- F. The name, address and telephone number of the person or entity the applicant wishes to allow the film [etc].
- G. The date the filming is to take place.
- H. An operational/production plan  
[ H.] I. Dates within the previous 12 months that any filming, as described in Section 176-2 above, was conducted at this location.
- [I] J. Affirmation that filming will not involve use of public property.
- [J] K. A signed statement that the applicant affirms, under penalty of perjury, that all statements contained in the application are true.

SECTION 2: The Code of the Village of Port Chester, Chapter 176, Article II, “Private Property”, Section 176-5, is hereby amended as follows:

Section 176-5. Operational Limitations.

Unless the Village Manager or his/her designee authorizes otherwise upon due consideration of the potential impacts presented by an application:

A. Filming for which a permit is required under Section 176-2 above shall in no event be conducted at the same location (i.e. in the same building or at the same street address) more than any portion of 12 calendar days within any twelve-month period.

B. No applicant shall permit any filming for which a permit has been issued to be conducted prior to 7:00 or after 10:00 p.m.

C. No applicant shall permit equipment used in connection with such filming, including but not limited to lights, generators and related equipment, to be set up or operated at the location described in Section 176-3 above prior to 7:00 a.m. or after 10:00 p.m.

SECTION 3. The Code of the Village of Port Chester, Chapter 176, Article III, "Public Property, Section 176-9, is hereby amended as follows:

Section 176-9. Application for permits.

A. Applications shall be obtained from and submitted to the Village Clerk in person or by mail and must contain at least the following information:

(1) The name, address and telephone number of the person or company making the film [etc.].

(2) The location where filming [etc.] is to take place.

(3) The date filming is to take place.

(4) An operational/production plan

[4] (5) A signed statement that the applicant affirms, under penalty of perjury, that all statements contained in the application are true.

(5) The Village Clerk reserves the right to request an operational or production plan as part of the application.

SECTION 4: The Code of the Village of Port Chester, Chapter 176, Article III, "Public Property", Section 176-12, is hereby amended as follows:

Section 176-12. Operational Limitations.

Unless the Village Manager or his/her designee authorizes otherwise upon due consideration of the potential impacts presented by an application:

A. No applicant shall permit any filming[, etc.,] for which a permit has been issued to be conducted prior to 7:00 a.m. or after 10:00 p.m.

B. No applicant shall permit equipment used in connection with such filming, including but limited to lights and generators [, etc.,] and related equipment, to be set up or operated at the location described in Section 176-9 above prior to 7:00 a.m. or after 10:00 p.m.

SECTION 3: This local law shall be effective immediately upon filing with the Secretary of State.

Deleted material being in brackets [...] and added material being underlined.



SETTING A PUBLIC HEARING TO CONSIDER THE ADVISABILITY OF ADOPTING A  
LOCAL LAW TO AMEND THE CODE OF THE VILLAGE OF PORT CHESTER, CHAPTER  
176, WITH REGARD TO FILM PERMITS

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 sets a public hearing on September 21,  
2015 at 7:00 p.m. or as soon thereafter, at the Police Headquarters/Justice Court, 2<sup>nd</sup> Floor  
Courtroom, 350 North Main Street, Port Chester, to consider the advisability of adopting a local  
law that amends the Code of the Village of Port Chester, Chapter 176, Film Permits” with regard  
to operational time limitations and the need for applicants to submit an operational or production  
plan as part of the application process.

Approved as to Form

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Anthony M. Cerreto, Village Attorney

## PUBLIC NOTICE

PUBLIC NOTICE is hereby given that the Board of Trustees hereby schedules a public hearing on Monday, September 21, 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 the advisability of adopting a local law that amends the Code of the Village of Port Chester, Chapter 176, Film Permits with regard to operational time limitations and the need for applicants to submit an operational or production plan as part of the application process.

Interested persons are invited to attend and will be afforded the opportunity to be heard at this time. The copy of the proposed local law is available at the Village Clerk's office or online at the Village website [www.portchesterny.com](http://www.portchesterny.com).

Date: September 4, 2015

/s/ JANUSZ R. RICHARDS  
JANUSZ R. RICHARDS  
Village Clerk  
Village of Port Chester, New York

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VILLAGE OF  
**PORT CHESTER**

222 Grace Church Street, Port Chester, New York 10573

**AGENDA MEMO**

**Department:** Office of the Village Manager  
**Department:** Office of the Village Attorney  
**Department:** Planning and Development Department

**BOT Meeting Date:** 9/21/2015

**Item Type:** Joint Public Hearing

<b>Sponsor's Name:</b>	Christopher D. Steers, Village Manager
<b>Sponsor's Name:</b>	Anthony (Tony) Cerreto, Village Attorney
<b>Sponsor's Name:</b>	Jesica Youngblood, Village Planner

Description	Yes	No	Description	Yes	No
Fiscal Impact	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Public Hearing Required	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Funding Source:			BID #		
Account #:			<b>Strategic Plan Priority Area</b>		
	<b>Yes</b>	<b>No</b>	Redeveloping United Hospital Site		
Agreement	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Manager Priorities</b>		
Strategic Plan Related	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Planning & Zoning		

**Agenda Title**

Joint public hearing to consider PC 406 BPR LLC and PC 999 High Street Corp.'s (Applicant) environmental impact statement (EIS) and the proposed zoning amendments related to the redevelopment of the former United Hospital with a portion focused on transportation considerations as described in the EIS.

**Summary**

Overview:

The Board of Trustees as Lead Agency for this State Environmental Quality Review Act (SEQRA) accepted the Applicant's draft environmental impact statement (DEIS) as complete on July 20, 2015 and established two public hearing dates, conducted on August 27, 2015 and September 8, 2015 with the public comment period terminating no sooner than September 25, 2015. At the September 8 public hearing, the Lead Agency

set an additional topic-specific public hearing focused on transportation impacts for September 21, 2015 with a closing date for public comments of October 10, 2015. All public comments should be sent to the Village of Port Chester, attention: Village Clerk, either by US Mail, email (jrichards@portchesterny.com), or fax.

Pursuant to SEQRA regulations, if the Lead Agency sets an additional joint public hearing(s), the comment period will likewise be extended past October 10, 2015.

Note:

The City of Rye, the Applicant's traffic consultant, and the Village's traffic consultant were notified of this topic-specific public hearing and invited to attend.

This public hearing does not exclude non-traffic public comment from the project recorded.

<b>Attachments</b>
Public Notice (From Village AND Cuddy and Feder)

# PORT CHESTER <sup>Westmore</sup> NEWS AFFIDAVIT OF PUBLICATION

State of New York }  
County of Westchester }

as

Angelino Brescia, being duly sworn, deposes and says that (s)he is the office manager of the WESTMORE NEWS, a weekly newspaper published in the Village of Port Chester, County of Westchester, State of New York, and the notice of which the annexed is a printed copy was published in said newspaper on the following dates of publication:

9/11/15 \_\_\_\_\_  
\_\_\_\_\_

Sworn to before me

this 14th day of September 20 15  
Hope B. Vespia

Notary Public, Westchester County

Signed: Angelino Brescia

HOPE B. VESPIA  
Notary Public, State of New York  
No. 01VE5064028  
Qualified in Westchester County  
Expires August 25, 2017

## Public Notice

### PUBLIC NOTICE

A JOINT PUBLIC HEARING WILL BE HELD BY THE BOARD OF TRUSTEES OF THE VILLAGE OF PORT CHESTER ON SEPTEMBER 21, 2015 AT 7:00 P.M. AT THE VILLAGE JUSTICE COURTROOM, 350 N. MAIN STREET, PORT CHESTER, NY TO CONSIDER A DRAFT ENVIRONMENTAL IMPACT STATEMENT PURSUANT TO THE STATE ENVIRONMENTAL QUALITY REVIEW ACT REGARDING THE PROPOSED REDEVELOPMENT OF 408-408 BOSTON POST ROAD AND 999 HIGH STREET AND TO CONSIDER PROPOSED AMENDMENTS TO THE VILLAGE ZONING CODE AND ZONING MAP FOR A PROPOSED OVERLAY DISTRICT ENCOMPASSING THE EXISTING CD AND PMU ZONING DISTRICTS (SECTION 142.37, BLOCK 1, LOT 2; SECTION 142.45, BLOCK 1, LOTS 1, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 4, 8, 9; SECTION 142.53 BLOCK, 1, LOTS 1 AND 2; SECTION 142.61, BLOCK 1, LOT 2; SECTION 141.52, BLOCK 1, LOTS 2, 2.1 AND 2.4 ON THE TAX MAP OF THE TOWN OF RYE) AND THE ALTERNATIVE ZONING PROPOSAL TO AMEND THE EXISTING PMU ZONING DISTRICT

(CHAPTER 345-62). APPLICANT, PC408 BPR LLC AND PC 999 HIGH STREET CORP., SEEKS REDEVELOPMENT OF THE FORMER UNITED HOSPITAL SITE AT 408-408 BOSTON POST ROAD AND 999 HIGH ST. AS A MIXED, MULTI-FAMILY RESIDENTIAL AND COMMERCIAL PROJECT ON PROPERTY KNOWN AS SECTION 141.52, BLOCK 1, LOTS 2, 2.1 AND 2.4. A PORTION OF THE HEARING WILL FOCUS ON TRANSPORTATION CONSIDERATIONS AS DESCRIBED IN THE APPLICANT'S ENVIRONMENTAL IMPACT STATEMENT. THE PUBLIC COMMENT PERIOD IS SCHEDULED TO CLOSE ON OCTOBER 10, 2015. CONTACT THE VILLAGE OF PORT CHESTER BUILDING DEPT. FOR INFORMATION, 939-5203.

Interested persons are invited to attend and will be afforded the opportunity to be heard at this time. A copy of the DRAFT ENVIRONMENTAL IMPACT STATEMENT AND PROPOSED zoning AMENDMENTS ARE available at the Village Clerk's office, PORT CHESTER-RYE BROOK PUBLIC LIBRARY, AND On the Village website: [http://www.portchesterny.com/Pages/PortChesterNY\\_Webdocs/projects](http://www.portchesterny.com/Pages/PortChesterNY_Webdocs/projects).

September 16, 2015

**By First Class Mail and Electronic Mail**

Attn: Vita Sileo, Deputy Village Clerk  
Village of Port Chester Board of Trustees  
222 Grace Church Street, Suite 120  
Port Chester, New York 10573

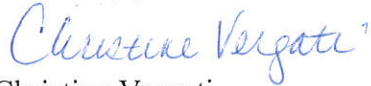
Re: Public Notice (PC406 BPR LLC and PC 999 High Street Corp.)  
Premises: 406-408 Boston Post Rd. & 999 High St. (141.52-1-2, 2.1 and 2.4 )

Dear Ms. Sileo:

On behalf of PC406 BPR LLC and PC 999 High Street Corp., enclosed please find an Affidavit of Posting, prepared by Eric Steilman, confirming that the eighteen signs were updated to reflect the continued Board of Trustees public hearing scheduled for September 21, 2015. Photographs of all eighteen signs are also enclosed. As previously submitted, fifteen signs were posted in compliance with the requirements of Village Code Section 345-110.A. Three additional signs were also posted in the lobbies of the three buildings located at 330-350 South Regent Street per the Board's direction.

Please incorporate the enclosed as part of the official record of the proceedings. Thank you for your assistance in this matter.

Very truly yours,



Christine Vergati

Enclosures

cc: Jessica Youngblood, Village Planner  
Anthony Cerreto Esq., Village Attorney  
Mark Chertok, Esq., Attorney for Village  
Anthony B. Gioffre III, Esq.  
Anthony F. Morando, Esq.





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# PUBLIC COMMENTS



# RESOLUTIONS



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VILLAGE OF  
**PORT CHESTER**

222 Grace Church Street, Port Chester, New York 10573

**AGENDA MEMO**

**Department:** Office of the Village Manager  
**Department:** Planning and Development Department

**BOT Meeting Date:** 9/21/2015

**Item Type:** Resolution to set a public hearing

<b>Sponsor's Name:</b>	Christopher Ameigh, Admin. Assistant to the Village Manager
<b>Sponsor's Name:</b>	Jesica Youngblood, Village Planner

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

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

Community Development Block Grant (CDBG) Strategic Plan

**Summary**

9/8/15 - At the last BOT meeting, the board directed staff to send out a ranking sheet to Trustees to allow for the prioritization of Grant Applications.  
 9-15-15 - Staff provided a memo to the Board listing feasible projects (attached). Board members provided feedback which was used to confirm priorities for this year's CDBG program.  
 9/18/15 - Staff learned that the proposal for a sidewalk infrastructure grant is no longer feasible based on program requirements. An alternative application for a sidewalk

[AM-V2015-04](#)

facilities grant would not be strategic at this time as it would require an income survey to confirm eligibility which is not possible to complete in time. A sewer project is now Port Chester's most competitive concept for the Public Infrastructure Grant Program.

9-21-15 - At this juncture, staff has provided the Results of BOT polling (attached) which takes into account provided NYS and Trustee input. The plan includes:

Infrastructure Grant

1. Sewer/Storm Water Main Repair and Replacement

Public Facilities

1. Senior Center Equipment Replacement
2. Fire House Repairs

Per Board direction at the September 8th meeting, included is a resolution to set the required public hearing for October 5, 2015. The Village will submit newspaper public notification as required.

Program Overview:

The New York State Office of Community Renewal (OCR) will fund up to \$4.1M distributed to eligible Westchester County municipalities with less than 50,000 residents that meeting household income eligibility levels. Funding is competitive and available among four categories: public facilities, public infrastructure (water/sewer), housing rehabilitation, and economic development. Specific funding eligibility details are available at: <http://www.nyshcr.org/Programs/NYS-CDBG/ProgramGuidelines.htm>. Application materials are due October 23, 2015. The program also requires a municipality to hold a public hearing notifying intent for application submission and solicit public response. A resolution to notify intent and hold a public hearing is provided in Board packets.

Note:

*This program is separate from the Westchester County Community Development Block Grant (CDBG) program from which Port Chester and other Westchester communities have been denied funding for previous funding cycles due to the current HUD affordable housing lawsuit brought against the County.*

<b>Attachments</b>
Resolution to set a public hearing 9-18-15 Memo to the board RE: Results of BOT polling 9-15-15 Memo to the Board RE: Proposed Projects and review of Competitiveness

## RESOLUTION

### VILLAGE OF PORT CHESTER SEEKING FUNDING FROM THE NEW YORK STATE OFFICE OF COMMUNITY RENEWAL FOR COMMUNITY DEVELOPMENT BLOCK GROUP GRANTS

On the 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**, New York State Office of Community Renewal administers Community Development Block Group (CDBG) funding to provide eligible communities with an opportunity to undertake community development activities; and

**WHEREAS**, the 2015 fiscal year will provide up to \$4.1 million dollars in CDBG funding distributed to eligible Westchester County communities awarded through a competitive grant application process terminating on October 23, 2015. The application maximum for economic development is \$1.05 million dollars; the application maximum for housing rehabilitation is \$500,000 dollars; the application maximum for public infrastructure is \$750,000; and the application maximum for public facilities is \$400,000; and

**WHEREAS**, the Village of Port Chester meets the eligibility criteria for a non-entitlement, low- and moderate-income community; and

**WHEREAS**, CDBG regulations require a public hearing affording all interested persons the opportunity to be heard prior to the submission of an application for funding. Now therefore be it

**RESOLVED**, that the Village Board of Trustees hereby supports application for eligible projects that demonstrate and meet the objectives specifically required by CDBG funding regulations which seek to improve the Port Chester community; and

**BE IT FURTHER RESOLVED**, that the Board of Trustees hereby schedules a public hearing on October 5, 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 whereby persons will be afforded the opportunity to express views on community development and the proposed applications.

Approved as to Form:

---

Anthony M. Cerreto, Village Attorney

ROLL CALL

AYES:

NOES:

ABSENT:

DATE: September 21, 2015



# VILLAGE OF PORT CHESTER

## OFFICE OF THE VILLAGE MANAGER

### MEMORANDUM

TO: Mayor and Board of Trustees

FROM: Grant Writing Work Group

THROUGH: Christopher D. Steers

DATE: September 18, 2015

RE: CDBG Grant Application Strategic Plan

Results of Staff polling of Board and investigation of grant opportunities.

#### Public Infrastructure

	Board Ranking (avrg)	Staff Ranking
• Sidewalk Repair/Replacement	DISQUALIFIED	1
• <b>Phase 2 Sewer Repair/Replacement</b>	<b>2</b>	<b>2</b>
• Street Lighting Replacement	3	3

#### Public Facilities

	Board Ranking (avrg)	Staff Ranking
• <b>Fire HQ and Washington Park Apron Replacement (heavy duty driveways)</b>	<b>1</b>	<b>1 (tie)</b>
• <b>Senior Center Bus/Van/Kitchen equipment Replacement (all under one application)</b>	<b>2</b>	<b>1 (tie)</b>
• Marina ADA Compliance (access to the slips)	3	2
• Edgewood Park Demolition and Parking Improvements	4	3

A description of the Pros and Cons of each project was provided in the 9-16-15 Memo to the BOT



# Village of Port Chester

Office of the Village manager

## MEMORANDUM

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TO: Mayor and Board of Trustees  
FROM: Grant Writing Work Group  
THROUGH: Christopher D. Steers  
DATE: September 15, 2015  
RE: CDBG Grant Application Options

### **Action Item:**

Provided below is a ranking system for the most eligible/feasible projects per OCR direction. Please provide individual rankings by September 18 to allow staff ample time to submit applications. Based upon project funding amounts, OCR suggests submitting one (1) Public Infrastructure application and two (2) Public Facilities applications. A description of project eligibility and feasibility is provided in table format on subsequent pages.

### **Public Infrastructure**

	Board Ranking	Staff Ranking
• Sidewalk Repair/Replacement	_____	1
• Phase 2 Sewer Repair/Replacement	_____	2
• Street Lighting Replacement	_____	3

### **Public Facilities**

	Board Ranking	Staff Ranking
• Fire HQ and Washington Park Apron Replacement (heavy duty driveways)	_____	1 (tie)
• Senior Center Bus/Van/Kitchen equipment Replacement (all under one application)	_____	1 (tie)
• Marina ADA Compliance (access to the slips)	_____	2
• Edgewood Park Demolition and Parking Improvements	_____	3

**Background:**

At the last meeting, the Board requested a ranking system for proposed projects for funding consideration under the State's 2015-2016 Community Development Block Group (CDBG) program to assist staff in applications submission by October 23, 2015.

Staff attended the program overview workshop on July 28. Since then, the New York State Office of Community Renewal (OCR) Assistant Director Peter Harckham provided preliminarily eligibility status to all Board and staff proposals, and concluded that the Village best satisfies the "public infrastructure" and "public facilities" programs. The Public Infrastructure program has a maximum award of \$750,000 per municipality and \$400,000 for Public Facilities per municipality.

At the Sept. 10 follow-up workshop attended by staff, OCR reiterated the following points:

- At least 70% of CDBG funding must directly affect at least 51% of low-to-moderate income persons;
- CDBG funding cannot be used for feasibility or planning studies;
- OCR recognizes the late announcement of the 2015 program and suggests municipalities without 'shovel-ready' projects use this year as preparation for 2016 funding; and
- The State will likely incorporate Westchester County in 2016 into the state-run CDBG program: larger pool of applicants, greater total funding amount.

## Description of Project Eligibility and Feasibility

### A. Public Infrastructure Projects

*Projects ranked 0 to 3, with a ranking of 3 being the best.*

<b>Proposed Project</b>	<b>CDBG Category</b>	<b>Eligibility</b>	<b>Feasibility</b>	<b>Amount requested</b>
<b>Sidewalk repair/ replacement</b>	Public Infrastructure	3	3	\$750,000 Maximum funding cap
		<ul style="list-style-type: none"> <li>* Existing program for sidewalk repair increases likelihood of success.</li> <li>* Village has been successful for this exact grant type in the past.</li> <li>* Very easy to prove benefit to low or moderate income residents</li> </ul>	<ul style="list-style-type: none"> <li>* Engineering survey of sidewalks already complete. Need has been demonstrated.</li> <li>* List of interested recipients already on file.</li> <li>* Recent past experience with replacement/repair gives the Village budget estimates.</li> </ul>	
<b>Phase 2 sewer repair/ replacement</b>	Public Infrastructure	2	3	\$750,000 Maximum funding cap
		<ul style="list-style-type: none"> <li>* The EPA administrative order against the village demonstrates the need.</li> <li>* Possible difficulty in demonstrating the need for funding.</li> <li>* High level of proficiency in sewer repairs procedure increases our likelihood of success.</li> <li>* Will coincide timing wise with completion of current camera work being done for phase 2 increases likelihood of timely completion of project.</li> <li>* Easy to prove benefit to low or moderate income residents.</li> </ul>	<ul style="list-style-type: none"> <li>* Recent past experience with replacement/repair gives us good estimates for budgeting.</li> <li>* Engineering development already scheduled.</li> <li>* Existing BID for Camera-ing of sewers will provide data for application.</li> </ul>	
<b>Street lighting replacement</b>	Public Infrastructure	1	1	\$600,000 (estimate derived from previous discussion with New York Power Authority)
		<ul style="list-style-type: none"> <li>* No demonstration of need has been developed. Limited history of complaints.</li> <li>* Difficult to prove benefit to low or moderate income residents.</li> </ul>	<ul style="list-style-type: none"> <li>* No assessment of street lighting completed.</li> </ul>	



**B. Public Facilities Projects**

*Projects ranked 0 to 3, with a ranking of 3 being the best.*

<b>Proposed Project</b>	<b>CDBG Category</b>	<b>Eligibility</b>	<b>Feasibility</b>	<b>Amount to be requested</b>
<b>Fire HQ and Washington Park Fire House Aprons</b>	Public Facilities	3	3	\$200,000 (based on engineer's rough estimate)
		* Applications for Fire houses are specifically indicated as eligible, indicates a strong potential bonus to application strength.	* In-House Engineering.	
<b>Senior Center Bus/Van/Kitchen Equipment</b>	Public Facilities	3	3	\$200,000 (based on rough cost estimates of new equipment)
		* Applications for Senior related uses are specifically indicated as eligible, indicates a strong potential bonus to application strength. * Village has been successful for this exact grant type in the past.	* Past bids for all requested items are on file.	
<b>Marina ADA compliance</b>	Public Facilities	3	2	\$80,000, estimate.
		* ADA compliance issues are considered very strong for CDBG applications.  * Demonstration of past attempts to obtain funding through other grant processes is a positive for CDBG.	* Past reviews of ramp construction on existing bulkhead have yielded severe engineering challenges.  * Bulkhead redesign contract still under comment. Will require rough/rushed estimates for application.	
<b>Edgewood Park</b>	Public Facilities	1	3	\$125,000 (estimate derived from professional opinions of Mr. Rotfeld, Miley and Steers)
		* Parks/Recreation activities cannot be easily linked to low to moderate income users and are generally not going to be well received.  * Demonstration of past attempts to obtain funding through other grant processes is a positive for CDBG.	* Past attempts have provided data and plans for application.	

The Board presented Staff with a list of requested project proposals for CDBG funding consideration which were vetted by OCR. The table below provides determinations for ineligibility/non-feasibility.

**Ineligible/Not Feasible Projects**

*Projects ranked 0 to 3, with a ranking of 3 being the best.*

<b>Proposed Project</b>	<b>CDBG Category</b>	<b>Eligibility</b>	<b>Feasibility</b>
<b>Harbor Master</b>	Does not fit	0 Ineligible	-
		* Operating costs are ineligible for any purpose.	
<b>Comprehensive Parking/Traffic Plan</b>	Does not fit	0 Ineligible	-
		* Feasibility and planning studies are not eligible. (We applied for this concept under CFA in July through the Empire State Development Planning Feasibility Grant)	
<b>Energy Efficiency Audit</b>	Does not fit	0 Ineligible	-
		* Feasibility and planning studies are not eligible.	
<b>Waterfront Access (other than at the Bulkhead)</b>	Public Infrastructure	1	0 Not Feasible
		* Parks/Recreation activities cannot be easily linked to low to moderate income users and are generally not going to be well received.	* The Village would be required to show clean and clear title and access to any land to be improved. (All available areas for such purpose would require the remedy of some outstanding issue(s), or cooperation with third parties. NYS OCR recommends lead time of 9-12 months to clear up these issues)
<b>Direct Homeownership Assistance</b>	Housing	1	0 Not Feasible
		* Operations structure not in place. (Administration of comparable programs requires one or two additional full time staff member(s)) * No third party administrator on board. (Many such programs are run by nonprofit orgs. The Village has no such agreement in place.)	* Not enough lead time. (Would require expression of interest from homeowners to be collected. NYS Office of Community Renewal estimated 9-12 months of prep time needed)
<b>Harbor Master's Facility</b>	Public Facility	1	0 Not Feasible
		* Public Facilities for "public safety" may be considered but not buildings for general conduct of government. It is unclear how this qualifies. * The Village cannot demonstrate need as no Harbor Master exists or is supported by current programming.	* No land has been determined to be set aside for this purpose.  * No current plan for the development of a site exists to guide an application.
<b>Small Business Assistance</b>	Economic Development	1	0 Not Feasible
		* Operations structure not in place. (Administration of comparable programs requires one or two additional full time staff member(s)) * No third party administrator on board. (Many such programs are run by nonprofit orgs. The Village has no such agreement in place)	* Not enough lead time. (Would require expression of interest from businesses to be collected. NYS Office of Community Renewal estimated 9-12 months of prep time needed)

2





VILLAGE OF  
**PORT CHESTER**

222 Grace Church Street, Port Chester, New York 10573

**AGENDA MEMO**

**Village BOT Meeting Date:** September 21,  
 2015

**Item Type:** Resolution

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

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

**ACCEPTING THE GIFT FROM CHRISTOPHER D. STEERS FOR A NEW PARK BENCH AT THE DOG RUN AT ABENDROTH PARK**

**Summary**

Christopher D. Steers, Village Manager, wishes to fund a new park bench at the dog run at Abendroth Park (cost = \$198.85). Board action is required to accept the gift.

**Proposed Action**

That the Board of Trustees adopt the Resolution

<b>Attachments</b>
<b>Resolution</b>

RESOLUTION

ACCEPTING THE GIFT FROM  
CHRISTOPHER D. STEERS FOR A NEW PARK BENCH AT  
THE DOG RUN IN ABENDROTH PARK

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 is opening a new dog run located in Abendroth Park that was the subject of funding from PetSafe; and,

WHEREAS, Christopher D. Steers wishes to fund a new park bench at the dog run; and

WHEREAS, Board action is required to accept the gift. Now, therefore, be it

RESOLVED, that the Board of Trustees hereby accepts the gift from Christopher D. Steers in the amount of \$198.85 to fund a new park bench to be located at the dog run in Abendroth Park.

Approved as to Form:

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

ROLL CALL

AYES:

NOES:

ABSENT:

DATE:

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3





VILLAGE OF  
**PORT CHESTER**

222 Grace Church Street, Port Chester, New York 10573

**AGENDA MEMO**

**Village BOT Meeting Date:** September 21, 2015

**Item Type:** Resolution

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

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

**ACCEPTING THE GIFT FROM ZICCA LANDSCAPING, HOME DEPOT, ALL PAWS,  
 AND THE PORT CHESTER DOG PARK GROUP FOR NEW DOG WASTE STATIONS  
 AND PLANTINGS AT THE DOG RUN AT ABENDROTH PARK**

**Summary**

The Port Chester Dog Park Group has facilitated an additional donation of Dog Waste Bag Dispensers and plantings which were installed at the Port Chester, Pet Safe Dog Park.

Services and materials were provided by Zicca Landscaping, Home Depot, All Paws and the Port Chester Dog Park Group.

The installed materials are valued at approximately \$4,800.

<b>Proposed Action</b>
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That the Board of Trustees adopt the Resolution

<b>Attachments</b>
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<b>Resolution</b>
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RESOLUTION

ACCEPTING THE GIFT FROM  
ZICCA LANDSCAPING, HOME DEPOT,  
ALL PAWS AND THE PORT CHESTER DOG PARK GROUP

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 is opening a new dog run located in Abendroth Park that was the subject of funding from PetSafe; and,

WHEREAS, Zicca Landscaping, Home Depot, All Paws and the Port Chester Dog Park Group wishes to provide plantings, and dog waste dispenser stations at the dog run; and

WHEREAS, Board action is required to accept the gift. Now, therefore, be it

RESOLVED, that the Board of Trustees hereby accepts the gift of materials from Zicca Landscaping, Home Depot, All Paws and the Port Chester Dog Park Group valued in the amount of \$4,800 to fund new plantings and dog waste stations to be located at the dog run in Abendroth Park.

Approved as to Form:

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

ROLL CALL

AYES:

NOES:

ABSENT:

DATE:

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4







VILLAGE OF  
**PORT CHESTER**

222 Grace Church Street, Port Chester, New York 10573

**AGENDA MEMO**

**Department:** Office of the Village Attorney

**BOT Meeting Date:** 9/21/2015

**Item Type:** Resolution

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

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>	N/A		
Agreement	<input type="checkbox"/>	<input checked="" 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)*

RESCISSION OF AUTHORIZATION FOR THE ISSUANCE OF A REVOCABLE LICENSE AGREEMENT TO SHOWBOAT RIVERBOAT LLC AND HOTSHOT HOLDINGS LLC AND ADVANCE LOCAL WATERFRONT REVITALIZATION PROGRAM

**Summary**

**Background:**

The Village of Port Chester has submitted to the New York State Department of State (NYS DOS) multiple revised draft updates to its 1992 Local Waterfront Revitalization Program (LWRP) plan.

The resolution adopted by the Board of Trustees on August 18, 2014 authorized the Village Manager to enter into a Revocable License Agreement with the owners/operators of the "Showboat" located at the Village Marina provided that all federal, state and local approvals be obtained. To date, neither party has executed the Agreement.

The NYS DOS has advised the Village that the “Showboat” project as currently proposed raises certain precedential issues with State policies directly contributing to a delay in the LWRP review process.

As expressed at the Sept. 8, 2015 meeting, the Board expressed support to promote the utilization of the Village’s waterfront comprehensively as a public good without further delaying a timely adoption of the draft LWRP update.

Provided is a resolution to rescind the August 14, 2015 resolution and direct staff to continue working with the NYS DOS towards LWRP adoption.

<b>Proposed Action</b>
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That the Board of Trustees adopt the Resolution

<b>Attachments</b>
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Resolution to rescind Board of Trustees August 18, 2014 resolution. Original August 18, 2014 Resolution
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RESOLUTION

RESCISSION OF AUTHORIZATION FOR THE ISSUANCE OF A REVOCABLE LICENSE AGREEMENT TO SHOWBOAT RIVERBOAT LLC AND HOTSHOT HOLDINGS LLC AND ADVANCE LOCAL WATERFRONT REVITALIZATION 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, since June of 2011, the Village has worked to prepare an update to its Local Waterfront Revitalization Program (LWRP) that provides policies and recommendations for a comprehensive revitalization and environmental protection strategy for the Port Chester waterfront; and

WHEREAS, by resolution adopted August 18, 2014, the Board of Trustees authorized the Village Manager to enter into a Revocable License Agreement with Showboat Riverboat, LLC and HotShot Holdings, LLC to allow the permanent mooring within the Village Marina of the craft known as the "Showboat Riverboat" as a permanently moored craft located in the marina; and

WHEREAS, neither party has executed the Agreement; and

WHEREAS, the Board of Trustees continues in its desire to comprehensively promote the utilization of the Village's waterfront for the public good. Now, therefore, be it

RESOLVED, that the Board's resolution adopted August 18, 2014 authorizing the Village Manager to enter into a Revocable License Agreement with Showboat River Boat LLC and HotShot Holdings LLC be, and is hereby, rescinded; and be it

FURTHER RESOLVED, that through the Village Manager, village staff is hereby directed to continue to work with the New York State Department of State to facilitate any necessary changes to the LWRP so as to move the process forward towards timely adoption.

Approved as to Form:

\_\_\_\_\_  
Anthony M. Cerreto

## RESOLUTION

**RESOLUTION OF THE VILLAGE OF PORT CHESTER (i) AUTHORIZING THE ISSUANCE OF A REVOCABLE LICENSE AGREEMENT TO SHOWBOAT RIVERBOAT LLC AND HOT SHOT HOLDINGS LLC IN CONNECTION WITH A CERTAIN PROJECT (AS MORE FULLY DESCRIBED BELOW); (ii) AUTHORIZING THE CONSTRUCTION AND OPERATION OF CERTAIN MARINA IMPROVEMENTS (AS DEFINED HEREIN); AND (iii) ADOPTING SEQRA FINDINGS WITH RESPECT TO THE PROJECT.**

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

**WHEREAS**, the Village is the owner of a certain waterfront parcel (the “Land”) and related promenade, docking and marina improvements (the “Existing Improvements”) located within the Village of Port Chester, New York (collectively, the “Marina”); and

**WHEREAS**, over time, the Village has issued docking and marina slip rights to private watercraft owners for purposes of docking watercraft within the Marina, which is generally conforming with the Village’s Local Waterfront Revitalization Plan (“LWRP”) and consistent with the Village’s Modified Marina Urban Renewal Plan (“MUR Plan”); and

**WHEREAS**, pursuant to the MUR Plan and Village Law, the Village is empowered to authorize and approve the granting of licenses to locate and operate commercial business operations at and within the Marina, and pursuant to same desires to (i) promote commercial amenities within the Marina through the issuance of non-exclusive, revocable licenses, and (ii) facilitate enhancements and improvements to the Marina for the use and enjoyment of the public; and

**WHEREAS**, the Village has received a proposal from Showboat Riverboat, LLC (the “Boat Owner”) and HotShot Holdings, LLC (the “Operator”) to undertake a certain project (the “Project”) that will include (i) the issuance of a non-exclusive, revocable license agreement by the Village to the Boat Owner and Operator allowing the permanent mooring within the Marina of a certain 90’x32’ vessel owned by the Boat Owner and known as the “Showboat Riverboat” (the “Vessel”) as a Permanently Moored Craft (“PMC”); (ii) the planning, design, construction and maintenance of (a) certain improvements to the Vessel including modifications and improvements to accommodate the operation by the Operator of a commercial restaurant and jazz bar (the “Vessel Improvements”) and (b) certain improvements upon and within the Marina, including

subsurface piling, expanded docking improvements, gangway improvements, onshore bathroom facilities, onshore pump-out facilities, and various onshore signage and related improvements (collectively, the “Marina Improvements”); and (iii) the acquisition and installation in and around the Existing Improvements, the Vessel Improvements, and Marina Improvements of certain machinery, equipment and other items of tangible personal property (the “Equipment”, and collectively with the Existing Improvements, Vessel Improvements and Marina Improvements, the “Facility”); and

**WHEREAS**, in furtherance of the proposal and proposed Project, the Village Board of Trustees declared itself Lead Agency on July 7, 2014 for purposes of reviewing the Project pursuant to Article 8 of the Environmental Conservation Law and Regulations adopted pursuant thereto by the Department of Environmental Conservation of the State of New York (collectively, “SEQRA”), and has prepared an Environmental Assessment Form (“EAF”) and related materials (attached hereto as Exhibit A); and

**WHEREAS**, in furtherance of the foregoing, the Village has negotiated a License Agreement relating to the Project (the “License Agreement,” a form of which is attached hereto as Exhibit B) that will (i) provide a revocable, non-exclusive license interest in the Marina to the Boat Owner and Operator (collectively, the “Licensee”), and (ii) govern the means by which the Licensee will undertake the construction, operation and maintenance of the Marina Improvements; and

**WHEREAS**, following the scheduling and commencement of a public hearing regarding the Project conducted on August 18, 2014 (the “Public Hearing”), the Village desires to (i) authorize the execution and delivery of the License Agreement, and (ii) pursuant to the terms contained therein, authorize the construction of the Marina Improvements. Now therefore be it

**RESOLVED**, by the Village of Port Chester Board of Trustees as follows:

Section 1. The Village has identified the Project as an “Unlisted Action” as said term is defined pursuant to SEQRA. The Village’s review of the Project is coordinated, with all involved and interested agencies having been sent notices of the Village’s intent to review the Project as lead agency pursuant to SEQRA. Based upon the review by the Village of the proposed Project, design and permitting information prepared and issued by the Licensee and Village, the EAF, and related documents delivered by the Company to the Village and other representations made by the Licensee to the Village in connection with the Project, the Village hereby finds that (i) the Project will result in no major impacts and, therefore, is one which may not cause significant damage to the environment; (ii) the Project will not have a “significant effect on the environment” as such quoted terms are defined in SEQRA; and (iii) no “environmental impact statement” as such quoted term is defined in SEQRA, need be prepared for this action. This determination constitutes a negative declaration for purposes of SEQRA.

Section 2. The Village, upon review of the Project, including the presentations and statements provided at the Public Hearing, hereby finds that the undertaking of the

Project will (i) enhance the Marina area through the establishment of commercial amenities and construction of the Marina improvements at no cost to the Village, (ii) enhance public safety and welfare through establishment of business operations and public amenities within the Marina, (iii) provide the Village with an annual revenue source of license fees and relief of burdens through the Licensee's provision of operation and maintenance for the Marina Improvements, and (iv) achieve, in part, the original intent of the MUR district through the provision of enhanced public waterfront recreation and entertainment opportunities within the Village.

Section 3. In furtherance of the foregoing, the Village hereby authorizes the Village Manager to execute and deliver the License Agreement in substantially the form attached hereto, with such revisions as approved by the Village Manager and Village Attorney.

Section 4. The officers, employees and agents of the Village are hereby authorized and directed for and in the name and on behalf of the Village to do all acts and things required and to execute and deliver all such certificates, instruments and documents, to pay all such fees, charges and expenses and to do all such further acts and things as may be necessary or, in the opinion of the officer, employee or agent acting, desirable and proper to effect the purposes of the foregoing resolutions and to cause compliance by the Village with all of the terms, covenants and provisions of the documents executed for and on behalf of the Village.

**ROLL CALL**

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

**NOES:** None.

**ABSENT:** None.

**DATE:** August 18, 2014

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VILLAGE OF  
**PORT CHESTER**

222 Grace Church Street, Port Chester, New York 10573

**AGENDA MEMO**

**Office of the Village Manager**

**Village BOT Meeting Date:** September 21, 2015

**Item Type:** Resolution

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

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

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

TRANSFER OF FUNDS TO FACILITATE THE DEMOLITION OF STRUCTURE AND IMPROVEMENTS TO BE MADE TO PROPERTY LOCATED AT 201 GRACE CHURCH STREET

**Summary**

**Background:**

The Village of Port Chester acquired property improved by a former single-family dwelling located at 201 Grace Church Street.

It is clear that the Board's intention was to use this property to enhance the adjacent Edgewood Park. Dolph Rotfeld Engineering has estimated roughly that demolition and construction of a 25 space lot will require \$145,000-\$175,000 depending on abatement discoveries.

A transfer of funds is required to accomplish same.

The attached resolution will require the filling in of blanks regarding the total budget of the project, and the location from which funds shall be provided.

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

That the Board of Trustees provide a desired budget amount

That the Board of Trustees provide a designated account from which funds shall be secured

That the Board of Trustees adopt the Resolution

<b>Attachments</b>
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**Resolution**

**Rough Estimates from Dolph Rotfeld Engineering**

RESOLUTION

TRANSFER OF FUNDS TO FACILITATE THE DEMOLITION OF THE EXISTING STRUCTURE AND IMPROVEMENTS TO PROPERTY LOCATED AT 201 GRACE CHURCH STREET

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 acquired title to real property located at 201 Grace Church Street, Port Chester New York, also designated as, Section 142.54 Block 2 Lot 54 on the Tax Map of the Town of Rye, adjacent to Edgewood Park; and.

WHEREAS, the Village Manager will notice a request for bids to demolish the structure located on the subject property and improvements to be made therefore in conjunction with the park; and

WHEREAS, Board action is required to provide the funding for these actions. Now, therefore, be it

RESOLVED, that the Board of Trustees hereby authorizes the Village Treasurer to undertake the following transfer of funds:

Transfer From:

Line #	Line Title	\$
--------	------------	----

Transfer To:

Line #	Line Title	\$
--------	------------	----

and, be it further

RESOLVED, that this matter be subject to compliance with the New York State Environmental Quality Review Act (SEQRA).

Approved as to Form:

Anthony M. Cerreto, Village Attorney

ROLL CALL

AYES:

NOES:

ABSENT:

DATE:

**From:** [James Natarelli](#)  
**To:** [Ameigh, Chris](#)  
**Cc:** [Dolph Rotfeld](#)  
**Subject:** RE: GRACE CHURCH PARKING  
**Date:** Friday, September 18, 2015 1:29:57 PM

---

Chris,

As requested, I put together a rough cost estimate for a 25-space parking lot on Grace Church St at Edgewood Park. I considered a porous pavement cross section and included concrete curbs, striping and a \$10k allowance for landscaping. I arrived at approximately \$93,000. With a contingency factor of about 7.5%, a rough cost estimate for a 25-space porous pavement parking lot is about \$100k.

James

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**From:** Ameigh, Chris [mailto:Cameigh@PortChesterNY.com]  
**Sent:** Thursday, September 17, 2015 5:27 PM  
**To:** James Natarelli  
**Subject:** FW: GRACE CHURCH PARKING

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**From:** Steers, Christopher  
**Sent:** Tuesday, September 15, 2015 12:22 PM  
**To:** Ameigh, Chris  
**Subject:** FW: GRACE CHURCH PARKING

Christopher D. Steers, MPA, CFM  
Village Manager  
222 Grace Church Street  
Port Chester, NY 10573  
Phone (914) 939-2200  
Fax (914) 937-3169  
[CSteers@PortChesterNY.com](mailto:CSteers@PortChesterNY.com)

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**From:** Dolph Rotfeld [mailto:dolph@drepc.com]  
**Sent:** Friday, September 11, 2015 4:34 PM  
**To:** Steers, Christopher <[CSteers@PortChesterNY.com](mailto:CSteers@PortChesterNY.com)>  
**Subject:** FW: GRACE CHURCH PARKING

Hi Chris!

Attached are the layouts we dis for the parking lot that was requested at the time.

The Building demo we have a guesstimate for \$45,000 no asbestos;

and \$70,000 to \$75,000 with it and depending on the amount or type it could be less.

The next e-mail will have pictures.

Dolph

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VILLAGE OF  
**PORT CHESTER**

222 Grace Church Street, Port Chester, New York 10573

**AGENDA MEMO**

**Department:** Police Department

**BOT Meeting Date:** 9/21/2015

**Item Type:** Resolution

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

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

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

Promotion of \_\_\_\_\_ to the rank of Captain

**Summary**

**Background:** With the retirement of Captain John Telesca on September 11, 2015 the Department is left with a vacancy in the critical position of Captain. There is presently an active civil service list for the position of Captain.

**Proposed Action**

That the Board of Trustees adopt the Resolution

**Attachments**

**Resolution**  
**Letter of Recommendation (provided confidentially in the BOT executive session packet)**

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**RESOLUTION**

**APPOINTMENT OF MIKE BRESCIO TO IDA - LDC**

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

RESOLVED, that Mike Brescio, residing in Port Chester New York, be and hereby is appointed as a member of the Port Chester Industrial Development Agency (PCIDA) to fill the seat previously held by former Mayor Neil Pagano; and

BE IT FURTHER RESOLVED, that Mike Brescio, residing in Port Chester New York, be and hereby is appointed as a member of the Port Chester Local Development Corporation (LDC) to fill the seat previously held by former Mayor Neil Pagano.

APPROVED AS TO FORM:

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

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**RESOLUTION**

**APPOINTMENT OF SAVERIO TERENCE TO IDA - LDC**

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

RESOLVED, that TRUSTEE SAVERIO TERENCE, residing in Port Chester New York, be and hereby is appointed as a member of the Port Chester Industrial Development Agency (PCIDA) to fill the seat previously held by former Mayor Neil Pagano; and

BE IT FURTHER RESOLVED, that TRUSTEE SAVERIO TERENCE, residing in Port Chester New York, be and hereby is appointed as a member of the Port Chester Local Development Corporation (LDC) to fill the seat previously held by former Mayor Neil Pagano.

APPROVED AS TO FORM:

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

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VILLAGE OF  
**PORT CHESTER**

222 Grace Church Street, Port Chester, New York 10573

**AGENDA MEMO**

**Department:** Office of the Village Attorney

**BOT Meeting Date:** 9/21/2015

**Item Type:** Resolution

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

	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:			RFP # 2015-03		
Account #:			<b>Strategic Plan Priority Area</b>		
	Yes	No		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)*

AWARDING BID FOR PARKING TICKET COLLECTION  
 MANAGEMENT SERVICES (RFP 2015-03)

**Summary**

**Background:**

The Village advertised a Request For Proposals (RFP 2015-03), seeking proposals for parking ticket collection management services.

- The Village received two proposals for these professional services: Complus Data Innovations Inc. and Brekford Corp.
- Both proposers were personally interviewed and their proposals investigated and analyzed.
- Complus has the decided advantage in that it has significant experience in New York State and a long track record with the Village.
- On financial terms, Complus' proposal is superior (10 percent vs. 11 percent of all collections) and assumes all direct and indirect costs such as mailing of notices.

- One issue was look-ups for vehicles registered in Connecticut. Complus has contracts with many states, including with Connecticut Department of Motor Vehicles, to obtain such information. Brekford did not have a contract with Connecticut DMV, and disagreed with the Village's investigation of the ability of third parties to obtain such information from the DMV. However, Brekford allowed that it would contract with the DMV if requested but that such expense would be an additional cost item. Complus' proposal assumed such expense in their proposal. A significant percentage of tickets are to vehicles registered in that state.

Both the Chief of Police and Village Manager recommend that the proposal from Complus Data Innovations, Inc., be accepted.

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

That the Board of Trustees adopt the Resolution

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

<p>Resolution</p> <p>RFP 2015-03</p> <p>Both proposals.</p> <p>Comparison Chart from the Police Department.</p>
---

RESOLUTION  
AWARDING BID FOR PARKING TICKET COLLECTION  
MANAGEMENT SERVICES

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 a request for proposals seeking  
proposals for parking ticket collection management services (RFP 2015-03); and

WHEREAS, the Village received two proposals for these professional services; and

WHEREAS, after an extensive investigation and analysis of both proposals, including in-  
person interviews, the Chief of Police and Village Manager both recommend that the Complus  
proposal be accepted. Now, therefore, be it

RESOLVED, that the Board of Trustees hereby awards the bid for Parking Collection  
Management Services (RFP 2015-3) to Complus Data Innovations Inc., 560 White Plains Road  
Tarrytown, New York 10591, material terms to be a two-year contract and compensation to be  
10 percent of all revenue collected by the Village, with all direct and indirect expense assumed  
by the vendor; and be it further

RESOLVED, that the Village Manager is hereby authorized to enter into an agreement  
with Complus Data Innovations, Inc. and be it further

RESOLVED, that the funding for said agreement be appropriated from \_\_\_\_\_

Approved as to Form:

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



**REQUEST FOR PROPOSALS {RFP-2015-03} PARKING TICKET  
COLLECTION MANAGEMENT SERVICES**

Christopher D. Steers  
VILLAGE MANAGER

**Dated: April 24, 2015**



PUBLIC NOTICE  
VILLAGE OF PORT CHESTER

REQUEST FOR PROPOSALS (RFP 2015-03)  
PARKING TICKET COLLECTION MANAGEMENT SERVICES  
PROPOSALS DUE May 13, 2015

NOTICE IS HEREBY GIVEN that sealed proposals will be received by the Village of Port Chester, New York in the Village Clerk's Office, 222 Grace Church Street, Port Chester, New York 10573, for parking ticket collection management services. The date/time for Proposals to be submitted is Wednesday, May 13, 2015 by 3:00 p.m., after which time and date no proposals will be accepted.

Specifications may be obtained at the Village Clerk's Office, 222 Grace Church Street, First Floor, Port Chester, New York between the hours of 9:00am and 4:00 pm Monday through Friday (except legal holidays) and are available on the Village of Port Chester's website at [www.portchestemy.com](http://www.portchestemy.com).

All proposals must be submitted in a sealed envelope and clearly marked:

(Sealed Bid)  
RFP 2015-03 Parking Ticket Collection Management  
Services

No proposer may withdraw his/her proposal within forty-five (45) days after the closing date/time for receipt of the proposal.

If it becomes necessary to revise any part of this RFP, or if additional data or information is necessary to clarify any of its provisions, a written addendum will be issued.

The Village reserves the right to reject any or all proposals, waive any information in the proposals received, engage in post-bid negotiations and award the bid to the most qualified proposal that is in the best interest of the Village of Port Chester.

Christopher D. Steers  
Village Manager  
Village of Port Chester

DATED: April 24, 2015

## **BACKGROUND & SCOPE OF SERVICES**

The Village of Port Chester is seeking outside professional assistance, for a cutting-edge, innovative, and efficient solution for the management of parking ticket services.

The Village's objectives are to:

- Promote efficient, cost-effective management of ticket processing;
- Increase the use of user-friendly hand-held electronic ticket-writers that link directly to a collections database;
- Support the "boot and tow" parking scofflaw program;
- Establish a stronger enforcement program resulting in greater deterrence and increased revenues;
- Promote end-user responsiveness and satisfaction;
- Enhance transparency and improve enforcement of the Village's parking regulation;
- Maximize interdepartmental coordination and staff productivity.
- Reduce operational costs
- Increase compliance by identifying scofflaws, time-limit, and other infractions.

For the period June 1, 2013 to May 31, 2014 (FY 2011-2012), The Village issued 51,493 parking violations with a total dollar value of \$1,512,830.

Demand notices are sent to violators informing them that their parking tickets have not been paid within the proscribed time period and the penalty amounts established by the Village.

The Village will continue to collect parking ticket violations directly. Payments are handled by the Parking Violations Bureau which accepts payment in person or through the mail. Violators are also given the option to pay by credit card on the Internet or through a 1-800 phone number which is operated by the vendor.

The vendor will be required to provide all computer hardware and software, data entry of handwritten tickets, notices, reports, conversion of master files, and other items as specified herein.

It is expected that all services will be successfully implemented within thirty (30) days of the Village of Port Chester entering into an agreement with the vendor.

## **METHOD OF AWARD & VENDOR QUALIFICATIONS**

The Village of Port Chester is utilizing this Request for Proposals ("RFP") process based on its judgment that the services to be provided may be considered professional services under the procurement laws of the State of New York. As such, criteria more than solely cost, will be used to select the successful vendor. Such other criteria will include, but not be limited to, the following:

- Vendor qualifications
- Professional reputation for competency, reliability and security
- Ability to provide state of the art handheld ticket writers
- Delivery schedule
- Warranties on equipment
- Accessibility to Village staff for training and technical support
- Proven track record with significant background working with at least three municipal clients in New York and favorable municipal references.
- Direct experience in working with the New York State Department of Motor Vehicles (DMV) for processing registration requests and the New York State Scofflaw Program for processing registration holds.
- Direct experience with neighboring state DMV, especially the State of Connecticut, for processing registration retrievals.
- Ability to provide timely, customized reports

## **REQUEST FOR PROPOSAL REQUIREMENTS**

Proposers should organize their proposals along the format below:

Part 1 -Introduction

Part 2 -Program narrative

Part 3 – Comparable programs, qualifications, designated project manager, personnel assigned to account, municipal references

Part 4 -Itemized compensation for services

Procedures

1. Proposals shall be typed and signed by proposer's authorized representative.
2. Proposers should submit their proposal in a sealed envelope which is clearly marked "PARKING TICKET COLLECTION MANAGEMENT SERVICES" and addressed to the Village Clerk, 222 Grace Church Street, Port Chester, New York 10573.
3. Proposals shall be sent first-class mail or personally delivered to the Village Clerk no later than 3:00 p.m. local time on May 13, 2015.
4. Questions with regard to this RFP should be made to Christopher D. Steers, Village Manager, (914) 939-2200.
5. If the Village deems it necessary to amend this RFP, it will prepare an Addendum and issued to all proposers.
6. The Village is not responsible for the cost of any proposers in the preparation and submission of proposals.

7. The Village may interview proposers as part of its review.
8. The Village reserves the right to reject any and all proposals, and/or negotiate and require modification of terms, as may be deemed in its best interest.

### **CONTRACT PERIOD**

The term of the contract shall be for two (2) years, which may be extended for an additional (1) year on same terms and conditions at the Village's exclusive option.

### **COMPENSATION**

The Village of Port Chester will pay the vendor a fixed percentage of monies collected for current and backlogged tickets, in addition to reimbursement for postage, but is open to alternative payment options that a vendor may propose.

### **SYSTEM UP-TIME**

Vendor's computer system shall be on line and all services available no less than 22 hours per day, seven days a week, except for daily maintenance for a period of no more than two hours that is selected by the vendor between the hours of midnight and 6:00 a.m. Failure to meet this requirement shall be grounds for the Village to terminate the agreement with vendor.

### **BACKUP SYSTEMS**

Vendor must provide for total backup for all software, hardware and other equipment. All data files and databases are to be backed up at least once per day. The backed up data is to be sent to offsite storage on a daily basis.

### **DISASTER RECOVERY PLAN**

The vendor should state what their disaster recovery plan is for its computer facility. It is expected that the vendor has an offsite, mirrored facility should an incident render the vendor's primary facility inoperable.

## **INSTALLATION TIME FRAME**

Vendor must demonstrate their ability to install and operate the proposed system within thirty (30) days notice of award.

## **COMPONENTS OF SERVICE TO BE PROVIDED**

The vendor chosen to provide online parking violations computer services will provide the following at no additional charge:

- All hardware / software required to run an online computer service which meets the Village's specifications
- Any installation costs
- All reports as requested within the Village's time frame. An ad hoc reporting tool must also be provided at no additional cost.
- A toll free number for the Village to contact vendor service/support (this number should be operational from 8:30 AM to 5:00 PM Eastern Time)
- All initial and ongoing training
- Provide for retention of data for ten (10) years

## **HANDHELD TICKET WRITERS**

The Village of Port Chester mandates the following minimum or comparable specifications for the provided handheld ticket writers:

- Each unit to be a one-piece, self-contained unit with a built-in-thermal printer
- Image capture and barcode reading capabilities
- Built-in camera, 2 megapixels
- Weigh less than two (2) pounds
- Readable in all weather conditions
- Drop durability of four (4) feet to concrete
- Operating temperature of -4° F to 122° F
- Complies with the IP54 rating for dust and water-splash protection
- No loss of data while transferring data from handheld to server
- Customizable programming
- The chosen vendor's handheld must be able to scan the barcode on the New York State DMV registration stickers.
- Ability to communicate with a variety of multi-space meter manufacturers' pay stations and pay-by-cell phone vendors.
- Availability of GPS tracking

The vendor will provide at least five (5) handheld units that meet the above specifications.

The vendor will provide on-site training in the use of handheld ticket writers at no cost to the Village.

The vendor is responsible for providing all handheld ticket stock throughout the term of the agreement at no additional cost.

Vendor is responsible for the maintenance, repair and replacement of the ticket writers, except for repairs that are in the opinion of the original manufacturer or authorized repair facility to be the result of accident, neglect or misuse.

The handheld ticket writer shall have appropriate security features to prevent unauthorized use.

Preferred vendors will be able to supply handheld ticket writers that are also able to integrate with, and wirelessly connect to, a license plate database for license plate based parking tickets from the plate by plate program.

### **HARDWARE AND SOFTWARE NEEDS**

The following hardware and software is to be provided at no additional charge to the Village:

- Five (5) - PC Workstations, with minimum 17" inch color display Monitor
- One (1) – Laptop Computer with the following minimum or equivalent specifications as determined by the Village  
Operating System: Windows 7 Professional, Media, 32-bit, English  
Processor: Intel Core i7 2600S Processor (2.8 Ghz, 8M)  
Memory: 4 GB DDR3, NonECC, 1333 1vHz Dual Channel SDRAM, 2 x 2 GB  
Boot Hard Drives 250 GB 2.5 3.0 Gb/s SATA with  
16 MB Data Burst Cache
- Three (3) -Laser Printers
- Five(5)-Receipt Printers
- Five(5)-Barcode Readers
- o Five (5)-Single-piece Handheld Ticket Writers with Necessary Hardware Peripherals
- o Six(6)– Software Licenses to vendor's Ticket Management System

All hardware to be provided to the Village of Port Chester must be new, state-of-the-art, and fully operational. Malfunctioning equipment shall be repaired within twenty-four (24) hours of notification to vendor at no charge to the Village. If the equipment will not be repaired within twenty-four (24) hours, vendor must exchange malfunctioning equipment for new, to be in place and operational on the next day after the vendor is notified. The vendor must respond to calls for service within two (2) hours of notification. The vendor

may want to consider having a spare stock of the Village's necessary computer equipment to be able to meet this requirement.

Preferred Vendors will be able to the Village the hardware and software necessary to conduct a pay by plate parking meter program, as the Village is considering adopting such a program.

### **SECURITY FEATURES/AUDIT TRIAL**

The vendor must provide adequate security features for both the hardware and software of the system, such as password security, and provide an audit trail of record changes to the system by all users.

### **TRAINING OF VILLAGE STAFF**

Vendor shall provide training of the current Village staff on the computer system until competency on the vendor's hardware and software is achieved. Training will also be required, both classroom and field training, for all Village staff who will be utilizing the handheld unit. Vendor throughout the term of the contract will train any new staff member. All requests for training by the Village shall be honored at no charge. Vendor should briefly explain how training shall be implemented.

### **IN-STATE PROCESSING**

Vendor is required to directly interface with the New York Department of Motor Vehicles (DMV) and must have an account with the same for license plate lookup services. A copy of said agreement must be available for inspection by the Village of Port Chester along with demonstrated proof that the vendor has worked with the DMV's PREED system. Vendor must show experience with at least three (3) New York municipalities for a minimum of three (3) years from the date of this RFP with detailed references. The use of third party sources such NLETS is unacceptable.

### **SCOFFLAW PROCESSING**

Vendor must provide an automated and direct interface to the New York Department of Motor Vehicles to process scofflaw and suspension requests for those violators who meet the requirements of the New York Vehicle and Traffic Law. A copy of the vendor's contact with the New York State DMV must be available for inspection by the Village of Port Chester.

Vendor must have experience providing this service to at least three (3) New York municipalities for a minimum of three (3) years from the date of this RFP and include this list with their RFP response. Vendor should also have on-line access to the DMV for

clearance of any scofflaw transactions after tickets are paid.

### **OUT-OF-STATE PROCESSING**

Vendor is required to interface directly with all of the various DMV agencies throughout the United States to acquire registration owner information. Of particular importance, due to the Village's close proximity to the state of Connecticut, the vendor must have an active and direct contract with the Connecticut DMV. A copy of said contract must be available for inspection by the Village of Port Chester. The use of third party sources such as NLETS is not acceptable. Vendor must ensure timely processing of out-of-state tickets and should clearly outline which states they have direct access to. Vendor must be able to issue notices to Non-New York violators for citations unpaid after the due date of the ticket.

### **NEW TICKET PROCESSING**

At least twice per week the vendor must physically receive by bonded courier or Federal Express pre-paid, account for and process all newly issued handwritten parking tickets issued by the Village. Tickets will be batched for data entry and verification. All data entry and verification must be accomplished by the vendor within forty-eight (48) hours of the tickets being received by the vendor's courier.

The following fields must be accepted and verified:

- Ticket number; consisting of up to a ten (10) digit sequence number
- Date and time of ticket issuance
- Shield number
- Violation location
- Registration state (two character abbreviation)
- Registration number
- Vehicle class code
- Vehicle make
- Vehicle color
- Violation Code
- Any other information fields that the New York Department of Motor Vehicles may require of the Village of Port Chester to include on its tickets.

### **NOTICES**

Vendor will be responsible for the issuing and sending of all parking violation notices that are approved by the Village. Each type of notice should have the provision of five (5) line



items. Notice text must be able to be changed within twenty-four (24) hours of request by the Village.

Notices are to be printed at least once per month for all vehicles having any tickets that previously have not been noticed and remain unpaid.

Notices are to be addressed to the vehicle's registered owner based upon registration fields from the various states' DMV agencies. Vendor must actively pursue locating new addresses for violators whose notices have been returned for lack of a valid address and not send further notices until a new address is obtained.

Each notice should identify:

- The date the notice is generated
- The vehicle's registration/plate number and state

Each notice should also include the following:

- Ticket data
- Ticket number
- Violation
- Violation location
- Fine amount
- Penalty amount
- Total amount due for all listed tickets

Fines will escalate according to the scheduled indicated in the Village of Port Chester's Code. Language on the notices will vary according to the type of notice. On a monthly basis for each type of notice, registers will be prepared in state/place order and will include ticket number, issue date, place of violation, violation description, owners' name, address, fine and penalty.

## REPORTS

Vendor will be responsible for the programming and issuing of all reports listed below. The vendor at no charge to the Village shall fulfill any requests for new reports or modifications to existing reports. The Village should also have the ability to generate ad hoc reports directly from the vendor's parking ticket system.

- *Monthly New Ticket Report* showing the new tickets entered on the master file, issued by date and fine amount.
- *Monthly Payments Collected Report* showing ticket payment processing by date of processing including ticket numbers, amount paid, pay date, issue date, notice mailing date and totals for each day and each report.

- *Monthly Out-Of-State Report* showing by state/plate, tickets issued to non-New York plates, including ticket number, issue date, issue time, violation code, total fines, penalties, reductions, payments and total due, together with a summary showing total for each state and grand totals.
- *Monthly Report* listing all outstanding violations on each plate sorted alphabetically by the name of the registered owner. The report will include the plate number, violation number, fine, penalty, reduction, paid and due amounts.
- *Monthly Disposition Report* listing by state/plate number, the violation numbers of tickets dismissed during the month on each plate, including the dollar amount for each ticket dismissed and total dollar amount for each plate and the total number of tickets dismissed that month and the total dollar value of tickets dismissed during the month.
- *Weekly Scheduled-Hearing Report* showing all tickets scheduled for hearing with ticket number and amount, date of issue, hearing date and time, state/plate name and address of owner.
- *Monthly DMV Scofflaw Report* by license plate, showing the total plates flagged for non-renewal at the Department of Motor Vehicles.
- *Daily On-Line Cashiering Report* listing all payments and adjustments by ticket number, amount, method of payment, cashier, date and plate number.
- *Weekly Noticing Activity Report* showing by plate number, the noticing activity with mail date, ticket, number, name, address and amount due.
- *Weekly DMV Make Match Failure Report* showing by ticket number the tickets that failed to match up with DMV file information.
- *Monthly Lease/Rental Report* showing by plate number, all tickets issued to lease/rental vehicles by company name, address, date of issue, location, make, color, and amount due.
- *Monthly Tickets Issued by Badge Number Report* listing the number of tickets issued by each officer by badge number of violation code.

## **BOOTING AND TOWING**

The system must provide on-line facilities for tracking vehicles that have been booted or towed for illegal parking or persistent parking offenses.

The system must provide on-line retrieval of boot/tow information to include date and time vehicle was booted/towed, location that the boot/tow occurred, location vehicle was towed to, date and time that boot/tow was released.

The system must provide automatic entry of boot/tow, storage fees upon booting/towing of a vehicle. These fees must be displayed on the inquiry terminal along with the appropriate message to alert the Village of action that was taken. These fees must be able to be paid and accounted for on the cash register.

### **DEBT COLLECTION**

Preferred vendors will be able to assist the Village in collecting monies owed to the Village on severely overdue and delinquent parking tickets.



May 13, 2015

Village of Port Chester  
Village Clerk's Office  
222 Grace Church Street  
Port Chester, NY 10573

Complus Data Innovations, Inc. (Complus) is pleased to submit our proposal for Parking Ticket Collection Management Services to the Village of Port Chester (Village). We look forward to deepening the partnership that has been established since 1999. Together, we have improved Port Chester's parking ticket collection rate to an average of 93%, even reaching rates as high as 94%.

The Village has experienced first-hand the Complus commitment to quality and industry leading technology, including unparalleled nationwide DMV look-ups. Complus works with the Port Chester team to achieve greater management efficiency, exemplified by the Village's experience with our custom delinquent violation notices, Complus data entry of handwritten citations, and online/phone payments received from the public for parking citations.

We firmly believe that managed parking is an essential service, and offer Port Chester the innovative technology and unparalleled customer support to provide an industry best management solution. Complus values and wishes to maintain its ongoing relationship with the Village, and as a result, we are offering our citation management solution at the reduced rate of 10% of revenue collected. This proposed fee is less than the current rate for both in state and out of state vehicles, and will be provided without any loss of service.

We certify that we have read the RFP in its entirety and will comply with all of its terms. We further certify that we meet and exceed the requested scope of services as outlined in the RFP in accordance with New York Statutes and local ordinances to continue to do the following:

- Maintain access to our **FastTrack™** Parking Citation System which has been proven effective and reliable in the parking enforcement industry
- Generate all necessary daily and monthly reporting to Port Chester for the purpose of daily reconciliation and management
- Process payments via Web and IVR Payment Portals

- Provide direct, verifiable nationwide access to all DMV agencies – including New York and out of state DMV agencies
- Provide unlimited and ongoing training/support for the life of the contract

This document details the scope of services Complus will provide. For questions and clarification, please contact Stephen J. Hittman, Chief Operating Officer at (914) 747-1200.

Our office is located at 560 White Plains Road, Tarrytown, NY 10591. I, Jeff G. Grossman, President, am the individual within our corporation who is authorized to commit our company to this contract. I can be reached at:

Telephone Number - (914) 747-1200 ext. 224

Fax Number - (914) 747-0632

Email Address - [jeffg@complusdata.com](mailto:jeffg@complusdata.com)

We welcome the opportunity to a continued successful relationship with the Village of Port Chester and look forward to future discussions concerning our successful parking citation processing system.

Sincerely,



Jeff G. Grossman

President

Complus Data Innovations, Inc.

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# I. Qualifications and Experience

## Industry Experience

Since the company's inception, Complus Data Innovations, Inc. (Complus) has specialized in parking management software and services. Our unique solution provides clients a unified approach to enforcement and parking ticket collections. Complimented by our dedicated team of parking professionals, Complus delivers the most effective solution in the industry.

With over 75 million dollars of revenue collected and over 125,000 permits tracked in 2014, **FastTrack™** automates parking ticket processing and integrates parking permit programs. Complus assumes the entire task of ticket processing, within your existing framework, customized to fit your needs.

A valued client since 1999, the Village of Port Chester (Village) has experienced first-hand The Complus commitment to quality customer service and industry leading technology. Working closely with key Village personnel, we have achieved an average collection rate of 93%. The Complus philosophy is, and will continue to be, that excellent service is our highest priority.

We understand the unprecedented financial pressures faced by municipalities today. Our proprietary parking ticket management system reflects that understanding, by helping our clients **maximize revenue collection and reduce workload**, while **completely eliminating up-front expenses**.

- Complus will continue to provide, **at a reduced rate to the Village**, all of the equipment, data processing, training, expertise, and ongoing support necessary to effectively manage each parking ticket from the moment it is issued until final disposition.
- Complus will work closely with your personnel and any appropriate agencies to maximize revenue collection – up to 96% for *newly issued tickets* and up to 80% for *backlogged, unpaid tickets that are years old* – and to do so with maximum efficiency and accuracy

### Client Experience

Since 1999, Port Chester and Complus have achieved:

- **Collection rates as high as 94%!**
- **Average collection rate of 93%!**
- **\$1,531,845 in 2014 revenue**



- Complus will monitor the results of our mutual efforts and report and analyze those results on a regular basis
- Complus will keep you on the “cutting edge” of technology, continually helping you to take full advantage of the latest solutions available in the parking industry

### Company Information

Complus Data Innovations, Inc., (Complus) has been incorporated under the laws of the State of New York since 1986.

#### **Contact Information**

Complus Data Innovations, Inc.  
560 White Plains Road  
Tarrytown, NY 10591  
Telephone: (914) 747-1200  
Toll Free: (800) 331-8802  
Fax: (914) 747-0632  
[www.complusdata.com](http://www.complusdata.com)



Jeff G. Grossman: [jeffg@complusdata.com](mailto:jeffg@complusdata.com)

Mr. Grossman is authorized to contractually bind Complus to any future agreements.

Stephen J. Hittman: [stephenh@complusdata.com](mailto:stephenh@complusdata.com)

Mr. Hittman is authorized to negotiate and answer questions about our company; in addition, he will provide contract administration duties.





## References

Complus Data Innovations, Inc. has over 28 years of specialized experience in providing full service parking ticket processing services for municipalities of all sizes. Today we serve over 200 clients across 25 states. Below are several references that can attest to our technology, service, and revenue generation capabilities.

Client Name	Client Since	Yearly Average Number of Tickets Issued	Yearly Average Revenue Collected	Contact Information	Services
Town of Rye, NY	1989	1,400	\$43,760	Anne Capeci (914) 939-3305 Justice Court 350 North Main Street Port Chester, NY 10572	Handwritten ticket data entry, payment entry, nationwide DMV lookups, customized reports
City of New Rochelle, NY	1996	73,000	\$2,200,000	Mark Zulli (914) 654-2353 mzulli@ci.new-rochelle.ny.us 515 North Avenue New Rochelle, NY 10801	Full Service solution including an on-line real time system, handheld ticket writers with customized programming, web-based payments, payment processing, nationwide DMV lookups, customized reports, Help Desk
City of Poughkeepsie, NY	2009	30,000	\$695,000	Chief Ronald Knapp rknapp@cityofpoughkeepsie.com 62 Civic Center Plaza Poughkeepsie, NY 12601 F: (845) 451-4133	Full Service solution including an on-line real time system, web-based payments, handheld ticket writers with customized programming, nationwide DMV lookups, delinquent noticing, customized reports, Help Desk.
Village of Mamaroneck, NY	2010	14,000	\$470,000	Dan Sarnoff (914) 777-7703 dsarnoff@vomny.org 123 Mamaroneck Avenue Mamaroneck, NY 10543	Full Service solution including an on-line real time system, handheld ticket writers with customized programming, data entry of all handwritten tickets, web-based payments, nationwide DMV lookups, customized reports, Help Desk.



Westport, CT	2011	99,400	\$770,000	Deputy Chief Koskinas (203) 341-6026 50 Jesup Road Westport, CT 06880	Full Service solution including software, permit program, handheld ticket writers, violator calls, web-based payments, payment processing, nationwide DMV lookups, customized reports, Help Desk
White Plains, NY	1999	355,000	\$7,600,000	John Larson (914) 422-1232 jlarson@whiteplainsny.gov 255 Main Street - Annex Building White Plains, NY 10601	Full Service solution including software, handheld violation writers, web-based payments, nationwide DMV lookups, customized reports, Help Desk





## Complus Management

When you work with Complus, you are served by some of the most skilled, knowledgeable, and experienced professionals in the parking industry. We are committed to providing our customers with the innovative solutions, critical information, and reliable support they need.

Below are brief introductions to key Complus management and staff personnel – the professionals who have a primary responsibility for ensuring the Village of Port Chester’s parking violation system operates efficiently and effectively every day.

### **Jeff G. Grossman, President**

In 1979, Jeff began working with municipal governments as an independent consultant providing computer programming expertise in a wide range of areas including accounting, court administration, and personnel. He founded Complus Data Innovations, Inc. in 1986 and continues to provide overall leadership to the Complus team. Jeff oversees all technical development and directs the ongoing process of keeping Complus on the leading edge of technological innovation. He is a graduate of Pace University and majored in Computer Science and Accounting.

### **Stephen J. Hittman, Chief Operating Officer**

Stephen worked in Public Accounting for 26 years and was associated with many closely held companies of small and medium size. Stephen was Complus’ outside accountant until he began working full-time with Complus. Today he is responsible for all administrative functions as well as pricing, competitive analysis, customer relations, and business development. As leader of the Project Management Team, Stephen is a graduate of Pace University where he majored in Accounting.

### **Jennifer Rentz, Vice President – Business Operations**

Jennifer developed her career in Client Services, Project Management, and Marketing. Jennifer brings over 10 years of Client Service and Management experience to the Complus team. In her current position, Jennifer manages existing operational structures and helps develop new concepts that keep Complus on the cutting edge. A Pace University graduate with a Bachelor of Business Administration degree in Marketing Management, Jennifer is currently working towards a Master of Science Degree in IT.

### **Amie Devero, Vice President – Business Development**

Prior to joining Complus, Amie Devero was President of Solutions 4 Cities (S4C), a consulting firm specializing in “smart Village” technology companies with special focus in the parking and transit sectors. Amie began her career as a partner in the international firm, Framework Consulting. Amie currently sits on the IPI Technology and Sustainability Committee, and has been published multiple times in *Parking Today* and *The Parking Professional*. Amie was educated at Bennington College and Harvard University, and holds two Master’s degrees, one of which is from the London School of Economics and Political Science. As Vice President of Business Development, Amie is responsible for sales leadership and driving new revenue.





### **John Beehler, Director of Business Development**

Before joining Complus, John held key business development positions with Verizon Wireless and AT&T serving retail, government, and enterprise customers where he was consistently recognized as a leading sales manager. He was responsible for the development and ongoing management of premier accounts in finance and banking, having negotiated and attended stock closings representing Bankers Trust Company very early in his career. As part of the Business Development team, John is responsible for developing new accounts and client retention in the Northeast region. He holds a BA in Financial Management from The Catholic University of America and has undertaken graduate coursework at the University of Arizona's Eller College of Management.

### **Denise Mangano, Information Technology Director**

Denise joined the Complus team in 2002, applying her prior IT experience as our Help Desk Analyst. Since then, Denise has assumed the role of Complus' Director of Technical Services. In her current position, Denise's responsibilities include overseeing and managing daily network operations, new client installations, the Help Desk, and field support team. Additionally, she is in charge of the overall design, operation, reliability and security of Complus' data and telecommunications infrastructure. Denise graduated from Pace University with a Master of Science degree in Computer Science.

### **Janine Marsigliano, Director of Client Services**

Prior to coming to Complus, Janine worked in the telecommunications field for MCI, managing implementations for Fortune 500 companies including Bear Sterns, PepsiCo, TIAA-CREF, and Barnes and Noble. She has a solid history of successful project completions and brings with her over 10 years of Client Services experience. Janine manages the Client Services team, working to deliver attentive, superior service to our clients. In her duties at Complus, she is responsible for overseeing training on the **FastTrack**<sup>™</sup> software and assisting with client issues as they arise. Janine is a graduate of Iona College with a Bachelor of Business Administration degree in Marketing.

### **Project Management Plan**

A project management team (reporting to Stephen J. Hittman, Chief Operating Officer) will continue handle the Village of Port Chester account. Although each of our employees has a specific job function, virtually all have been cross-trained to act as a backup for other team members should the need arise.

Complus' only business is to provide violation management services for our clients. Conflicts with commitments to other clients are almost non-existent due to proper scheduling. Complus also has no corporate commitments that we anticipate will in any way impact our ability to fulfill our contractual requirements to the Village in the time frames that are agreed upon.

Complus has always felt that by specializing and concentrating in providing very specific services we are able to assure our clients that our entire staff has the highest degree of expertise and focus. Providing only these services also allows us to maximize economies



and assure our clients that all corporate resources are available to them should the need arise.

### System Implementation & Conversion

There will be **no data conversion timeframe issues** implementing the Complus system as we are the incumbent vendors. We will be able to continue our highly successful citation management and violation processing services without interruption or delay to Port Chester.





## II. Citation Management

### The **FastTrack™** Management System

Parking Ticket Inquiry By Plate Version 7.1.122

Search Type	Registration Info	Plate Info	Alternate Name	Scottlaw Info
<b>Registration Information</b>				
State/Plate	NY ECOMPLUS	Reg. Type	116	Description
Name	ECOMPLUS DATA INNOVATIONS I	Make/Color	HVUN WHITE	Tickets Found
Address	723 MAIN STREET	Exp Date	00/00/0000	Tickets Open
C/S/2	TARRYTOWN NY 10951	Created	12/29/2000	Tickets Closed
Vin No	T2345678901234567	Changed	10/18/2012	Amount Fine
Mail Hold	NO	Option	DISPLAY ALL	Amount Penalty
DOB/DLE	07/01/2000 T234567890	Notes	PLT HST AVL	Amount Misc
				Amount Bad Chk
				Amount Dem
				Amount Paid
				Amount Due

Ticket No	C	Issued	Plat Date	Viol	Location	Fee Amt	Pen Amt	Dem Amt	Plat Amt	Ant	Due	N	H
0000073614		12/17/10	VOID	01	MAIN	20.00	00	00	00	20.00		Y	
0000073615		12/16/10	VOID	01	MAIN	20.00	00	00	00	20.00		Y	
0000073616		12/15/10	ON HOLD	01	MAIN	5.00	00	00	00	5.00		Y	
0000073617		12/15/10	ON HOLD	01	MAIN	20.00	00	00	00	20.00		Y	
0000074807		02/01/11	VOID	01	MAIN	20.00	00	00	00	20.00		Y	
0000074899		01/03/11	ON HOLD	01	MAIN	5.00	00	00	00	5.00		Y	
0000075235		11/15/10	"OPEN"	01	MAIN	20.00	00	00	00	20.00		Y	
0000075236		11/13/10	"OPEN"	01	MAIN	20.00	00	00	00	20.00		Y	
0000075237		11/16/10	"OPEN"	01	MAIN	20.00	00	00	00	20.00		Y	
0000075540		12/13/10	ON HOLD	03	MAIN	5.00	00	00	00	5.00		Y	
0000075541		12/12/10	ON HOLD	01	MAIN	5.00	00	00	00	5.00		Y	
0000075542		12/13/10	ON HOLD	04	MAIN	10.00	00	00	00	10.00		Y	
0000075543		12/13/10	ON HOLD	03	MAIN	5.00	00	00	00	5.00		Y	
0000075544		12/13/10	VOID	01	MAIN	20.00	00	00	00	20.00		Y	
0000075550		12/13/10	ON HOLD	01	MAIN	5.00	00	00	00	5.00		Y	

Buttons: New Search, End, Print Inquiry, Get Detail, Get History, Noop Plate, FastTrack

**FastTrack™** is a state of the art, online, interactive system that has a minimum of 99% up time on each terminal. It is transaction-oriented in design and provides 100% real time processing. Each and every access to the system is processed immediately and reflected by an instantaneous update to our database. Every new entry, file update, payment, disposition, and address change, adjustment or inquiry, is reflective of the most current and accurate data available.

### **FastTrack™ 6.0 Enhanced Software**

Complus is in the process of upgrading its parking system software to **FastTrack™** version 6.0. Improvements to the parking system were developed with a focus on direct feedback from our client base. As a result, several features have been added that will directly enhance Port Chester's current parking management system. Examples of these are:

- Enhanced query capabilities
- Allows online payment receipts to be emailed to the customer
- Enhanced daily batch processing for clients
- Enhanced system to clear notice dates when registration information is updated
- Updated the number of tickets to be displayed on a single plate at one time

### **New Citation Entry**

The **FastTrack™** system provides a concise method of capturing initial violation information needed to add a new ticket to the system. Specifically, this program facilitates the entry of manually written tickets. Violations written by the handheld ticket writers will be immediately added to the system upon wireless transfer.

### **Data Entry**

In order to maximize ticket processing efficiency, Complus team members manually enter Port Chester handwritten citations in the **FastTrack™** system. All tickets are entered within 48 hours of receipt and a full audit of the ticket information is undertaken to ensure 99.99% entry accuracy. Following customized guidelines created according to Village standards, Port Chester is notified of incomplete citations requiring clarification for proper manual entry.

Handwritten tickets are scanned at Complus' processing center and stored as digital images on optical media. Once entered in the system, tickets become readily available for ticket view in **FastTrack™** and on the web-based payment site.



## Online Inquiry

**FastTrack™** allows an authorized user to perform the following inquiries:

- Citation Number
- Owner Name (full or partial name)
- **Wildcard search\***
- License Plate Number
- Summary Inquiry
- **Ticket Sequence (options to filter by: Issue Date, Paid Date or Location)\***
- Driver's License
- Based on Tow Eligibility

Inquiries display all ticket detail, ticket history, correspondence, notices, payment information, ticket status, and adjudications tied together by license plate and driver's license.

## Adjustments

Complus institutes any changes to fines and enforcement officers within established time lines at no cost to Port Chester. Furthermore, the **FastTrack™** system allows for the reinstatement of closed violations for reasons including, but not limited to, returned checks. The Village also has the ability to void individual citations and to annotate the citation record

## Digital Imaging

A unique feature of our system allows clients to view an image of the violation online. These images can then be printed or emailed to the violator. The software will also allow you to zoom in or magnify the violation so that you can better see specific vehicle information. This is extremely helpful when violations are contested, or a "no hit" occurs when performing a DMV registration lookup.



## Data Sharing

The **FastTrack™** parking ticket software interfaces with the latest versions of Windows and allows for multiple sessions at any PC. It integrates completely and seamlessly with your in-house network and facilitates interdepartmental coordination. Port Chester can take advantage of our File Transfer Facilities to download all or part of your files to be used with other Village applications and programs.

\* Coming with FastTrack™ 6.0





## Additional **FastTrack**<sup>™</sup> Modules

The following features of the **FastTrack**<sup>™</sup> system are also available for Village parking management ***at no additional cost.***

### **Booting and Towing System**

The enhanced Complus Boot and Tow component of **FastTrack**<sup>™</sup> is designed to help manage all boot and tow activity. This includes maintaining a file of authorized tow companies, tow lot locations, boot inventory, and monthly lists of all vehicles subject to towing.

When a vehicle is eligible to be booted or towed, enforcement officers are alerted by the handheld ticket writers and a boot or tow case is created within **FastTrack**<sup>™</sup>, tracking all the activity associated with the vehicle. The program can recommend the next available tow company and maintain the exact location where the vehicle is either immobilized or towed.

When payment has been made by the customer, a release form is generated and the tow company is notified that the car can be released to the owner. Complus also offers integrations with several LPR and self-releasing boot providers for improved enforcement and efficiency.

### **Appeal Tracking**

The Appeal Tracking component of the Complus **FastTrack**<sup>™</sup> system allows the operator to record a not guilty plea along with hearing/trial date information. Once the petition is entered, the citation is placed in an appeal status and put on hold. Inquiries can be made by license plate, trial date, and officer shield number. **FastTrack**<sup>™</sup> has the capability to generate a letter of notification of the appeal and to hold additional penalties in abeyance pending the outcome of said review.

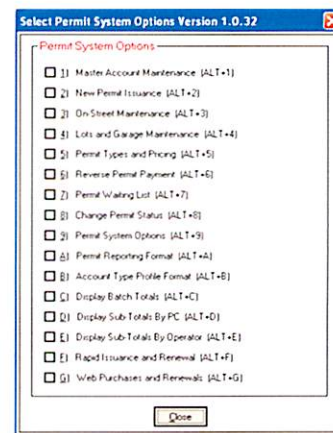
Upon a final judgment, unique disposition codes can be applied to indicate the appeal outcome, and the end-user can release a ticket for subsequent action. All activity related to the appeals process (including financial activities) can be reviewed in the audit trail for each citation. The **FastTrack**<sup>™</sup> system can also keep records of any telephone or written correspondence.

### **Parking Permit Program**

Currently, the Village utilizes our File Transfer Facilities to supply information for its own permit program. However, Complus also provides a permit program that is completely integrated with our parking ticket processing capabilities and provides clients with a 360 degree view of the parking customer relationship at no additional cost

The system allows the user to inquire permit records by account number, registration, permit number, name or street address.

Permit payments are recorded separately from violation







payments on a daily journal report with full financial controls for tracking. Our permit module cross references the parking ticket database in the Complus **FastTrack**<sup>™</sup> system (if applicable). Therefore, the Village could restrict a permit/decal sale to an individual until all citations are paid in full.

For an additional charge, clients can also take advantage of Complus in-house printing or email services to mail notification of permit renewals or information about the permit program.

### Payment and Cash Management

The Complus **FastTrack**<sup>™</sup> system is an effective program for managing cash flow and payment transactions for the Village. The system accepts multiple tender types and split payments can be made. As with all transactions, end of day payment totals can be printed out, reviewed, and audited by individual PC terminals or by operator. The system allows for the posting of both full and partial payments, and can apply overpayments to an existing customer balance.

In addition, **FastTrack**<sup>™</sup> processes checks returned for insufficient funds, reactivates the tickets, and records the reduction on the database. Re-activated tickets resulting from returned checks become eligible for a notice during the next scheduled notice run. The system also allow for the acceptance of partial payments.

### Window Cashier Services

Complus' offers its own fully integrated and secure on-line cashiering program which allows clients to process all walk-in payments. Complus provides all the tools necessary to achieve success.

By using our **FastTrack**<sup>™</sup> software, authorized cashiers are able to:

- Pay individual tickets by ticket number
- Pay selected tickets issued to a given plate number
- Pay all transactions for a given plate with a single transaction entry
- Show total funds collected, by cashier and PC, for reconciliation and control
- Apply adjustments to amounts paid
- Print a receipt which displays tickets, amounts paid, and date
- Print a transaction listing of all payments and adjustments
- Make inquiries by ticket and plate number
- Update ticket database on-line with transaction entered

Payments for parking tickets are updated on the Complus **FastTrack**<sup>™</sup> system in real-time and the system contains a built-in accounting audit trail for all payment and adjustment transactions posted through the cashier workstation. It allows for payments to be entered by ticket number or vehicle registration number, and when posting payments for parking tickets, the payment screen will automatically display fines, penalties, amount paid, and amount due. Should the user attempt to enter payment for a ticket not yet recorded in the system, a skeletal payment can be applied to the violation number and data from the citation is updated when it becomes available.



### **Lockbox Services**

As an optional service, mail-in payments can be sent to a dedicated Post Office Box and retrieved by Complus daily. Complus can perform all payment processing functions and deposit the funds directly into a Village-owned bank account daily (for an additional charge).

**LET COMPLUS DO THE  
WORK FOR YOU**

Complus has security measures in force to ensure the safety and integrity of payments being processed by our office. Payments are:

1. Logged in when received.
2. Envelopes are opened.
3. Ticket number(s) are entered on checks and on the copy of the invoice or ticket received.

These payments will be batched and entered into the system by a Complus employee dedicated to the Port Chester account. This entire process takes place in a secure environment and reports, as well as processing materials, will be secured in a safe outside of normal business hours.

In addition, the **FastTrack**<sup>™</sup> system will process checks returned for insufficient funds, reactivate the tickets, and record the reduction on the database. Re-activated tickets resulting from returned checks will become eligible for a notice during the next scheduled notice run. The system will also allow for the acceptance of partial payments.

### **Pay-by-Phone Payments (IVR)**

As part of our comprehensive solution, Complus will continue to provide a convenient method for accepting parking ticket payments over the phone at no additional cost to the Village.

The IVR accepts real-time, phone-based credit card payments and is fully integrated with the **FastTrack**<sup>™</sup> system. All payments are updated in real-time and are fully secure according to industry standards. **This customized, recorded voice response system is available in both English and Spanish.**

31% of the payments transactions for Port Chester are completed online or phone options, providing the Village more opportunity to focus on other critical duties.

### **Customer Web Portal**

#### **Online Citation Payments**

Complus hosts its own integrated and secure solution for clients to accept real-time payments online. This parking ticket payment tool allows customers to pay their outstanding tickets with credit cards or a PayPal account and Complus has already made the arrangements with the banking and credit card agencies.





The entire service is completely integrated with the Complus **FastTrack**<sup>™</sup> system so that as transactions are processed, **FastTrack**<sup>™</sup> is updated in real-time. The web-based payment system is secured with the latest encryption technology, is PCI compliant, and offers a quick and easy solution for processing violation payments.

The website is designed, programmed, and maintained on the Village's behalf. Customers benefit from being able to make payments around the clock and the Village of Port Chester will receive 100% of the violation fee.

### **Online Appeals**

In order to streamline appeal processing, the hosted website also offers clients the option to allow online appeals. During the online appeals process, customers are able to enter their email address in order to receive electronic updates on their appeal. Customers can attach scanned documents, digital images, or other electronic items to their appeal file.

Authorized users have access to manage the overall process, review individual cases, establish trial dates, and enter dispositions that are relevant to any of the appeals that are filed.

<b><u>Feature</u></b>	<b><u>Available on Complus Customer Web Portal</u></b>
Allow customers to pay online	Yes
Allow clients to determine if single violations can be paid or ALL outstanding violations on plate must be paid	Yes
View images taken at time of citation issuance	Yes
Allow customers to appeal online	Yes
Allow customers to attach supporting documents for their appeal	Yes

### **Permit Purchase/Renewals**

Via the Complus optional permit web portal, eligible permit customers can purchase, renew, or maintain their permit account without a significant strain on Village resources. Using parameters established and maintained by the Village, permit purchases can be prompted to resolve all outstanding parking debt owed to the Village and/or provide required documentation to prove residency, etc. In addition, in 2015, Complus online permit management has been enhanced for online wait list options. Using the site, permit prospects can add their name to the wait list as well as update critical account information for electronic communication (e.g., contact information, vehicle information).



## Nationwide DMV Lookups

Outstanding customer service, easy to use and technologically advanced software, customized notices, web-based payments, ongoing support, and management consultation services are all important features of the Complus program. However, there is no single part of the parking citation management process that is as important to the ultimate successful disposition of each ticket as DMV registration retrievals. That is why DMV registered owner retrieval information must come directly from each DMV (no matter how many or how few tickets were issued to vehicles from each state) as opposed to coming through any third party.

### **Highlights**

- Complus does not rely on third parties to retrieve DMV owner information
- We leverage DMV information and United States Postal Service Data to drive industry leading collection rates

Complus has the most extensive In-State and Out-of-State registration program in the industry. We do not rely on third parties to retrieve DMV information. At the current time, we send name and address requests nationwide, including the District of Columbia. Specific to the needs of Port Chester, Complus has a long standing relationship with both the New York and Connecticut DMV's.

The success of our direct, nationwide DMV access, combined with our automated delinquent noticing service has resulted in Complus clients achieving an average, overall collection rate of 91% on issued parking tickets.

## New York Department of Motor Vehicles

Complus has been interacting with the New York Department of Motor Vehicles for over twenty-eight (28) years to process registered owner information requests. For all State of New York habitual violators who have three (3) or more unpaid parking tickets in an eighteen (18) month period to the Village of Port Chester, Complus notifies the New York DMV not to renew the vehicle owner's registration until these tickets are paid. This program is designed to discourage repeat offenders and will continue to help maintain Port Chester's high collection rate. A release of the New York DMV hold is automatically transmitted to the DMV once payment(s) are received.







## Delinquent Notice Violations

Complus has automated the process for generating and mailing delinquent notices. This is a process that we have advanced and perfected over the last 28 years and is never outsourced. Complus manages all noticing functions in-house and all notices are run and brought to the Post Office for delivery on the same business day. Under the full service option, Port Chester can take advantage of Complus' expertise and experience in sending violation notices to ensure maximum revenue results.

Address verification and Zip+4 data are added when available to the address information supplied by the DMV agencies. The purpose of this program is to standardize address information and add data wherever possible to ensure accurate and speedy delivery of all collection correspondence.

Mail returned by the Post Office as undeliverable is sent to our office in Tarrytown, NY to be processed by our Client Support department. Address corrections noted on the outside of the envelope by the Post Office are processed and entered into the system.

### ***Leased/Rented Vehicles***

For leased or rented vehicles, Complus generates and sends the initial notice(s) to the registrant/owner. Upon receipt of the vehicle operator information, the **FastTrack™** system allows for a change in name and address of the responsible party, and a new notice will be generated and sent to the operator. Complus will also send final notices at no charge (aside from postage) as directed by the client.

## Reporting

An invaluable citation management tool, Complus provides access to several standard reports as well as the use of **Crystal Reports**. These assist in tracking payments, noticing, appeals, etc., and will continue to facilitate improved efficiency and revenue.

With a new contract, Complus will provide the Village access to **Crystal Reports**, a popular Windows-based report writer. Crystal Reports provides real time access to the **FastTrack™** system and allows users to create reports on the fly. Alternatively, you can take advantage of our report writing capability where Complus will provide programming and preparation of supplementary, customized reports at no additional cost.

### **HIGHLIGHTS**

- Complus offers standard monthly reporting in both PDF and Excel formats
- Monthly reports can be sent directly to your mailbox
- **Crystal Reports** is also available for real time access to Port Chester parking data
- Via **Crystal Reports**, Port Chester will have access to build custom reports

Reports that can be accessed via Crystal Reports include:



<i>Monthly Noticing Activity Report</i>	shows by plate number the noticing activity with mail date, ticket number, name, address, and amount due
<i>Monthly New Tickets Report</i>	shows the ticket number, issued date, fine amount, and state/plate, of new tickets entered into the violations Master File
<i>Monthly Voided Ticket Report</i>	lists voided numbers within books of tickets issued to date
<i>Monthly Tickets by State-Report</i>	shows, by state/plate, tickets issued (broken out by in-state or out-of-state), including ticket number, issue date, issue time, violation code, total fines, penalties, reductions, payments, and total due including a summary showing total for each state and grand totals
<i>Monthly Tow Report/Hot Sheet</i>	shows by state/plate all plates with eligible amounts of unpaid tickets including ticket numbers, issue dates, location,
<i>Monthly Issuance by Location Report</i>	shows ticket number, times of issue, violation code, and date of issue

In addition, Complus will continue to offer the Village custom designed end of month reports including:

- Aging Report
- Officer Report
- Paid Handicap report
- Violation Control Sheet
- YTD Paid





## III. Handheld Devices

### Handheld Computer Ticket Writers

We understand that the right equipment is critical to successful parking enforcement and you should feel secure in knowing that Complus provides the latest in handheld ticket writing technology. In addition, our unprecedented 36 month replacement policy ensures you are always working with cutting edge technology.

All Complus Handheld Ticket Writers options include the ability to: create and customize hot lists; create and manage boot/tow lists; electronically chalk tires for timed parking zones; validate permit holders; scan barcodes; make notes regarding needed meter and signage repairs; and electronically capture signatures from enforcement officers.

#### Highlights

- Complus offers an **unprecedented 36 month handheld replacement policy**
- Complus supplies all handheld ticket writer accessories at **no additional cost**
  - Integrated color camera with autofocus, flash and zoom (see sample photos below)
  - Image print license plate on ticket
  - Real time, wireless functionality for real-time ticket upload
  - Interface with various single/multi-space meters, pay-by-cell and LPR technologies
  - Readable in all weather conditions
  - Drop durability of 4 feet to concrete
  - Operating temperature of -4°F to 122°F
  - Comply with the IP454 rating for dust and water-splash protection

#### **OPTION 1 - Casio® IT-9000**

This unit provides the absolute latest in purpose-built handheld technology. This one piece unit offers a completely integrated thermal printer and weighs less than 2 pounds.



Casio IT-9000



### ***OPTION 2 - Two Technologies N4 w/Zebra Printer***

This new ruggedized handheld device is a two-piece unit, requiring a separate Zebra printer. Features of the Two Technologies N4 unit include:



Two Technologies N4

- Rugged IP67 (submersible)
- Android 4.1.2 (Jelly Bean)
- Up to 70-Key Keypad, Customizable
- Magnetic Stripe Reader (3 Channel)
- Hot-Swappable Battery / Three Shift Capacity
- Desktop or Vehicle Mounted Drop-in Cradle

The Zebra MZ printer is designed to endure harsh outdoor environments.

- Weight  $\frac{3}{4}$  of a pound
- Width 3"/76.2 mm
- Resolution - 203 dip/8 dots per mm
- Max print speed up to 4"/102 mm per second
- Bluetooth® v. 2.0



### ***Laptop Enforcement Application***

Complus also offers a laptop application to create and print parking tickets. The following functionality is provided as part of the laptop application (for an additional charge):

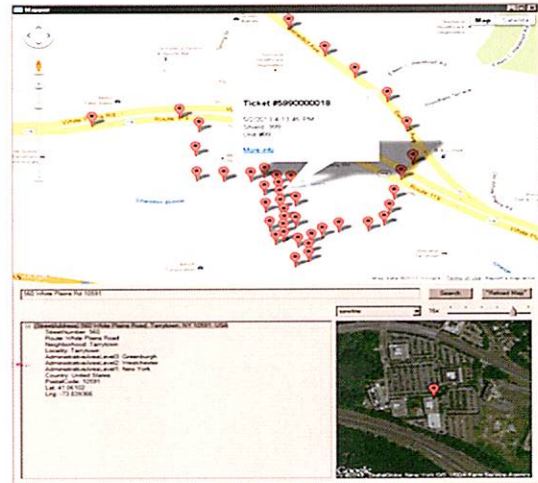
- Ability to issue tickets using Complus' enforcement software that is comparable to the functionality of the handheld unit provided
- Ability to print to a full size page in squad printer using roll feed blank paper
- Ability to communicate with the server via laptop communications





## Enforcement Mapping via GPS

Complus recognizes the importance of providing clients with information at their fingertips to make strategic decisions about enforcement. In response to this need, we introduce our GPS tracking application. This application enables management to access data captured by a GPS unit that is integrated into the handheld ticket writers. As the officers travel throughout their shifts, Complus' GPS application is capturing the coordinates of their exact locations, at pre-determined time increments, such as every ten minutes, or every half-hour. In addition to tracking actual movement, this application will also record the coordinates of specific key activities such as ticket issuance locations, tire-mark locations or the places where vehicles have been booted or towed.



Screen Shot from Tracking Application

## Handheld Integrations

For improved enforcement and enhanced efficiency, Complus will provide Port Chester the capability to integrate our handheld ticket writers with various parking technologies. These include pay-by-cell, pay-by-plate, multi-space meters, and LPR and self-releasing boot services. We have active integrations with several leading parking industry providers and the Village would only be required to reimburse Complus for data charges.

<u>Service</u>	<u>Benefits</u>	<u>Complus Active Integrations</u>
<b><i>Pay-by-Cell</i></b>	<i>Offers drivers a convenient way to pay for or extend parking without having to be physically present at the meter.</i>	<ul style="list-style-type: none"> <li>• <b>ParkMobile</b></li> <li>• <b>Passport</b></li> <li>• <b>PaybyPhone</b></li> <li>• <b>MobileNOW</b></li> </ul>
<b><i>Pay-by-Plate</i></b>	<p><i>Allow municipalities to maximize parking areas as pre-determined spaces are no longer necessary.</i></p> <p><i>When paired with LPR enforcement systems, parking enforcement officers can quickly determine which vehicles have and have not paid for parking. Eliminates the need for drivers to display a receipt (pay and display) or remember a space number or paint parking spaces (pay by space).</i></p>	<ul style="list-style-type: none"> <li>• <b>Cale</b></li> <li>• <b>Digital</b></li> </ul>



<b>Multi-Space Meters</b>	<i>Eliminate the need for maintaining numerous single space meters, offer drivers numerous payment options, and integrate with pay-by-cell capabilities for increased parking payment compliance.</i>	<ul style="list-style-type: none"><li>• <b>Cale</b></li><li>• <b>Digital</b></li><li>• <b>Hectronic</b></li><li>• <b>Parkeon</b></li></ul>
<b>Mobile License Plate Recognition</b>	<i>A valuable tool in both boot and tow programs and permit enforcement. Complus has developed the Quick Response application to automate enforcement, share scofflaw and permit files, and increase the overall efficiency of vehicle using mobile LPR system.</i>	<ul style="list-style-type: none"><li>• <b>Elsag</b></li><li>• <b>Genetec</b></li><li>• <b>PayLock</b></li></ul>
<b>Self-Releasing Boot</b>	<i>Offers drivers the convenience of paying fines and boot fees on the spot and having immediate access to their vehicle without the need of boot release by parking enforcement officers.</i>	<ul style="list-style-type: none"><li>• <b>PayLock</b></li></ul>





## IV. Security and Support Services

### System Security & Back-Up Provision

The database is protected by both hardware and software-generated components. Each PC is encoded with a computer name that must correspond with the expected computer name that is configured in the Complus server. Each access to the server is verified to ensure that only pre-authorized PC devices can utilize the system.

In addition, each user is assigned a unique user-ID and password to access the **FastTrack**<sup>TM</sup> system. Each time a user signs into the system, the software verifies the user-ID and validates the password against the authorized security file.

The database is protected by the following software-generated components:

- Client access to **FastTrack**<sup>TM</sup> data, as well as reports, is granted through a Citrix https connection secured with a 128 bit SSL certificate
- Customer credit card payments are accepted solely through our parkingticketpayment.com (PTP) website and IVR systems and are also processed via an https connection secured with a 128 bit SSL certificate
- The PTP website undergoes an annual PCI assessment ensuring compliance with all applicable requirements

### **Audits**

With each violation linked to a particular license plate, **FastTrack**<sup>TM</sup> provides a complete history of all transactions associated with the violation including monetary, telephone, and walk-in contact. This history log creates an audit trail of all activity by each individual with access to the system. The system allows the operator to change any of the initial data entered using the Update Program. Changes can only be applied to active violations and requires the operator to document the reason for the adjustment. **Each update can be audited for later review.**

### **User Restrictions**

A system administrator in **FastTrack**<sup>TM</sup> has the ability to control activity of all other users. Every single action can be turned on or off easily. The administrator can also add users, delete users, and change security options at any time. This feature also allows an administrator to update passwords or choose full system access.

Function	Name and Description	Access
parking	signon/signoff	YES
p5menu	display menu options	YES
p5mc9y	enter new ticket	YES
p5mcby	schedule daily ticket rp	YES
p5pr2y	print daily tkt rpt	YES
p5updy	change ticket data	NO
p5updy	delete ticket data	NO
p5updy	void ticket data	NO
p5inqy	inquiry by plate	YES
p5inqy	inquiry by ticket	YES



### ***Disaster Recovery Plan***

Complus takes extra precautions to ensure the integrity of the data that we manage on our clients' behalf is never compromised. Maintaining a database of over 200+ municipal and university clients' parking tickets (representing millions of dollars in revenue annually) is something that we take very seriously. Therefore, Complus has developed a Disaster Recovery Plan to be executed in the unlikely event that unforeseen circumstances render our primary data center inoperative. In addition to nightly tape backups that are taken off-site, Complus has established a backup data center and telecommunications infrastructure in the event of a service interruption at our headquarter facility. This secure disaster recovery co-location facility is located 125 miles from our headquarter office.

The disaster recovery plan would be executed as follows:

- Formal notification of data center disaster
- Implement setup procedures & activate telecommunications at backup computer facility
- Loading of Complus parking violations software and customer data files.
- Relocation of new Complus computer and telecommunications equipment at a new primary location in New York while operating backup facility
- Install, test, and load software and customer data files at new Complus data center location in New York

### **Support and Training**

#### ***Software Maintenance and Support***

Located within 15 miles from the Village, Complus strives to make our service and IT representatives readily available to meet all of Port Chester's service expectations. In addition to regular client service visits, Port Chester employees will have access to live customer service assistance via a nationwide, toll free number between the hours of 8:30 AM and 5:00 PM, Monday through Friday, Eastern Time, with afterhours emergency support via call forwarding for all technical issues. Complus also provides remote diagnosis and resolution via secure access to the system.

Our customer service representatives will be able to address any and all questions regarding the proposed services that are outlined in this document, as well as open trouble tickets for operational issues that employees may encounter. In most cases, the response time during business hours is immediate to one hour with a live representative. All CSRs and IT technicians are familiar with our client base and are trained to act as backups for each other.

There are no additional fees for software, hardware, or technical support services. All software upgrades are provided at no additional cost for the life of the contract.

#### ***Hardware Maintenance***

Maintenance, repair, and replacement of the equipment will be the responsibility of Complus for normal wear and tear. This includes handhelds, printers, batteries, chargers and cables. Replacement units will be available in 48 hours or less.





### *Training*

Complus will be available to provide refresher training or new staff member training at no additional charge throughout the term of the contract. Training consists of both classroom based preparation and “in the field” sessions for handheld users.

Complus will supply all handheld and software users with training manuals on the **FastTrack™** system and handheld ticket writers. Manual updates will be provided as new enhancements are released. **All reasonable requests for training by the Village will be provided by Complus at no charge—including all travel costs incurred by Complus personnel.**



## V. Debt Collections

Using our extensive DMV look-up capabilities, violation noticing, and cutting edge technology, the Village of Port Chester has achieved a collection rate of 93%. As a result, the Village may not experience a need for a third party agency to help collect backlogged tickets. However, at the Village's request, Complus can offer optional collection services on older, unpaid violations. Complus will work with Capital Recovery Systems on behalf of Port Chester to manage the process and ensure seamless transition of ticket data and payment transaction(s).

The following is material provided directly from Capital Recovery Systems.

### ***Company Overview***

Capital Recovery Systems is an expert in collecting delinquent debts, with a unique specialization in collecting traffic fines for courts and local municipalities. CRS has recovered over \$180,000,000 in delinquent debt for over 350 local courts and municipalities throughout the country, all while maintaining an A+ rating from the Better Business Bureau.



### ***History***

Capital Recovery Systems was founded in Ohio in 1997 to work exclusively for government clients. We quickly found that local governments were very under-served when it came to collecting debts for courts, particularly traffic fines and court costs. We took on our first major court client in 2000 with Clark County Municipal Court in Ohio, and started to develop innovative methods and procedures to tailor our services specifically to collecting traffic fines. We have steadily expanded our services to over 350 counties and municipalities across the country since then, and constantly strive to find ways to add more value for our clients.

### ***Our Approach***

At Capital Recovery Systems, our number one priority is to maintain our client's positive reputation, while achieving maximum revenue recovery. We understand that when we serve government clients, we are collecting debts from their constituents, and that the good will between those debtors and the client has to be preserved above anything else. This necessity has driven us to create a unique and very effective approach to collecting that sets us apart from other agencies.

With most collection agencies, you have a group of individual collectors who earn commission on every debt that they are able to collect. When collectors are motivated too heavily by commission they will tend to use aggressive and manipulative tactics that can border on harassment, and even violate the law. It also creates issues with logistics and morale, where collectors fight over "account ownership". We know this to be the case,



because like other collection agencies we struggled through it as a company for a number of years.

What we came to realize was that the vast majority (over 90%) of payments were coming from effective use of technology, rather than out-going calls from our collectors. Our skip-tracing, data scrubs, letters and automated dialer were generating payments, and many of the payments taken over the phone were prompted by letters or automated messages sent to the debtors. With that revelation came the decision to change our approach to one of customer service, and employ Customer Service Representatives, not collectors.

Now, all of our Customer Service Representatives are paid a higher wage and don't have to worry about commission. Our CSRs use specific phone scripts and have yearly training in customer service and FDCPA regulations. Instead of drama over "account ownership", we have a team of representatives that work together to recover revenue while being courteous and respectful.





## VI. Pricing

The following list includes the hardware and software that will be provided by Complus:

- Five (5) – Receipt Printers/ Check Validators
- Five (5) – Barcode Readers
- One (1) – Laptop Computer
- Six (6)– Software licenses to the **FastTrack™** System
- Five (5) – Personal Computer
- Three (3) – Laser Printer
- Two (2) Software licenses to the Crystal Reports reporting software
- Five (5) – Handheld Ticket Writers and all necessary peripherals (charger, carrying case)
- Handheld ticket stock for the duration of the agreement

### **Fee Schedule:**

- **10% of parking ticket revenue collected**

### **Optional secondary collection service:**

- **28% of parking ticket revenue collected**

Postage costs for all noticing will be reimbursed to Complus Data Innovations, Inc.

Pricing above is based on an initial three (3) Year Agreement. An additional three (3) year option is available thereafter at the same fixed pricing schedule.

**There are no upfront costs, no data conversion costs, no installation costs and no separate maintenance costs with our proposed solution.**

*Pricing is available, upon request for the Optional Services detailed within the Proposal.*





## VII. Manufacturer's Brochures

# CASIO®

HANDHELD TERMINAL

# IT-9000

Handheld Printer Terminal

A Wide Array of Capabilities in A Single Terminal  
All-In-One Handheld Printer Terminal

- Thermal printer enables issuance of tickets, receipts, and other documents on the spot
- Equipped with an NFC reader/writer for contactless smart cards and ISO 15693 approved RFID tags
- The C-MOS Imager can read 1D and 2D symbologies with high speed and accuracy
- Fitted with a 2.0-megapixel digital camera with an auto focus function
- Includes a magnetic card reader for membership cards, credit cards and other cards

 Windows Mobile  Bluetooth®



# Functionality, reliability and usability in a single terminal.

## The IT-9000 handheld printer terminal

The IT-9000 delivers multi-functionality to perform a variety of work operations in a single device. A rugged body suitable for even demanding outdoor use, is equipped with a high-speed thermal printer and C-MOS imager for barcode reading. In addition, the IT-9000 has enhanced the security features to prevent information leaks. The IT-9000 provides total support to increase the efficiency of on-site business operations such as meter reading and traffic violation control.



### ALL IN ONE

Integrated design that combines high operability and multi-functionality

#### High-Speed Thermal Printer

The IT-9000 has a built-in high-speed thermal printer that provides to print up to 28 lines per second\* to dramatically boost work speed and efficiency. In addition, text size and fonts can be changed to suit the printer content.

\*In the case of 1-ply roll paper, new batteries (fully charged), and room temperature operation



#### Built-In Magnetic Card Reader

The IT-9000 series MC25E model is equipped with modules for reading magnetic cards for membership cards, credit cards and other cards. The card reader improves efficiency in outside work by enabling workers to send server inquiries from the spot to obtain member information, employee ID information, and other data.

#### Built-In 2D Imager

The IT-9000 is equipped with a C-MOS imager that can read 2D barcodes symbologies. The imager also supports reading of GS1 DataBar, the newest barcode standard (barcodes and stacked codes).

#### A Variety of Expansion Features

##### USB connector

The terminal is equipped with a USB connector that supports USB host/client. This expands the range of use of handheld terminals by enabling connection with external devices or cradleless connection with a PC.

##### SD card slot

The terminal comes with two SDIO card slots (SDHC-compatible) as a standard feature for use in applications such as operation with a high-capacity stored database for backup data or expansion of user memory.

##### Bluetooth® 2.0 integrated as a standard feature

Bluetooth® Ver.2.0 (Class2) is integrated as a standard feature. This makes possible voice communication using wireless headsets.

#### Built-In NFC Reader/Writer with SAM Slot

The IT-9000 is equipped with a reader/writer that supports NFCIP2, the latest short-distance wireless communication standard, and supports recognition of contactless smart cards such as FeliCa® and MIFARE® and ISO15693-compliant RFID tags (13.56MHz). A built-in antenna at the top of the device enables seamless interaction with the target smart card. SAM (Secure Access Module) slots comes as a standard feature for applications requiring a high level of security, such as prevention of unauthorised smart card use.



##### [Contactless Cards]



- Member management, loyalty point management, and attendance management using membership cards, employee IDs, and other cards.

- The IT-9000 offers enhanced security for outside work operators by performing user authentication on log-in.

##### [RFID Tags]



- During meter reading the IT-9000 helps increase input efficiency and prevent errors by reading customer information from tags.

- Reading of registered vehicle information from tags makes possible use for applications such as managing traffic violations.

HANDHELD TERMINAL

# IT-9000

Handheld Printer Terminal



# OUTDOOR

Rugged specifications that support on-site operations

## High-Resolution VGA LCD with Excellent Visibility for Outdoor User

The IT-9000 is equipped with a Blanview™ LCD, a 3.7-inch colour transmissive TFT LCD with an easy-to-operate touch panel. The display provides excellent visibility indoors and in direct sunlight, and VGA-compatible high resolution (640x480pixels) supports high-definition image display content. In addition, power consumption of the backlight is only about one-third that of semi-transmissive LCDs.



## Keyboard Designed and Built for Comfortable Operation

The larger backlit keyboard ensures accurate key operation in a dark environment such as a warehouse. Since the keys are printed on the inside, the markings do not wear off. Text input using the number keys is possible.



## 2.0 Megapixel Camera with Autofocus

A 2.0 megapixel colour digital camera is integrated in the IT-9000. With its powerful autofocus feature, this camera can capture high quality images for such tasks as identifying damaged goods, document capture and vehicle license number identification. The capturing of digital images can be incorporated seamlessly into the work-flow of the application without the need to use a separate camera or reconcile images and data records from two different devices. The potential for enhancement to solutions, and increases in efficiency are virtually limitless.



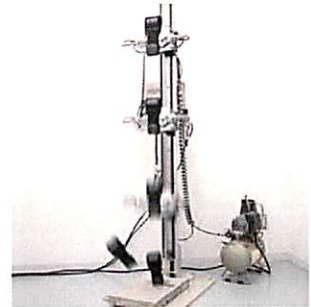
## Microsoft® Windows Mobile® 6.5

The IT-9000 series comes with Windows Mobile® Version 6.5 as the operating platform. This is the latest platform for mobile devices and PDAs and is ideally suited for use as a basis for an enterprise or business solution. Windows Mobile 6.5 brings you the latest enhancements to the PDA user interface, allows efficient handling of various wireless technologies and opens up the possibility to run existing commercially available packages and software for the Windows Mobile family of devices.

## Excellent Environmental Durability

Casio designed the IT-9000 to deliver the usability required for outdoor work. The rugged body offers improved impact resistance to withstand drops of 1.5 meters, ensuring the high durability necessary for use even under conditions of rough handling. The terminal is compliant with IP54\* dust and water-splash proof standards and designed to ensure trouble-free operation in demanding environments such as heavy rain and sandy or dusty places. In addition, it is suitable for use in sub-zero temperatures or under the blazing sun (operating temperature range of -20°C to 50°C).

\*Water splashed against the device from any direction has no harmful effects when all covers for connectors, etc. are closed.



Drop durability test



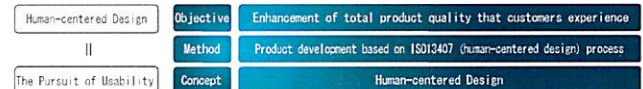
Water-splash proof test



Dust proof test

## Human-Centered Design in the Uncompromising Pursuit of Usability

The IT-9000 reflects human-centered design processes applied in product development in the uncompromising pursuit of ease of use. It is surprisingly compact and light in weight for a fully featured multifunctional handheld terminal with built-in printer. The terminal was designed to be comfortable to hold it for long shifts without fatigue and to provide excellent operability in outdoor environments. The rounded form of the lower part of the device and the 79-mm grip length make the IT-9000 just the right shape and size for a secure grip. The center of gravity is optimised to fit naturally in anyone's palm. The result is a device that places little strain on the hand even during long hour operation.



# SECURITY

Reliable security features to meet the needs of the times

## Log-In Authentication

The IT-9000 supports smart card-based log-in security that prevents unauthorized use, by requiring log-in authentication using employee ID cards in addition to passwords.



Employee ID card

## Enhanced Security Features

### Automatic Erasure of Local Data

The terminal has a function for automatically erasing data if the user does not log-on at a specified time. This prevents information leakage in the event of device loss.

### Media Security

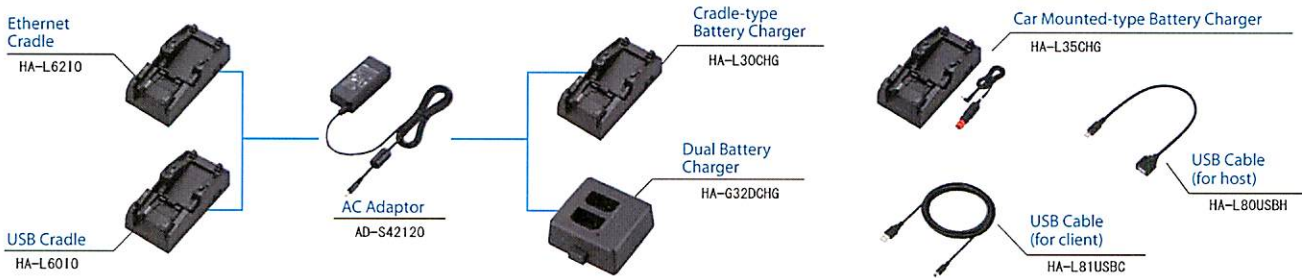
A security lock can be applied to SD cards used to store data to block information leakage.

HANDHELD TERMINAL

# IT-9000

Handheld Printer Terminal





Specification

Model Name	MC2SE	C2SE
CPU	Marvell PXA320 624MHz	
OS	Microsoft Windows Mobile 6.5 English Version	
Memory	RAM	256MB
	ROM	256MB
Display	Display	9.4cm (3.7inches) Blanview Color LCD with Touch Panel
	Resolution	VGA (480 x 640 dots) 65,536 colors
	Backlight	LED
Indicator	Indicator 1: Battery charging status, Indicator 2: Operating status	
Printer	Printing Method	Thermal line dot
	Paper Width	80 mm or 58 mm
	Printing Width	72 mm or 48 mm
	Speed	28 lines per second (while printing Kanji characters)
	Paper	Roll paper, Label paper
	No. of dots	576 (if printed on 80 mm width paper)
	Font Type	ANK, Symbologies (UPC-E, NW-7, Code39, Code128), OCR-B, user-defined characters x 128
C-MOS Imager	Sensor	Positioning for printing
	Type	Wide VGA (752 x 480) Monochrome Area Sensor
	Aimer	Laser 650+10/-5nm, 1mW or less
	Resolution	1D: 0.15mm, Stacked: 0.169mm, Matrix: 0.25mm
	1D Symbologies	GS1 DataBar Omnidirectional (RSS-14), GS1 DataBar Truncated (RSS-14 Truncated), GS1 DataBar Limited (RSS Limited), GS1 DataBar Expanded (RSS Expanded), Code128/GS1-128 (UCC/EAN128), Code93, Code39, Code11, EAN8/13, UPC-A, UPC-E, Codabar (NW7), Interleaved 2 of 5 (ITF), MSI (Plessey), IATA, Code32, ISBT
	Stacked Symbologies	GS1 DataBar Stacked (RSS-14 Stacked), GS1 DataBar Expanded Stacked (RSS Expanded Stacked), GS1 DataBar Stacked Omnidirectional (RSS-14 Stacked Omnidirectional), Code49, PDF417, MicroPDF, Composite, Codablock F, TLC39
	Matrix Symbologies	Aztec, DataMatrix, Maxicode, QR Code, microQR, Han Xin Code

NFC Reader/Writer	Frequency	13.56MHz		
	Contactless Smart Card	ISO14443 Type A (MIFARE), ISO14443 Type B / Felica*		
	RFID Tag	ISO15693(B-CODE) S11 / Tag-it** / my-d**		
	SAM Slot	3 slots		
Wireless	Bluetooth	Bluetooth version 2.0 + EDR		
Digital Camera	Imaging Element	2.0 mega pixels C-MOS		
	Function	Auto focus, LED flash		
Mag. Card Reader	ISO Standard	ISO Tracks 1, 2, and 3		
Input	Keyboard	Numeric (Alphabet) keys, Double zero key, key, Decimal key, MENU key, Fn key, F1 to F4 keys, CLR key, BS key, ENT key, Cursor keys, Power key, Left Trigger key, Right Trigger key		
	Touch Panel	Plastic panel (resolution 480 x 640 dots) with character input pad		
Interface	Serial	USB (Host, Client) x 1		
	Card Slot	SDIO (SDHC supported) x 2		
Power	Audio	Microphone: Built-in (monaural), Speaker: Built-in (monaural)		
	Main Power	Lithium-ion battery pack: HA-G20BAT* * 7.4V/2,000mA		
	Memory Backup Charge Time	Lithium battery (rechargeable) on board Approx. 5 hours		
Environment	Dust/Splash-proof	IP54 (compliant with IEC60529 standard)		
	Drop Durability	1.5m		
Dimension / Weight	Operating Temperature	-20°C +50°C		
	External Dimensions	W	112mm* 79mm**	
		D	286mm	255mm
		H	66mm* 37mm**	
Weight (Incl. Battery)	655g	605g		

● CASIO is a registered trademark of CASIO Computer Co., Ltd. in Japan.  
 ● Blaview is a trademark of CASIO Computer Co., Ltd. in Japan.  
 ● Microsoft, Windows Mobile are registered trademarks of Microsoft Corporation in the USA and/or other countries.  
 ● MIFARE, i-CODE are registered trademarks of NXP B.V.  
 ● FelCa is a trademark of Sony Corporation.  
 ● Tag-it is a registered trademark of Texas Instruments Incorporated.  
 ● My-d is a registered trademark of Infineon Technologies AG.  
 ● The BLUETOOTH registered trademark is owned by Bluetooth SIG, Inc., U.S.A., and licensed to CASIO Computer Co., Ltd.  
 ● Other company and product names are generally registered trademarks or trademarks of the respective companies.  
 ● Specifications in the table above are current as of March 2012, and may be changed without prior notice.



When it comes to mobile hardware, it's not easy to balance the requirements of a demanding environment with user needs: long battery life, light weight, intuitive keypad and a host of other features.

Meet N4 — a culmination of over twenty-five years of designing ultra-rugged handheld computers. The result? An unprecedented Android device; the first in a series designed specifically for demanding environments. Rain, sleet, snow, sun, mud, and sand; none of which can touch the MIL-STD 810G and IP67 certified exterior of N4 hardware, equipped with the powerful, sleek, and user-friendly Android™ operating system. Hot swappable battery, full 70 key keypad and magnetic stripe reader make the N4 the best in class mobility choice for your team.

Like all Two Technologies products, the N4 can be branded with your company logo, keypad graphics and case color. Now your mobility device can carry your unique brand one step further.



## THE COMPROMISE IS OVER ULTRA RUGGED > MEET ANDROID



- ▶ Rugged IP67
- ▶ Android 4.1.2 (Jelly Bean)
- ▶ Up to 70-Key Keypad, Customizable
- ▶ Magnetic Stripe Reader (3 Channel)
- ▶ Hot-Swappable Battery / Three Shift Capacity
- ▶ Desktop or Vehicle Mounted Drop-in Cradle

# N4

[www.2T.com](http://www.2T.com)

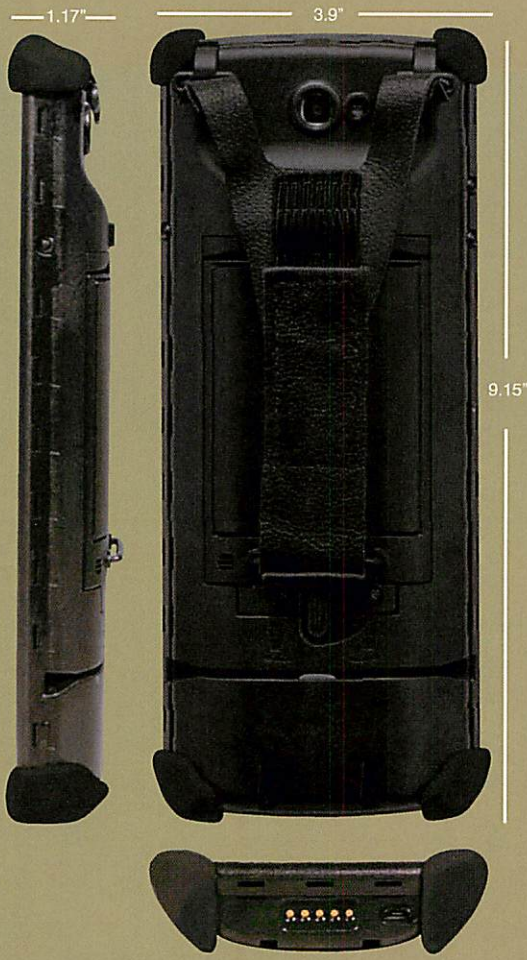


**Two Technologies, Inc.**

Hand Held Computers • Your Way • Since 1987



# > SPECIFICATIONS



NOT TO SCALE



<b>Display:</b>	5.55 in. Diagonal Super AMOLED 720 X 1280 pixels
<b>Contrast Ratio:</b>	402 nominal, 2,307:1
<b>Touchscreen:</b>	Multi-touch capacitive, Rain resistant + Inductive Stylus
<b>IP Rating:</b>	Sealed to IP67 (submersible)
<b>Operating temp:</b>	-20° to + 50° C (MIL-STD 810F Method 502.4, MIL-STD 810F Method 501.4)
<b>Charging temp:</b>	0° to + 40° C
<b>Humidity:</b>	5-95% (non-condensing) 810F Method 507.4)
<b>Shock &amp; Vibration:</b>	MIL-STD 810G Method 516.6 & Method 514.6
<b>Weight:</b>	15.6 oz.
<b>Sound:</b>	Vibration, MP3, WAV files, Loudspeaker voice; 70dB / Noise 66dB / Ring 80dB
<b>CPU:</b>	Quad-core 1.6 GHz Cortex-A9, Graphics: Mali-400MP, Sensors: Accelerometer, gyro, proximity, compass, barometer
<b>OS:</b>	Android™ v4.1.2 (Jelly Bean)
<b>3G Network:</b>	EVDO 850 / 1900 / 2100
<b>4G Network:</b>	LTE 700
<b>SIM Card:</b>	Micro-SIM
<b>Data:</b>	GPRS, EDGE, 4G LTE
<b>WLAN:</b>	WiFi 802.11 a/b/g/n, dual-band, DLNA, WiFi Direct, WiFi hotspot
<b>Bluetooth:</b>	v4.0 with A2DP, LE, EDR
<b>NFC:</b>	HF RFID
<b>USB:</b>	microUSB v2.0 (MHL), USB Host
<b>Camera:</b>	Primary 8MP, 3264 X 2448 pixels, autofocus, LED Flash, Simultaneous Video and image recording, geo-tagging, touch focus, Face detection, Image stabilization
<b>Video:</b>	1080p @ 30fps
<b>Barcode Imaging:</b>	Accusoft 1D/2D
<b>Secondary:</b>	Front facing 1.9MP
<b>Memory:</b>	Internal: 16 GB FLASH, 2GB RAM
<b>Memory Card:</b>	microSD up to 64 GB
<b>Messaging:</b>	SMS, MMS, Email, Push Mail, IM, RSS
<b>Browser:</b>	HTML5
<b>GPS:</b>	A-GPS support + GLONASS
<b>Java:</b>	Java MIDP emulator
<b>Batteries:</b>	1: Internal, Li-ion 3100 mAh,
<b>Battery 2:</b>	Hot swappable, 2500 mAh Li-ion
<b>SAR US:</b>	.23 W/kg (head), .95 W/kg (body)
<b>Keypad:</b>	70 Key Alpha-numeric (No Shift), Backlit
<b>Mag Stripe Reader:</b>	3 Channel, Bi directional card reader - Security: DES, Triple DES, AES encryption - Management: DUKPT key manager
<b>Hand Strap:</b>	Optional 2" Elastic + Stylus holder
<b>Warranty:</b>	1 year



# Zebra® iMZ™ Series



SEE MORE. DO MORE.



## A choice of mobile platforms to take business where it needs to go!

Get the benefits and value associated with using today's smartphone and tablet devices. The new iMZ™ printers now support Bluetooth® connectivity to Apple® iOS, as well as Android™, Windows® Mobile and BlackBerry® platforms. Print Touch™ simplifies Bluetooth pairing and launches Web-based help pages with Near Field Communication (NFC)-enabled devices to provide a trouble-free user experience. Regardless of your choice—smartphone, tablet or handheld—Zebra's new iMZ220 and iMZ320 printers are there to support your 2-inch and 3-inch receipt-printing business needs.

In addition to supporting the most popular operating systems of today's smartphones and tablets, the new iMZ

printers' Link-OS™ software solutions rapidly configure, monitor, and integrate Zebra printers with your system. Using Profile Manager with AirWatch Connector, you can quickly connect your printer with the AirWatch device-management system via WLAN. Utilize your current infrastructure with one tool for management of your mobile devices.

Building on this experience, you can create printing applications for the Apple, Windows®, Android, WinCE, WinMobile and BlackBerry platforms with the Link-OS Software Development Kit (SDK). Backed by a full range of Zebra software, it has never been easier to produce crisp, clear receipts—whatever the setting.

## Ideal for These Applications

**Retail** / Mobile point of sale, Line-busting

**Field Service** / Field repair and installations

**Direct Store Delivery** / Proof of delivery receipts

**Hospitality** / Restaurant tableside receipts, On-board transportation ticketing





# MEET THE iMZ SERIES

Each small iMZ printer can be a smart assistant for any mobile receipt-printing application where quick, simple receipts are needed on demand. These unobtrusive printers can be worn comfortably for a full shift without interfering with the user's tasks. Easy to operate, they are a great first step for users looking to replace pen-and-paper documentation, preprinted receipts, or unreliable mobile printers. Mobile workforces all over the world can benefit from the iMZ series' compact convenience in business applications—and because it's a Zebra, there's no compromise on reliability.

## A Sidekick That Won't Weigh You Down

- At  $\frac{3}{4}$  of a pound (0.34 kg) or less, these lightweight printers can be worn a full shift without any burden or bother
- Comfortably wear the printer via belt clip or shoulder strap for unobtrusive and convenient printing

## Simple to Operate

- Single push-button media access for simple reloading
- Intuitive LEDs indicate on/off, error, and connectivity status

## Economical Alternative

- A simple, reliable and affordable printer alternative
- Each iMZ printer comes standard with USB and Bluetooth connectivity, allowing you to communicate with mobile devices running on iOS, Windows® Mobile, Android and BlackBerry operating systems

## Genuine Zebra™ Supplies

Ensure high-quality, crisp images and text, and ensure that your receipt and documents remain readable and intact for their entire life, by choosing genuine Zebra supplies.

Zebra offers:

- Both in-stock and custom-made receipt paper.
- Materials that:
  - » Are tested and approved by the Zebra Supplies Research and Development Department.
  - » Meet your application's durability, image quality and archival requirements, as well as your budget.
  - » Can be custom pre-printed with your company logo, instructions, terms and conditions and other information, allowing you to maximize the functionality of your receipts and documents.

## Palm-Sized Printing Power

- High-speed processor and extensive memory for printing complex barcodes, fonts and graphics
- iMZ printers now come with an 802.11n option with dual-band support (2.4 GHz–802.11b/g/n and 5 GHz–802.11a/n) for those overcrowded wireless networks in retail environments where business operations need communication at the less-crowded 5 GHz band
- Secure Bluetooth 2.0, 802.11a/b/g/n (optional) or USB (client) connectivity, Wi-Fi® and Cisco® CCX V4 ASD-certified



## ZebraCare™ Services

Reduce the cost of printer downtime due to lost productivity and unbudgeted repair costs by selecting a ZebraCare Depot service agreement. ZebraCare service agreements allow you to:

- Plan and budget annual service needs.
- Reduce the soft costs associated with printers that are down and need repair, and increase uptime.
- Choose the service option right for your organization.

# PRINT RECEIPTS ON DEMAND FOR A VARIETY OF APPLICATIONS



## Retail

Reduce checkout time and lines at the register. Before customers reach the register, scan all their shopping-cart items; then use an iMZ printer to print a barcode receipt with the customer's purchase total for presentation at checkout.

## Field Service

With the iMZ printer, offer customers documentation of the quoted estimate for service, parts and warranty. When the work is finished, print a payment receipt to complete the service transaction.

## Hospitality

Reduce lines and capture more sales: Accept mobile payment for concessions in the theme park, in the arena, at the tableside, or at other hospitality venues.

## Direct Store Delivery

Use an iMZ series printer at the point of transaction to print a delivery receipt that confirms the actual quantities that transferred possession. Also print sales order confirmations for future deliveries.

## AC Adapter

This easy-to-use power adapter comes with each iMZ series printer. Simply plug the AC adapter into the printer and charge between uses!



## Protective Silicone Skins

These optional silicone skins add a layer of protection and improve the handling of your iMZ series printer.



## iMZ Series 4-Bay Power Station

Ideal for users who prefer to "dock and go." At the end of your shift, simply slide the iMZ220 or iMZ320 printer into this power station to recharge it.



## Durability-Enhancing Case

By adding an extra layer of protection with this nylon carrying case, your iMZ series printer will be well prepared for harsh conditions.



## Vehicle Adapter

This cigarette-lighter adapter allows you to charge your iMZ series mobile printer from your vehicle.



## Shoulder Strap

To keep hands free, an optional shoulder strap is available as an alternative to the belt clip.





# SPECIFICATIONS AT A GLANCE\*

## Printer Name

iM2220  
iM2320

## Standard Features

- Direct thermal printing of barcodes, text and graphics
- 203 dpi/8 dots per mm resolution
- Print speed: Up to 4"/102 mm per second
- CPCL and ZPL® programming languages
- Resident fixed and scalable fonts
- 400MHz 32-bit ARM® processor with 128 MB RAM memory
- 128 MB Flash memory supports downloadable programs, receipt formats, fonts, and graphics
- USB port
- 1.6Ahr Li-Ion battery
- Built-in battery charger
- Optical out-of-media sensing using fixed center-position sensor
- Tear bar for easy receipt dispensing
- Supports vertical and horizontal printing
- Printer can be used in any orientation
- Fixed media-roll width
- Clamshell design for easy media loading
- Printer Management: Mirror, SNMP, Web server (with customizable HTML pages), Wavelink Avalanche® [Future firmware update]
- Four LEDs as user interface indicators
- 4"/1.2 m drop to concrete (multiple times)
- Label odometer
- Bluetooth 2.1
- Security modes 1–4
- Bluetooth printing from Apple devices (iOS5, iOS6)
- IP42-rated for dust and water resistance (IP54 with durability-enhancing case)
- Print Touch via NFC—One touch to pair and print via Bluetooth

## Printer Specifications

### Resolution

203 dpi/8 dots per mm

### Memory

128 MB RAM; 128 MB Flash (standard)

### Print width

- iM2220: 1.9"/48.3 mm
- iM2320: 2.9"/73.7 mm

### Print length

Maximum: Continuous

### Print speed

Up to 4"/102 mm per second

## Physical Characteristics

	iM2220	iM2320
Width:	3.18"/80.77 mm	4.11"/104.4 mm
Height:	5.34"/135.6 mm	5.34"/135.6 mm
Depth:	2.26"/57.4 mm	2.26"/57.4 mm
Weight:	0.70 lbs/0.32 kg with battery	0.75 lbs/0.34 kg with battery

## Operating Characteristics

### Environment

- Operating temperature: 14° F/10° C to 122° F/50° C
- Storage environment: -4° F/-20° C to 140° F/60° C
- Operating humidity: 10–90% non-condensing

### Agency approvals

FCC Part 15 and EN 55022 Class B limits; FCC, IC, and European Standards for Bluetooth and 802.11a/b/g/n; TÜV and IEC 60950 standard for Safety; NOM, C-Tick, VCCI, S-Mark, PSE, CCC, MII Bluetooth SIG-registered, CCX and Wi-Fi certified

## Communication and Interface Capabilities

- 802.11a/b/g/n wireless LAN with support for:
  - WEP, TKIP and AES encryption (802.1x)
  - EAP-FAST, EAP-TTLS, EAP-TLS, PEAP, LEAP
  - 802.11i (WPA2), 802.11d, 802.11h
  - 802.11n (optional): Wi-Fi (802.11n)-certified, Cisco CCX v4 ASD-certified
- USB 2.0
- Bluetooth 2.1 (includes Bluetooth support for iOS devices)
- Windows compatibility: (CE .NET, Pocket PC, Windows Mobile 2002, Windows Mobile 2003 SE, Windows XP, 2000 and NT via Zebra Windows printer driver and/or our Mobile SDK controls and other applications)
- Android 2.3, 4.0, 4.1
- iOS 5, iOS 6
- Dual radio—802.11a/b/g/n & Bluetooth 3.0 (coming soon)

## Media Characteristics

### Max. roll size

- 1.88"/47.8 mm O.D. on a 0.4"/10.2 mm to 0.75"/19 mm I.D. core

### Max. media width (iM2220)

2.0" (± 0.03")/50.8 mm (± 0.76 mm)

### Max. media width (iM2320)

3.0" (± 0.03")/76.2 mm (± 0.76 mm)

### Thickness

2 mil/0.0508 mm to 4 mil/0.1016 mm

### Media types

Direct thermal receipt paper, or UV-coated media. For optimum print quality and printer performance, use genuine Zebra supplies.



## Fonts/Graphics/Symbologies

### Fonts and character sets

- Standard fonts: 25 bitmapped, 1 smooth-scalable (CG Triumvirate™ Bold Condensed)
- Optional fonts: Downloadable bitmapped and scalable fonts

- International character sets/code pages supported: USA, Germany, France, Sweden, Spain, Norway, Italy, CP850, UK, (Latin 9), Chinese GB18030, BIG 5 (Traditional), Japanese and Korean supported in 16 x 16 and 24 x 24. Thai and others upon request.

## Graphics

Supports user-defined fonts and graphics—including custom logos

## Barcode symbologies

- Barcode ratios: 1.5:1, 2:1, 2.5:1, 3:1, 3.5:1
- Linear barcodes: Codabar (NW-7), Code 39, Code 93, Code 128, EAN-8, EAN-13, 2 and 5 digit add-on, Interleaved 2-of-5, UCC/EAN 128, UPC-A, UPC-E, 2 and 5 digit add-on
- Two-dimensional: Aztec Code, Data Matrix, GS1/DataBar™ (RSS) family, MaxiCode, MicroPDF417, PDF417, QR Code, TLC 39

## Options and Accessories

- Bluetooth 2.1
- 802.11a/b/g/n
- Protective silicone skin
- Durability-enhancing case (IP54 rating when using the case)
- Shoulder strap
- iMZ series 4-bay power station
- Vehicle adapter

## Optional features

- Linerless printing (with silicone platen roller only) through a Development Services Group request
- ZBI 2.x: Powerful programming language that lets printers run standalone applications, connect to peripherals, and much more

## ZebraLink™ Solutions

- Print Touch via NFC
- Profile Manager via NFC with AirWatch connector
- Link-OS Software Development Kit
- ZebraDesigner™ Pro
- ZebraDesigner
- ZebraNet™ Bridge Enterprise
- ZebraDesigner driver
- Zebra Setup Utility
- ZBI-Developer™

## Firmware

iMZ printers support CPCL and ZPL programming languages. The ZPL programming language ensures full compatibility with many other Zebra® printers. See Technical Specification for more details.

## Validation Testing

The iMZ series printers have been tested with industry-leading applications to verify interoperability and improve overall optimization when with validated terminals. Zebra Independent Software Vendor (ISV) Partners create industry-leading software solutions to solve business problems. Zebra works closely with these ISVs to integrate printing and other capabilities of Zebra products. Zebra-validated applications can be found at [zebra.com/validation](http://zebra.com/validation).



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\*Specifications subject to change without notice.

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PROPOSAL TO:

**VILLAGE OF PORT CHESTER, NY**

DELIVERY ADDRESS:

Village Clerk's Office  
222 Grace Church Street  
Port Chester, NY 10573

FOR:

**PARKING TICKET COLLECTION MANAGEMENT SYSTEM  
RFP 2015-03**

DUE DATE:

3:00 p.m., May 13, 2015

OFFEROR:

**Brekford Corp.**

7020 Dorsey Road, Suite C  
Hanover, MD, 21076  
Attn: Ron Given  
Tel: (443) 557-0200 x209  
Fax: (443) 557-0201  
[www.brekford.com](http://www.brekford.com)



## 1. COVER LETTER

Brekford Corporation  
7020 Dorsey Road Bld. C  
Hanover, Maryland 21076

April 6, 2015

Village Clerk's Office  
222 Grace Church Street  
Port Chester, NY 10573

**Re: PARKING TICKET COLLECTION MANAGEMENT SYSTEM RFP 2015-03**

Dear Mr. Valdez:

It is my pleasure to transmit to the VILLAGE OF PORT CHESTER, NY this response to your PARKING TICKET COLLECTION MANAGEMENT SYSTEM RFP 2015-03 . This response is presented by Brekford Corp., 7020 Dorsey Road, Suite C, Hanover, Maryland 21076.

Brekford Corp. is a public safety technologies integrator, developer and service provider of integrated parking management, traffic safety and mobile technology solutions to agencies in municipalities, states, various federal entities and the U.S. military. Our combination of subject matter experts, creative solutions, innovative technology, and best practices offer a unique 360° solution for public safety agencies. Our core values of integrity, accountability, respect, and teamwork drive our employees to achieve excellence and deliver industry leading technology and services, thereby enabling a superior level of safety solutions to our clients.

Over the past 18 years, Brekford Corp. has successfully designed, installed and supported enforcement systems for hundreds of enforcement agencies in support of their missions and goals. We have a proven record of collaboration and performance to deliver innovative, professional and prompt service.

Within the past five years Brekford developed a citation processing and collections service and now has over 15 contracts. And within the past two years Brekford has won two contracts in the State of New York for citation processing using our web-based iP360 Citation Management system. These include the Town of Huntington, NY – with the Traffic Violations Bureau for parking summonses - and the City of New Rochelle, NY – a new contract for traffic camera citation collections. We are pleased to be able to offer innovative solutions and services to additional citation collections agencies, especially in New York.

Several of our most relevant parking enforcement and citation processing references are included in the reference section, and many more involving other mobile enforcement systems are available upon request.

Brekford Corp. is also pleased to offer the Village the world's leading parking enforcement handheld system developed by Schweers International – Schweers has over 27 years' expertise developing hand held computers and ticketing software solutions specific for parking officers around the world. Their innovative devices are one-piece, rugged, all-weather systems developed for the field officer.

Our proposal includes a carefully architected integrated solution based on two core components with many features and benefits for the Village, including

### **iP360 © Citation Management System Web Application**

- Modern, easy to use web application is powerful, flexible and scalable
- Cloud data hosting
- **Unlimited iP360 user licenses for Village staff**
- Input all citations received from paper copies
- Automatically upload citations issued using wireless hand held devices
- Lifecycle management and tracking of citations in accordance with Village business rules
- **Plate/Account centric system to manage all citations for each customer**
- Digital printing and mailing of IP360 generated notices
- Offer the public convenient payment methods by web, smartphone, mail and in office
- Vehicle registration information acquisition from NYS DMV and nation-wide
- Automated scofflaw processing with NYS DMV
- Automatically record and track all activities and changes by users
- **Integrated workflow management tool with iP360 iWORX**
- Dynamic online management reports with easy printing and export
- Open-standard system capable of interfacing with other systems

### **Wireless Hand Held Enforcement and Ticketing Devices**

- Rugged, purpose-built ticketing devices and software from global leader Schweers
- **Officer choice between three all-weather hand held device models**
- Easy for officers to carry and use with built in printer, color camera, GPS and wireless
- Check vehicles for overtime parking, permits and outstanding citations
- **Real-time checks against the IP360 database for boot eligible vehicles**
- Capture evidence using color photographs, voice recordings and officer notes
- Issue and print professional citations and upload wirelessly to IP360
- Manage all devices wirelessly and report on officer and citation information
- Interfaces available for multi-space meters, pay-by-phone and pay-by-plate systems
- Preventative maintenance service for handheld equipment
- **Local hardware tech support and maintenance depot in Montclair NJ**



The Villages’ new parking enforcement system will realize significant benefits, including:

<b>BENEFITS TO VILLAGE</b>	<b>HOW BREKFORD DELIVERS</b>
<b>Increased efficiency</b>	<b>Personalized implementation</b> to meet Village’s exacting business rules. Smart software features and capabilities reduce manual labor and streamline work practices. High level of system availability reduces downtime and manual workarounds.
<b>Increased collections</b>	Officers issue the best quality citations quickly and safely using <b>purpose-built one-piece handheld citation devices</b> . More citations issued in less time. Fewer voided and dismissed citations. Online payment option encourages prompt collections. Nation-wide DMV access.
<b>Identify repeat offenders and scofflaws</b>	<b>Account/plate based IP360</b> system links citations to customers. Timely and accurate information to officers. Identify scofflaw vehicles quickly and accurately. Automated boot list and tracking. Online information and alerts to record and track all key activities.
<b>Better manage communications with customers and other departments</b>	<b>Wireless handhelds and web hosted IP360 system</b> give Village staff and citizens fast access to information. Real-time communications, workflows and online edit checks ensure accurate and complete data. Professional generation of notices keep customers up to date with information and status. Complete audit trail of all user and system activities. Capability to enter unlimited notes and attach photos, citation copies, letters and other documents.
<b>Produce useful reports</b>	<b>IP360 dynamic online reporting</b> for monitoring and analyzing up-to-the-minute information. Informative standard and ad hoc reports. Data is easy to access, manipulate and share without knowledge of database or programming languages. Save, print or export data.
<b>Platform for integration with other systems</b>	Flexible, scalable, and open systems provide Village with <b>capability to add and integrate with other or future systems</b> – smart meters, pay by phone, mobile LPR, multi-space meters, guided parking enforcement, Police systems, accounting software.



In summary, Brekford offers the Village a best-in-class parking enforcement system solution that will support the Village deliver excellent services and improved performance.

One (1) original copy of our proposal is provided as specified in the submission requirements. The proposal is organized into sections following the RFP outline, with a Table of Contents on the following page.

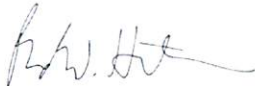
Brekford acknowledges the instructions and terms of the RFP and agrees to comply with them. This proposal is firm for forty-five (45) days from the closing date and may be extended upon mutual agreement if the Village requests so in writing.

Brekford will be the prime contractor for this contract and will assume full responsibility for the procurement, delivery and quality of the required services. Brekford will be the sole point of contact with regard to technical, pricing and contractual questions. The contact person authorized to answer any questions and make representations for Brekford is Mr. Ron Given, whose contact information is below.

Ron Given, VP Parking Enforcement & Citation Solutions  
Tel.: 877-557-0200 x209 Fax: 443-557-0201  
Email: rgiven@brekford.com

Brekford and its experienced team stand ready to implement a solution set up to the needs of the Village. Whereas competitors may offer their one-size-fits-all, off-the-shelf system and cookie-cutter modules - with little help fine-tuning the system or ongoing support- Brekford is offering the Village a true partnership, whereas we will set up the enforcement systems for the Village based on its needs and support the Village for the duration of our agreement.

Sincerely,



Rodney Hillman, President and COO  
Brekford Corp.

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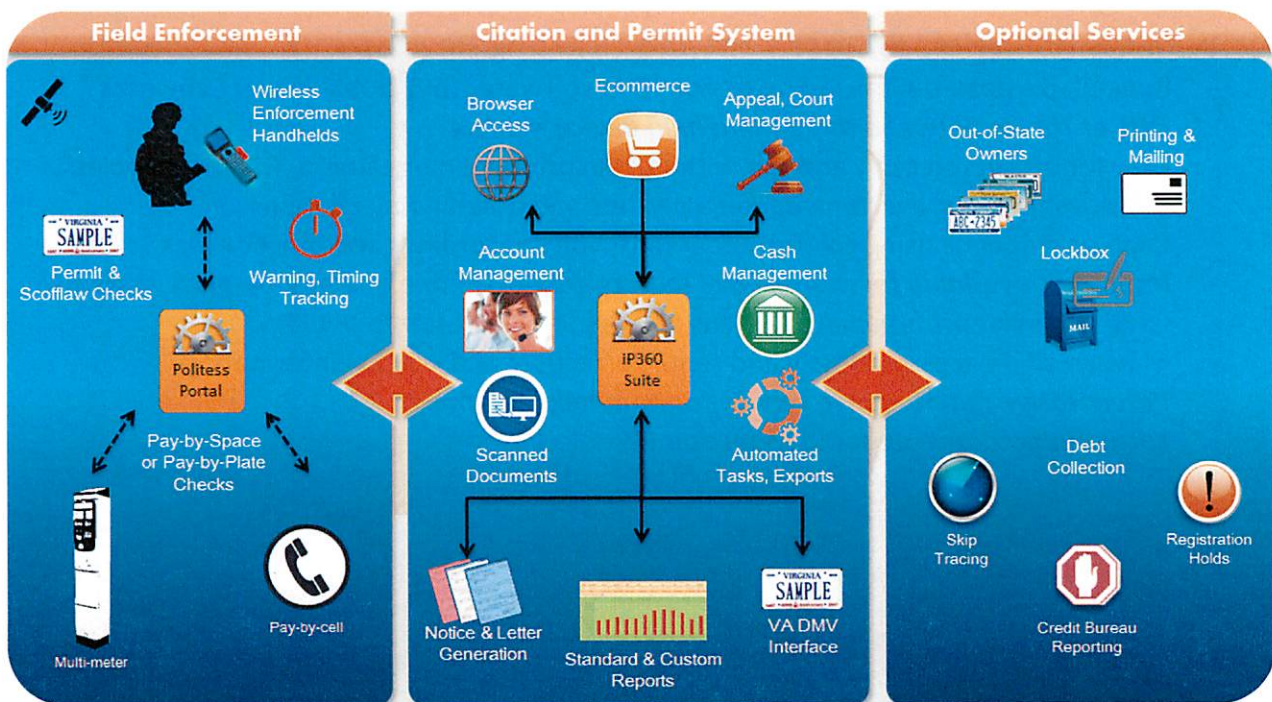
## 2. NARRATIVE

### 2.1 Project Understanding

We understand from the RFP that the Village of Port Chester seeks an updated and comprehensive parking enforcement solution consisting of integrated products and services, including a new hosted citation management software system and new handheld citation issuance systems.

**We believe that our proposed solution will meet and exceed all of the Village's objectives:**

- ✓ A comprehensive web hosted citation management software
- ✓ Open-standard system operates from any PC web browser and printers
- ✓ Convenient online options for customers to view and pay citations
- ✓ Manage and streamline collection activities on unpaid citations
- ✓ NYS and National DMV access to maximize both in-state and out-of-state collections
- ✓ 5 rugged one-piece handhelds, with choice between 3 devices for officers
- ✓ Capability to integrate with smart meters system, pay-by-phone and LPR
- ✓ Best in class systems compatible with latest and future parking technologies



**Brekford's iP360 system can support current and future growth of the Village's parking enforcement and citation management programs.**



## 2.2 Solution

Our proposal includes a carefully architected integrated solution based on two core components with many features and benefits for the Village:

### **iP360 © Citation Management System Web Application**

- **Modern, easy to use web application is powerful, flexible and scalable**
- **Unlimited iP360 user licenses for Village staff**
- Input all citations received from paper copies
- Automatically upload citations issued using wireless hand held devices
- Lifecycle management and tracking of citations in accordance with Village business rules
- **Plate/Account centric system to manage all citations for each customer**
- Offer the public convenient payment methods by web, smartphone, mail and in office
- Vehicle registration information acquisition from NYS DMV and nation-wide
- Automated scofflaw processing with NYS DMV
- Automatically record and track all activities and changes by users
- **Integrated workflow management tool with iP360 iWORX**
- Dynamic online management reports with easy printing and export
- Open-standard system capable of interfacing with other systems

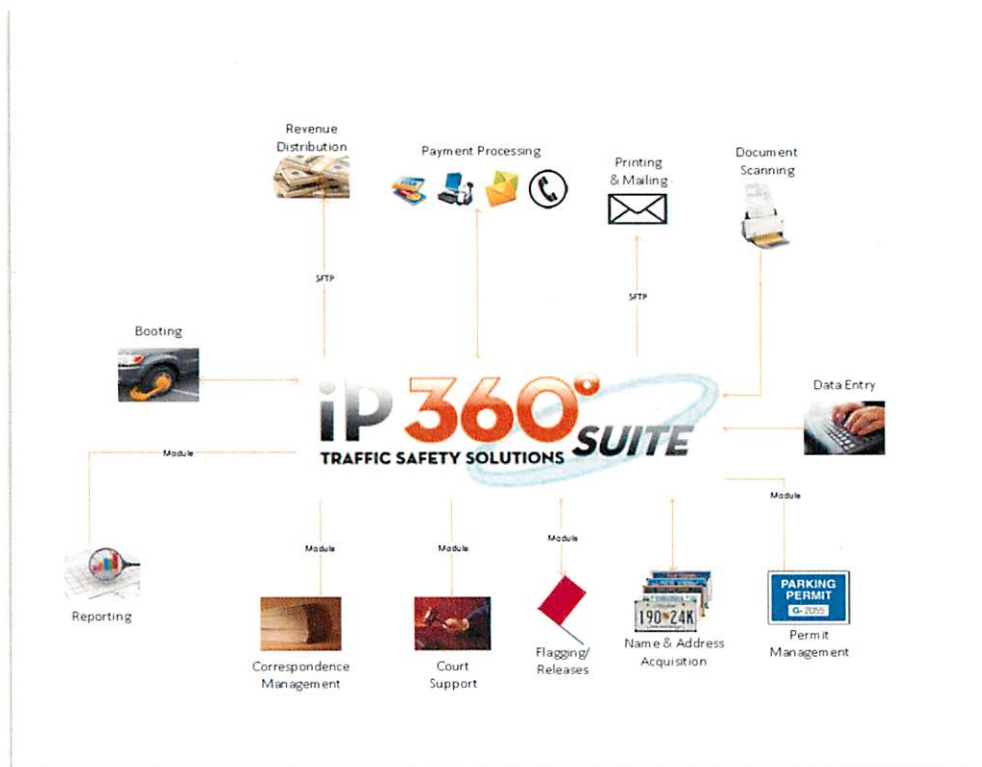
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- Rugged, purpose-built ticketing devices and software from global leader Schweers
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- Easy for officers to carry and use with built in printer, color camera, GPS and wireless
- Check vehicles for overtime parking, permits and outstanding citations
- Capture evidence using color photographs, voice recordings and officer notes
- **Interfaces available for multi-space meters, pay-by-phone and pay-by-plate systems**
- Issue and print professional citations and upload wirelessly to IP360
- Manage all devices wirelessly and report on officer and citation information
- **Preventative maintenance service for handheld equipment**
- **Local maintenance depot in Montclair NJ**

## **IP360 CITATION MANGEMENT SOFTWARE**

iP360<sup>™</sup> is Brekford's **fully web-based parking citation processing software system**. Brekford developed iP360<sup>°</sup> specifically for its municipal citation processing clients, and we continually enhance it to meet the needs of our clients. iP360<sup>°</sup> presently processes over 30,000 violations per month for 17 clients.

**IP360 is compatible with the Village's technology infrastructure.** iP360<sup>°</sup> is a true web-based application – not a legacy main frame, citrix or client server based system disguised with a GUI front end and multiple layers of login screens. iP360<sup>°</sup> is a menu-driven, plate centric violation processing system written in Microsoft .NET and using Microsoft SQL database.



**Brekford will provide the iP360<sup>°</sup> system fully configured and customized to meet the requirements of the Village.** Brekford maintains and supports the system for the life of the contract (installing version upgrades as they become available), performs required data backups, provides for disaster recovery and provides trained/certified staff to monitor the daily activity of the system and troubleshoot and correct all system problems.

iP360 is **designed specifically for processing vehicle-based citations and permits**, and through configuration, it provides for lifecycle processing and collection features. Through customization and enhancements iP360<sup>°</sup> can address the unique requirements of the Village now and into the future.

In addition, because iP360<sup>°</sup> is built on **modern relational database structures** it offers a level of



flexibility that is not available in many of our competitors systems. Working in the RDBC compliant SQL database allows us to interface easily with other software systems. Extensive use of definable parameters and rules tables allow us to quickly and accurately configure the application for each new client. The structure of the application and the database are such that we have the ability to customize any module to meet a client's specific needs.

**Brekford hosts iP360° and delivers the application to the user's desktop via the Internet using standard web browsers.** No other equipment is required by the Village other than internet-accessible computers. While system access is provided via the internet, through SSL security certificates, firewalls and other security measures, only persons authorized by the Village will be able to access the system.

iP360° was developed by Brekford after extensive violation processing business analytics and thus has been designed with client access, rights management and secure data deliverance in mind. The application can be attuned to individual client's requirements and needs with the expressed ability to monitor and control their program timelines and objectives. The iP360° application is designed to be accessed remotely from anywhere over a secure channel which makes it even more reliable for data deliverance. Used with 128-bit SSL encryption and 2048-bit RSA key encryption for safety assurance of privileged information, the system is both secure while still being easy to navigate for any end-user.

IP360 is comprised of integrated modules granting functional capability to the end-user as well as the system authorized representatives designated by the Client. The following pages present a brief overview of the various modules and screens from a typical user perspective, including:

- **iSEARCH** – search violation and permit records
- **iMANAGER** – add, update and manage records
- **iWORX** – work order module
- **iCOURT** – court hearings and dispositions
- **iLETTER** – send letters to citizens
- **iPERMIT** – create and sell parking permits
- **iNOBANK** – standard and ad hoc reporting
- **iWEB** – public-facing webpage for violation inquiries and payments.
- **iPAYMENT** – payment processing for in-person and mail payments

Brekford provides managed services and hosting from our secure facilities and data center.



## iSEARCH

The iSEARCH tool in iP360 provides users with quick and powerful searching of all violation and permit records by common and advanced violation parameters, including:

- Citation or permit number
- License plate state
- License plate number
- VIN
- Owner Name
- Owner Address
- Issue date or range
- Issue location

Results are quickly displayed in a resizable window and may be further sorted by any column.

As shown in the below sample screen, summary information about the customer and numbers of records and amount due are displayed for quick reference.

Users may simply point and click on record links to quickly move to the next results, open a violation record or jump to the actual image of the violation.

The screenshot displays the iSEARCH interface with the following search filters:

- Summons #:
- License Plate:
- Issue Date:
- To:
- Violation Date:
- To:
- Location:
- VIN:
- Owner Address:
- Owner City:
- Full Name:
- Owner Zipcode:
- Owner State:

A **Search** button is located to the right of the filters.

The results table below shows the following data:

Owner Name	License Plate	Owner Address	Amount Due(\$)	Total Tickets
ROZENWALD GASTON H	<a href="#">NY GG48604</a>	35 SOUNDVIEW DR. HUNTINGTON, NY 11743	\$0.00	2
LAND ROVER HUNTINGTON	<a href="#">NY FAS7402</a>	1249 E JERSCHO TPKE HUNTINGTON, NY 11743	\$0.00	1
GARIBOLDI T A JR	<a href="#">NY FAW6914</a>	PO BOX 722 MINEOLA, NY 11501	\$300.00	1
DOREMUS VIVIAN P	<a href="#">NY AK83290</a>	71 VAN BUREN ST CENTERPORT, NY 11721	\$0.00	2
MORMILE THOMAS J	<a href="#">NY AYD4882</a>	9 MARKWOOD LANE EAST NORTHPORT, NY 11731	\$0.00	1
N/A	<a href="#">NY EW48302</a>	N/A	\$0.00	1
N/A	<a href="#">MD ZAH4124</a>	N/A	\$0.00	1
NESTLE WATERS NORTH AME	<a href="#">IN 87847KA</a>	9800 CRESSPT BLVD 300 INDIANAPOLIS, IN 46256	\$0.00	1
PALMER ROBERTA S	<a href="#">NY ALD8292</a>	41 SHORE DRIVE HUNTINGTON BAY, NY 11743	\$0.00	1
YESMONT GEORGIA A	<a href="#">NY QAP3211</a>	14 KETEWOMCKE DR HUNTINGTON, NY 11743	\$0.00	2

At the bottom of the table, it shows "Records per page: 10" and "Records: 1 - 10 of 1000 - Pages: 1 2 3 4 5 6 7 8 9 10".

*The IP360 Search Result screen allows users to quickly locate and access customer citations and permits with any available information, including whole or partial citation number, plate, VIN, name or address.*

## iMANAGER

iMANAGER is the home page for each customer account, and presents Village users with a clean and organized picture of each account with simple ways to work and navigate.

All key information is presented clearly for quick reference, including:

- Summary level information about the
  - Customer
  - Vehicle
  - Citation(s)
- Subtotals of violation counts and amounts by status, including:
  - Open
  - Closed
  - Boot eligible
- Listing of every linked record, including all
  - Record status
  - Citation details
  - Total due

All records on an account are linked according to Village business rules – typically plate and/or owner. Records may be grouped or sorted by most columns if needed.

The screenshot displays the iMANAGER interface for a customer account. It is divided into several sections:

- Status Information:** A table showing counts and amounts for different status categories.
 

Status	Count	Amount
All	12	\$350.00
Open Summons	2	\$350.00
Closed Summons	10	\$0.00
Boot Eligible	0	\$0.00
- Customer Information:** A box containing personal details for FRUCHT ROBERT G, including address (33 CEDAR RD E NORTHPORT, NY 11731) and license (NY CMC1565). An "Add Address" button is present.
- Navigation Tabs:** Summary, Hearings, Holds, Correspondence, Payments, DMV info, Citation Info, Vehicle Info, and a double asterisk (\*\*).
- Action Buttons:** Hold, Add Notes, Payment, Adjustment, New Letter, Schedule Court, Court Decision, Void, and Print.
- Citation List:** A table listing individual citations with columns for Summons #, Open/Closed status, Boot Status, Issue Date/Time, Violation Code/Description, Location, Fine, and Total Due.
 

Summons #	Open/Closed	Boot Status	Issue Date/Time	Violation Code/Description	Location	Fine	Total Due
330560	Closed	N/A	1/17/2013 10:45:00 AM	3-3 A(1) NOPARKING	HUNT.RR LT 47	\$50.00	\$0.00
328702	Closed	N/A	2/21/2013 10:53:00 AM	4-3 F PRKGVIOI	HUNT RR LOT #15	\$50.00	\$0.00
360049	Closed	N/A	5/3/2013 2:17:00 PM	4-3 F PRKGVIOI	HUNT RR LOT 15	\$50.00	\$0.00
360126	Closed	N/A	5/16/2013 11:22:00 AM	4-3 F PRKGVIOI	HUNT RR LOT #15	\$50.00	\$0.00
361980	Closed	N/A	6/4/2013 12:00:00 PM	4-3 F PRKGVIOI	HUNT RR LOT 15	\$50.00	\$0.00
362023	Closed	N/A	6/12/2013 2:17:00 PM	4-3 F PRKGVIOI	HUNT RR LOT 15	\$50.00	\$0.00
362513	Closed	N/A	7/22/2013 11:11:00 AM	4-3 F PRKGVIOI	LOT15 HUNT R.R.	\$50.00	\$0.00
368353	Closed	N/A	1/24/2014 11:47:00 AM	4-3 F DAILY PARKING VIOLATION	HUNT RR LOT 5	\$50.00	\$0.00
3632853	Closed	N/A	7/2/2014 1:52:00 PM	4-3 E (V3) Twelve-hour LIRR Parking Violation	LOT 15 - HUNTINGTON RR ST.	\$175.00	\$0.00
3641565	Closed	N/A	7/28/2014 1:14:00 PM	4-3 E (V3) Twelve-hour LIRR Parking Violation	LOT 15 - HUNTINGTON RR ST.	\$175.00	\$0.00

*The IP360 main Customer Screen shows—at a glance—all key citation and owner information.*



The most commonly used function buttons are displayed onscreen. Depending on a user's system access rights, they may have access to view and/or edit records. Extended summary information on all records may be viewed quickly by clicking on one of the View Tabs, which are organized logically by category, which may include:

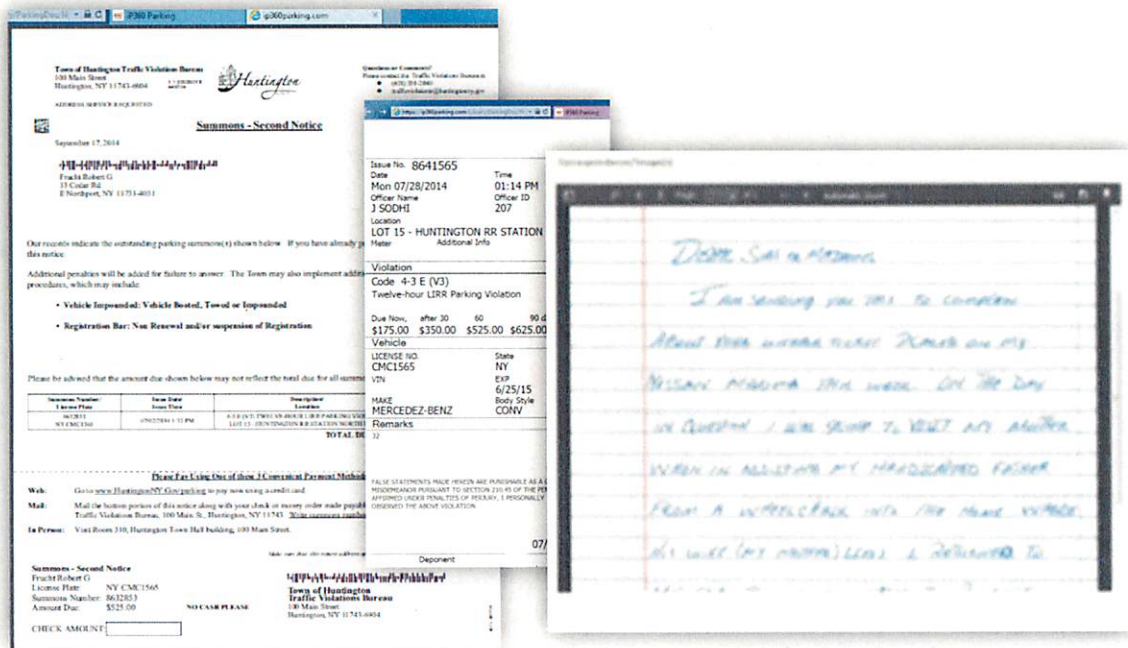
- Hearings
- Holds
- Correspondence
- Payments
- And more

The full details and history on any one record may be viewed on one screen by clicking on the record link. All transaction details are recorded in the system and presented chronologically.

Date	Transaction	User
10/21/2014 9:52:37 AM	Payment Posted : Check	BNarracci
10/17/2014 1:19:32 PM	Hold removed	MDavis
10/17/2014 1:18:05 PM	Hold : Reason (Appeal Received )	MDavis
10/17/2014 12:11:29 PM	Booted	MDavis
9/27/2014 12:45:17 AM	Late Fee 2 ( \$ 175.00 )	SYSTEM
8/28/2014 12:45:09 AM	Late Fee 1 ( \$ 175.00 )	SYSTEM
8/18/2014 10:00:19 PM	RETURN FROM MVA	SYSTEM
8/15/2014 4:50:09 PM	SENT TO DMV	SYSTEM
7/28/2014 1:18:06 PM	SUMMONS IMPORTED	SYSTEM

*Complete and detailed history on each citation is stored in IP360 for a full accounting and audit trail.*

IP360 supports online viewing of media files, including images of tickets, photos, notices, checks and correspondence--which may be uploaded by a user, handheld device, lockbox, mailhouse or online appeal-- for storage and quick reference. This is helpful when researching complaints.



*IP360 can present images of complaints, citations, notices, checks and photograph alongside citation records.*

## iPERMIT

Brekford's new permit module, iPERMIT, is integrated within the parking database, and we will customize it to meet the needs of the Village's permit program, which we understand up to now is not managed in a database system.

iPERMIT is the parking permit management module within iP360 that is linked to the parking violations database. It was designed to be flexible for jurisdictions that have multiple types of permits issued to vehicles for different locations, durations and prices.

Permit records may include standard and customizable data fields, which we will configure for the Village according to its specific permit program. Fields commonly include:

- Name
- Company
- Mailing address
- Permit address, if different
- Contact information, including email and phone numbers
- Vehicle information - one or multiple
- Permit type, cost and duration
- Permit number
- Issue date and effective date

*IP360 Permit Entry screen can be customized to the Village's permit-specific information.*

IP360 facilitates management of permits from sale through renewal with features to:

- Define permit types, costs, locations
- Create, sell and distribute new permits
- Verify no outstanding parking citations
- Modify account information
- Renew or invalidate a permit
- Send list of valid permits to handhelds or LPR for enforcement

Since the permit and violation databases are linked, permit holders may be required to first pay any violations in accordance with Village business rules.



## iCOURT

**We understand that Port Chester sends Tucson Village Court citations not paid within 30 days, therefore most of the features of iCOURT will not be needed.**

The iCOURT module in IP360 allows authorized users to handle citation appeals and hearings, regardless whether they are administrative or court proceedings.

Brekford configures iCOURT for each Village to the specific parameters of its appeal process, whether there are one or two stages of review. In many jurisdictions Brekford staff themselves use iCOURT to perform some or all administrative and support functions.

iCOURT is fully integrated with the citation system, thus it is simple to access all citation information and functions needed to process appeals accurately and efficiently. In fact, when appeal requests are received online via iWEB, the entire appeal process is electronic.

The core functions available in iCOURT can allow authorized users to:

- Establish hearing calendars, if applicable
- Record requests – also see iWEB for online appeals
- Schedule hearings
- Suspend citations from further processing actions until hearing outcome is entered
- Notify defendants and officers of hearing date/time/location
- Generate copies of citation records and evidence
- Generate hearing dockets
- Rescheduled hearings
- Record hearing/appeal outcomes and update violation record accordingly
- Notify parties of decisions and citation status
- Close citations transferred to outside courts
- Report on appeal and hearing activities

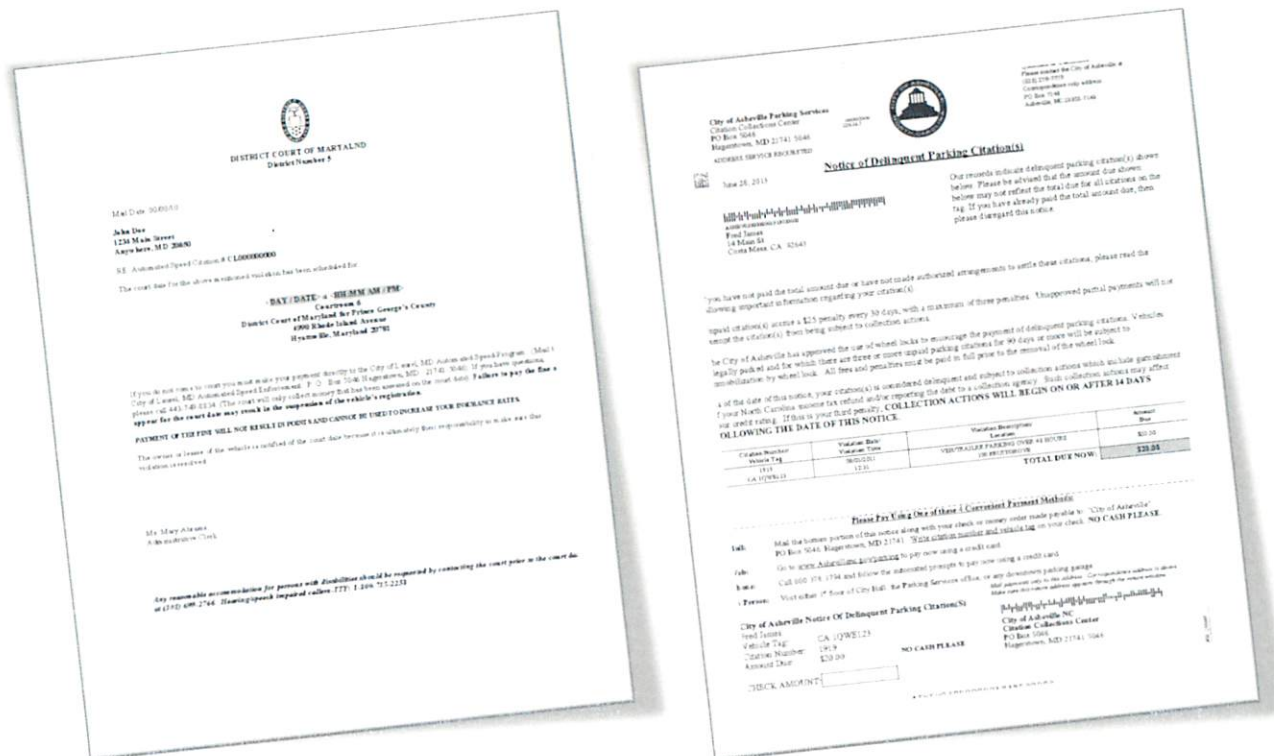
**iLETTER**

iLETTER allows for both automatic and on demand generation and printing of notices, letters and other forms. It is highly customizable using a very flexible built-in word processor that we configure with the Village during implementation. New forms may be added as the need arises.

The features of iLETTER include:

- Automatic generation of pre-approved late “notices” according to Village business rules
- On demand generation of form “letters” in response to requests and complaints
- Drop down menu selection of form letters
- Flexible wording and design of forms - can incorporate Village seal / letterhead
- Incorporate barcodes and scan lines for efficient return handling (optional with off-site mail-house)
- Customer information automatically merged with document
- Immediate or scheduled batch printing
- Local printing or off-site mail-house (optional – See NOTICE PRINTING & MAILING)
- Email option
- Online print history; and view and/or reprint stored copies, if available.

***Brekford has helped dozens of cities design, word and program hundreds of letters, and we offer our services to assist the Village with its document design.***



***IP360 generated letters and notices are configurable to each Village’s program.***



## iWORX WORKFLOW

iWORX is the optional workflow module within iP360 that Brekford is offering Port Chester at no charge.

iWORX was designed by and for parking organizations to organize incoming requests and work items – such as web appeals, complaints, repair requests – electronically for review, referral and resolution.

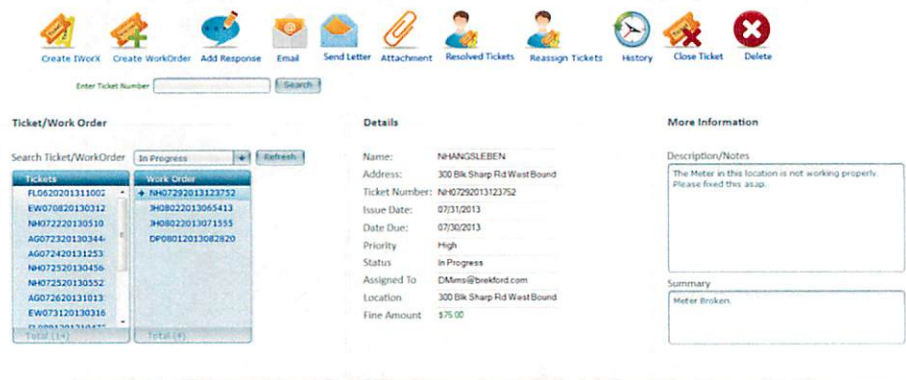
The types of work that are commonly processed using iWORX include:

- Online appeals – received electronically via web – see iWEB
- Mailed or In-person appeals – Village enters and/or scans
- Other complaints and requests – Village enters and/or scans
  - Broken meters, Data entry issues, Payment receipt research, Refund requests

Because iWORX is part of the iP360 system, users only need to sign into the one system. In addition, citation information and images are linked together in the same database for easy viewing of the related information or images.

Some of the tools and features offered within iWORX include:

- List of open requests, FIFO
- Search open requests by citation number or work order number
- View requestor, issue, citation information and any attachments
- Add notes
- Schedule hearing
- Refer escalated requests to other users
- Notify customers by letter or email



**The main iWORX screen presents users with easy-to-use workflow options, including a list of what are in the queue and tools for creating, searching and updating requests.**

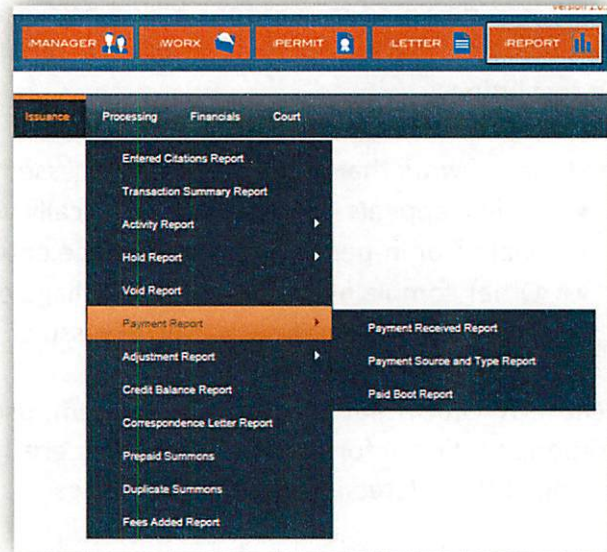
## INFOBANK REPORTS

**Powerful reporting capabilities give Port Chester real-time information about its parking program - whether through canned or custom reports, which can be run at any time.**

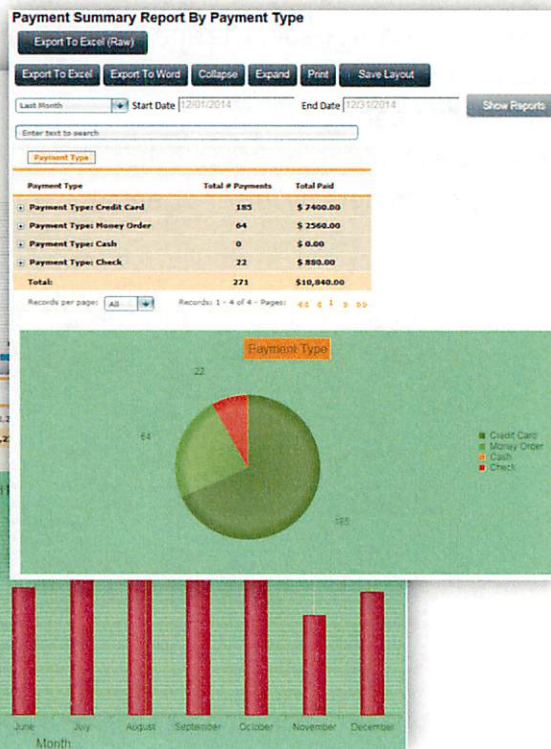
INFOBANK is the online reporting module in IP360. It offers both standard “canned” reports for commonly accessed citation and permit program information as well as “dynamic” reporting capabilities for ad hoc queries.

There is a simple, easy-to-use graphical user interface with drop down menus, ability to search, group and sort data, chart views, export data or save or print.

Below are several examples of online reports followed by a partial list of canned reports.



**Sample iP360 reports include charts and graphs,**



**as well as the ability to group, sort or export data.**



### Sample List of Canned Reports

Report Title	Description
Violation Summary by Officer	Provides a quantitative summary view of citation activity by Officer for a selectable period of time.
Violation Summary by Code	Provides a quantitative summary view of citations issued by violation code.
Officer Log	Detailed list of citations issued by Officers or for a selected Officer for a selected period of time.
Transaction Processing Activity	Summary of citation processing activity for a selected period of time. Includes summary counts and dollar value for entry, maintenance and payments.
Citation Aging	Summary of financial data for current month, current quarter, balance of year and past years. Includes summary values with/without DMV Holds, with/without R/O data for in-State and Out-of-State plates.
Current Open Citations	Provides ability to list a detail view of citations that are currently in open status.
Entered Citations	Provides a detailed list of citations that entered the system over a selected period of time.
Collections	Provides ability to list a detail view of citations which have been cleared by payment, dismissal or voiding.
Credit Balance	Provides ability to list a detail view of citations with a credit value in balance due.
Payments Received	Provides a detailed list of payments received for citations along with an end of report payment summary.
Payment Batch Summary	Provides a summary of batch payments by method of payment for a specified period.
NSF Check Service Fees	Provides a report of NSF fees assessed to on Open citation.
Late Fees	Detail report of tickets with late fees applied.
Prepaid Citations	Provides a list of payments made on citations where the detailed citation data has not been entered into the system.
Open Citations Without R/O Information	Provides a list of citations without Registered Owner information.
Appeals	Provides information on appeals received, court dates scheduled and outcomes
Court Docket	Provides court docket for court date
Mailings	Provides information on mailings of notices, letters and returned mail
Void Report	Provides a detailed list of voided citations by date and user name.
Hold Report	Provides a list of suspended citations by date suspended.

## iWEB

*The Village may use Brekford's included iWEB service for customers to view and then pay citations online – optionally, the Village may use its own preferred ecommerce system.*

iWEB is provided by Brekford as a private label service to view, pay or contest citations. There are options to customize the webpage header, color scheme, and some form elements to the Village's style. iWEB is viewable on all major internet and mobile browsers and can be linked from the Village's webpage for a seamless customer service experience.

From a customer's perspective, iWEB is fast and easy to use:

- Customer accesses Village or Port Chester web page.
- Clicks on links to view or pay citations, which opens iWEB (see sample screen below).
- Enters citation number or plate to search and then view citations.
- If paying, person completes credit card page - hosted and processed by Heartland's WebConnect iFrame module (more later on the next page).
- View and print online receipt after sale is authorized.
- Payments are posted in real time to iP360.

## ONLINE SEARCH

The screenshot shows a web browser window with the address bar displaying 'https://www.ip360parking.com/pay'. The page title is 'Huntington Online Parking'. The main content area features the 'TOWN OF HUNTINGTON' logo and the heading 'Summons Payment Or Appeal'. A note states '(NOTE: Appeals only accepted within 10 days of Summons)'. Below this, instructions prompt the user to enter their Summons # OR Registration Plate and Registration State, and to provide an email address for a receipt. A form titled 'Account Information' contains the following fields: 'Summons #' (text input), 'OR', 'Registration Plate:' (text input), 'Registration State:' (dropdown menu), and 'Email Address For Receipt' (text input). A red asterisk indicates that the Summons #, Registration Plate, and Email Address fields are required. 'Enter' and 'Reset' buttons are located at the bottom of the form.

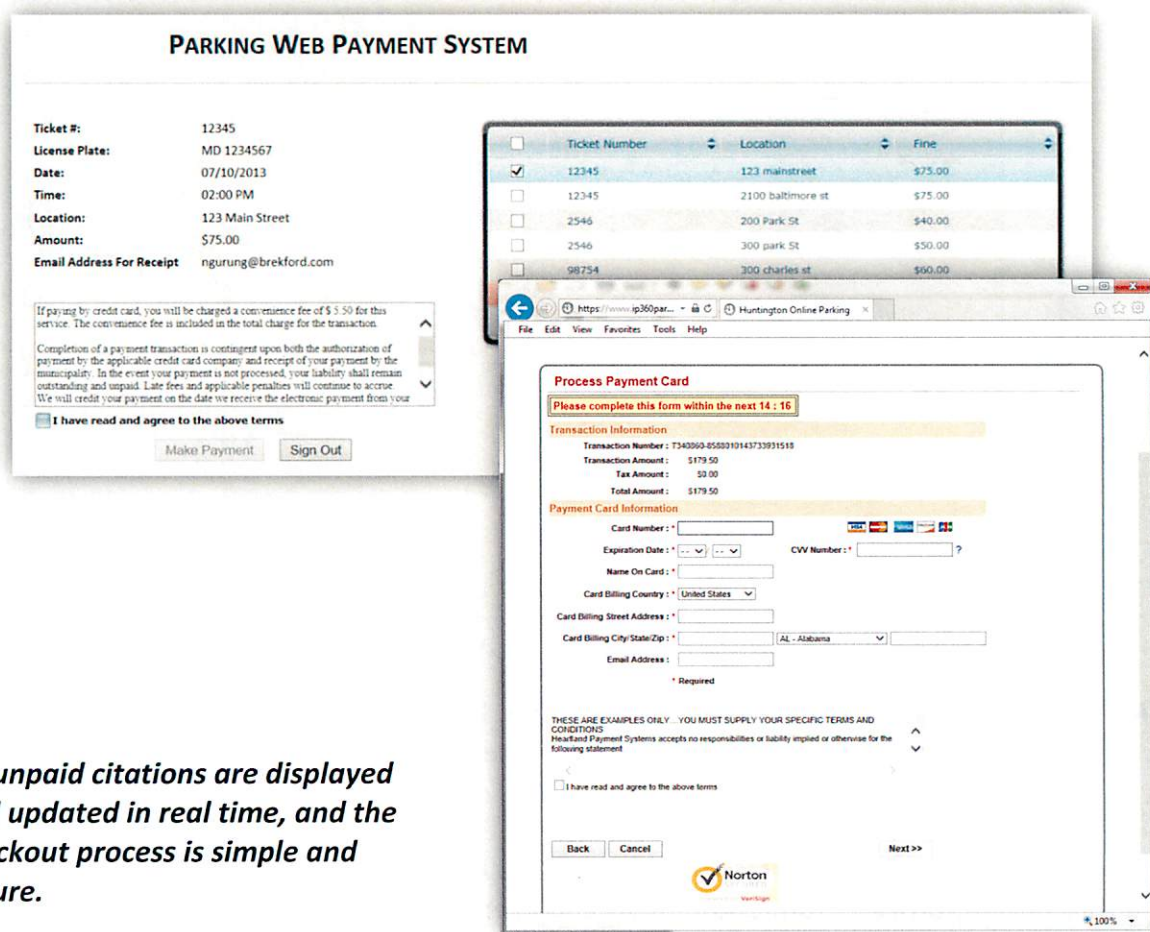
*Example of a webpage customized with a town's wording and color scheme.*



## ONLINE PAYMENTS

IP360 iWEB integrates with Heartland's PCI WebConnect iFrame module, a security hosted payment page solution. This gives us the ability to customize the payment page for the Village, yet ensures that sensitive cardholder data is only processed on Heartland's PCI compliant servers.

In our secure payment solution, payment data is never entered on either the Village or Brekford's systems. Thus, the entire credit card process falls under Heartland's PCI compliant solution. Established in 1997, today Heartland Payment Systems processes more than 11 million transactions a day and over \$80 billion a year. A copy of Heartland's PCI compliance is available upon request. Online payments are remitted directly to Heartland's gateway for clearing. Funds are then deposited to the Village's selected account.



*All unpaid citations are displayed and updated in real time, and the checkout process is simple and secure.*

## ONLINE APPEAL

If allowed by the Village, a citizen may also file a plea online and upload corroborating evidence such as a photograph, doctor's note, or receipt – a sample appeal form is illustrated below.

**Or Appeal**  
(NOTE: Appeals only accepted within 10 days of Summons)

You may plead NOT GUILTY to summons that were issued within the past 10 days. To plead GUILTY select the payment option at the bottom of the screen.

Please select the summons number(s) that you wish to plead NOT GUILTY. Further processing activity will stop while the not guilty plea is being processed. The results will be mailed to you by the issuing agency.

Complete the following information and a detailed description why you are pleading NOT GUILTY. You may upload documentation to support your plea. For Handicapped Permit Parking violations, please include a copy of valid placard and picture ID of the placard holder. For all other permit violations, please include proof of valid permit.

Select	Registration Plate	Summons #	Fine	Violation Description
No Result Found				

\* Indicates Required

First Name:  Last Name:

Address:

City:  State:

Zip Code:

Email Address:

I am pleading NOT GUILTY to the above selected summons. The detailed description for my plea is:

Upload Documentation:

***Online appeal forms can be customized to the Village's business rules and submitted electronically by customers directly to iP360 for processing.***

Online pleas are immediately available in iP360 – SEE IWORX - for the Village to review and action in an organized, efficient fashion. Users IP360 iLETTERS to then respond fully automates the entire dispute process from end-to-end, and everything is stored online with the violation 4record for later reference or audit.



## iPAYMENTS

Village staff may use the iPAYMENTS module of iP360 to process any payments, whether made in person or by mail. iPAYMENTS is fully integrated with iP360 and posts payments in real time to the ticket database.

iPAYMENTS may be configured to record payments in all forms accepted by the Village, typically cash, check, money order and credit card (Visa, MasterCard, Discover, and American Express can be separated or grouped together), and to prompt the cashier for critical steps, such as verifying check details and entering in the check number or credit card authorization number.

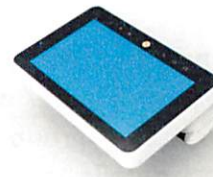
A receipt may be generated and printed on any regular printer on 8 ½ x 11 paper - or a journal receipt printer - with all payment information, including transaction number, citation/permit numbers paid, total amount paid, amount tendered, change given, license plate, cashiers ID date and time of payment.

iPAYMENTS also supports these uses:

- Accept payments for citations not yet in the database
- Pay fines and fees
- Make adjustments and reversals
- Record check number, authorization numbers or any notes
- Flag prior bad checks or other alerts
- Report on monies collected by cashier
- Breakdown funds collected by cash, check, money orders and credit cards
- Prepare bank deposits
- Report revenues to finance

## HAND HELD ENFORCEMENT AND CITATION ISSUANCE

- ✓ Officers may select from three model handhelds, the TM, X600 and X7 – each are rugged handheld devices with built-in printers, cameras and wireless.



- ✓ *The hosted handheld system is architected for efficiency and growth, with many options for expansion and interfaces as the Village's enforcement program evolves.*

### THE DEVICES

#### Handheld Features

The Schweers line of 1-piece handhelds combines the speed of mobile computers with the performance and convenience of stationary terminals. The backlit touch screen allows for easy operation while entering data, taking photos, drawing a sketch, or entering ones signature. Thanks to multiple wireless interfaces, access to the Internet or dedicated remote databases via Portal server, other devices and modules can easily be configured and performed. Politess hardware offers many modules based on customer needs for all-weather performance.

The incorporated digital color camera is fully integrated into the data capture and infringement issuance process and is also able to be used for high performance License Plate Recognition. A separate 2D barcode scanner with LED aimer for low light conditions to scan NYS windshield stickers.

The modem provides any required flexibility and performance when dealing with data upload and download and with online requests to remote databases or sending GPS and tracking info to the central office. An optional bluetooth interface may be used to link to external devices such as headsets and special readers.

The versatility and power of the Politess Handheld makes it a professional tool for professionals. Sufficient storage capacity is provided for autonomy over several days. A strong battery provides for sufficient energy for a full shift operation, and it is field replaceable should there be extended use.

The X7, TM and X600 model handhelds are rugged Windows and Android based hand-held computers developed and manufactured by Schweers and combine the speed of mobile computers with the performance and convenience of desktop PCs: The touch screen allows you to write or draw. The custom designed backlit keyboard makes one-handed typing easy - even wearing gloves.



And, thanks to its wireless capabilities, you may access the internet or exchange data with pay-by-phone providers, meters, scofflaws databases and upload violation data right on the spot after issuance. The X7 and X600 comes with a wide 3" internal thermal printer – the TM is 2" - supplying you with printouts of texts, graphics or even barcodes.

Unlike other mobile computers, the Schweers devices are ergonomic and make use of leverages and torques to minimize the perceived weight while maximizing user-friendliness. Standard and optional features may be provided, including cellular wireless communications, GPS, Bluetooth, Magnetic Card Reader, Smart Card Reader, WLAN/Wi-Fi, RFID reader, 1D and 2D Barcode reading, Automated License Plate Recognition and more. Additional product information may be found in the attached product literature in the Attachments.

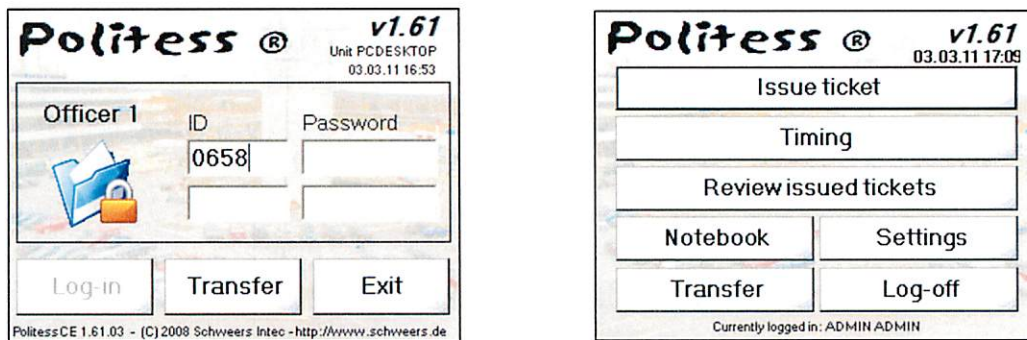
#### Handheld Charging

Multiple-unit charging and communication stations are designed for easy and quick battery re-charging and data synchronization with the hosted system via Ethernet connectors. These stations will be installed and tested by our on-site team in the Village during implementation.

#### Handheld Application

Many years of experience with standard and customized parking citation programs make PoliteSS Mobile a robust, user-friendly, intuitive and fast software package, which, based upon proven results in hundreds of different cities is flexible enough to be easily customized to any town's requirements.

While the core PoliteSS application is mainly the same one used by hundreds of cities, the unique requirements of each city are achieved through the numerous adjustment options in configurations and settings. Business rules are table driven for rapid deployment and updates. Tables and layouts can easily be adjusted via standard GUI's. Access to officers is granted via user authentication.



*The handheld's secure login screen and main menu screen.*

Different issuance procedures can be configured by:

- Group of violations / codes
- Ticket statuses (Notice, Warning, Observations)
- Notes and Messages

- Timing and vehicle logging/chalking
- Permit, pay-by-phone and hotlist scanning procedures

*Screens for citation issuance, timing and notes are configurable to your business rules.*

Issuance is started from the main menu. Depending on the type of issuance mandatory fields are highlighted, optional fields can be skipped automatically when using the fast entry mode.

Standard data fields (location, plate, violation code etc.) are defaulted either from previous entries or from linked modules such as PODS, LPR, scanning, pay-by-phone or permit checking. Date and time are automatically set and case-related comments can easily be selected from case-dependent drop-down menus.

Case-matches are altered via messages and detail screens in order to assist the officer in his compliance checking process, follow-up action buttons are enabled depending on match results.

*Sample handheld vehicle match alert screen*

Pick-up lists and hot-lists online and offline are supported. Case-dependent plausibility checks are and can be configured (dates/times, age, check digits) according to the local security policy. Ticket layouts are adjustable via layout editor. Tickets can be printed on pre-printed paper or on blank paper and may include lines, boxes, bitmaps, and barcodes as design elements.



## Handheld Modules and Options

The standard issuance and data capture module can be enhanced and integrated with a series of optional internal and external modules.

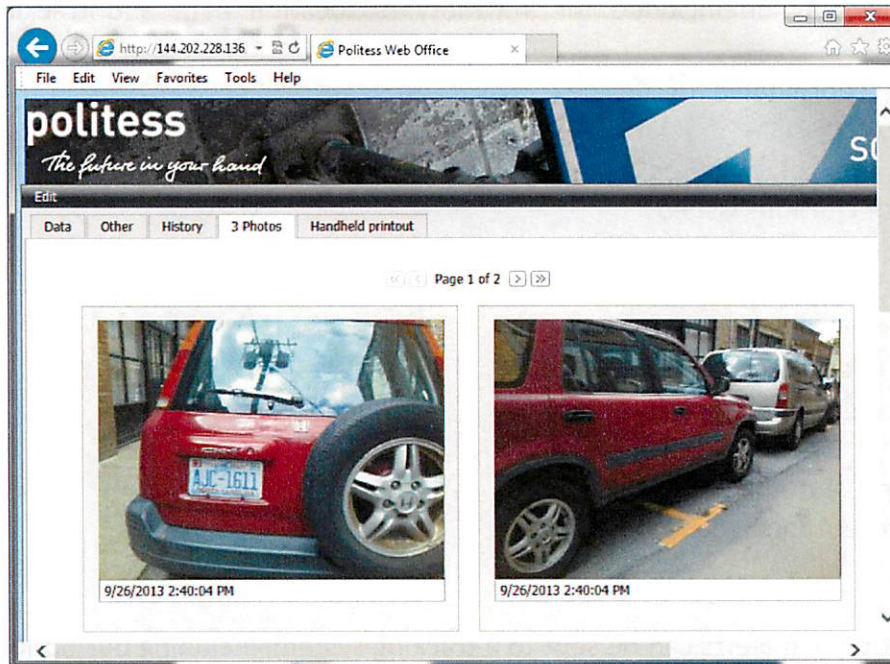


Image capturing via the high-performance digital autofocus **color camera (included)** is fully integrated within the data capturing process. Multiple images may be taken per citation, and the images are automatically linked to the data records.

Online request services in real-time are provided by the included inbuilt **cellular wireless (included)** module. This is for pay-by-phone or virtual permit databases as well as for hotlist and other checks. Per standard protocols, any online communication between the handhelds and remote sites are routed via a hosted Portal server allowing for multiple and parallel messages in an efficient manner.

Cities that use barcodes use the inbuilt **2d barcode imager (included)**. This robust, industrial imager is easy to aim with the viewing LED.

License plate recognition (**LPR**) may be fully integrated with the inbuilt camera as an extra option. Available methods are point and shoot (target the plate, then read the image) and dynamic mode (reading from a video stream) and a combination hereof. The plate reads are directly pasted into the plate field, and will automatically be cross-matched against hotlists and other vehicle databases, if configured.

In-Ground vehicle-Sensor (**IGVS**) interfacing is another available option, whereby requests are launched via the inbuilt reading module that is directly interfacing with the IGU's. Alerts are automatically communicated to the issuance module in a way that the issuance process can be



concluded with a minimum of additional data entries. Ticket numbers are used as unique IDs to link the ticket record to the IGU's history report.

Geographic positioning (**GPS**), with a separate GPS chip - independent from cellular communications – may be included for a variety of location data and tracking options, including:

- Recording coordinates of devices at all times
- Tracking patrol routes and locations of citations issued
- Reverse Geo mode for auto-fill of violation locations
- Alarm functions tied to Geo-fence for out of beat alerts
- Statistics of events



Geo-positions are automatically stored together with ticket data for use by a tracking system.

Location information and alerts can be sent to a tracking system, including our optional **Polites Map** module, displaying actual locations on a map in configurable intervals. This results in detailed location and path reports. The tracking system can also be combined with an alarm system managing calls for assistance in the vicinity.



The **WLAN** option offers options for interfacing with other portable and non-portable devices. It is preferably used in scenarios where Bluetooth is not sufficient. When used for data synchronization within the office or in vicinity to transmitting vehicle, this option offers a reliable high-speed communication.

An **RFID** option is available for reading tags such as residential permit stickers. This is mainly used for vehicle identification.

**Digital signatures** can be captured onscreen with a stylus for printing officer signature on citations.

## WEB OFFICE

### Data Management

Politess Web Office is the hosted, online data management center for the handheld computers, which Brekford manages for its client. It is primarily a back office tool used to manage the handhelds devices, software and citation data prior to transfer the citation management system, such as iP360. It provides authorized administrative users access to issuance reports, tables and archived violations that have been transferred to the iP360 processing system. Brekford can train the Village in its use or the Village can engage us to perform daily administrative tasks and table maintenance.

### Main Features

- Production data is imported and tables and configurations are synchronized with the handhelds via TransferPN.
- The hosted software provides all functions and features required for daily operations.
- Functions and features are controlled by a role-based user access rights management system.
- Frequently used tasks are directly accessible via buttons in the taskbar; all tables are available via the lateral tree view.
- Imported ticket and notes data can be reviewed and checked. Once the data is approved, it is then exported and automatically archived.
- Editor views can be customized
- Export and import interfaces are configurable
- Comprehensive reporting suite

### Table Maintenance

All tables and configurations for the handheld systems are maintained within Politess Office. Modifications are automatically detected and updated on the handheld computers. The table maintenance module serves for:

- Editing all tables used by the handhelds, e.g. streets, vehicle makes, violations, texts, agents and their IDs and passwords, etc.
- Configuration of required data and additional descriptions for each violation

### Wireless Interface Management

Politess Portal Server is a web-service running on a hosted environment and is designed to work as a connector and router for handheld online connections to internal and external database and services.

Standard interfaces and connectors have been developed to handle the handheld's data communication to the portal server. Dedicated connectors are enabling the portal server to connect to customer-specific services and databases. Portal is even able to launch parallel requests to different databases and return a concentrated answer back to the handhelds. This is of special interest where multiple plate registry databases need to be interrogated in order to



find out about possible matches. All this happens within a few seconds.

Portal server is an important security factor as the handhelds are configured to perform any online services from within the application only via the portal server's fixed IP address via pre-defined connectors.

Portal Server is purely acting as a router; it does not store data. Incoming requests and messages are forwarded to the destination in the required format. This system is successfully implemented in Cities like Copenhagen where it is used for pay-by-phone and for tracking and alarm services.

Optional Connectors are available for a multitude of included and extra options:

- **Ticket data upload in real-time (included)**
- **Real-time boot list updates (included)**
- Multi-space meters
- Park by phone system
- GPS Tracking services
- Alarm management
- Reverse Geo-coding for location name auto-fill
- Table update services

More connectors will be added according customer requirements.

#### Ethernet

Polites TransferPN software allows communication between handhelds and the central server when the handhelds are connected in the office via Ethernet. It is highly configurable in a way, that once set up, transfer would run automatically 24/7 or periodically upon schedules.

Broadcast and parallel transfer modes are supported allowing for quick and easy data synchronization even of hundreds of hand-computers within short time periods.

Standard transfer setup includes

- Synchronization of date/time
- Upload of tickets and notes
- Upload of images
- System check and update if needed
- Reset of the hand-computer

Individual tasks and manual actions can be configured and performed as needed. TransferPN provides a variety of security features:

- Only registered hand-computers are able to communicate
- Handhelds can be split into device groups with their specific tasks table.
- Partially executed tasks are recognized and will automatically be repeated

- Data is only purged after completed upload process
- Error and performance logging in various levels available
- Automatic task control by Politess Office
- Encryption modules available

\*Schweers product specifications may be found in the Appendix.

## ***2.3. System Requirements***

(Completed Exhibits A, B and C are on the following pages.)



## 2.4. Implementation and Training

### APPROACH

Our implementation team consists of management, technical, project and training personnel experienced with dozens of similar implementations and data conversions. Our goal is always to ensure that all of the Village's data and business rules are properly accounted for during the transition.

A dedicated project manager is assigned to the Village. Set-up of Village business rules and forms is achieved through several meetings with key users and all information is documented in a "start-up package". Village users are provided with access to a test system to view, test and train on the new system. After these are tested and signed-off will they go into production in the main system.



The Village is requested to provide the following resources during implementation:

- Contact list and primary point of contact for decisions and approvals
- Written authorizations for Brekford to access MVDs on Village's behalf
- Examples of existing citations, notices, letters
- Timely approval of new forms for citations, notices, letters
- Coordinate interface requirements with other Village departments. Provide interface documentation, including sample data files, data definitions.
- System lists: zones, violations, fees, officers, streets, calendars, dispositions, other codes
- Bank deposit information for remittance of iWEB payments to Village
- List of Village software users, roles, and access requirements
- Coordinate access to install hand held devices, with access to mains power and internet
- Coordinate access to Village vehicles and facilities for LPR installation
- Coordinate Village users for training times, locations
- Participate in acceptance test planning and conduct timely reviews and approvals
- Coordinate Village user issues tracking and resolution

### CONVERSION (optional, if applicable)

We are very confident in our ability to convert catalogs, lists and data from legacy parking systems to new hand held and processing systems. During implementation planning we submit a conversion file template, as is customary in the parking industry, for use by the Village or its incumbent contractor to produce the legacy data files. We will request test files with which to analyze the sample data and discuss all of the possible actions and options with the Village. We will perform at least one test conversion load to validate the conversion procedure and total records for Village review and approval. Any issues or questions about the data file will need to be answered by the Village or incumbent contractor to ensure a seamless transition.

**MILESTONES AND SCHEDULE**

We estimate that the project will take between 6 and 8 weeks. Below is draft schedule for delivery of the system. This plan has been implemented in prior installations and is contingent on getting all required information and approvals in a timely manner from the Village. Upon acceptance, this work plan will be redesigned based on contract agreement date and required go live date.

The longest lead times are typically for paper tickets for the handhelds, which is heavily dependent on fast design approval and paper mill workloads. Additional consideration should be made for receipt of all Village data from the prior citation processing vendor.

<b>DURATION</b>	<b>TASKS</b>
4	Details clarifications
5	Data exchange
2	Order hardware, software modules, paper stock
5	Notice and letter layouts
5	NYS account authorization forms
7	Reporting
3	Data collection
5	Software configuration
1	User access profiles
5	Integration and testing
15	Hardware delivery
20-30	Paper delivery (dependent on mill workload)
2	Hardware installation and setup
2	Training
1	Go Live
1	Project implementation debrief
Ongoing	Service and support phase



## **TRAINING**

### **Overview & Methodology**

It is vitally important to understand the needs of our clients, thus Brekford does not simply present our systems to the Village and then leave without knowing that there is a high degree of comfort. Brekford takes the training aspect of our programs very seriously and design our training curriculum around the specific client installation and configuration. This training will ensure that Village personnel and supervisors will be knowledgeable about the principles and operation of our equipment and software. This training also addressing common questions and answers from our experienced parking and technical personnel. We request that system administration personnel attend all sessions, and that the Village appoint one or two leads who can serve as local contacts for us and Village staff.

### **Training Modules**

We believe that a successful program involves the thorough training of all of the Village's personnel who are involved in the program. We will provide organized, classroom and in-field (for officers) training for all personnel in small or large group settings of any number the Village chooses. Much of the training is hands-on using a demo or in test mode.

Our basic training modules are delivered together or separately, depending on the roles that different groups of staff will have. A typical training agenda for the Village's scope will likely consist of 2 days of training with the following agenda:

#### **iP360 Citation System Training**

##### General (30-45 minutes)

- Inquiry & searching
- Statuses and screens
- Attach and view photos, documents
- Add Notes

##### Account management (60-90 minutes)

- Add records
- Payments
- Boot/Tow
- Notices & letters
- Appeals and hearings

##### Advanced features (20-30 minutes)

- Edit records
- Credits
- Reconciliations

##### Reports (20 minutes)

## **Handheld System Training**

### Officer Training – 2 sessions

#### **Ticket issuance application (60-120 minutes)**

- Login
- Issue Ticket or Warning
- Observe/time/chalk vehicle
- Record notes
- Void ticket (if authorized)
- Reprint ticket
- Search tickets

#### **Handheld hardware basics (40-60 minutes)**

- Loading ticket paper and battery
- Recording images and audio
- Online help
- Preventative care and basic troubleshooting

### Supervisor Training – 2 sessions

#### **Administration (60-90 minutes)**

- Login
- Dashboard & alerts
- Search records
- View records and recordings
- Edit records
- Void tickets
- Print reports

#### **Service and Support (20-30 minutes)**

- Device management
- Preventative care and basic troubleshooting
- Help desk

### **Training Times and Locations**

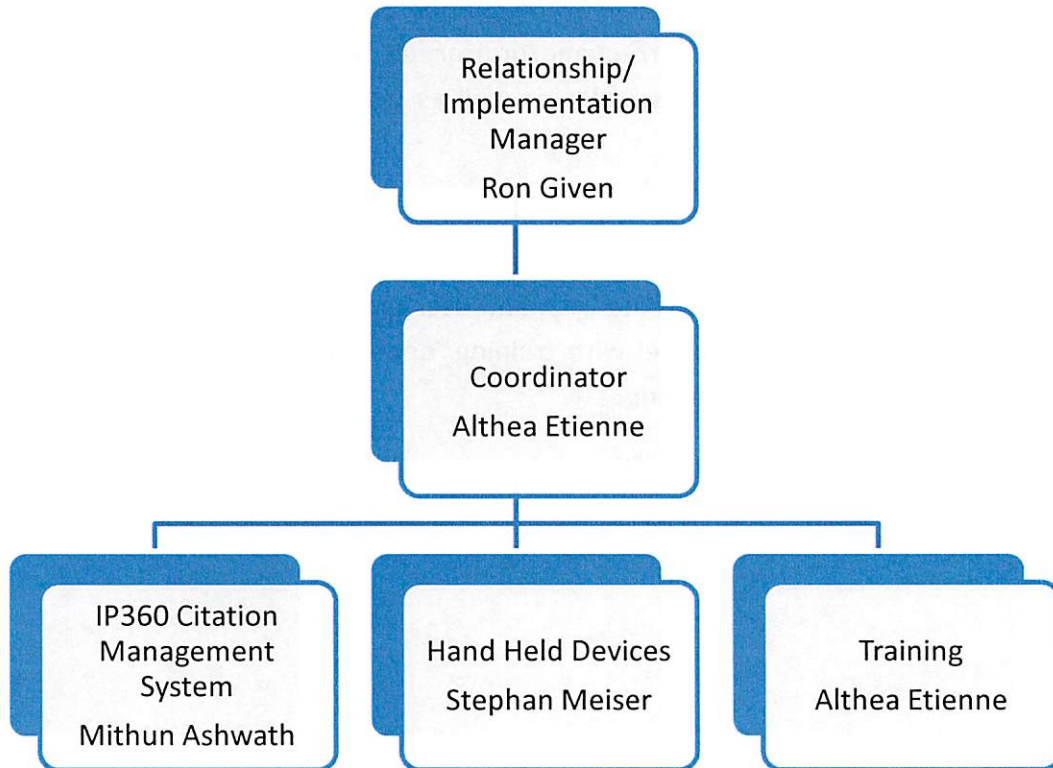
Brekford will provide for the Village onsite training at Village offices at times and locations mutually acceptable to all parties. All training materials will be included, such as a training schedule, agenda and printed and electronic course materials.

### **Refresher Training**

Brekford will offer updates and refresher courses in-person or via web conference. This has proven successful as it requires very little advance notice or planning and is completely interactive. As always, our technical staff will be available at any time for consultation or additional training.

### IMPLEMENTATION STAFFING

The staff for the implementation will consist of a dedicated team of parking enforcement and citation management technology professionals with significant experience delivering high performance solutions to municipalities large and small. Additional information may be found in Key Personnel.





## ***2.5. System Acceptance***

Brekford take system acceptance seriously during implementation to confirm that the system will function as required by the Village prior to go live. We recommend that this testing be undertaken jointly by Brekford and Village subject-matter experts, preferably the manager or key staff members with direct knowledge of the citation program rules, and provide a summary of the findings for confirmation to correct and/or proceed. Brekford supplies a test system, test plans based on the Village's business rules as well as test plan finding sheets to record test results.

Operational readiness testing is done by Brekford to ensure that key processes and procedures, such as late fee timelines and data transfer formats, are in place. User tests, usually performed by end-users, confirm that screens, data lists, and user profiles are as agree. Testing may also be accomplished during or in parallel with training, depending on the numbers of users and their availability for testing and training.

The results of these tests and correction are reviewed by project management for sign off before the system is live.

## ***2.6. Warranty, Maintenance and Support***

**Village users will have a single hotline number and/or email address for support, plus a contact list for direct inquiries and a cell phone number for emergency.**

**The handhelds include full warranty service for the duration of the contract, plus on-going preventative maintenance and repair service for a worry-free guarantee for officers.**

**Hardware service is performed directly by the manufacturer in Montclair NJ, where technicians have the experience, tools and parts to diagnose service, test the hardware, and return it to service promptly.**

Brekford places a premium on responsive, personal service for our clients. Our team understand the importance of good communications and open, honest dialogue in order to mutually resolve challenges that may come up. We are available to support users with hardware, software as well as for input on new processes or procedures.

Upon contacting us, our staff will log the call and provide a confirmation number that will be used to follow-up, if necessary. Technical and operations staff will have access to the Village's systems and configuration, will have participated in the implementation and training, so they will likely know each other by name. Our staff can commonly resolve most issues remotely with the first contact. We can take regular change requests by phone or email. Before returning handhelds for service, we request that Village staff first follow basic preventative maintenance and troubleshooting procedures shared during the on-site training.

New software releases and bug fixes for citation management and handheld systems are included for the duration of the agreement and any subsequent service agreements. Whenever an update is planned, our staff will communicate this to users. Updates will be planned outside of normal business hours whenever possible. If an unplanned outage is necessary, users will be notified as soon as possible. System backups will be made and available ahead of the changes. Moreover, change management practices are employed over critical system lists and tables as agreed with the client. A designated Village manager must approve changes to user security profiles.

Should Village users come up with an idea or suggestion that we don't already do, we want to hear about it. We will work with you to write it up for consideration and even come up with an estimate of time and resources required. If it is a feature that will benefit us all and potentially other clients too, we will come up with a customary and reasonable quote to complete the work.

### 3. QUALIFICATIONS & EXPERIENCE

#### 3.1. Company Data

<u>Name:</u>	Brekford Corp.
<u>Corporate address:</u>	7020 Dorsey Road, Suite C, Hanover, MD 20176
<u>Years in business:</u>	18
<u>Legal Form:</u>	Publically Traded Delaware Corporation (OTC:BFDI)
<u>Performance:</u>	No contract defaults or cancellations
<u>Office locations:</u>	Hanover and Glen Burnie, Maryland
<u>Principal business:</u>	Public safety technology service provider of integrated traffic safety solutions, parking enforcement solutions, citation processing and collections, and mobile technology equipment to local, state, and federal agencies.
<u>Employees:</u>	47
<u>Days/hours of operation:</u>	Monday-Friday, 8am-5pm After hours help desk
<u>Financial:</u>	Over the past 18 years we have worked with investors, lenders, manufacturers and integrators to deliver on client projects large and small. Copies of our latest financial statements filed with the SEC are included behind this section. Full copies may be obtained filings are available at <a href="http://www.brekford.com">www.brekford.com</a> .

Brekford Corp. is a public company trading as OTC: BFDI. Headquartered in Hanover, Maryland, we are a leading public safety technology systems developer, integrator, and service provider of fully integrated parking management, traffic safety and mobile technology solutions to municipalities, states, various federal entities and the U.S. military.

Since 1997, Brekford has dedicated itself to helping the public sector by delivering new technologies and unrivaled services to meet their ever-changing public safety and law enforcement challenges.

Our core competencies are in the areas of:

- Automated Traffic and Parking Enforcement Solutions
- Electronic Ticketing Solutions



- Citation Processing and Collections Solutions and Services
- Mobile Video Systems and Automatic License Plate Readers
- Law Enforcement Vehicle Sales and Customizations
- Systems Integrations and Data Conversions

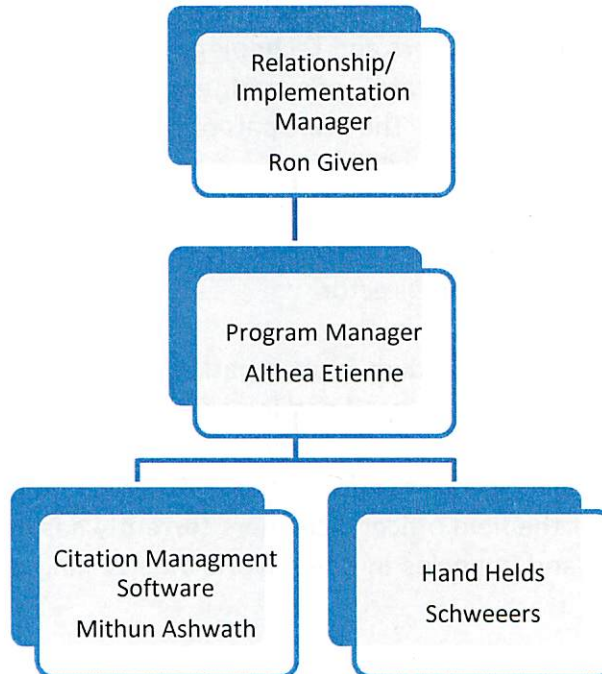
Brekford's approximately 50 employees work primarily from our 2 main offices located in central Maryland; our main headquarters and technology center in Hanover and an operations and call center in nearby Glen Burnie. Several employees work remotely in Florida, Massachusetts, Mexico and Tennessee. The principals of our firm are:

- Mr. C. B. Brechin, co-founder and CEO,
- Mr. Scott Rutherford, co-founder and Chief Innovation Officer,
- Mr. Rodney Hillman, President and COO, and
- Mr. Maurice Nelson, Managing Director

Brekford is a U.S. distributor of leading global parking systems manufacturers, including **Schweers Technologies**, a provider of rugged parking enforcement hand-held systems. In 1988, Schweers developed and manufactured the very first hand-held computer with integrated printer and software specific for parking enforcement. Expert at enforcement systems design, engineering and support for the field officer, Schweers currently has over 10,000 systems in use in more than 750 parking and agencies in cities worldwide issuing over 100 million citations annually.

### 3.2. Key Personnel

The staff for this contract will consist of a dedicated team of citation management and enforcement technology professionals with significant experience delivering high performance solutions to municipalities large and small. Resumes may be found in the Appendices.



**Ron Given, Vice President Parking Solutions.** Mr. Given has over 20 years of experience with municipal parking agencies and courts delivering hand-held enforcement systems, citation data processing systems and collections services. He specializes in system implementations and data conversions, DMV and payment systems interfaces, court and adjudication processes, late noticing and digital printing, management reporting, collections and customer service. He has designed, implemented, and managed numerous parking citation solutions for cities in the U.S. and Australia. Mr. Given was previously with Professional Account Mgmt. (now Duncan Solutions), where he was Vice President East Coast Operations overseeing 15 parking contracts from Florida to Massachusetts. Prior to that Mr. Given worked at Lockheed IMS (later ACS and now Xerox) in its municipal services line of business on citation processing and collection contracts out of Melbourne, Australia and Washington, DC.

**Mithun Ashwath, Senior Systems Manager.** Mr. Ashwath is responsible for the design and oversight of Brekford's IP360 system. His responsibilities are systems design, development and management. He has over 20 years' experience in IT with more than 7 years of experience in design, development, coding and testing of business /commercial applications using ASP.NET 4.0/3.5/2.0,C#,VB.Net,ADO.NET,XML,Web services Silverlight, WPF, XAML & Winform. Experience in writing stored procedures and user defined functions in SQL Server 2005/2000/2008 & Oracle9i. Hands on experience on reporting tools like Crystal Reports and SQL Reporting Services. Experience in end-to-end SDLC, including configuration using Visual



SourceSafe(VSS),SVN and CVS.

**Althea Etienne, Program Manager.** Mrs. Etienne is an experienced citation data processing professional who has served as operations manager, account manager, and processing manager for numerous parking citation and adjudication programs on the East Coast. Over the past 25 years, she has implemented, operated and supported clients large and small. She has specialized experience and knowledge in the areas of citation data processing, hearings and adjudication management, payment processing and accounting, customer service and end user support.

**Michael Schweers, CEO, Schweers Technologies.** Mr. Schweers has over 25 years' experience with literally hundreds of municipal parking and traffic enforcement departments worldwide. Mr. Schweers is the founder of Schweers International, formed in 1988 to develop, manufacture and support automated hand-held enforcement systems around the world. Schweers' hand-held computers and citation issuing and service applications are in use in more than 750 cities around the globe, issuing more than 100 million tickets annually. Schweers entered the U.S. market in 2001. Since then, the company has expanded its operations in sales and service with major customers all over the US. Mr. Schweers divides his time between corporate offices in Dusseldorf, Germany and Montclair, New Jersey.

**Stephan Meiser, Handheld Product Manager.** Mr. Meiser is a specialist in developing, implementing and supporting mobile handheld enforcement systems and databases for over 200 clients. He has a broad set of IT project management skills in the areas of project management, ITIL, ICT, integration, requirements analysis, software development and change management. He supports and consults for and together with Schweers customers worldwide. He has worked at Schweers for over 20 years in all areas of software programming and project management. Previously he was a teacher for electronic data processing.

**Ingo Koch, Handheld Lead Software Engineer.** Mr. Koch is a software developer for various mobile and server platforms, especially Windows, Windows CE and Windows Mobile, using C++ and C#. He designs and implements software for mobile and server applications, specializing in online systems, data transfer and information retrieval. He provides developer support for partners and clients. He has a background in electrical engineering and software development.

**Nabin Gurung, Processing Software Developer.** Mr. Gurung has in-depth knowledge in diverse facets of .NET development, encompassing analysis, design, development, and execution of business applications. He has extensive programming experience and excellent communications skills with strong background working directly with coworkers and clients to identify business objectives and establish requirements. Mr. Gurung oversees Brekford's many electronic data interfaces with external systems and agencies, including DMVs, Nlets and banks.

### **3.3. References**

Over the past 18 years, Brekford has served hundreds of municipal, state and federal customers with system products, integrations and services for contracts large and small. Most of our contracts are for mobile technology solutions related to public safety, law enforcement vehicles, traffic control and parking enforcement. We have a high concentration of clients on the East Coast and Middle Atlantic region, but we also support clients nation-wide and internationally.

Below and on the following pages are a partial list of our diverse government clients followed by several references to parking and citation customers that involve the systems proposed for the Village of Port Chester.

#### **SAMPLE CLIENT LIST**

##### **CITY AND STATE**

Alexandria, Virginia  
Annapolis, Maryland  
Asheville, North Carolina  
Bensalem, Pennsylvania  
Delaware State Police  
Fairbanks, Alaska  
Fairfax County, Virginia  
Florida Highway Patrol  
Hagerstown, Maryland  
Hanover, New Jersey  
Hanover County, Virginia  
Huntington, New York  
Maryland State Police  
Maryland Department of Transportation  
Newark, Delaware  
Ridgefield, New Jersey  
Santa Rosa, California  
Sterling, Virginia  
Sussex County, Delaware  
Washington, DC  
York, Pennsylvania

##### **FEDERAL**

Amtrak  
Army, Navy, Air Force  
ATF  
CIA  
DEA  
Dept. of Commerce  
FBI  
NASA  
NIH Police  
NSA Police  
Pentagon Police  
TSA  
US Capitol Police  
US Marshalls Service  
US Mint Police  
US Park Police  
US Supreme Court  
White House

##### **INTERNATIONAL**

Saltillo, Mexico

## REFERENCES: BREKFORD IP360 CITATION MANAGEMENT SOFTWARE and SCHWEERS HANDHELDS

Agency Name: **Huntington, New York**  
Contact Person: Bill Crowley, Information Technology Director  
Phone: (631) 351-3111  
Email: BCrowley@huntingtonny.gov  
Volume: 40,000 citations annually  
Term: Awarded 2013 for 3 years with possible extensions  
Description:

- Parking enforcement using six wireless Schweers X600 hand held enforcement devices with 2D barcode readers to scan vehicle registration stickers
- Integration with Parkeon multi-space meters for real-time wireless pay-by-space enforcement
- Hosted web-based IP360 citation management software
- NYS and nation-wide motor vehicle interfaces
- Digital printing and mailing of notices
- Webpage with internet credit card payments and appeal requests
- Court conference and trial calendars, custom disposition codes and response letters
- On line reporting suite
- On-site installation and training
- On-going support and maintenance
- Data conversion from Duncan and FBS

*Note: Huntington is rolling out Parkmobile pay-by-phone with integration to Parkeon and handhelds. A new mobile LPR system will be added this year. We also recently introduced permit list enforcement.*



**REFERENCE: BREKFORD CZ CITATION MANAGEMENT SOFTWARE and SCHWEERS HANDHELDS**

2. Agency Name: **Asheville, North Carolina**  
Contact Person: Harry Brown, Parking Services Manager  
Phone: (828) 259-5437  
Email: HBrown@ashevillenc.gov  
Volume: 25,000 – 40,000 citations annually  
Term: Awarded 2012 for 3 years with possible extensions  
Description:

- Parking citation issuance using five wireless Schweers X600 handheld ticket writers with color cameras
- Data conversion from Duncan and H.T.E.
- Real time citation data upload
- On-site installation & training
- Hosted web-based software
- Tyler MUNIS GL interface
- In-state and out-of state DMV registration data retrieval
- Late notice digital printing
- Web credit card payments, on-line citizen appeals
- Mail payment lockbox service with remote deposit
- On-going technical support and program service
- Preventative maintenance for equipment with battery refresh and new shoulder straps

*Note: The City's parking citation collections have increased, driving up parking compliance and even reducing the volume of parking violations. The City added Passport pay by phone parking, which is currently being integrated with the handhelds.*

**REFERENCES: BREKFORD IP360 CITATION MANAGEMENT SOFTWARE ONLY**

Agency Name: **City of Laurel, Maryland**  
Contact Person: Rich McLaughlin, Chief of Police  
Phone: (301) 498-0092  
Email: rmclaughlin@laurel.md.us  
Description of Services: Automated speed enforcement using 11 wireless cameras, hosted IP360 web-based citation management software, DMV interfaces, DMV registration hold interface, noticing, lockbox payment processing, customer service call center, court scheduling, installation, training, and on-going support and maintenance. Project was expanded to include out of state parking citation collections.

Agency Name: **City of Hagerstown, Maryland**  
Contact Person: Mark Holtzman, Chief of Police  
Phone: (301) 739-8577  
Email: mholtzman@hagerstownpd.org  
Description of Services: Traffic violation issuance using 20 portable speed cameras, hosted IP360 web-based software system, DMV interfaces, DMV registration hold interface, public website, noticing, lockbox payment processing, customer service call center, district court scheduling, installation, training, and on-going support and maintenance.

**REFERENCES: SCHWEERS PARKING HANDHELD SYSTEMS ONLY**

Agency Name: **City of Portland, Oregon**  
Contact Person: Marc Friedman  
Phone: (503) 823-1209  
Email: mark.j.friedman@portlandoregon.gov  
Description of Services: Parking enforcement using 50 Schweers Ticketman X600 devices with wireless service, built-in 3" printer, GPS mapping and customized enforcement procedures for overtime and permit violations.

Agency Name: **San Diego County Regional Airport, California**  
Contact Person: Vito M. Cali, Senior Airport Traffic Supervisor  
Phone: (619) 400-2704  
Email: vcali@san.org  
Description of Services: Violation issuance using 50 Schweers Ticketman TM devices with 2" built-in printer.

\*Additional references may be provided upon request.



## 4. PRICE PROPOSAL

- a. Fixed percentage of monies collected on all tickets, paid monthly in arrears: **11%**.
- b. Flat rate reimbursement for USPS first class postage @ \$0.415\* per iP360 generated mailing item. Includes online PDF images of all notices.
- c. Payment for any courier/overnight shipping costs.
- d. Other

A credit card convenience fee will be collected from the public who pay using Brekford's online system, which can be branded for the Village for a seamless experience. The current fee is \$1.00 per payment plus 3% of payment the amount, which are added at time of payment. Village monies are reconciled and transferred weekly.

\*USPS first class mailing rate will be adjusted only if the post office increase rates.

## 5. APPENDICES

- Resumes
- Other Services
- Hardware and Software Spec Sheets

## RESUMES

A. Name and title	<b>Ron Given, VP Parking Solutions</b>
B. Office location	Hanover, Maryland
C. Educational Background	BA, International Relations, American University, Washington DC.
D. Professional registrations and memberships	International Parking Institute, New York Parking Association, Pennsylvania Parking Association, Middle Atlantic Parking Association
E. Years of relevant experience Recent assignments & relevant experience	23 City of Alexandria, VA City of Annapolis, MD City of Asheville, NC City of Clearwater, FL Town of Huntington, NY Montgomery County, MD City of New Haven, CT City of Norwalk, CT Prince William County, VA City of Raleigh, NC City of Somerville, MA State of Victoria, Australia

A. Name and title	<b>Mithun Ashwath, Software Manager</b>
B. Office location	Hanover, Maryland
C. Educational Background	MS, Computer Science, University of Albany
D. Years of relevant experience Recent assignments & relevant experience	7 University of Albany City of Asheville, NC City of Capital Heights, MD City of Greenbelt, MD City of Hagerstown, MD City of Hyattsville, MD Town of Huntington, NY City of Laurel, MD City of Salisbury, MD New York State

A. Name and title	<b>Althea Etienne, Project Manager</b>
B. Office location and city of residence	Hanover, Maryland and Silver Spring, Maryland
C. Educational Background	BS, Accounting, Boston University
D. Professional registrations and memberships	International Parking Institute, Mid-Atlantic Parking Association, New York Parking Association
E. Years of relevant experience Recent assignments & relevant experience	25 City of Alexandria, VA City of Annapolis, MD City of Asheville, NC City of Clearwater, FL Town of Huntington, NY Montgomery County, MD City of New Haven, CT City of Norwalk, CT Prince William County, VA City of Raleigh, NC City of Somerville, MA City of Washington, DC

A. Name and title	<b>Michael Schweers, CEO, Schweers Technologies</b>
B. Office location	Montclair, New Jersey
C. Educational background	Technical School for Electronics and Information Technology, Aachen / Mönchengladbach
D. Professional registrations and memberships	International Parking Institute
E. Years of relevant experience Recent assignments & relevant experience	27 City of Asheville, NC City of Berlin, Germany City of Copenhagen, Denmark City of Dubai, UAE Town of Huntington, NY City of Portland, OR City of Rotterdam, Netherlands San Diego County Airport Authority, CA City of Tel Aviv, Israel City of Tacoma, WA City of West Windsor, NJ City of Zurich, Switzerland



A. Name and title	<b>Ingo Schweers, Handheld Device Support Manager, Schweers Technologies</b>
B. Office location	Montclair, New Jersey
C. Educational background	BA, Architecture
D. Professional registrations and memberships	International Parking Institute, New Jersey Parking Institute, New York Parking Association, Pennsylvania Parking Association
E. Years of relevant experience Recent assignments & relevant experience	10 City of Asheville, NC Town of Huntington, NY City of Portland, OR City of Salem, OR San Diego County Airport Authority, CA City of Tacoma, WA City of West Windsor, NJ

A. Name and title	<b>Stephan Meiser, Handheld Project Coordinator, Schweers Technologies</b>
B. Office location	Montclair, New Jersey and Dusseldorf, Germany
C. Educational background	BS, Physics and Mathematics, Heinrich-Heine-Universität, Düsseldorf
D. Professional registrations and memberships	International Parking Institute
E. Years of relevant experience Recent assignments & relevant experience	30 City of Asheville, NC City of Berlin, Germany City of Copenhagen, Denmark City of Dubai, UAE City of Portland, OR City of Rotterdam, Netherlands San Diego County Airport Authority, CA City of Tel Aviv, Israel City of Tacoma, WA City of West Windsor, NJ City of Zurich, Switzerland



## OTHER SERVICES

### MOTOR VEHICLE INFORMATION ACCESS

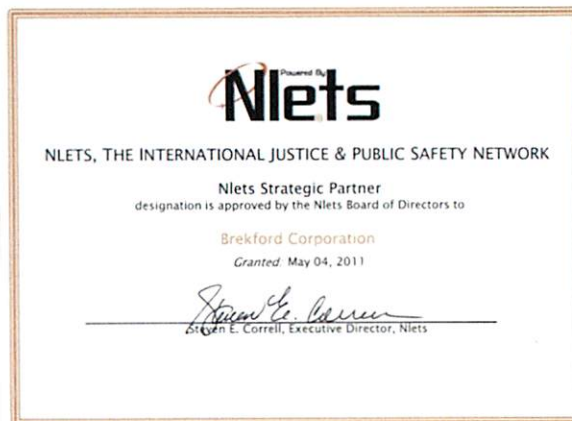
- ✓ Brekford's motor vehicles information knowledge, experience and systems solution will afford the Village the best possible access of any parking program.
- ✓ Brekford's will provide access to all U.S. and Canadian motor vehicle agencies legally accessible to the Village of Port Chester.

The Village's parking program demands an experienced partner with knowledge of the necessary interfaces to motor vehicle agencies to ensure compliance with its parking regulations. Whilst typically 25-45% of violations will be paid "voluntarily" from the violations left on windshields, any opportunity to collect on unpaid violations is nearly impossible if they are not matched in an accurate and timely manner or if registration holds (where available) are not placed in a timely and consistent manner.

Registration information must be obtained directly from the motor vehicle agencies and should not be acquired from third-party vendor databases such as R.L. Polk or LexisNexis. Brekford complies with this requirement.

For **in-state** vehicles, Brekford will establish an account specific to your Village directly with New York State DMV. They offer batch FTP access for regular look-ups that we will perform on the Village's behalf. We have excellent working relationship with NYS DMV and a high hit rate of 97%.

For **out-of-state** vehicles, Brekford obtains registration data from motor vehicle agencies in the U.S., District of Columbia, and Canada via direct DMV connections and Nlets -- Nlets is described in more detail below. On average, hit rate with out-of-state agencies is 90%.



***Brekford meets the strict security access requirements of states, including the national Nlets organization, of which we have been a Strategic Partner since 2011.***

Nlets is an interstate justice and public safety network for the exchange of law enforcement-, criminal justice-, and public safety-related information. Nlets, owned by the States, is a 501(c)(3) nonprofit organization that was created over 40 years ago by the principal law enforcement agencies of the States. The user population is composed of all of the United States and territories, all Federal agencies with a justice component, selected international agencies, and a variety of strategic partners that serve the law enforcement community—all cooperatively exchanging data.

Brekford established and uses our Nlets account for out-of-state inquiries. Nlets also requires client submission of approval forms and jurisdiction's law enforcement agency ORI in order to to authorize and audit our access. Brekford will assist the Village with all necessary forms and approvals.

Brekford developed and utilizes a smart messaging switch that systematically manages the name and address requests for in-state and out-of-state requests. Information flows are monitored and continuously tuned to ensure the highest hit rates possible. And multiple requests may be attempted over regular intervals if initially a state reports no matching record has been found. Up to three separate and auditable requests can be made for each violation with a valid plate that remain unpaid.

Our personnel have current experience requesting and receiving out-of-state data with each source, and we understand their record layouts, data and processes. We retrieve and securely store all DMV information, including error and mismatch codes, in our online system for reference.

## CLOUD HOSTING

Brekford hosts IP360 for our clients at a purpose-built commercial data center and colocation facility to ensure that the Village's applications and data are quickly accessible and fully secure. With access to over nine different network providers and a hot-site, it includes a highly redundant network. The data center meets the requirements of the Uptime Institute for scalable power and cooling infrastructure and enhanced security. Other users include cities, state agencies as well as medical providers.

### Power Systems

- Redundant electrical design and distribution
- Automatic switching from primary to back up power supply
- Single and three-phase power
- Cummins & CAT generators with expansion capabilities

### Customer Power

- AC power systems capable of delivering both 110V (in 20 or 30 amps) and 208V (in 20, 30 or 60 amps) service, Single and Three phase
- DC power plant capabilities delivered -48V

### Environmental Controls

- Redundant, parallel 20 and 25-ton HVAC units
- Thermostat set at 70 degrees +/- 4 degrees
- Humidity set at 50% +/- 10%

### Fire Protection

- Multi-zoned, dry-pipe, dual interlocked pre-action fire protection system
- Water detection system below flooring
- Smoke detection system below flooring and on ceiling

### Network Redundancy

- (2) 2x4" and 2x5" company-owned fiber conduits with redundant, distinct paths into two different routes in the Baltimore City conduit system
- Direct fiber connectivity available from over twelve (12) carriers
- Redundant IP bandwidth available

### Security

- Monitoring 24 hours a day, 7 days a week, 365 days a year
- Access restricted to authorized client personnel and BTP employees
- Axis IP-Based interior and exterior surveillance cameras
- Entrance and exit controlled by HID contact-less access control cards
- Biometric authentication and mantrap
- Cabinet & cage access controlled by combination dial system
- Silent alarm & fire detection with automatic notification of officials



## DIGITAL PRINTING & MAILING

***Brekford prints and mails notices from our East Coast printing and mailing facility, which is fully equipped and staffed to print notices professionally, accurately, and timely, whilst securing the lowest possible USPS first class postage rates. Additionally, Brekford assists with any notice designs, including payment remittance stubs for efficient processing.***

Brekford professionally prints and mails thousands of notices (and optionally letters-see iLETTER section above) each month for our clients, and we offer a proven solution to meet the needs of the Village. Our staff works in conjunction with the client to design each document. Once approved, they are programmed in our systems to automatically generate according to specific criteria to ensure they are mailed according to the Village's requirements. Letters are typically generated upon request of system users who are responding to inquiries or appeal requests from citizens.

The latest technologies and practices are utilized to ensure quality printing, as well as an online portal for checking and reviewing print job status. Checks are performed throughout the process, including sampling of document printing and counts, for quality control.

Design and mailing technologies include such features such as:

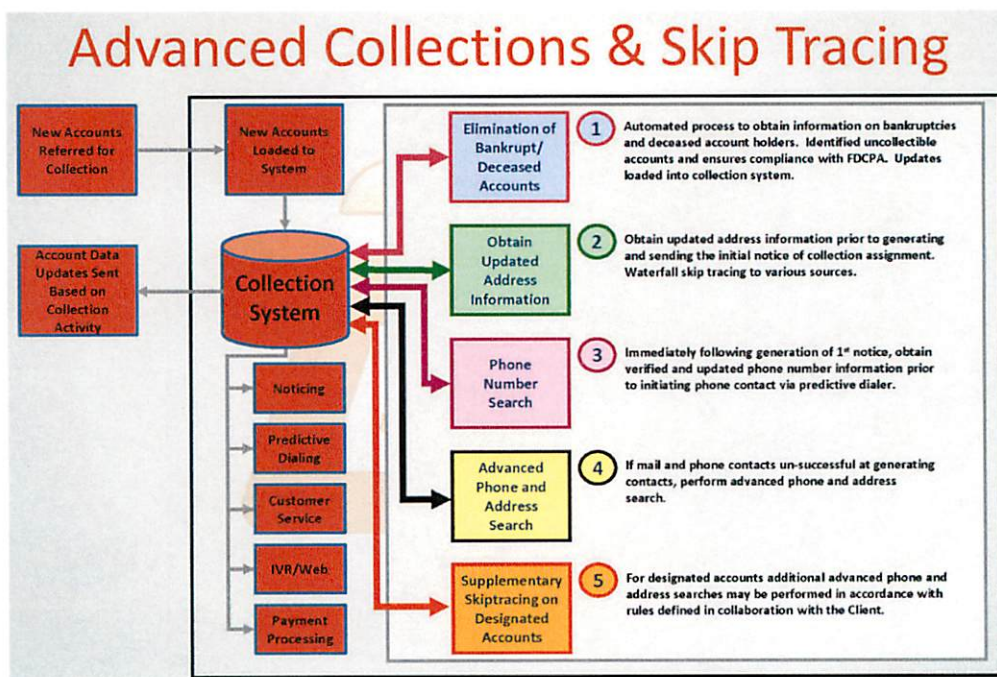
- Machine scan-able address window and remittance stub (if required by the Village.) As shown on the above notice image, bar codes and OCR scan lines are used to improve the ***speed and accuracy of processing mail and return payments.***
- NCOA - links directly with the USPS National Change of Address database ***reduces undeliverable mail*** and processing costs. Information on moves is available within the last 18 months. Produces faster letter delivery by utilizing accurate address information.
- AEC - Address Element Correction can ***save you thousands of dollars in postage and stationery costs.*** It corrects missing or incorrect address elements, converting non-qualifying or undeliverable addresses to deliverable address for delivery to the responsible party. AEC also enables you to suppress uncorrectable records, which reduces costs of undeliverable mail.
- Electronic Return/Electronic Forwards -Electronic return mail and forwards saves you the hassle of manually processing your return mail, freeing up valuable time within your organization. With this option, you will receive a data file containing all of the return and/or forwards from your mailings in one convenient spreadsheet. We also provide the exact USPS postal codes, explaining the reason for the return mail. ***Improve your accounts receivable cycle and skip the headache of manually processing return mail.***
- PDF Images of all mailings- PDF copies of each mailed item linked directly to the citation records or saved in files by mailing date.

## DEBT COLLECTION

As a natural extension of a citation management, Brekford contracts with cities to pursue delinquent citation collections in accordance with their specific needs and stakeholder expectations. By adding a collections component to the parking citation program the Village benefits from an end-to-end integrated solution.

We have developed specialized capabilities and processes to collect vehicle-based debts and maximize collections at competitive costs. We offer flexible debt collections services in conjunction with our strategic nation-wide partners that follow your business rules and can include any or all of the below elements.

- Automated assignment criteria
- Data scrubbing and account matching
- Skip tracing
- Lettering
- Out calls
- Customer call center
- Phone and web payments
- Registration and licensing holds
- Credit bureau reporting





## HANDHELD SPEC SHEETS

# Specifications **politeSS**<sup>®</sup>

Software



- Real-time ticketing
- Fast, Reliable and Secure
- Interface w/any service provider
- Interface w/ any Backend processing center
- Simple standard data capture to complex cloud based realtime ticketing



Your software for  
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10,000+  
TERMINALS  
WORLDWIDE



Specifications

# politeSS®

## Your Software for Parking Enforcement

### Mobile Handheld Software

#### Features to issue citations

- User friendly and intuitive App
- Table driven drop down menus
- Unlimited photos linked to ticket
- Easy to customize codes to local laws
- Quick mode -
  - Hi-light minimum info to issue ticket
- Day/night mode
- Notes - both on ticket and back office only
- Timing/chalking
- Issue and track warnings and escalating fines

### Data Capture Options

#### How to capture

- Hi-res color camera
- Automated license plate recognition (LPR)
- 1D and 2D bar code scanning
- RFID scanner
- GPS for geo-positioning & tracking
- Touchscreen
- Tactile keyboard
- Cloud linked

### Networking

#### How to connect

- 3G/4G online data link
- WiFi, Bluetooth, Infrared
- Web-based alarm and GPS tracking

### Cloud Based Features

#### What to do with the data

- Realtime ticket upload & processing
- Realtime hotlist, permit check
- Pay-by-phone/space enforcement
- Officer track & trace
- Towing

### Portal Server

#### and how to do it

- Secure route can handle any online/real-time connections between handheld and internal/external databases
- Interfaces with any external service provider handling different requests in parallel
- Real-time or batch mode processing

### Office Software

#### How to manage and analyze data

- Cloud or server based office software
- Data reviewed, pre-processed & forwarded to external administrative processing and collections
- Standard reports & activity logs

### System Overview

#### What it features

- Realtime
- Multi platform enabled
- Quick and Easy data input and processing
- Secure data entry, exchange and management
- Both on and offline
- Modular system
- PC server application as well as web-based

### How

#### What it supports

- Windows OS with our tm-12 and x600 Handheld
- Android OS phone/tablet and our x7-Tablet
- Apple OS iPhone/iPad

**More than 1,200 cities, police forces and airports in over 15 countries around the globe trust handheld Ticket Writers developed, designed and manufactured for 26 years by Schweers.**

Known for ergonomic and robust design our devices perform in rough weather and throughout the daily routine of your officers. The design of all of our products is based on longterm experience and our customer's invaluable feedback allowing us to build and deliver products you can trust in.



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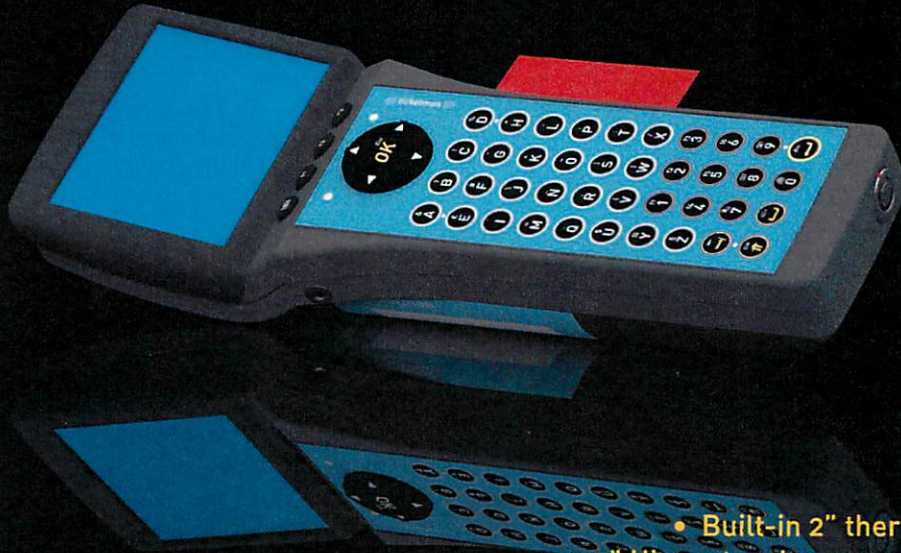
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# Specifications **tm-12**

**Handheld**



- Built-in 2" thermal printer
- 3.5" Hi-res touch screen and display
- Built-in 3 MP color camera with flash light
- Operates in temperatures +14° F to +140° F
- Background illuminated touchfoil keyboard
  - Withstands drops from 3 ft on concrete
  - IP 54 water and dust resistant



Three-in-one  
**Parking Enforcement**

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BUILT-IN-PRINTER

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# Specifications **tm-12**

## Three-in-one Parking Enforcement



### Performance Characteristics *Device*

Processor: Marvell (Intel) XScale™ PXA270 , 520 MHz  
Memory: 128 MB RAM + 64 MB Flash-ROM  
optional 128 MB RAM + 32 MB Flash-ROM  
+ 1GB Disc on Chip  
Optional Storage Card: up to 16 GB SDHC Card  
Operating System: Microsoft Windows CE.net 5.00  
Power Supply: Field replaceable 1,95 Ah Li-Ion Cell

### *User Interfaces*

Display: 3.5", backlit, full graphic,  
transflective 320 x 240 pixel,  
65,536 colours, 16 bit software  
contrast adjustment  
Touchscreen: High resolution, analogue resistive  
Keyboard: 5 way navigation key,  
function keys,  
touchfoil keyboard (programmable)  
large sized,  
background illuminated

Printer: Integrated 2" thermal printer,  
with easy load function,  
paper-mark and paper-end detection  
*Camera*  
Resolution: 3 MPixel  
Camera tilted in viewing direction  
Zoom: up to 2.5x DRZ and 2x digital  
(DRZ=Dynamic Resolution Zoom)  
Flash Light: LED flash-light and flash

### Features

*Optional*  
Integrated Interface: Bluetooth  
Modem: 3G/HSPa and GPRS/Edge  
WiFi/WLAN 802.11b/g  
Radio & Bluetooth: Headset radio support

### Physical Characteristics

#### *Casing*

Material: PC-ABS  
Dimensions: 9 1/2" x 3.35" x 2 1/4" (LxWxH)  
Weight: 21 ounces  
(incl. printer, paper, battery)  
Adaptability: Suitable for left or right-handed  
use.

#### *Environment*

Operation temperature:  
+14° F to +140° F

Drop Specification:  
3 ft on concrete  
(drop & pendulum)

Environmental Protection:  
Water and dust resistant  
(EN 60529 IP54)

Regulatory: EN 55022, EN 55024, EN 6100-3-2,  
EN 61000-3-3, CE compliant,  
ROHS compliant

### Additional Features

#### *Optional*

Accessories: Wrist strap, shoulder strap,  
carrying case  
Communication cradle:  
USB single and 5-Bay Cradle,  
Car charging cable

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and airports in over 15 countries around the globe  
trust handheld Ticket Writers developed, designed  
and manufactured for 26 years by Schweers.**

Known for ergonomic and robust design our  
devices perform in rough weather and throughout the  
daily routine of your officers. The design of all of our  
products is based on longterm experience and our  
customer's invaluable feedback allowing us to build  
and deliver products you can trust in.



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INTRODUCING

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Specifications **X7**  
**Handheld**



- Built-in 3" thermal printer
- 7" Hi-res touch screen and display
- Built-in 5 MP autofocus color camera
- Operates in temperatures -4° F to +140° F
- Withstands drops from 3 1/2 ft on concrete
- IP 54 water and dust resistant
- State of art engineering



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BUILT-IN-PRINTER

SCHWEERS  
TECHNOLOGIES



# Specifications X7

## Your office is everywhere Parking Enforcement

	<b>Performance Characteristics</b>
	<i>Device</i>
Operating System:	Android 4.2.2 (Jelly Bean)
Processor:	FreescaleTM i.MX6 ARM® CortexTM A9 single core, 1 GHz
Memory:	RAM 4 x 16 Bit DDR3-1066 (533 MHz) 64 Bit 1 CS, 1 GB, 2 - 64 GB Flash
Bluetooth:	Standard 3.0+ DER
WiFi:	IEEE 802.11 a/b/g/n
Radio:	GSM/GPRS/EDGE: quad band , 850/900/1800/1900 MHz  3G/UMTS/HSPA: quad band 850/900/1900/2100 MHz; and 4G LTE
GPS:	Stand-alone, A-GPS
Display:	TFT, 7 inch, transmissive resolution 800 x 480 256 K colours (RGB 6 bit digital each) LED backlight brightness 350 contrast ratio 400:1
Touchscreen:	Projective capacitive multi-touch
Keyboard:	6 keys & power key internal Optional: External alpha-numeric
Camera:	5 MPixel, autofocus, flash Camera tilted in viewing direction
Printer:	Easy paper load Thermal, 576 dots/line, density 200 dpi Printing width 2.8" Paper width 3.2" Paper weight 60-80 gsm Paper end & mark detection
Sensors:	Accelerometer Gyroscope Compass Light sensor
Power Supply:	Pack of 4 rechargeable Li-Ion batteries Total power 51 Wh

	<b>Physical Characteristics</b>
	<i>Casing</i>
Material:	PC-ABS
Dimensions:	7 5/8" x 5" x 2 7/8" (L x W x H)
Weight:	30 ounces (incl. printer and battery) Felt weight 24 ounces
Adaptability:	Left or right-handed use
	<i>Environment</i>
Operat. temp.:	-4° F to +140° F
Drop Spec.:	3 1/2 ft on concrete (drop & pend.)
Env. Protect.:	Water and dust resistant (EN 60529 IP54)
Regulatory:	EN 55022, EN 55024, EN 6100-3-2, EN 61000-3-3 CE, FCC & ROHS compliant

	<b>Optional Features</b>
	<i>Bar-Code-Imager (1D and 2D)</i>
High Visibility LED Aimer:	2D Symbology, Linear Symbology Postal Symbology OCR Fonts

	<b>Additional Features</b>
	<i>Optional and on demand</i>
	· Wrist strap, shoulder strap, carrying case
	· Rubber protection case
	· Communication cradle

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Known for ergonomic and robust design our devices perform in rough weather and throughout the daily routine of your officers. The design of all of our products is based on longterm experience and our customer's invaluable feedback allowing us to build and deliver products you can trust in.



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# Specifications **x600**

**Handheld**



- Built-in 3" thermal printer
- 3.5" Hi-res touch screen and display
- Built-in 3.1 MP autofocus color camera
- Operates in temperatures -4° F to +140° F
- Withstands drops from 4 ft on concrete
  - Silicon rubber back-lit keyboard
  - IP 64 water and dust resistant



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**Parking Enforcement**

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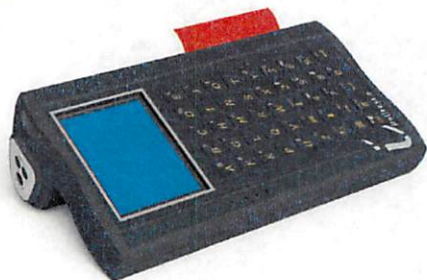


BUILT-IN-PRINTER

SCHWEERS  
TECHNOLOGIES

# Specifications **x600**

## Your office on the street Parking Enforcement



### Performance Characteristics

*Device*  
Processor: Marvell (Intel) XScale™ PXA255 - 400MHz  
Memory: 128 MB RAM + 64 MB Flash-ROM  
1 internal CompactFlash Card interface  
Optional Storage Card: up to 2GB ATA Flash Disk  
Operating System: Microsoft Windows CE.net  
4.20 Compact Framework 3.5  
Power Supply: Field Replaceable 3.35 Ah Li-Ion Cell,  
optional 4 Ah

*User Interfaces*  
Display: 3.5", back-lit (automatic daylight sensor),  
full graphic, transfective QVGA full color  
display  
Touchscreen: High resolution, analogue resistive  
Keyboard: Full alphanumeric keyboard + 2 lateral  
enter keys, back-lit, silicon rubber  
Printer: Integrated 3" thermal printer with  
paper-mark and paper-end detection,  
Graphic and Barcode support  
Integrated Interface: Infrared communication up to 115,200  
Baud, IrDA and direct mode configurable

### Physical Characteristics

*Casing*  
Material: PC-ABS  
Dimensions: 9" x 5" x 3" (LxWxH)  
Weight: 36 ounces (incl. printer, paper, battery)  
Felt weight 28.75 ounces  
Adaptability: Suitable for left or right-handed use  
*Environment*  
Operation temp.: -4° F to +140° F  
Drop Specification: 4 ft on concrete (drop & pendulum)  
Environm. Protection: Water and dust resistant (EN 60529 IP64)  
Regulatory: EN 55022, EN 55024, EN 6100-3-2, EN  
61000-3-3, CE, FCC & ROHS compliant

### Optional Features

*Camera*  
Resolution: 3.1 MPixel (2048x1536)  
Camera tilted in viewing direction  
Autofocus: 4" - ∞  
Zoom: up to 2x DRZ and 2x digital  
(DRZ=Dynamic Resolution Zoom)  
Flash Light: 2x LED

### Additional Features

- Optional*
- UMTS/3G (HSPA)/4G LTE
  - GSM/GPRS/EDGE-Modem  
(900/1800MHz or 850/1900MHz)
  - WiFi/WLAN 802.11b/g
  - Bluetooth short range radio communication
  - Barcode Reader/Imager  
(1D and 2D Barcodes)
  - GPS-based position determination
  - RFID I; RFID II  
Tag readability: ISO 15693, I-Code
  - Magnetic Card Reader
  - Smart Card Reader
  - Wrist strap, shoulder strap, carrying case
  - Communication cradle
  - More options and accessories on demand

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and airports in over 15 countries around the globe  
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# Parking Management Response to RFP

	<b>Complus</b>	<b>Beckford</b>
	<b>Ranking System</b>	
A = Goes Above and Beyond	C = Complies	D = Deficient
<b>COST</b>	Fixed percentage of 10% of revenue	Fixed percentage of 11% paid monthly
<b>System Implementation Conversion time</b>	Incumbent Vendor	Between 6-8 weeks
<b>Backup Systems and Disaster Recovery Plan</b>	Backup data center located 125 miles from company Headquarters. Disaster recovery plan	Cloud hosting. Off site Commercial data center with a highly redundant network
<b>Handheld ticket writers</b>	5 one piece handhelds with choice of two devices	5 one piece handhelds with choice of three devices
<b>Hardware and Software</b>	FastTrack Management System. All Hardware and Software needed for operations to be provided	iP360 Citation Management System Web Application
<b>Security Features/Audit trail</b>	Only pre authorized computers are allowed to access the system. Audit trail through license plate provides a history of all activity	Audit trail through license plate provides a history of all activity.
<b>Training of Village staff</b>	Will provide unlimited training	2 session of 60-120 minutes for Officers and 2 sessions of 60-90 minutes for Supervisors
<b>In State Processing</b>	Has Contract with New York State DMV	Has Contract with New York State DMV
<b>Out of State Processing</b>	Has Contracts with Every State DMV	Utilizes NLETS for Motor Vehicle data from Out of State DMV
<b>New Ticket processing</b>	Hand held written tickets immediately upload into the system. Hand written summonses are entered into the system within 48hrs	Hand held written tickets immediately upload into the system.
<b>Delinquent Notice Violations</b>	Manages notices in house	Manages notices in house
<b>Scofflaw Processing Booting and Towing</b>	Will manage a system that notifies when a vehicle is a scofflaw. Will track booted and towed vehicles as well as booting equipment	Automated boot list. Online information and alerts.



# Parking Management Response to RFP

<b>Debt Collection</b>	Current collection rate of 93%. If Village chooses Complus contracts with Capital Recovery Systems for much older violations. Do to the high rate of collection this option has not been utilized to date	Contract with cities to pursue delinquent citation collections
	<b>OTHER CONSIDERATIONS OUTSIDE OF RFP</b>	
<b>Location of Company for immediate Support</b>	Located in Tarrytown, NY	Located in Monclair, NJ
<b>Recommendation from outside agency (Huntington)</b>		Nearest Agency utilizing Beckford. Spoke with Bill Crowley, Information Technology Director who is listed as a reference. He stated They were impressed with the transition team. He stated they were extremely efficient in light of some of the Town's shortcomings in providing support for the transition. He felt technolcolgically they were the best suited company for their community .

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10







VILLAGE OF  
**PORT CHESTER**

222 Grace Church Street, Port Chester, New York 10573

**AGENDA MEMO**

**Department:** Office of the Village Manager

**BOT Meeting Date:** 9/21/2015

**Item Type:** Resolution

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

Description	Yes	No	Description	Yes	No
Fiscal Impact	x	<input type="checkbox"/>	Public Hearing Required	<input type="checkbox"/>	x
Funding Source:			BID #		
Account #:			<b>Strategic Plan Priority Area</b>		
	<b>Yes</b>	<b>No</b>	Broad Based		
Agreement	X		<b>Manager Priorities</b>		
Strategic Plan Related	x		Other		

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

Awarding Bid # 2015-04, RFP for Grant Writing Services.

**Summary**

**Background:** On 6-29-15 the Village released an RFP seeking professional services to assist the Village in researching and identifying grant opportunities from both public and private sources, providing application preparation and submission, and management of awarded grants.

Having received multiple bids and having interviewed the top two candidates Village Staff recommends awarding the contract to Millennium Strategies LLC.

At the 9-8-15 meeting, the Board requested that staff take a deeper look at the CDBG and CFA related qualifications of each respondent. Each respondent has provided a memo to that effect and a memo from staff is attached assessing the comparison and summarizing the two candidates overall.

Also attached is a resolution awarding the bid and authorizing the Village Manager to enter into a contract with Millennium Strategies, not to exceed the budgeted amount (\$24,000) in FY 15-16 for said services.

[AM-V20140804](#)

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

That the Board of Trustees adopt the Resolution
---

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

<b>Resolution</b>
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<b>Memo from staff regarding CDBG – CFA and Summarizing the respondents</b>
---

<b>Millennium Strategies LLC MEMO CDBG – CFA response</b>
---

<b>Laberge Consulting LLC CDBG MEMO – CFA response</b>
--

AWARDING BID FOR GRANT WRITING SERVICES

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 solicited bids for grant writing services through a Request for Proposals process (RFP-2015-04); and

WHEREAS, the Village received three responses, two of which were deemed complete; and

WHEREAS, upon a review of these two proposals and interviews, Village staff recommends Millennium Strategies LLC to the Board as the superior respondent. Now, therefore, be it

RESOLVED, that the Board of Trustees hereby accepts the proposal of Millennium Strategies LLC, 60 Roseland Ave Caldwell, NJ 07006 to provide grant writing services to the Village of Port Chester, and; be it further

RESOLVED, that the Village Manager is hereby authorized to negotiate and execute an agreement with the vendor not to exceed a term of 2 years at a rate which will not exceed the amount budgeted for FY 15-16 or as may be budgeted in the following year.

Approved as to Form:

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



# VILLAGE OF PORT CHESTER

## OFFICE OF THE VILLAGE MANAGER

### MEMORANDUM

---

TO: Mayor and Board of Trustees

FROM: Grant Writing Work Group

THROUGH: Christopher D. Steers

DATE: September 18, 2015

RE: Grant Writing Service RFP 2015-04

---

At the Sept. 8, 2015 Board of Trustees Meeting staff was directed to compile the references and experiences of Laberge Engineering and Consulting Group LTD (“Laberge”) and Millennium Strategies LLC (“Millennium”) specifically as a comparison of state-administered consolidated funding programs and Community Development Block Grant (CDBG) grants.

**Upon completion of this review, Village Staff’s recommendation remains that Millennium Strategies LLC be awarded RFP 2015-04.**

See below summary of findings relating to Community Development Block Grant (CDBG) and Consolidated Funding Application (CFA) experience and references. See attached memos submitted by both respondents.

- **CDBG:** Both firms have extensive experience providing CDBG grant writing support. CDBG is a federally funded housing and economic development program with separate administration through individual state-run programs. The objectives put forth in each state administered program directly align with federal regulations. For example, the federal CDBG program establishes project eligibility and reporting requirements. Both Millennium and Laberge have similar experience applying for and administering this type of grant.
- **CFA:** Both firms have extensive experience providing grant writing support which demonstrate the ability to navigate and compete for statewide grants, e.g. parks and recreation, community development, economic development, transportation, infrastructure, etc. Governor Cuomo constructed the CFA program as a way to organize dozens of New York State grant funding programs into a “*single entry point for funding...[and] applicants will no longer have to navigate multiple agencies and sources.*” Both Millennium and Laberge have similar experience applying for and administering this type of grant.
- **Summary of CFA, CDBG experience** To date, the Village has been successful in applying for an receiving funding through state-administered and CDBG programs. Although both firms are



qualified in these funding programs, Millennium Strategies devotes staff to researching both *public and private grants* – a competitive edge not shared by Laberge. Millennium has a positive track record in funding awards for both public and private grant sources.

- **Additional Consideration:** During both the interview and reference check processes, the Village asked each firm to disclose possible conflicts of interest or competing interests within Westchester County. Millennium willingly indicated their active contract with the Town/Village of Harrison. During the interview, Laberge disclosed no open contracts; however, upon further investigation it became apparent that Laberge maintains an open contract for grant writing services with the Village of Mount Kisco.

## SUMMARY OF ALL FINDINGS

	<u>Millennium</u>	<u>Laberge</u>
<b>Fee Structure</b>	Flat monthly fee provides unlimited access.	Hourly fees limit access to firm staff.
<b>CDBG-CFA Experience</b>	Experienced in CDBG and state-administered grants. (Village approach)	Experienced in CDBG and state-administered grants. (Village approach)
<b>Approach to applications</b>	Focuses on private and foundation dollars. (Growth area for the Village)	Does not focus on private and foundation dollars. (Growth area for the Village)
<b>Approach to research</b>	Proactive approach to finding new opportunities.	Reactive approach, focused on known programs.
<b>Relevant NY state experience</b>	Has some New York State experience.	Has more New York State Experience.
<b>Consultant's Focus</b>	Grant Writing Focused Organization.	Planning and Engineering Focused Organization.



# MILLENNIUM

## MEMORANDUM

**TO:** Village of Port Chester – Christopher Steers, Village Manager  
**FROM:** Millennium Strategies  
**DATE:** September 15, 2015

---

As requested, this memo will provide an overview of five previously awarded grants which were procured and managed by Millennium Strategies. Below please find a brief description of each grant award and a description of the service provided. It is important to note that awards 1, 2 and 3 all mirror and/or directly relate to programs which are offered through New York’s CFA, among many others. Specifically, they align with the Water Quality Improvement Program, HCR CDBG Public Facilities/Infrastructure Program and Recreational Trails Program.

### Grant Applications Awarded

<b>Grant Number/ Client</b>	<b>Funding Program</b>	<b>Purpose</b>	<b>Award Amount</b>
#1 Passaic County, NJ	NJDEP Section 319(h) Nonpoint Source Pollution Control Grant Program	To improve stormwater flow, water quality and reduce Heat Island effect along Haledon Ave, a highly urbanized center in the Passaic River Watershed.	\$330,000
#2 Dover, NJ	NJDCA Small Cities CDBG Grant Program	To fund street reconstruction activities for various streets in Dover, New Jersey.	\$400,000 (Max Award)
#3 Union County, NJ	NJDEP Recreational Trails Grant Program	To rehabilitate existing and create a new section of trail within the Watchung Reservation.	\$24,000 (Max Award)
#4 Pompton Lakes, NJ	FEMA Hazard Mitigation Grant Program	To fund the elevation of seven repetitive and severe repetitive loss properties in Pompton Lakes.	\$5,100,000
#5 Paramus, NJ	U.S. DOJ COPS Hiring Program	To fund the salaries and fringe benefits of five (5) new police officers over three years.	\$623,592 (Max Award)

### Description of Service Provided

1. Responsible for developing and submitting a grant request for \$420,000. Also provided grant administration services by outlining all award requirements, submitting requisite grant reporting and managing proper grant close-out activities to meet state requirements.
2. Responsible for the development of a grant request of \$400,000, the preparation of precontractual documents and establishment of fiscal and related administrative systems. Also responsible for all grant administration including provisions for citizen participation, fair housing, civil rights, labor standards compliance, monitoring assistance and general administration through close-out. Millennium has acted as the CDBG consultant in this community since 2012, managing \$1.55M.
3. Responsible for developing and submitting a grant request for \$24,000 and the preparation of pre-contractual documents. Served to coordinate a grant kick-off meeting with the funding organization.
4. Responsible for the development and submission of a \$5,100,000 grant request. Millennium has also acted as the grant administrator for the project, serving as the Borough’s point of contact for all grant related responsibilities including reporting and project management through close-out.
5. Responsible for the development and submission of a \$623,592 grant request. Before submission, we were responsible for grant recovery activities, requiring the close-out of \$515,826 in previous grant awards which were having a detrimental impact upon the town’s ability to submit a competitive application. Also assisted with the execution of grant agreement as well as the establishment of a fiscal/programmatic grant management team for the purposes of filing quarterly reports over the course of the grant period.

**From:** [Dave Jenkins](#)  
**To:** [Ameigh, Chris](#)  
**Cc:** [Peter Blanos](#)  
**Subject:** RE: Millennium Strategies 8/27/15 Conference Call (Follow-Up)  
**Date:** Wednesday, September 16, 2015 5:36:17 PM

---

Hi Chris,

As requested, the application submission dates are as follows:

Grant #:

1. 2/21/2014
2. 8/30/2012
3. 2/15/2013
4. 4/21/2011
5. 6/23/2014

Please let me know if there is any additional information we can provide, or if you would like us to provide contact references for these projects.

Best,

Dave

## **Dave Jenkins**

Millennium Strategies  
60 Roseland Avenue  
Caldwell, NJ 07006  
Phone: 973-226-3329  
Cell: 201-230-8545  
Fax: 973-226-3399

"Like" us on Facebook!

<http://www.facebook.com/MillenniumStrategies>

Follow us on Twitter!

[http://www.twitter.com/mstrat\\_nj](http://www.twitter.com/mstrat_nj)

---

**From:** Ameigh, Chris [mailto:Cameigh@PortChesterNY.com]  
**Sent:** Wednesday, September 16, 2015 12:07 PM  
**To:** Dave Jenkins  
**Subject:** RE: Millennium Strategies 8/27/15 Conference Call (Follow-Up)

What were the dates on these applications?

---

**From:** Dave Jenkins [mailto:djenkins@m-strat.com]  
**Sent:** Tuesday, September 15, 2015 5:47 PM  
**To:** Youngblood, Jessica; Peter Blanos

**Cc:** Sherman, Andrea; Ameigh, Chris  
**Subject:** RE: Millennium Strategies 8/27/15 Conference Call (Follow-Up)

Hi Jessica,

As discussed, attached please find a grants memo which has been prepared in response to the Village's request. Please let us know if there is anything additional we can provide to assist your review of our candidacy.

Best regards,

Dave

### **Dave Jenkins**

Millennium Strategies  
60 Roseland Avenue  
Caldwell, NJ 07006  
Phone: 973-226-3329  
Cell: 201-230-8545  
Fax: 973-226-3399

"Like" us on Facebook!

<http://www.facebook.com/MillenniumStrategies>

Follow us on Twitter!

[http://www.twitter.com/mstrat\\_nj](http://www.twitter.com/mstrat_nj)

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**From:** Youngblood, Jessica [<mailto:JYoungblood@portchesterny.com>]  
**Sent:** Monday, September 14, 2015 12:35 PM  
**To:** Peter Blanos; Dave Jenkins  
**Cc:** Sherman, Andrea; Ameigh, Chris  
**Subject:** RE: Millennium Strategies 8/27/15 Conference Call (Follow-Up)

Peter/Dave,

Thank you for the revised proposal: the village will take that into consideration. Further, the Village Board of Trustees has requested a one-page response highlighting the 5-most applicable grants awarded care/of CDBG and Consolidated Funding Application program (or most applicable based upon Millennium's experience) categories. Also provide sufficient detail regarding project program, purpose, amount requested, etc. as related to the pre-application through post-application/administration processes.

September 15, 2015

Mr. Christopher D. Steers, Village Manager  
Village of Port Chester  
222 Grace Church Street, Suite 150  
Port Chester, New York 10573

Re: Supplemental Information  
Grant Consulting Services  
Village of Port Chester, New York

Dear Village Manager Steers:

Thank you for inviting Laberge Group to submit supplemental information to our proposal to provide the Village of Port Chester with professional grant writing services. We take much pride in our ability to partner with our clients to secure funding for their most critical projects.

As we discussed at our interview, by integrating engineering with our community development services, we have secured **over \$135 million in grant and loan funds since 2000**. Our grant writers have been successful in securing funding in the areas of economic and community development, health and human services, housing, public facilities, information system development, and public safety. We are confident that we can hit the ground running and can assist the Village in implementing your key projects.

We have chosen a few projects to highlight that may be of interest to the Village of Port Chester. These projects include awards in home ownership, micro-enterprise assistance, sidewalk improvements, flood mitigation and shared services, and are applicable to issues within the Village. As previously mentioned, we do not have any current grant writing engagements in Westchester County that will compete with the Village of Port Chester.

Once again, we thank you for the opportunity to submit our proposal and if you have any questions or comments, please feel free to contact our office, we are

Very truly yours,  
LABERGE GROUP

By:   
Benjamin H. Syden, AICP  
Vice President

RFL: kab  
Enc.

\\...PROPOSALS\PLANNING & COMMUNITY DEVELOPMENT\Port Chester\Grants\Supplemental Letter\_PortChester.doc



PROJECT HIGHLIGHTS

Community Development Block Grant

- 2015 **Village of Kiryas Joel Homeownership Program (Annual Housing Application Round)**  
**Amount Secured:** \$400,000  
**Program Description:** Funds were secured to continue the P.A.T.H. (Providing Assistance to Homebuyers) program. Funding was secured through the New York State Office of Community Renewal as part of the 2014 NYS CDBG Competitive Housing Round. With CDBG funding, the P.A.T.H. project will be jointly administered by the Kiryas Joel Community Housing Development Organization (KJCHDO) and Laberge Group, and will provide financial assistance to first time homebuyers that earn eighty percent (80%) or less of the Area Median Income with a grant to cover downpayment and closing cost. The program will provide a maximum of \$20,000 to pre-qualified mortgage ready low to moderate income households. The objective of the program is to enhance the quality of life of low-income families by enabling first-time homebuyers to qualify for reduced interest rate mortgages and purchase affordable housing within their hometown community.  
**Post Application Status:** Proposal for Grant Administration is pending\*
- 2014 **Village of New Square Sidewalk Improvements (Via CFA/CRF)**  
**Amount Secured:** \$400,000 CDBG, \$200,000 CDBG-CRF  
**Program Description:** The project consists of the construction of 1900 linear feet of sidewalk, with related curbing, ramps, crosswalks, signage, and lighting throughout various areas along Truman Avenue and Adams Lane in the Village of New Square. Less than 10% of the overall target area including Truman Avenue, Adams Lane, Ostreh Blvd, and North Roosevelt Ave is currently served by sidewalks, and there are no shoulders along these roads. Sidewalks are a critical mode of transportation for Village residents, as 73.8% of households do not own a vehicle and pedestrian traffic is accordingly very high. The addition of sidewalks will provide significantly enhanced safety for residents and children in a community whose residents are 89.8% LMI.  
**Post Application Status:** Laberge Group selected for Engineering Services; Village of New Square is administrating the grant locally\*
- 2014 **Village of Fultonville Flood Mitigation Program (Via CFA)**  
**Amount Secured:** \$400,000  
**Program Description:** Over the past 20 years the Village has been flooded an estimated 15 times with the four most devastating recent events occurring in 2006 and 2011 and followed by Hurricane Sandy in 2012. 2006 brought severe storms and flooding that damaged infrastructure and private property with costs exceeding 3-million dollars. In 2011, the village saw hurricane Irene and Tropical Storm Lee cause over \$775,000 in damage to the area. The most frequent flooding occurs from Dry Dock Creek to the west of the Village and through two Thruway culverts to the south. When the water elevation of the Mohawk River raises even small amounts, these drainage lines flow to the Mohawk, and then back up and flood homes and businesses. This priority project consists of installing flood control gates at Dry Dock Creek and at the two drainage culverts that extend under the Thruway east of Franklin Street. Sealed drainage discharge lines and pump chambers are currently being installed to allow stormwater from the Village to be pumped by DPW staff using portable dewatering pumps.  
**Post Application Status:** Laberge Group selected for Grant Administration and Engineering Design\*+

\* Included in the grant award  
+ Engineering is part of local match

- 2014     **Village of Mount Kisco Local Government Efficiency Grant (via CFA)**  
**Amount Secured:** \$340,000  
**Program Description:** The Village of Mount Kisco implemented a Functional Consolidation of its Police Department into the Westchester County Public Safety Department. This project includes key transitional steps to accomplish the consolidation, including: 1) creation of a project transition/implementation team including the facilitation of meetings and coordination of the involved partners; 2) staff transition with mediation, dispute resolution of employee transfer, union contracts; 3) Equipment, Vehicle, Uniform, & Weapon Transition; 4) conceptual site and building space program for the reuse of the Village's facility; 5) development of draft and final intermunicipal agreements, contracts, and other necessary legal documentation, 6) public relations to educate taxpayers, and 7) and any necessary referendum for implementation.  
**Post Application Status:** Laberge Group selected for Grant Administration and Architecture/Engineering of Space Programming\*
- 2014     **Village of Kiryas Joel Microenterprise Program Round V (Via CFA/CRF)**  
**Amount Secured:** \$200,000  
**Program Description:** The Village of Kiryas Joel requested NYS assistance to fund a 5<sup>th</sup> round of its highly successful Microenterprise program to foster development, and support the growth of Microenterprise businesses by providing grants in conjunction with capacity building and entrepreneurial assistance training. The program continues to implement goals within the draft Economic Development Plan, and support the goals of the Mid-Hudson REDC. Recent community development projects included sidewalk development, façade improvement programs, and improvements to the water and wastewater treatment plants. Each of the community development projects combine to improve economic development opportunities and to enhance the quality of life for all residents.  
**Post Application Status:** Laberge Group selected for Grant Administration and Loan Underwriting\*

- \* Included in the grant award
- + Engineering is part of local match

**GRANTS MANAGEMENT EXPERIENCE AND PROGRAM DELIVERY**

Laberge Group provides grants preparation, program delivery, and administration services to counties and local government agencies for planning initiatives, housing rehabilitation, economic development, water and sewer infrastructure, parks and recreation, emergency services, municipal buildings, roads, bridges, and bicycle and pedestrian paths, and geographic information systems. Individual grant references are available upon request. Below you will find sample awards from the last three years.

**Canal Corporation**

2014	Village of Montour Falls	\$30,000	Pedestrian Bridge and Walkway
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**Clean Water State Revolving Loan Fund**

2014	Village of Kiryas Joel	\$30,000	Headworks Analysis
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**Community Development Block Grant (CDBG)**

2012	Village of Kiryas Joel	\$594,000	CFA - Wastewater
2013	City of Oneida	\$420,000	CRF – All Seasonings
2013	Village of Kiryas Joel	\$600,000	Water Filtration and Treatment Plant
2013	Village of Fultonville	\$600,000	CRF – Joint Sewer Plant
2014	Village of Fultonville	\$400,000	CFA – Flood Mitigation
2014	Village of Fultonville	\$550,000	CRF – Wastewater Treatment Plant Improvements
2014	Village of Kiryas Joel	\$200,000	CRF - Microenterprise
2014	Village of Kiryas Joel	\$600,000	CFA – Backwash Filter
2014	Village of New Square	\$600,000	Sidewalk Improvement Program

**Community Development Block Grant (CDBG) - Economic Development**

2013	Albany County	\$416,000	M&G Duravent Relocation
2013	Columbia County	\$516,000	Ginsberg's Food Expansion

**Empire State Development Corporation (ESDC)**

2013	Columbia County	\$35,000	Dairy Goat Feasability Study
2013	Columbia County	\$1,200,000	Catamount Resort Expansion
2014	Twin States Technologies	\$120,000	Facility Expansion
2014	Watkins Glen International	\$2,000,000	Track Modernization

**Environmental Protection Fund**

2014	Town of Hoosick	\$123,625	Pool Improvements
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**FEMA**

2013	Village of Fultonville	\$150,000	Scholte Avenue Sewer
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**Greenway Grant**

2013	Town of Brunswick	\$5,000	Zoning Code Update
2014	Columbia County	\$5,000	Behold! New Lebanon
2015	Town of North Greenbush	\$10,000	Design Guidelines

**Local Government Efficiency (LGE) Grant**

2012	Albany County	\$67,500	Shared Highway Services
2012	Town of Chester	\$210,800	Police Consolidation Study
2012	Ulster County	\$57,000	Tourism Development Plan
2013	Hamilton County	\$600,000	Fuel Consolidation Phase II
2013	Columbia County	\$250,000	Water Department Functional Consolidation
2014	Village of Bloomingburg	\$42,750	Dissolution Study
2014	Hamilton County	\$797,028	Fuel Consolidation Phase III
2014	Village of Mount Kisco	\$340,000	Police Merger
2014	Village of Salem	\$40,000	Dissolution Study

**Market NY**

2013	Columbia County	\$200,000	Catamount Resort Expansion
2014	Watkins Glen International	\$250,000	Track Modernization

**Transportation Improvements and Enhancements Program**

2013	Town of Pound Ridge	\$ 1,480,000	Sidewalks and Streetscapes
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**Water Quality Improvement Project Program**

2013	Town of Schodack	\$ 18,375	MS4 System Mapping
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**Total**  
**\$13,262,828**

Additional project descriptions and awards are available upon request.

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# DISCUSSIONS



## DISCUSSIONS:

1. Amnesty Program Extension
2. Marina Paid Parking Update
3. Village Clerk Position
4. Process for selecting and appointing Bulkhead Steering Committee

## DISCUSSIONS:

5. Business Owners and Employee Parking

6. Midland Avenue Parking Pay Stations

# CORRESPONDENCE





1



Received

SEP 4 2015

Harry Howard Hook & Ladder No. 1

Village Clerk

VILLAGE OF PORT CHESTER

Fire Police No. 1

Mellor Hose No. 1

Washington Engine & Hose No. 4

Brooksville Hose No. 5



Fire Department

Village of Port Chester

WESTCHESTER COUNTY, N. Y.



Headquarters: Westchester Avenue and Boningo Street

Companies:

Reliance Chemical & Hose No. 1

Putnam Steamer & Hose No. 2

TO THE HONORABLE BOARD OF TRUSTEES OF THE VILLAGE PORT CHESTER, N. Y.:

The Reliance Eng & Hose respectfully reports that at a meeting held on August 14<sup>th</sup> 2015 favorable action was taken on the following:

Elected active members 2040 Scullion 330 S Regent St PC NY

Elected honorary members \_\_\_\_\_

Members resigned \_\_\_\_\_

Members expelled \_\_\_\_\_

Members suspended \_\_\_\_\_

Members died \_\_\_\_\_

Badges returned (numbers) \_\_\_\_\_

Remarks \_\_\_\_\_

*[Handwritten Signature]*  
Secretary.

BRYAN A SANTUCCI

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2





Companies:

Reliance Chemical & Hose  
No. 1

Putnam Steamer & Hose  
No. 2

Fire Department  
Village of Port Chester

WESTCHESTER COUNTY, N. Y.



Headquarters: Westchester Avenue and Ponings Street

Received

SEP 8 2015

Village Clerk

VILLAGE OF PORT CHESTER

Harry Howard Hook &  
Ladder No. 1

Fire Police No. 1

Mellor Hose No. 1

Washington Engine & Hose  
No. 4

Brookville Hose No. 5

TO THE HONORABLE BOARD OF TRUSTEES OF THE VILLAGE PORT CHESTER, N. Y.:

The Fire Patrol & Rescue Co. 1 respectfully reports that at a meeting held on ~~Tuesday~~ Sept 1, 2015 favorable action was taken on the following:

Elected active members PUGNI, MATT

Elected honorary members \_\_\_\_\_

Members resigned \_\_\_\_\_

Members expelled \_\_\_\_\_

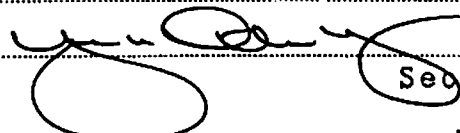
Members suspended \_\_\_\_\_

Members died \_\_\_\_\_

Badges returned (numbers) \_\_\_\_\_

Remarks \_\_\_\_\_

dob 06-20-96  
29 Grove St  
Cos Cob, Ct. 06807

  
Secretary.  
James K. Mitchell, Jr.  
Secretary  
Fire Patrol & Rescue

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3





Emailed Firechief Quinn 9/15/15



www.portchesterschools.org

## Port Chester-Rye Union Free School District

113 Bowman Avenue  
Port Chester, New York 10573  
914.934.7913

Robert Barrett  
Director of Health, Physical Education and Athletics  
Curriculum Office

September 8, 2015

VILLAGE OF PORT CHESTER

SEP 15 2015

RECEIVED VM

Janusz Richards – Village Clerk  
Christopher Steers - Village Manager  
Village of Port Chester  
222 Grace Church St.  
Port Chester, NY 10573

As in the past, The Port Chester-Rye Union Free School District respectfully requests that on the evening of Friday, October 9, 2015, the Port Chester Fire Department light tower rescue truck be available to the Port Chester High School for use at our annual homecoming activities. We request the truck be onsite between the hours of 6:45 p.m. and 11 p.m.

I thank you in advance for your anticipated cooperation and generous support of our programs. Please email [mdecarlo@portchesterschools.org](mailto:mdecarlo@portchesterschools.org) letting us know that our request has been granted.

Respectfully,

Robert Barrett  
Director of Health, Physical Education and Athletics

Cc: Chief Edward Quinn, 209 Westchester Ave, Port Chester, NY  
PCRUFSD District Clerk  
Dr. Edward Klizsus, Superintendent of Schools  
Dr. Mitchell Combs, Principal PCHS

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4







## Church Of The Living God

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### Bishop Robert E. Girtman, Sr. Pastor

September 18, 2015

Mr. Chris Ameigh, Aide to Village Manager  
222 Grace Church Street  
Port Chester, New York 10573

Dear Mr. Ameigh:

This is a follow up to our telephone conversation of Monday, September 14, 2015.

We would like the village of Port Chester to Co-Sponsor the Community Health & Wellness Fair Event on Saturday, September 26, 2015 from 10:00 A.M. – 3:00 P.M.

- The committee is requesting that we use the street in front of the church from the corner of Westchester Avenue and New Broad Street to the Island Park Auto Body Shop.
- We request the use of the parking lot across the street from the church.
- We request Police presence for a road block at Westchester Avenue and New Broad Street.
- The committee is requesting portable toilets.
- Fire Truck presence for tour with the children.
- Public works to Aide in the cleanup of the area.
- EMS presence

We are very appreciative to the Village of Port Chester in this matter.

God Bless you all.

Tammie Thacker  
Committee Chairperson

Bishop Robert E. Girtman  
Senior Pastor

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5



Emailed Mayor

State of New York  
Unified Court System



Lawrence K. Marks  
Chief Administrative Judge

September 8, 2015

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

VILLAGE OF PORT CHESTER

Mayor Dennis G. Pilla  
Village of Port Chester  
222 Grace Church Street  
Suite 150  
Port Chester, NY 10573

SEP 14 2015

RECEIVED *M*

Dear Mayor Pilla:

Section 2019-a of the Uniform Justice Court Act requires that town and village justices annually provide their court records and dockets to their respective town and village auditing boards, and that such records then be examined or audited and that fact be entered into the minutes of the board's proceedings.

The Unified Court System's *Action Plan for the Justice Courts* includes initiatives to improve accountability and controls over Justice Court finances and records. Among the initiatives is increased monitoring of town and village board compliance with section 2019-a.

Accordingly, I am requesting that you provide a copy of your most recent audit or examination (calendar year ending 2014 or fiscal year ending in 2015) of your local court's records and a copy of your board resolution acknowledging that the required examination or audit was conducted. Please email the report and the resolution to [jcasazza@nycourts.gov](mailto:jcasazza@nycourts.gov) or forward to Joan Casazza, Internal Control Liaison, NYS Office of Court Administration, 2500 Pond View, Suite LL01, Castleton-on-Hudson, NY 12033.

If you have any questions, please contact Joan Casazza at (518) 238-4303 or at the email listed above. Thank you for your cooperation.

Very truly yours,

A handwritten signature in cursive script, appearing to read "Joan H. Casazza".

/smw

c: George Danyluk, CIA  
Joan Casazza, CIA, CRMA



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6



Received

SEP 16 2015

Village Clerk  
VILLAGE OF PORT CHESTER

Mayor Dennis G. Pilla and Board of Trustees,

I am writing this letter to ask the board of trustees if a "30 day waiver" may be issued to my local business "El Encuentro Restaurant" located on 132 North Main Street Port Chester, NY, 10573. The liquor license application for my restaurant is already in process and being examined by the New York Liquor Authority.

On August 14th 2014 I sent out via Certified Mail a Standardized Notice Form to provide a 30 day advanced notice to the Village of Port Chester community board and it's clerks office. I called the village clerk earlier this week to see if I could obtain a copy of that form to give to my licensing examiner but the form was not found. Therefor my examiner advised me to send a new 30-day notice form and to have a 30-day waiver issued to me. Attached with this letter you can find both the old and new Certified mail receipt.

Thank you,

Adriana Moncada



El Encuentro Restaurant  
132 North Main Street  
Port Chester NY, 10573  
203-524-1317

OFFICE USE ONLY		
<input type="radio"/> Original	<input type="radio"/> Amended	Date _____

State of New York  
 Executive Department  
 Division of Alcoholic Beverage Control  
 State Liquor Authority

**Standardized NOTICE FORM for Providing 30-Day Advanced Notice to a Local Municipality or Community Board**

(Page 1 of 2 of Form)

1. Date Notice was Sent: (mm/dd/yyyy)

2. Select the type of Application that will be filed with the Authority for an On-Premises Alcoholic Beverage License

New Application  Renewal  Alteration  Corporate Change

**This 30-Day Advance Notice is Being Provided to the Clerk of the following Local Municipality or Community Board**

3. Name of Municipality or Community Board

**Applicant/Licensee Information**

4. License Serial Number, if not New Application:  Expiration Date, if not New Application:

5. Applicant or Licensee Name:

6. Trade Name (if any):

7. Street Address of Establishment:

8. City, Town or Village:  ,NY Zip Code:

9. Business Telephone Number of Applicant/Licensee:

10. Business Fax Number of Applicant/Licensee:

11. Business E-mail of Applicant/Licensee:

**For New applicants, provide description below using all information known to date.  
 For Alteration applicants, attach complete description and diagram of proposed alteration(s).  
 For Current Licensees, set forth approved Method of Operation only.  
 Do Not Use This Form to Change Your Method of Operation.**

12. Type(s) of Alcohol sold or to be sold: ("X" One)  Beer Only  Wine & Beer Only  Liquor, Wine & Beer

13. Extent of Food Service: ("X" One)  Restaurant (Sale of food primarily; Full food menu; Kitchen run by chef)  Tavern/Cocktail Lounge/Adult Venue/Bar (Alcohol sales primarily; Meets legal minimum food availability requirements)

14. Type of Establishment: ("X" all that apply)

Recorded Music  Live Music  Disc Jockey  Juke Box  Karaoke Bar  Stage Shows

Patron Dancing (small scale)  Cabaret, Night Club (Large Scale Dance Club)  Catering Facility

Capacity of 600 or more patrons  Topless Entertainment  Restaurant  Hotel

Recreational Facility (Sports Facility/Vessel)  Club (e.g. Golf Club/Fraternal Org.)  Bed & Breakfast

Seasonal Establishment

15. Licensed Outdoor Area: ("X" all that apply)

None  Patio or Deck  Rooftop  Garden/Grounds  Freestanding Covered Structure

Sidewalk Cafe  Other (specify):



OFFICE USE ONLY		
<input type="radio"/> Original	<input type="radio"/> Amended	Date _____

State of New York  
 Executive Department  
 Division of Alcoholic Beverage Control  
 State Liquor Authority

**Standardized NOTICE FORM for Providing 30-Day Advanced Notice to a Local Municipality or Community Board**

(Page 2 of 2 of Form)

16. List the floor(s) of the building that the establishment is located on:

17. List the room number(s) the establishment is located in within the building, if appropriate:

18. Is the premises located with 500 feet of three or more on-premises liquor establishments?  Yes  No

19. Will the license holder or a manger be physically present within the establishment during all hours of operation?  Yes  No

20. Does the applicant or licensee own the building in which the establishment is located? ("X" One)  Yes (If Yes SKIP 21-24)  No

**Owner of the Building in Which the Licensed Establishment is Located**

21. Building Owner's Full Name:

22. Building Owner's Street Address:

23. City, Town or Village:  State:  Zip Code:

**Attorney Representing the Applicant in Connection with the Applicant's License Application Noted as Above for the Establishment Identified in this Notice**

25. Attorney's Full Name:

26. Attorney's Street Address:

27. City, Town or Village:  State:  Zip Code:

28. Business Telephone Number of Attorney:

29. Business Email Address of Attorney:

I am the applicant or hold the license or am a principal of the legal entity that holds or is applying for the license. Representations in this form are in conformity with representations made in submitted documents relied upon by the Authority when granting the license. I understand that representations made in this form will also be relied upon, and that false representations may result in disapproval of the application or revocation of the license.

By my signature, I affirm - under **Penalty of Perjury** - that the representations made in this form are true.

30. Printed Name:  Title:

Signature: X

NEW

7015 0640 0002 3242 6626

**CERTIFIED MAIL® RECEIPT**  
Domestic Mail Only

For delivery information, visit our website at [www.usps.com](http://www.usps.com)

**OFFICIAL USE**

Certified Mail Fee	\$	
Extra Services & Fees (check box, add fee as appropriate)		
<input type="checkbox"/> Return Receipt (hardcopy)	\$	
<input type="checkbox"/> Return Receipt (electronic)	\$	
<input type="checkbox"/> Certified Mail Restricted Delivery	\$	
<input type="checkbox"/> Adult Signature Required	\$	
<input type="checkbox"/> Adult Signature Restricted Delivery	\$	
Postage	\$	
<b>Total Postage and Fees</b>	\$	

Sent To  
 Street and Apt. No., or PO Box No. Village of Port Chester Clerks office  
222 Grace Church ST #1  
 City, State, ZIP+4® Port Chester NY 10573

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

7015 0640 0002 3242 6626

**U.S. Postal Service™**  
**CERTIFIED MAIL® RECEIPT**  
Domestic Mail Only

For delivery information, visit our website at [www.usps.com](http://www.usps.com)

**OFFICIAL USE**

Certified Mail Fee	\$	65.45
Extra Services & Fees (check box, add fee as appropriate)		
<input type="checkbox"/> Return Receipt (hardcopy)	\$	
<input type="checkbox"/> Return Receipt (electronic)	\$	
<input type="checkbox"/> Certified Mail Restricted Delivery	\$	
<input type="checkbox"/> Adult Signature Required	\$	
<input type="checkbox"/> Adult Signature Restricted Delivery	\$	
Postage	\$	60.00
<b>Total Postage and Fees</b>	\$	125.45

Sent To  
 Street and Apt. No., or PO Box No. Village of Port Chester Clerks office  
222 Grace Church ST #1  
 City, State, ZIP+4® Port Chester NY 10573

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

OLD

7013 1710 0000 3879 3776

**U.S. Postal Service™**  
**CERTIFIED MAIL™ RECEIPT**  
*(Domestic Mail Only; No Insurance Coverage Provided)*

For delivery information visit our website at [www.usps.com](http://www.usps.com)

PORT CHESTER NY 10573

Postage	\$ 1.19	0832	Postmark Here
Certified Fee	\$3.30		
Return Receipt Fee (Endorsement Required)	\$0.00	26	
Restricted Delivery Fee (Endorsement Required)	\$0.00		
Total Postage & Fees	\$ 4.49	08/12/2014	

Sent To Village of Port Chester Clerks Office  
 Street, Apt. No.,  
 or PO Box No. 222 Grace Church Street  
 City, State, ZIP+4 Port Chester, NY 10573

old.

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7





## Sileo, Vita

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**From:** Brigitte Loritz <loritz.brigitte@gmail.com>  
**Sent:** Wednesday, September 16, 2015 8:31 AM  
**To:** Pilla, Dennis (Mayor); Richards, Janusz R; Marino, Luis (Trustee); Brakewood, Daniel (Trustee); Adams, Gregory (Trustee); Terenzi, Saverio (Trustee); Kenner, Joseph (Trustee); Ceccarelli, Gene (Trustee)  
**Subject:** ART 10573 billboard

Dear Mr. Mayor, Board of Trustees, et al.

On behalf of the organizers and participants of the art exhibit "ART 10573" upcoming on Sunday, October 4, 2015, I request your permission to place a sign (approximately 4' x 6' to advertise our show.

We would like to place the sign once again at Messina Park (the island area at the junction of Halstead Ave. and Putnam Ave.) from September 22, 2015 to October 5th 2015.

Thank you for your consideration.

Brigitte Loritz, Chairperson  
121 Fairview Avenue  
Port Chester NY

914 939 2776

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8







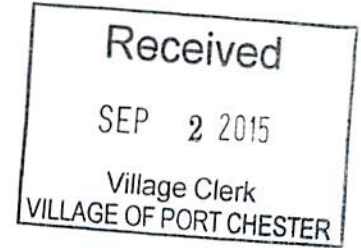
Site Planning  
Civil Engineering  
Landscape Architecture  
Land Surveying  
Transportation Engineering

Environmental Studies  
Entitlements  
Construction Services  
3D Visualization  
Laser Scanning

Date: August 27, 2015

To: Attached List

Re: SEQR-Lead Agency Declaration of Intent  
Port Chester-Rye Union Free School District Board of Education  
Proposed School Improvements  
Port Chester Public Schools  
Villages of Rye Brook and Port Chester, NY



The Board of Education of the Port Chester-Rye Union Free School District has declared its intent to serve as Lead Agency on this SEQR review, and we have enclosed a copy of the Board of Education's resolution declaring its intent to serve as Lead Agency as well as a copy of the two Full Environmental Assessment Forms, Part I for the proposed action.

Unless we receive written notice from you within thirty (30) days from the date of this memorandum, the Port Chester-Rye Union Free School District Board of Education will be considered the Lead Agency in this matter.

Thank you.

Sincerely,

JMC Planning Engineering Landscape Architecture & Land Surveying, PLLC

Robert B. Peake, AICP  
Planner

cc: Ms. Cathy Maggi, District Clerk

**RESOLUTION**  
**Port Chester-Rye Union Free School District**  
**Intent to Be Lead Agency**

WHEREAS, the Port Chester-Rye Union Free School District ("the District") is considering the impact on the environment in accordance with the New York State Environmental Quality Review Act and its implementing regulations 6 N.Y.C.R.R. 617.1 et seq ("SEQRA") of a proposed capital improvement project known as the Port Chester Middle School 5<sup>th</sup> Grade Addition and High School Addition (hereinafter "the Project") which is set forth in more detail in the two Full Environmental Assessment Forms Part I with attached drawings located at the District administrative offices ("the Project Plan"). The Project is to be undertaken at:

The Port Chester Middle School located on 113 Bowman Avenue in Rye Brook, NY 10570. To accommodate relocation of the 5<sup>th</sup> grade to the Middle School from four district elementary schools, a ±41,080 square feet of gross floor area 5<sup>th</sup> grade addition is proposed at the rear of the Middle School along with additional parent and teacher parking, traffic circulation improvements, and improved ingress and egress. A drop-off/pick-up area is proposed adjacent to the 5<sup>th</sup> grade addition. The 5<sup>th</sup> grade addition includes 15 classrooms, an art room, music room, gym with locker room, a separate cafeteria, and a 5<sup>th</sup> grade media center, and;

The Port Chester High School located on 1 Tamarack Road, Port Chester, NY 10573. Proposed is a 2-level ±59,483 gross square feet of floor area building addition to the east side of the existing Port Chester High School building, which will be stepped into the ground to reduce its visual impact on the existing High School building. Proposed are 11 new academic classrooms, 3 new science rooms, new digital art and technology spaces, a championship size gym to replace the existing gym constructed in 1929, full size band and choral rooms, and a rooftop educational area on top of the addition. Other proposed work includes an all-season synthetic turf field to replace the existing field, a secure courtyard, new bleachers, relocation of the memorial plaza and memorial bricks, and a redesigned flag plaza, all on the east side of the building adjacent to the proposed addition.

WHEREAS, the District directs that the District consultants notify as appropriate involved and interested agencies under SEQRA of the District's intent to act as lead agency for the coordinated environmental review of the Project under SEQRA to such agencies (list attached) together with this Resolution of the District's intent to act as lead agency for the SEQRA review of same, and if no objection to the District acting as lead agency is upheld in accordance with applicable law, then the District wishes to be installed as lead agency in order to conduct a coordinated environmental review under SEQRA for the Project;

I. BE IT RESOLVED, that the District hereby directs District consultants to provide the involved agencies and interested agencies for the Project (list attached) with a copy of the EAF Part I for the Port Chester Middle School 5<sup>th</sup> grade addition and the High School addition and a copy of this Resolution, that the District intends to act as the lead agency in order to conduct a coordinated environmental review for the Project under the New York State Environmental Quality Review Act; and

2. BE IT RESOLVED, that if no objection to the District acting as lead agency is received within thirty (30) calendar days, then the District will declare itself as lead agency for the SEQRA review of the Project and conduct a coordinated environmental review for same in accordance with 6 NYCRR. 617.1 et seq. of the implementing regulations under the New York State Environmental Quality Review Act as well as Article 8 of the New York Environmental Conservation Law, and

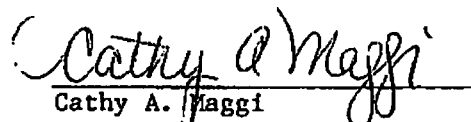
3. This resolution shall be effective immediately.

Moved by: Anne Capeci

Seconded by: James Dreves

Aye	<u>Carolee Brakewood</u>	Nay	_____	Absent	_____
	<u>Anne Capeci</u>		_____		_____
	<u>Chris Wolff</u>		_____		_____
	<u>James Dreves</u>		_____		_____
	<u>Robert Johnson</u>		_____		_____
	_____		_____		_____
	_____		_____		_____

Dated: August 26, 2015  
Port Chester, New York

  
\_\_\_\_\_  
Cathy A. Maggi  
District Clerk

SEQRA - Agency Declaration of Intent, Board of Education Port Chester-Rye Union Free School District, Middle School 5<sup>th</sup> Grade Addition and High School Addition, Port Chester, NY

Involved Agencies and Interested Parties Based on Proposed Action

Village of Port Chester, Attn: Mr. Janusz Richards, Village Clerk, 222 Grace Church Street, Port Chester, NY 10573

Village of Rye Brook, Attn: Mr. Christopher Bradbury, Village Administrator, 938 King Street, Rye Brook, NY 10573

City of Rye, Attn: Ms. Diane Moore, Deputy City Clerk, 1051 Boston Post Road, Rye, NY 10580

Town/Village of Harrison, Attn: Ms. Jacqueline Greer, Town Clerk, 1 Heineman Place, 1<sup>st</sup> Floor, Harrison, NY 10528

Westchester County Department of Public Works, Attn: Mr. John Hsu, PE, Commissioner, 148 Martine Avenue, White Plains, NY 10601

New State Department of Environmental Conservation, Attn: Mr. Martin Brand, Regional Director, 21 South Putt Corners Road, New Paltz, NY 12561

New York State Education Department, Attn: Ms. Mary Ellen Elia, Commissioner, New York State Education Building, 89 Washington Avenue, Albany, NY 12234

**Full Environmental Assessment Form  
Part 1 - Project and Setting**

**Instructions for Completing Part 1**

**Part 1 is to be completed by the applicant or project sponsor.** Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification.

Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information; indicate whether missing information does not exist, or is not reasonably available to the sponsor; and, when possible, generally describe work or studies which would be necessary to update or fully develop that information.

Applicants/sponsors must complete all items in Sections A & B. In Sections C, D & E, most items contain an initial question that must be answered either "Yes" or "No". If the answer to the initial question is "Yes", complete the sub-questions that follow. If the answer to the initial question is "No", proceed to the next question. Section F allows the project sponsor to identify and attach any additional information. Section G requires the name and signature of the project sponsor to verify that the information contained in Part 1 is accurate and complete.

**A. Project and Sponsor Information.**

Name of Action or Project: <b>Port Chester Middle School 5th Grade Addition</b>		
Project Location (describe, and attach a general location map): <b>113 Bowman Avenue, Rye Brook, NY</b>		
Brief Description of Proposed Action (include purpose or need): <b>To accommodate relocation of the 5th grade to the Middle School from four district elementary schools, a ±41,080 square feet of gross floor area 5th grade addition is proposed at the rear of the Middle School along with additional parent and teacher parking, traffic circulation improvements, and improved ingress and egress. A drop-off/pick-up area is proposed adjacent to the 5th grade addition. The 5th grade addition includes 15 classrooms, an art room, music room, gym with locker room, a separate cafeteria, and a 5th grade media center.</b>		
Name of Applicant/Sponsor: <b>Port Chester Public Schools</b>	Telephone: <b>(914) 934-7900</b>	E-Mail:
Address: <b>113 Bowman Avenue</b>		
City/PO: <b>Rye Brook</b>	State: <b>NY</b>	Zip Code: <b>10573</b>
Project Contact (if not same as sponsor; give name and title/role): <b>Mr. Joseph Fuller, Jr., AIA</b>	Telephone: <b>(914) 592-4444</b>	E-Mail:
Address: <b>Fuller D'Angelo P.C., 45 Knollwood Road</b>		
City/PO: <b>Elmsford</b>	State: <b>NY</b>	Zip Code: <b>10523</b>
Property Owner (if not same as sponsor): <b>Same as Sponsor</b>	Telephone:	E-Mail:
Address:		
City/PO:	State:	Zip Code:



**B. Government Approvals**

<b>B. Government Approvals Funding, or Sponsorship.</b> ("Funding" includes grants, loans, tax relief, and any other forms of financial assistance.)		
<b>Government Entity</b>	<b>If Yes: Identify Agency and Approval(s) Required</b>	<b>Application Date (Actual or projected)</b>
a. City Council, Town Board, <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No or Village Board of Trustees		
b. City, Town or Village <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Planning Board or Commission		
c. City Council, Town or <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Village Zoning Board of Appeals		
d. Other local agencies <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
e. County agencies <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No County Dept. of Public Works	County Drainage Channel Line Work Permit	TBD
f. Regional agencies <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
g. State agencies <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No NYS Education Dept. NYSDEC	Approval/Permit SPDES General Permit GP-0-15-02	TBD TBD
h. Federal agencies <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
i. Coastal Resources.		
i. Is the project site within a Coastal Area, or the waterfront area of a Designated Inland Waterway?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If Yes,		
ii. Is the project site located in a community with an approved Local Waterfront Revitalization Program?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
iii. Is the project site within a Coastal Erosion Hazard Area?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

**C. Planning and Zoning**

<b>C.1. Planning and zoning actions.</b>	
Will administrative or legislative adoption, or amendment of a plan, local law, ordinance, rule or regulation be the only approval(s) which must be granted to enable the proposed action to proceed?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<ul style="list-style-type: none"> <li>If Yes, complete sections C, F and G.</li> <li>If No, proceed to question C.2 and complete all remaining sections and questions in Part 1</li> </ul>	
<b>C.2. Adopted land use plans.</b>	
a. Do any municipally- adopted (city, town, village or county) comprehensive land use plan(s) include the site where the proposed action would be located?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, does the comprehensive plan include specific recommendations for the site where the proposed action would be located? Institutional and Public Assembly land use	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Is the site of the proposed action within any local or regional special planning district (for example: Greenway Brownfield Opportunity Area (BOA); designated State or Federal heritage area; watershed management plan; or other?)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If Yes, identify the plan(s):	
_____	
_____	
_____	
c. Is the proposed action located wholly or partially within an area listed in an adopted municipal open space plan, or an adopted municipal farmland protection plan?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If Yes, identify the plan(s):	
_____	
_____	
_____	

**C.3. Zoning**

a. Is the site of the proposed action located in a municipality with an adopted zoning law or ordinance.  Yes  No  
 If Yes, what is the zoning classification(s) including any applicable overlay district?  
OB-2 "Office Building 5 Acre Minimum" (Village of Rye Brook)

b. Is the use permitted or allowed by a special or conditional use permit?  Yes  No

c. Is a zoning change requested as part of the proposed action?  Yes  No  
 If Yes,  
 i. What is the proposed new zoning for the site? \_\_\_\_\_

**C.4. Existing community services.**

a. In what school district is the project site located? Port Chester-Rye Union Free School District

b. What police or other public protection forces serve the project site?  
Village of Rye Brook Police Department

c. Which fire protection and emergency medical services serve the project site?  
Village of Rye Brook Fire Department

d. What parks serve the project site?  
Crawford Park; Lyon Park; Abendroth Park; Rye Hills Park

**D. Project Details**

**D.1. Proposed and Potential Development**

a. What is the general nature of the proposed action (e.g., residential, industrial, commercial, recreational; if mixed, include all components)?  
Educational

b. a. Total acreage of the site of the proposed action? ±24.0 acres  
 b. Total acreage to be physically disturbed? ±2.0 acres  
 c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? ±24.0 acres

c. Is the proposed action an expansion of an existing project or use?  Yes  No  
 i. If Yes, what is the approximate percentage of the proposed expansion and identify the units (e.g., acres, miles, housing units, square feet)? % \_\_\_\_\_ Units: N/A

d. Is the proposed action a subdivision, or does it include a subdivision?  Yes  No  
 If Yes,  
 i. Purpose or type of subdivision? (e.g., residential, industrial, commercial; if mixed, specify types) \_\_\_\_\_  
 ii. Is a cluster/conservation layout proposed?  Yes  No  
 iii. Number of lots proposed? \_\_\_\_\_  
 iv. Minimum and maximum proposed lot sizes? Minimum \_\_\_\_\_ Maximum \_\_\_\_\_

e. Will proposed action be constructed in multiple phases?  Yes  No  
 i. If No, anticipated period of construction: ±16 months  
 ii. If Yes:  
 • Total number of phases anticipated \_\_\_\_\_  
 • Anticipated commencement date of phase I (including demolition) \_\_\_\_\_ month \_\_\_\_\_ year  
 • Anticipated completion date of final phase \_\_\_\_\_ month \_\_\_\_\_ year  
 • Generally describe connections or relationships among phases, including any contingencies where progress of one phase may determine timing or duration of future phases: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

f. Does the project include new residential uses?  Yes  No  
 If Yes, show numbers of units proposed.

	<u>One Family</u>	<u>Two Family</u>	<u>Three Family</u>	<u>Multiple Family (four or more)</u>
Initial Phase	_____	_____	_____	_____
At completion	_____	_____	_____	_____
of all phases	_____	_____	_____	_____

g. Does the proposed action include new non-residential construction (including expansions)?  Yes  No  
 If Yes,  
 i. Total number of structures Building addition  
 ii. Dimensions (in feet) of largest proposed structure: 35 height; 78 width; and 440 length  
 iii. Approximate extent of building space to be heated or cooled: +41,080 square feet

h. Does the proposed action include construction or other activities that will result in the impoundment of any liquids, such as creation of a water supply, reservoir, pond, lake, waste lagoon or other storage?  Yes  No  
 If Yes,  
 i. Purpose of the impoundment: \_\_\_\_\_  
 ii. If a water impoundment, the principal source of the water:  Ground water  Surface water streams  Other specify: \_\_\_\_\_  
 iii. If other than water, identify the type of impounded/contained liquids and their source. \_\_\_\_\_  
 iv. Approximate size of the proposed impoundment. Volume: \_\_\_\_\_ million gallons; surface area: \_\_\_\_\_ acres  
 v. Dimensions of the proposed dam or impounding structure: \_\_\_\_\_ height; \_\_\_\_\_ length  
 vi. Construction method/materials for the proposed dam or impounding structure (e.g., earth fill, rock, wood, concrete): \_\_\_\_\_

**D.2. Project Operations**

a. Does the proposed action include any excavation, mining, or dredging, during construction, operations, or both?  Yes  No  
 (Not including general site preparation, grading or installation of utilities or foundations where all excavated materials will remain onsite)  
 If Yes:  
 i. What is the purpose of the excavation or dredging? \_\_\_\_\_  
 ii. How much material (including rock, earth, sediments, etc.) is proposed to be removed from the site?  
 • Volume (specify tons or cubic yards): \_\_\_\_\_  
 • Over what duration of time? \_\_\_\_\_  
 iii. Describe nature and characteristics of materials to be excavated or dredged, and plans to use, manage or dispose of them. \_\_\_\_\_  
 iv. Will there be onsite dewatering or processing of excavated materials?  Yes  No  
 If yes, describe. \_\_\_\_\_  
 v. What is the total area to be dredged or excavated? \_\_\_\_\_ acres  
 vi. What is the maximum area to be worked at any one time? \_\_\_\_\_ acres  
 vii. What would be the maximum depth of excavation or dredging? \_\_\_\_\_ feet  
 viii. Will the excavation require blasting?  Yes  No  
 ix. Summarize site reclamation goals and plan: \_\_\_\_\_

b. Would the proposed action cause or result in alteration of, increase or decrease in size of, or encroachment into any existing wetland, waterbody, shoreline, beach or adjacent area?  Yes  No  
 If Yes:  
 i. Identify the wetland or waterbody which would be affected (by name, water index number, wetland map number or geographic description): East Branch of Blind Brook County Drainage Line Watercourse Wetland (Village of Rye Book)

ii. Describe how the proposed action would affect that waterbody or wetland, e.g. excavation, fill, placement of structures, or alteration of channels, banks and shorelines. Indicate extent of activities, alterations and additions in square feet or acres:  
Wetland buffer area to be disturbed is currently manicured lawn. No impact to channels or banks.

iii. Will proposed action cause or result in disturbance to bottom sediments?  Yes  No  
If Yes, describe: \_\_\_\_\_

iv. Will proposed action cause or result in the destruction or removal of aquatic vegetation?  Yes  No  
If Yes:

- acres of aquatic vegetation proposed to be removed: \_\_\_\_\_
- expected acreage of aquatic vegetation remaining after project completion: \_\_\_\_\_
- purpose of proposed removal (e.g. beach clearing, invasive species control, boat access): \_\_\_\_\_
- proposed method of plant removal: \_\_\_\_\_
- if chemical/herbicide treatment will be used, specify product(s): \_\_\_\_\_

v. Describe any proposed reclamation/mitigation following disturbance: Bioswales, no-mow strip along channel bank, restoration of lawn area.

c. Will the proposed action use, or create a new demand for water?  Yes  No

If Yes: ±5,250 gpd (at the Middle School location; 5th grade students are already within the water

i. Total anticipated water usage/demand per day: district) \_\_\_\_\_ gallons/day

ii. Will the proposed action obtain water from an existing public water supply?  Yes  No

If Yes:

- Name of district or service area: United Water Westchester Rate District 2
- Does the existing public water supply have capacity to serve the proposal?  Yes  No
- Is the project site in the existing district?  Yes  No
- Is expansion of the district needed?  Yes  No
- Do existing lines serve the project site?  Yes  No

iii. Will line extension within an existing district be necessary to supply the project?  Yes  No

If Yes:

- Describe extensions or capacity expansions proposed to serve this project: \_\_\_\_\_
- Source(s) of supply for the district: \_\_\_\_\_

iv. Is a new water supply district or service area proposed to be formed to serve the project site?  Yes  No

If Yes:

- Applicant/sponsor for new district: \_\_\_\_\_
- Date application submitted or anticipated: \_\_\_\_\_
- Proposed source(s) of supply for new district: \_\_\_\_\_

v. If a public water supply will not be used, describe plans to provide water supply for the project: N/A

vi. If water supply will be from wells (public or private), maximum pumping capacity: N/A gallons/minute.

d. Will the proposed action generate liquid wastes?  Yes  No

If Yes: ±5,250 gpd (at the Middle School location; 5th grade students are already

i. Total anticipated liquid waste generation per day: within the sewer district) \_\_\_\_\_ gallons/day

ii. Nature of liquid wastes to be generated (e.g., sanitary wastewater, industrial; if combination, describe all components and approximate volumes or proportions of each): Sanitary wastewater

iii. Will the proposed action use any existing public wastewater treatment facilities?  Yes  No

If Yes:

- Name of wastewater treatment plant to be used: Blind Brook
- Name of district: Blind Brook Sewer District
- Does the existing wastewater treatment plant have capacity to serve the project?  Yes  No
- Is the project site in the existing district?  Yes  No
- Is expansion of the district needed?  Yes  No

Yes  No  
 Yes  No  
 If Yes:
 

- Describe extensions or capacity expansions proposed to serve this project: \_\_\_\_\_

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iv. Will a new wastewater (sewage) treatment district be formed to serve the project site?  Yes  No  
 If Yes:
 

- Applicant/sponsor for new district: \_\_\_\_\_
- Date application submitted or anticipated: \_\_\_\_\_
- What is the receiving water for the wastewater discharge? \_\_\_\_\_

v. If public facilities will not be used, describe plans to provide wastewater treatment for the project, including specifying proposed receiving water (name and classification if surface discharge, or describe subsurface disposal plans):  
N/A

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vi. Describe any plans or designs to capture, recycle or reuse liquid waste: Low flow plumbing fixtures

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e. Will the proposed action disturb more than one acre and create stormwater runoff, either from new point sources (i.e. ditches, pipes, swales, curbs, gutters or other concentrated flows of stormwater) or non-point source (i.e. sheet flow) during construction or post construction?  Yes  No  
 If Yes:
 

- i. How much impervious surface will the project create in relation to total size of project parcel?  
 \_\_\_\_\_ Square feet or 1.7 acres (impervious surface)  
 \_\_\_\_\_ Square feet or 24.0 acres (parcel size)
- ii. Describe types of new point sources. \_\_\_\_\_
- iii. Where will the stormwater runoff be directed (i.e. on-site stormwater management facility/structures, adjacent properties, groundwater, on-site surface water or off-site surface waters)?  
To on-site stream
- If to surface waters, identify receiving water bodies or wetlands: East Branch of Blind Brook
  - Will stormwater runoff flow to adjacent properties?  Yes  No

iv. Does proposed plan minimize impervious surfaces, use pervious materials or collect and re-use stormwater?  Yes  No

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f. Does the proposed action include, or will it use on-site, one or more sources of air emissions, including fuel combustion, waste incineration, or other processes or operations?  Yes  No  
 If Yes, identify:
 

- i. Mobile sources during project operations (e.g., heavy equipment, fleet or delivery vehicles) \_\_\_\_\_
- ii. Stationary sources during construction (e.g., power generation, structural heating, batch plant, crushers) \_\_\_\_\_
- iii. Stationary sources during operations (e.g., process emissions, large boilers, electric generation) \_\_\_\_\_

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g. Will any air emission sources named in D.2.f (above), require a NY State Air Registration, Air Facility Permit, or Federal Clean Air Act Title IV or Title V Permit?  Yes  No  
 If Yes:
 

- i. Is the project site located in an Air quality non-attainment area? (Area routinely or periodically fails to meet ambient air quality standards for all or some parts of the year)  Yes  No
- ii. In addition to emissions as calculated in the application, the project will generate:
  - \_\_\_\_\_ Tons/year (short tons) of Carbon Dioxide (CO<sub>2</sub>)
  - \_\_\_\_\_ Tons/year (short tons) of Nitrous Oxide (N<sub>2</sub>O)
  - \_\_\_\_\_ Tons/year (short tons) of Perfluorocarbons (PFCs)
  - \_\_\_\_\_ Tons/year (short tons) of Sulfur Hexafluoride (SF<sub>6</sub>)
  - \_\_\_\_\_ Tons/year (short tons) of Carbon Dioxide equivalent of Hydrofluorocarbons (HFCs)
  - \_\_\_\_\_ Tons/year (short tons) of Hazardous Air Pollutants (HAPs)



h. Will the proposed action generate or emit methane (including, but not limited to, sewage treatment plants, landfills, composting facilities)?  Yes  No  
 If Yes:  
 i. Estimate methane generation in tons/year (metric): \_\_\_\_\_  
 ii. Describe any methane capture, control or elimination measures included in project design (e.g., combustion to generate heat or electricity, flaring): \_\_\_\_\_

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i. Will the proposed action result in the release of air pollutants from open-air operations or processes, such as quarry or landfill operations?  Yes  No  
 If Yes: Describe operations and nature of emissions (e.g., diesel exhaust, rock particulates/dust): \_\_\_\_\_

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j. Will the proposed action result in a substantial increase in traffic above present levels or generate substantial new demand for transportation facilities or services?  Yes  No  
 If Yes:  
 i. When is the peak traffic expected (Check all that apply):  Morning  Evening  Weekend  
 Randomly between hours of \_\_\_\_\_ to \_\_\_\_\_  
 ii. For commercial activities only, projected number of semi-trailer truck trips/day: \_\_\_\_\_  
 iii. Parking spaces: Existing \_\_\_\_\_ Proposed \_\_\_\_\_ Net increase/decrease \_\_\_\_\_  
 iv. Does the proposed action include any shared use parking?  Yes  No  
 v. If the proposed action includes any modification of existing roads, creation of new roads or change in existing access, describe: \_\_\_\_\_

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vi. Are public/private transportation service(s) or facilities available within 1/2 mile of the proposed site?  Yes  No  
 vii. Will the proposed action include access to public transportation or accommodations for use of hybrid, electric or other alternative fueled vehicles?  Yes  No  
 viii. Will the proposed action include plans for pedestrian or bicycle accommodations for connections to existing pedestrian or bicycle routes?  Yes  No

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k. Will the proposed action (for commercial or industrial projects only) generate new or additional demand for energy?  Yes  No  
 If Yes:  
 i. Estimate annual electricity demand during operation of the proposed action: TBD  
 ii. Anticipated sources/suppliers of electricity for the project (e.g., on-site combustion, on-site renewable, via grid/local utility, or other):  
Local utility  
 iii. Will the proposed action require a new, or an upgrade to, an existing substation?  Yes  No

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l. Hours of operation. Answer all items which apply.  
 i. During Construction:  
 • Monday - Friday: 8 AM-6 PM  
 • Saturday: 9 AM-4 PM  
 • Sunday: \_\_\_\_\_  
 • Holidays: \_\_\_\_\_  
 ii. During Operations:  
 • Monday - Friday: 7 AM-10 PM  
 • Saturday: Variable  
 • Sunday: Variable  
 • Holidays: \_\_\_\_\_

m. Will the proposed action produce noise that will exceed existing ambient noise levels during construction, operation, or both?  Yes  No

If yes:

i. Provide details including sources, time of day and duration:  
During construction hours and construction period; temporary, periodic noise from construction vehicles and activities.

ii. Will proposed action remove existing natural barriers that could act as a noise barrier or screen?  Yes  No  
Describe: \_\_\_\_\_

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n. Will the proposed action have outdoor lighting?  Yes  No

If yes:

i. Describe source(s), location(s), height of fixture(s), direction/aim, and proximity to nearest occupied structures:  
1/2 - 2 ft. candles, 25' height, LED directional shielded/adjustable; approximately 430 feet from nearest occupied structures.

ii. Will proposed action remove existing natural barriers that could act as a light barrier or screen?  Yes  No  
Describe: \_\_\_\_\_

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o. Does the proposed action have the potential to produce odors for more than one hour per day?  Yes  No  
If Yes, describe possible sources, potential frequency and duration of odor emissions, and proximity to nearest occupied structures: \_\_\_\_\_

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p. Will the proposed action include any bulk storage of petroleum (combined capacity of over 1,100 gallons) or chemical products (185 gallons in above ground storage or any amount in underground storage)?  Yes  No

If Yes:

i. Product(s) to be stored \_\_\_\_\_

ii. Volume(s) \_\_\_\_\_ per unit time \_\_\_\_\_ (e.g., month, year)

iii. Generally describe proposed storage facilities: \_\_\_\_\_

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q. Will the proposed action (commercial, industrial and recreational projects only) use pesticides (i.e., herbicides, insecticides) during construction or operation?  Yes  No

If Yes:

i. Describe proposed treatment(s):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ii. Will the proposed action use Integrated Pest Management Practices?  Yes  No

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r. Will the proposed action (commercial or industrial projects only) involve or require the management or disposal of solid waste (excluding hazardous materials)? N/A  Yes  No

If Yes:

i. Describe any solid waste(s) to be generated during construction or operation of the facility:

- Construction: \_\_\_\_\_ tons per \_\_\_\_\_ (unit of time)
- Operation : \_\_\_\_\_ tons per \_\_\_\_\_ (unit of time)

ii. Describe any proposals for on-site minimization, recycling or reuse of materials to avoid disposal as solid waste:

- Construction: \_\_\_\_\_
- Operation: \_\_\_\_\_

iii. Proposed disposal methods/facilities for solid waste generated on-site:

- Construction: \_\_\_\_\_
- Operation: \_\_\_\_\_

s. Does the proposed action include construction or modification of a solid waste management facility?  Yes  No  
 If Yes:  
 i. Type of management or handling of waste proposed for the site (e.g., recycling or transfer station, composting, landfill, or other disposal activities): \_\_\_\_\_  
 ii. Anticipated rate of disposal/processing:  
 • \_\_\_\_\_ Tons/month, if transfer or other non-combustion/thermal treatment, or  
 • \_\_\_\_\_ Tons/hour, if combustion or thermal treatment  
 iii. If landfill, anticipated site life: \_\_\_\_\_ years

t. Will proposed action at the site involve the commercial generation, treatment, storage, or disposal of hazardous waste?  Yes  No  
 If Yes:  
 i. Name(s) of all hazardous wastes or constituents to be generated, handled or managed at facility: \_\_\_\_\_  
 \_\_\_\_\_  
 ii. Generally describe processes or activities involving hazardous wastes or constituents: \_\_\_\_\_  
 \_\_\_\_\_  
 iii. Specify amount to be handled or generated \_\_\_\_\_ tons/month  
 iv. Describe any proposals for on-site minimization, recycling or reuse of hazardous constituents: \_\_\_\_\_  
 \_\_\_\_\_  
 v. Will any hazardous wastes be disposed at an existing offsite hazardous waste facility?  Yes  No  
 If Yes: provide name and location of facility: \_\_\_\_\_  
 \_\_\_\_\_  
 If No: describe proposed management of any hazardous wastes which will not be sent to a hazardous waste facility:  
 \_\_\_\_\_  
 \_\_\_\_\_

**E. Site and Setting of Proposed Action**

**E.1. Land uses on and surrounding the project site**

a. Existing land uses.  
 i. Check all uses that occur on, adjoining and near the project site.  
 Urban  Industrial  Commercial  Residential (suburban)  Rural (non-farm)  
 Forest  Agriculture  Aquatic  Other (specify): \_\_\_\_\_  
 ii. If mix of uses, generally describe:  
 \_\_\_\_\_

b. Land uses and covertypes on the project site.

Land use or Covertype	Current Acreage	Acreage After Project Completion	Change (Acres +/-)
• Roads, buildings, and other paved or impervious surfaces	5.6	7.4	+1.8
• Forested	4.7	4.7	0
• Meadows, grasslands or brushlands (non-agricultural, including abandoned agricultural)	0	0	0
• Agricultural (includes active orchards, field, greenhouse etc.)	0	0	0
• Surface water features (lakes, ponds, streams, rivers, etc.)	0.2	0.2	0
• Wetlands (freshwater or tidal)	0	0	0
• Non-vegetated (bare rock, earth or fill)	0.4	0.4	0
• Other Describe: <u>Recreational fields/landscaping</u>	13.1	11.3	-1.8

c. Is the project site presently used by members of the community for public recreation?  Yes  No  
i. If Yes: explain: School recreational facilities

---

d. Are there any facilities serving children, the elderly, people with disabilities (e.g., schools, hospitals, licensed day care centers, or group homes) within 1500 feet of the project site?  Yes  No  
If Yes,  
i. Identify Facilities:  
Port Chester Middle School

---

e. Does the project site contain an existing dam?  Yes  No  
If Yes:  
i. Dimensions of the dam and impoundment:  
• Dam height: \_\_\_\_\_ feet  
• Dam length: \_\_\_\_\_ feet  
• Surface area: \_\_\_\_\_ acres  
• Volume impounded: \_\_\_\_\_ gallons OR acre-feet  
ii. Dam's existing hazard classification: \_\_\_\_\_  
iii. Provide date and summarize results of last inspection:  
\_\_\_\_\_

---

f. Has the project site ever been used as a municipal, commercial or industrial solid waste management facility, or does the project site adjoin property which is now, or was at one time, used as a solid waste management facility?  Yes  No  
If Yes:  
i. Has the facility been formally closed?  Yes  No  
• If yes, cite sources/documentation: \_\_\_\_\_  
ii. Describe the location of the project site relative to the boundaries of the solid waste management facility:  
\_\_\_\_\_  
\_\_\_\_\_  
iii. Describe any development constraints due to the prior solid waste activities: \_\_\_\_\_

---

g. Have hazardous wastes been generated, treated and/or disposed of at the site, or does the project site adjoin property which is now or was at one time used to commercially treat, store and/or dispose of hazardous waste?  Yes  No  
If Yes:  
i. Describe waste(s) handled and waste management activities, including approximate time when activities occurred:  
\_\_\_\_\_  
\_\_\_\_\_

---

h. Potential contamination history. Has there been a reported spill at the proposed project site, or have any remedial actions been conducted at or adjacent to the proposed site?  Yes  No  
If Yes:  
i. Is any portion of the site listed on the NYSDEC Spills Incidents database or Environmental Site Remediation database? Check all that apply:  Yes  No  
 Yes – Spills Incidents database Provide DEC ID number(s): \_\_\_\_\_  
 Yes – Environmental Site Remediation database Provide DEC ID number(s): \_\_\_\_\_  
 Neither database  
ii. If site has been subject of RCRA corrective activities, describe control measures: \_\_\_\_\_  
\_\_\_\_\_  
iii. Is the project within 2000 feet of any site in the NYSDEC Environmental Site Remediation database?  Yes  No  
If yes, provide DEC ID number(s): \_\_\_\_\_  
iv. If yes to (i), (ii) or (iii) above, describe current status of site(s):  
\_\_\_\_\_  
\_\_\_\_\_

v. Is the project site subject to an institutional control limiting property uses?  Yes  No

- If yes, DEC site ID number: \_\_\_\_\_
- Describe the type of institutional control (e.g., deed restriction or easement): \_\_\_\_\_
- Describe any use limitations: \_\_\_\_\_
- Describe any engineering controls: \_\_\_\_\_
- Will the project affect the institutional or engineering controls in place?  Yes  No
- Explain: \_\_\_\_\_

---

**E.2. Natural Resources On or Near Project Site**

a. What is the average depth to bedrock on the project site? ±42 feet

b. Are there bedrock outcroppings on the project site?  Yes  No  
 If Yes, what proportion of the site is comprised of bedrock outcroppings? \_\_\_\_\_ %

c. Predominant soil type(s) present on project site:

<u>Uc Udorthents, wet substratum</u>	<u>45</u> %
<u>Uf Urban land</u>	<u>30</u> %
<u>Ub Urdorthents, smoothed</u>	<u>15</u> %

d. What is the average depth to the water table on the project site? Average: 9 feet

e. Drainage status of project site soils:  Well Drained: -- % of site (Urban land has no drainage status)  
 Moderately Well Drained: 15 % of site  
 Poorly Drained 45 % of site

f. Approximate proportion of proposed action site with slopes:  0-10%: 76 % of site  
 10-15%: 8 % of site  
 15% or greater: 16 % of site

g. Are there any unique geologic features on the project site?  Yes  No  
 If Yes, describe: \_\_\_\_\_

---

h. Surface water features.

i. Does any portion of the project site contain wetlands or other waterbodies (including streams, rivers, ponds or lakes)?  Yes  No

ii. Do any wetlands or other waterbodies adjoin the project site?  Yes  No

If Yes to either *i* or *ii*, continue. If No, skip to E.2.i.

iii. Are any of the wetlands or waterbodies within or adjoining the project site regulated by any federal, state or local agency?  Yes  No

iv. For each identified regulated wetland and waterbody on the project site, provide the following information:

- Streams: Name 935-96 Classification C
- Lakes or Ponds: Name \_\_\_\_\_ Classification \_\_\_\_\_
- Wetlands: Name \_\_\_\_\_ Approximate Size \_\_\_\_\_
- Wetland No. (if regulated by DEC) \_\_\_\_\_

v. Are any of the above water bodies listed in the most recent compilation of NYS water quality-impaired waterbodies?  Yes  No

If yes, name of impaired water body/bodies and basis for listing as impaired: \_\_\_\_\_  
Name-Pollutants-Uses: Blind Brook, Upper, and tribs-Silt/Sediment-Aquatic Life

---

i. Is the project site in a designated Floodway?  Yes  No

j. Is the project site in the 100 year Floodplain?  Yes  No

k. Is the project site in the 500 year Floodplain?  Yes  No

l. Is the project site located over, or immediately adjoining, a primary, principal or sole source aquifer?  Yes  No

If Yes:

i. Name of aquifer: Principal Aquifer



<p>m. Identify the predominant wildlife species that occupy or use the project site: _____          _____ Typical suburban species _____          _____</p>	
<p>n. Does the project site contain a designated significant natural community? <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</span>          If Yes:</p> <p style="margin-left: 20px;">i. Describe the habitat/community (composition, function, and basis for designation): _____</p> <p style="margin-left: 20px;">ii. Source(s) of description or evaluation: _____</p> <p style="margin-left: 20px;">iii. Extent of community/habitat:</p> <ul style="list-style-type: none"> <li>• Currently: _____ acres</li> <li>• Following completion of project as proposed: _____ acres</li> <li>• Gain or loss (indicate + or -): _____ acres</li> </ul>	
<p>o. Does project site contain any species of plant or animal that is listed by the federal government or NYS as endangered or threatened, or does it contain any areas identified as habitat for an endangered or threatened species? <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</span></p>	
<p>p. Does the project site contain any species of plant or animal that is listed by NYS as rare, or as a species of special concern? <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</span></p>	
<p>q. Is the project site or adjoining area currently used for hunting, trapping, fishing or shell fishing? <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</span>          If yes, give a brief description of how the proposed action may affect that use: _____          _____</p>	
<p><b>E.3. Designated Public Resources On or Near Project Site</b></p>	
<p>a. Is the project site, or any portion of it, located in a designated agricultural district certified pursuant to Agriculture and Markets Law, Article 25-AA, Section 303 and 304? <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</span>          If Yes, provide county plus district name/number: _____</p>	
<p>b. Are agricultural lands consisting of highly productive soils present? <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</span></p> <p style="margin-left: 20px;">i. If Yes: acreage(s) on project site? _____</p> <p style="margin-left: 20px;">ii. Source(s) of soil rating(s): _____</p>	
<p>c. Does the project site contain all or part of, or is it substantially contiguous to, a registered National Natural Landmark? <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</span>          If Yes:</p> <p style="margin-left: 20px;">i. Nature of the natural landmark: <input type="checkbox"/> Biological Community <input type="checkbox"/> Geological Feature</p> <p style="margin-left: 20px;">ii. Provide brief description of landmark, including values behind designation and approximate size/extent: _____          _____</p>	
<p>d. Is the project site located in or does it adjoin a state listed Critical Environmental Area? <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</span>          If Yes:</p> <p style="margin-left: 20px;">i. CEA name: _____</p> <p style="margin-left: 20px;">ii. Basis for designation: _____</p> <p style="margin-left: 20px;">iii. Designating agency and date: _____</p>	

c. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on, or has been nominated by the NYS Board of Historic Preservation for inclusion on, the State or National Register of Historic Places?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If Yes:	
i. Nature of historic/archaeological resource: <input type="checkbox"/> Archaeological Site <input type="checkbox"/> Historic Building or District	
ii. Name: _____	
iii. Brief description of attributes on which listing is based: _____	
f. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
g. Have additional archaeological or historic site(s) or resources been identified on the project site?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If Yes:	
i. Describe possible resource(s): _____	
ii. Basis for identification: _____	
h. Is the project site within 5 miles of any officially designated and publicly accessible federal, state, or local scenic or aesthetic resource?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If Yes:	
i. Identify resource: _____	
ii. Nature of, or basis for, designation (e.g., established highway overlook, state or local park, state historic trail or scenic byway, etc.): _____	
iii. Distance between project and resource: _____ miles.	
i. Is the project site located within a designated river corridor under the Wild, Scenic and Recreational Rivers Program 6 NYCRR 666?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If Yes:	
i. Identify the name of the river and its designation: _____	
ii. Is the activity consistent with development restrictions contained in 6NYCRR Part 666? <input type="checkbox"/> Yes <input type="checkbox"/> No	

**F. Additional Information**

Attach any additional information which may be needed to clarify your project.

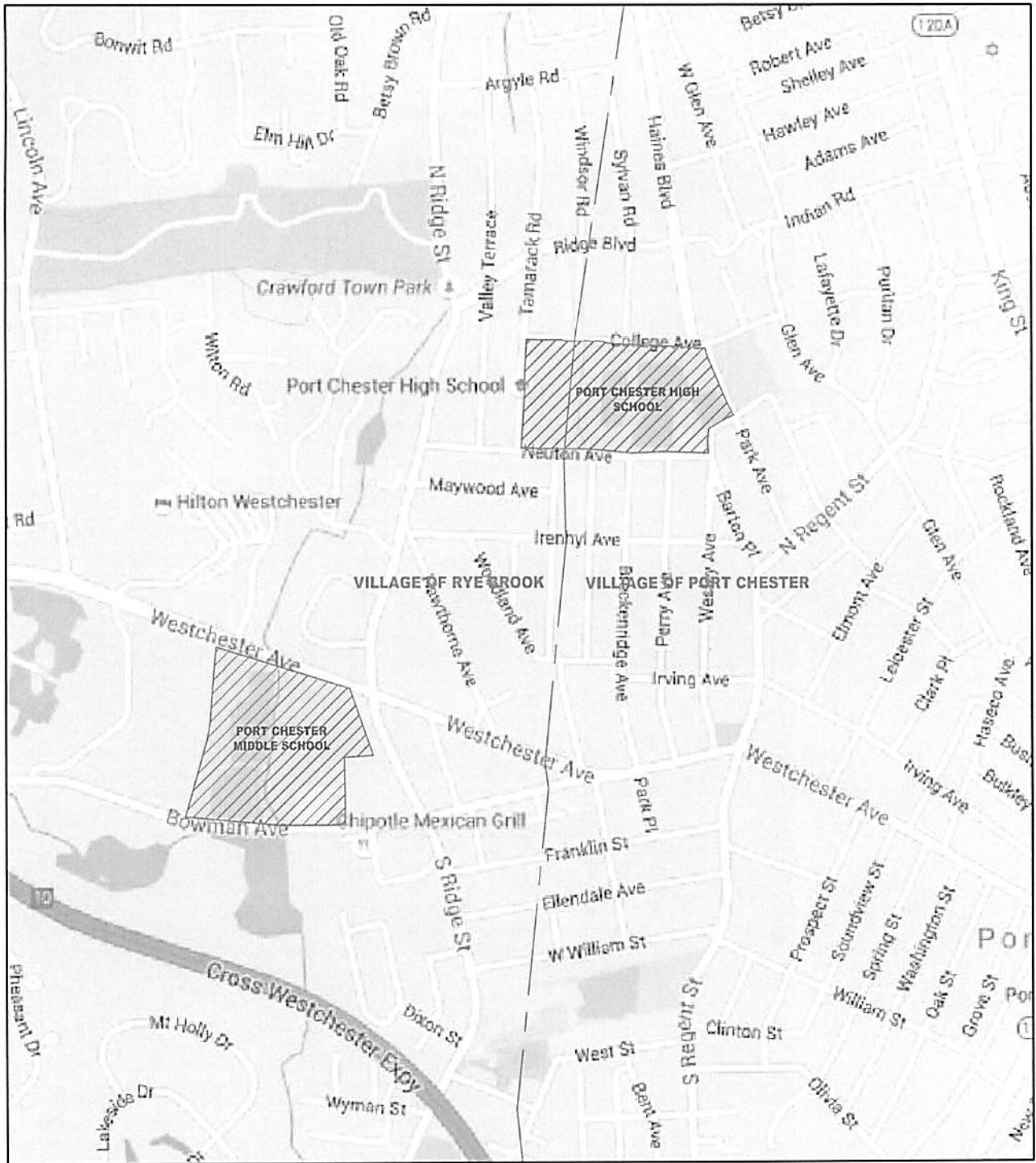
If you have identified any adverse impacts which could be associated with your proposal, please describe those impacts plus any measures which you propose to avoid or minimize them.

**G. Verification**

I certify that the information provided is true to the best of my knowledge.

JMC Planning Engineering Landscape Architecture  
 Applicant/Sponsor Name & Land Surveying, PLLC, Agent Date 8/18/2015

Signature Robert B. Peake Title Planner  
 Robert B. Peake, AICP



**PORT CHESTER SCHOOL DISTRICT**

VILLAGES OF RYE BROOK AND PORT CHESTER, NY 10573

**SITE LOCATION MAP**

DATE: 08/12/2015

JMC PROJECT: 15156

FIGURE: I. A-1

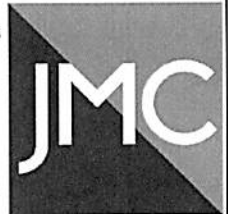
SCALE: 1" = 1,000'



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**Full Environmental Assessment Form  
Part 1 - Project and Setting**

**Instructions for Completing Part 1**

**Part 1 is to be completed by the applicant or project sponsor.** Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification.

Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information; indicate whether missing information does not exist, or is not reasonably available to the sponsor; and, when possible, generally describe work or studies which would be necessary to update or fully develop that information.

Applicants/sponsors must complete all items in Sections A & B. In Sections C, D & E, most items contain an initial question that must be answered either "Yes" or "No". If the answer to the initial question is "Yes", complete the sub-questions that follow. If the answer to the initial question is "No", proceed to the next question. Section F allows the project sponsor to identify and attach any additional information. Section G requires the name and signature of the project sponsor to verify that the information contained in Part 1 is accurate and complete.

**A. Project and Sponsor Information.**

Name of Action or Project: Port Chester High School Addition		
Project Location (describe, and attach a general location map): 1 Tamarack Road, Port Chester, NY		
Brief Description of Proposed Action (include purpose or need): Proposed is a 2-level ± 59,483 gross square feet of floor area building addition to the east side of the existing Port Chester High School building, which will be stepped into the ground to reduce its visual impact on the existing High School building. Proposed are 11 new academic classrooms, 3 new science rooms, new digital art and technology spaces, a championship size gym to replace the existing gym constructed in 1929, full size band and choral rooms, and a rooftop educational area on top of the addition. Other proposed work includes an all-season synthetic turf field to replace the existing field, a secure courtyard, new bleachers, relocation of the memorial plaza and memorial bricks, and a redesigned flag plaza, all on the east side of the building, adjacent to the proposed addition.		
Name of Applicant/Sponsor: Port Chester Public Schools		Telephone: (914) 934-7900 E-Mail:
Address: 113 Bowman Avenue		
City/PO: Port Chester	State: NY	Zip Code: 10573
Project Contact (if not same as sponsor; give name and title/role): Mr. Joseph Fuller, Jr., AIA		Telephone: (914) 592-4444 E-Mail:
Address: Fuller D'Angelo P.C., 45 Knollwood Road		
City/PO: Elmsford	State: NY	Zip Code: 10523
Property Owner (if not same as sponsor): Same as Sponsor		Telephone: E-Mail:
Address:		
City/PO:	State:	Zip Code:



**B. Government Approvals**

<b>B. Government Approvals Funding, or Sponsorship.</b> ("Funding" includes grants, loans, tax relief, and any other forms of financial assistance.)		
<b>Government Entity</b>	<b>If Yes: Identify Agency and Approval(s) Required</b>	<b>Application Date (Actual or projected)</b>
a. City Council, Town Board, <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No or Village Board of Trustees		
b. City, Town or Village <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Planning Board or Commission		
c. City Council, Town or <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Village Zoning Board of Appeals		
d. Other local agencies <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
e. County agencies <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
f. Regional agencies <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
g. State agencies <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No NYS Education Dept. NYSDEC	Approval/Permit SPDES General Permit GP-0-15-002	TBD TBD
h. Federal agencies <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
i. Coastal Resources.		
i. Is the project site within a Coastal Area, or the waterfront area of a Designated Inland Waterway? If Yes,		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
ii. Is the project site located in a community with an approved Local Waterfront Revitalization Program?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
iii. Is the project site within a Coastal Erosion Hazard Area?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

**C. Planning and Zoning**

<b>C.1. Planning and zoning actions.</b>	
Will administrative or legislative adoption, or amendment of a plan, local law, ordinance, rule or regulation be the only approval(s) which must be granted to enable the proposed action to proceed?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<ul style="list-style-type: none"> <li>• If Yes, complete sections C, F and G.</li> <li>• If No, proceed to question C.2 and complete all remaining sections and questions in Part 1</li> </ul>	
<b>C.2. Adopted land use plans.</b>	
a. Do any municipally- adopted (city, town, village or county) comprehensive land use plan(s) include the site where the proposed action would be located?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, does the comprehensive plan include specific recommendations for the site where the proposed action would be located? Institutional and Public Assembly land use	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Is the site of the proposed action within any local or regional special planning district (for example: Greenway Brownfield Opportunity Area (BOA); designated State or Federal heritage area; watershed management plan; or other?)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If Yes, identify the plan(s):	
_____	
_____	
_____	
c. Is the proposed action located wholly or partially within an area listed in an adopted municipal open space plan, or an adopted municipal farmland protection plan?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If Yes, identify the plan(s):	
_____	
_____	
_____	

**C.3. Zoning**

a. Is the site of the proposed action located in a municipality with an adopted zoning law or ordinance.  Yes  No  
 If Yes, what is the zoning classification(s) including any applicable overlay district?  
 Village of Port Chester: R7 One Family Residence 7,500 Square Foot Minimum Lot  
 Village of Rye Brook: R7 One Family Residential District

b. Is the use permitted or allowed by a special or conditional use permit?  Yes  No

c. Is a zoning change requested as part of the proposed action?  Yes  No  
 If Yes,  
 i. What is the proposed new zoning for the site? \_\_\_\_\_

**C.4. Existing community services.**

a. In what school district is the project site located? Port Chester-Rye Union Free School District

b. What police or other public protection forces serve the project site?  
Village of Port Chester Police Department; Village of Rye Brook Police Department

c. Which fire protection and emergency medical services serve the project site?  
Village of Port Chester Fire Department; Village of Rye Brook Fire Department

d. What parks serve the project site?  
Crawford Park; Rye Hills Park; Lyon Park

**D. Project Details**

**D.1. Proposed and Potential Development**

a. What is the general nature of the proposed action (e.g., residential, industrial, commercial, recreational; if mixed, include all components)?  
Educational

b. a. Total acreage of the site of the proposed action? ±20.4 acres  
 b. Total acreage to be physically disturbed? ±3.8 acres  
 c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? ±20.4 acres

c. Is the proposed action an expansion of an existing project or use?  Yes  No  
 i. If Yes, what is the approximate percentage of the proposed expansion and identify the units (e.g., acres, miles, housing units, square feet)? % \_\_\_\_\_ Units: N/A

d. Is the proposed action a subdivision, or does it include a subdivision?  Yes  No  
 If Yes,  
 i. Purpose or type of subdivision? (e.g., residential, industrial, commercial; if mixed, specify types) \_\_\_\_\_  
 ii. Is a cluster/conservation layout proposed?  Yes  No  
 iii. Number of lots proposed? \_\_\_\_\_  
 iv. Minimum and maximum proposed lot sizes? Minimum \_\_\_\_\_ Maximum \_\_\_\_\_

e. Will proposed action be constructed in multiple phases?  Yes  No  
 i. If No, anticipated period of construction: ±20 months  
 ii. If Yes:  
 • Total number of phases anticipated \_\_\_\_\_  
 • Anticipated commencement date of phase 1 (including demolition) \_\_\_\_\_ month \_\_\_\_\_ year  
 • Anticipated completion date of final phase \_\_\_\_\_ month \_\_\_\_\_ year  
 • Generally describe connections or relationships among phases, including any contingencies where progress of one phase may determine timing or duration of future phases: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

f. Does the project include new residential uses?  Yes  No  
 If Yes, show numbers of units proposed.

	<u>One Family</u>	<u>Two Family</u>	<u>Three Family</u>	<u>Multiple Family (four or more)</u>
Initial Phase	_____	_____	_____	_____
At completion of all phases	_____	_____	_____	_____

g. Does the proposed action include new non-residential construction (including expansions)?  Yes  No  
 If Yes,

i. Total number of structures Building addition

ii. Dimensions (in feet) of largest proposed structure: 21 height; 156 width; and 245 length

iii. Approximate extent of building space to be heated or cooled: ±59,483 square feet

h. Does the proposed action include construction or other activities that will result in the impoundment of any liquids, such as creation of a water supply, reservoir, pond, lake, waste lagoon or other storage?  Yes  No  
 If Yes,

i. Purpose of the impoundment: \_\_\_\_\_

ii. If a water impoundment, the principal source of the water:  Ground water  Surface water streams  Other specify: \_\_\_\_\_

iii. If other than water, identify the type of impounded/contained liquids and their source. \_\_\_\_\_

iv. Approximate size of the proposed impoundment. Volume: \_\_\_\_\_ million gallons; surface area: \_\_\_\_\_ acres

v. Dimensions of the proposed dam or impounding structure: \_\_\_\_\_ height; \_\_\_\_\_ length

vi. Construction method/materials for the proposed dam or impounding structure (e.g., earth fill, rock, wood, concrete): \_\_\_\_\_

---

**D.2. Project Operations**

a. Does the proposed action include any excavation, mining, or dredging, during construction, operations, or both?  Yes  No  
 (Not including general site preparation, grading or installation of utilities or foundations where all excavated materials will remain onsite)

If Yes: Stepping the building addition into the ground to mitigate blocking views of the

i. What is the purpose of the excavation or dredging? existing High School building.

ii. How much material (including rock, earth, sediments, etc.) is proposed to be removed from the site?

- Volume (specify tons or cubic yards): TBD
- Over what duration of time? 4-6 months

iii. Describe nature and characteristics of materials to be excavated or dredged, and plans to use, manage or dispose of them.  
Highly weathered bedrock to be stockpiled and removed off-site.

iv. Will there be onsite dewatering or processing of excavated materials? TBD  Yes  No  
 If yes, describe. Dewatering of excavations only if necessary. No on-site processing.

v. What is the total area to be dredged or excavated? TBD acres

vi. What is the maximum area to be worked at any one time? TBD acres

vii. What would be the maximum depth of excavation or dredging? 21 feet

viii. Will the excavation require blasting? Undetermined  Yes  No

ix. Summarize site reclamation goals and plan: Finished site to accommodate new building addition and related improvements.

---

b. Would the proposed action cause or result in alteration of, increase or decrease in size of, or encroachment into any existing wetland, waterbody, shoreline, beach or adjacent area?  Yes  No  
 If Yes:

i. Identify the wetland or waterbody which would be affected (by name, water index number, wetland map number or geographic description): \_\_\_\_\_

*ii.* Describe how the proposed action would affect that waterbody or wetland, e.g. excavation, fill, placement of structures, or alteration of channels, banks and shorelines. Indicate extent of activities, alterations and additions in square feet or acres:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*iii.* Will proposed action cause or result in disturbance to bottom sediments?  Yes  No  
If Yes, describe: \_\_\_\_\_

*iv.* Will proposed action cause or result in the destruction or removal of aquatic vegetation?  Yes  No  
If Yes:

- acres of aquatic vegetation proposed to be removed: \_\_\_\_\_
- expected acreage of aquatic vegetation remaining after project completion: \_\_\_\_\_
- purpose of proposed removal (e.g. beach clearing, invasive species control, boat access): \_\_\_\_\_
- \_\_\_\_\_
- proposed method of plant removal: \_\_\_\_\_
- if chemical/herbicide treatment will be used, specify product(s): \_\_\_\_\_

*v.* Describe any proposed reclamation/mitigation following disturbance: \_\_\_\_\_

---

*c.* Will the proposed action use, or create a new demand for water? \*No change from existing conditions  Yes  No\*

If Yes:

*i.* Total anticipated water usage/demand per day: \_\_\_\_\_ gallons/day

*ii.* Will the proposed action obtain water from an existing public water supply?  Yes  No  
If Yes:

- Name of district or service area: \_\_\_\_\_
- Does the existing public water supply have capacity to serve the proposal?  Yes  No
- Is the project site in the existing district?  Yes  No
- Is expansion of the district needed?  Yes  No
- Do existing lines serve the project site?  Yes  No

*iii.* Will line extension within an existing district be necessary to supply the project?  Yes  No  
If Yes:

- Describe extensions or capacity expansions proposed to serve this project: \_\_\_\_\_
- Source(s) of supply for the district: \_\_\_\_\_

*iv.* Is a new water supply district or service area proposed to be formed to serve the project site?  Yes  No  
If, Yes:

- Applicant/sponsor for new district: \_\_\_\_\_
- Date application submitted or anticipated: \_\_\_\_\_
- Proposed source(s) of supply for new district: \_\_\_\_\_

*v.* If a public water supply will not be used, describe plans to provide water supply for the project: \_\_\_\_\_

*vi.* If water supply will be from wells (public or private), maximum pumping capacity: \_\_\_\_\_ gallons/minute.

---

*d.* Will the proposed action generate liquid wastes? \*No change from existing conditions  Yes  No\*

If Yes:

*i.* Total anticipated liquid waste generation per day: \_\_\_\_\_ gallons/day

*ii.* Nature of liquid wastes to be generated (e.g., sanitary wastewater, industrial; if combination, describe all components and approximate volumes or proportions of each): \_\_\_\_\_

\_\_\_\_\_

*iii.* Will the proposed action use any existing public wastewater treatment facilities?  Yes  No  
If Yes:

- Name of wastewater treatment plant to be used: \_\_\_\_\_
- Name of district: \_\_\_\_\_
- Does the existing wastewater treatment plant have capacity to serve the project?  Yes  No
- Is the project site in the existing district?  Yes  No
- Is expansion of the district needed?  Yes  No

<ul style="list-style-type: none"> <li>Do existing sewer lines serve the project site? <input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>Will line extension within an existing district be necessary to serve the project? <input type="checkbox"/> Yes <input type="checkbox"/> No</li> </ul> <p>If Yes:</p> <ul style="list-style-type: none"> <li>Describe extensions or capacity expansions proposed to serve this project: _____</li> </ul>
<p>iv. Will a new wastewater (sewage) treatment district be formed to serve the project site? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes:</p> <ul style="list-style-type: none"> <li>Applicant/sponsor for new district: _____</li> <li>Date application submitted or anticipated: _____</li> <li>What is the receiving water for the wastewater discharge? _____</li> </ul>
<p>v. If public facilities will not be used, describe plans to provide wastewater treatment for the project, including specifying proposed receiving water (name and classification if surface discharge, or describe subsurface disposal plans):</p> <p>_____</p>
<p>vi. Describe any plans or designs to capture, recycle or reuse liquid waste: _____</p> <p>_____</p>
<p>e. Will the proposed action disturb more than one acre and create stormwater runoff, either from new point sources (i.e. ditches, pipes, swales, curbs, gutters or other concentrated flows of stormwater) or non-point source (i.e. sheet flow) during construction or post construction? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes:</p> <p>i. How much impervious surface will the project create in relation to total size of project parcel?</p> <p>_____ Square feet or <math>\pm 0.4</math> acres (impervious surface)</p> <p>_____ Square feet or <math>\pm 20.4</math> acres (parcel size)</p> <p>ii. Describe types of new point sources. <u>N/A</u></p> <p>iii. Where will the stormwater runoff be directed (i.e. on-site stormwater management facility/structures, adjacent properties, groundwater, on-site surface water or off-site surface waters)?</p> <p><u>To existing stormwater management infrastructure.</u></p> <ul style="list-style-type: none"> <li>If to surface waters, identify receiving water bodies or wetlands: _____</li> </ul> <ul style="list-style-type: none"> <li>Will stormwater runoff flow to adjacent properties? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</li> </ul>
<p>iv. Does proposed plan minimize impervious surfaces, use pervious materials or collect and re-use stormwater? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>f. Does the proposed action include, or will it use on-site, one or more sources of air emissions, including fuel combustion, waste incineration, or other processes or operations? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If Yes, identify:</p> <p>i. Mobile sources during project operations (e.g., heavy equipment, fleet or delivery vehicles)</p> <p>_____</p> <p>ii. Stationary sources during construction (e.g., power generation, structural heating, batch plant, crushers)</p> <p>_____</p> <p>iii. Stationary sources during operations (e.g., process emissions, large boilers, electric generation)</p> <p>_____</p>
<p>g. Will any air emission sources named in D.2.f (above), require a NY State Air Registration, Air Facility Permit, or Federal Clean Air Act Title IV or Title V Permit? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If Yes:</p> <p>i. Is the project site located in an Air quality non-attainment area? (Area routinely or periodically fails to meet ambient air quality standards for all or some parts of the year) <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>ii. In addition to emissions as calculated in the application, the project will generate:</p> <ul style="list-style-type: none"> <li>_____ Tons/year (short tons) of Carbon Dioxide (CO<sub>2</sub>)</li> <li>_____ Tons/year (short tons) of Nitrous Oxide (N<sub>2</sub>O)</li> <li>_____ Tons/year (short tons) of Perfluorocarbons (PFCs)</li> <li>_____ Tons/year (short tons) of Sulfur Hexafluoride (SF<sub>6</sub>)</li> <li>_____ Tons/year (short tons) of Carbon Dioxide equivalent of Hydrofluorocarbons (HFCs)</li> <li>_____ Tons/year (short tons) of Hazardous Air Pollutants (HAPs)</li> </ul>



h. Will the proposed action generate or emit methane (including, but not limited to, sewage treatment plants, landfills, composting facilities)?  Yes  No

If Yes:

i. Estimate methane generation in tons/year (metric): \_\_\_\_\_

ii. Describe any methane capture, control or elimination measures included in project design (e.g., combustion to generate heat or electricity, flaring): \_\_\_\_\_

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i. Will the proposed action result in the release of air pollutants from open-air operations or processes, such as quarry or landfill operations?  Yes  No

If Yes: Describe operations and nature of emissions (e.g., diesel exhaust, rock particulates/dust): \_\_\_\_\_

---

j. Will the proposed action result in a substantial increase in traffic above present levels or generate substantial new demand for transportation facilities or services?  Yes  No

If Yes:

i. When is the peak traffic expected (Check all that apply):  Morning  Evening  Weekend  
 Randomly between hours of \_\_\_\_\_ to \_\_\_\_\_.

ii. For commercial activities only, projected number of semi-trailer truck trips/day: \_\_\_\_\_

iii. Parking spaces: Existing \_\_\_\_\_ Proposed \_\_\_\_\_ Net increase/decrease \_\_\_\_\_

iv. Does the proposed action include any shared use parking?  Yes  No

v. If the proposed action includes any modification of existing roads, creation of new roads or change in existing access, describe: \_\_\_\_\_

---

vi. Are public/private transportation service(s) or facilities available within 1/2 mile of the proposed site?  Yes  No

vii. Will the proposed action include access to public transportation or accommodations for use of hybrid, electric or other alternative fueled vehicles?  Yes  No

viii. Will the proposed action include plans for pedestrian or bicycle accommodations for connections to existing pedestrian or bicycle routes?  Yes  No

---

k. Will the proposed action (for commercial or industrial projects only) generate new or additional demand for energy?  Yes  No

If Yes:

i. Estimate annual electricity demand during operation of the proposed action: TBD

ii. Anticipated sources/suppliers of electricity for the project (e.g., on-site combustion, on-site renewable, via grid/local utility, or other):  
Local utility

iii. Will the proposed action require a new, or an upgrade to, an existing substation?  Yes  No

---

l. Hours of operation. Answer all items which apply.

i. During Construction:

- Monday - Friday: 8 AM-6 PM
- Saturday: 9 AM-4 PM
- Sunday: \_\_\_\_\_
- Holidays: \_\_\_\_\_

ii. During Operations:

- Monday - Friday: 7 AM-10 PM
- Saturday: Variable
- Sunday: Variable
- Holidays: \_\_\_\_\_

m. Will the proposed action produce noise that will exceed existing ambient noise levels during construction, operation, or both?  Yes  No

If yes:

i. Provide details including sources, time of day and duration:  
 \_\_\_\_\_  
 During construction hours and construction period; temporary, periodic noise from construction vehicles and activities.

ii. Will proposed action remove existing natural barriers that could act as a noise barrier or screen?  Yes  No  
 Describe: \_\_\_\_\_

---

n. Will the proposed action have outdoor lighting?  Yes  No

If yes:

i. Describe source(s), location(s), height of fixture(s), direction/aim, and proximity to nearest occupied structures:  
 \_\_\_\_\_

ii. Will proposed action remove existing natural barriers that could act as a light barrier or screen?  Yes  No  
 Describe: \_\_\_\_\_

---

o. Does the proposed action have the potential to produce odors for more than one hour per day?  Yes  No  
 If Yes, describe possible sources, potential frequency and duration of odor emissions, and proximity to nearest occupied structures:  
 \_\_\_\_\_

---

p. Will the proposed action include any bulk storage of petroleum (combined capacity of over 1,100 gallons) or chemical products (185 gallons in above ground storage or any amount in underground storage)?  Yes  No

If Yes:

i. Product(s) to be stored \_\_\_\_\_

ii. Volume(s) \_\_\_\_\_ per unit time \_\_\_\_\_ (e.g., month, year)

iii. Generally describe proposed storage facilities: \_\_\_\_\_

---

q. Will the proposed action (commercial, industrial and recreational projects only) use pesticides (i.e., herbicides, insecticides) during construction or operation?  Yes  No

If Yes:

i. Describe proposed treatment(s):  
 \_\_\_\_\_

ii. Will the proposed action use Integrated Pest Management Practices?  Yes  No

---

r. Will the proposed action (commercial or industrial projects only) involve or require the management or disposal of solid waste (excluding hazardous materials)? N/A  Yes  No

If Yes:

i. Describe any solid waste(s) to be generated during construction or operation of the facility:

- Construction: \_\_\_\_\_ tons per \_\_\_\_\_ (unit of time)
- Operation : \_\_\_\_\_ tons per \_\_\_\_\_ (unit of time)

ii. Describe any proposals for on-site minimization, recycling or reuse of materials to avoid disposal as solid waste:

- Construction: \_\_\_\_\_
- Operation: \_\_\_\_\_

iii. Proposed disposal methods/facilities for solid waste generated on-site:

- Construction: \_\_\_\_\_
- Operation: \_\_\_\_\_

s. Does the proposed action include construction or modification of a solid waste management facility?  Yes  No  
 If Yes:  
 i. Type of management or handling of waste proposed for the site (e.g., recycling or transfer station, composting, landfill, or other disposal activities): \_\_\_\_\_  
 ii. Anticipated rate of disposal/processing:  
 • \_\_\_\_\_ Tons/month, if transfer or other non-combustion/thermal treatment, or  
 • \_\_\_\_\_ Tons/hour, if combustion or thermal treatment  
 iii. If landfill, anticipated site life: \_\_\_\_\_ years

t. Will proposed action at the site involve the commercial generation, treatment, storage, or disposal of hazardous waste?  Yes  No  
 If Yes:  
 i. Name(s) of all hazardous wastes or constituents to be generated, handled or managed at facility: \_\_\_\_\_  
 \_\_\_\_\_  
 ii. Generally describe processes or activities involving hazardous wastes or constituents: \_\_\_\_\_  
 \_\_\_\_\_  
 iii. Specify amount to be handled or generated \_\_\_\_\_ tons/month  
 iv. Describe any proposals for on-site minimization, recycling or reuse of hazardous constituents: \_\_\_\_\_  
 \_\_\_\_\_  
 v. Will any hazardous wastes be disposed at an existing offsite hazardous waste facility?  Yes  No  
 If Yes: provide name and location of facility: \_\_\_\_\_  
 \_\_\_\_\_  
 If No: describe proposed management of any hazardous wastes which will not be sent to a hazardous waste facility:  
 \_\_\_\_\_  
 \_\_\_\_\_

**E. Site and Setting of Proposed Action**

**E.1. Land uses on and surrounding the project site**

a. Existing land uses.  
 i. Check all uses that occur on, adjoining and near the project site.  
 Urban  Industrial  Commercial  Residential (suburban)  Rural (non-farm)  
 Forest  Agriculture  Aquatic  Other (specify): \_\_\_\_\_  
 ii. If mix of uses, generally describe:  
 \_\_\_\_\_  
 \_\_\_\_\_

b. Land uses and covertypes on the project site.

Land use or Covertype	Current Acreage	Acreage After Project Completion	Change (Acres +/-)
• Roads, buildings, and other paved or impervious surfaces			
• Forested	6.3	6.7	+0.4
• Meadows, grasslands or brushlands (non-agricultural, including abandoned agricultural)	0	0	0
• Agricultural (includes active orchards, field, greenhouse etc.)	0	0	0
• Surface water features (lakes, ponds, streams, rivers, etc.)	0	0	0
• Wetlands (freshwater or tidal)	0	0	0
• Non-vegetated (bare rock, earth or fill)	0.6	0.6	0
• Other Describe: <u>Recreational fields/landscaping</u>	13.5	13.1	-0.4

<p>c. Is the project site presently used by members of the community for public recreation? <span style="float: right;"><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</span></p> <p>i. If Yes: explain: <u>School recreational facilities</u></p>
<p>d. Are there any facilities serving children, the elderly, people with disabilities (e.g., schools, hospitals, licensed day care centers, or group homes) within 1500 feet of the project site? <span style="float: right;"><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</span></p> <p>If Yes,</p> <p>i. Identify Facilities:  <u>Port Chester High School; Park Avenue School</u></p>
<p>e. Does the project site contain an existing dam? <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</span></p> <p>If Yes:</p> <p>i. Dimensions of the dam and impoundment:</p> <ul style="list-style-type: none"> <li>• Dam height: _____ feet</li> <li>• Dam length: _____ feet</li> <li>• Surface area: _____ acres</li> <li>• Volume impounded: _____ gallons OR acre-feet</li> </ul> <p>ii. Dam's existing hazard classification: _____</p> <p>iii. Provide date and summarize results of last inspection:          _____</p>
<p>f. Has the project site ever been used as a municipal, commercial or industrial solid waste management facility, or does the project site adjoin property which is now, or was at one time, used as a solid waste management facility? <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</span></p> <p>If Yes:</p> <p>i. Has the facility been formally closed? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p> <ul style="list-style-type: none"> <li>• If yes, cite sources/documentation: _____</li> </ul> <p>ii. Describe the location of the project site relative to the boundaries of the solid waste management facility:          _____</p> <p>iii. Describe any development constraints due to the prior solid waste activities: _____</p>
<p>g. Have hazardous wastes been generated, treated and/or disposed of at the site, or does the project site adjoin property which is now or was at one time used to commercially treat, store and/or dispose of hazardous waste? <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</span></p> <p>If Yes:</p> <p>i. Describe waste(s) handled and waste management activities, including approximate time when activities occurred:          _____</p>
<p>h. Potential contamination history. Has there been a reported spill at the proposed project site, or have any remedial actions been conducted at or adjacent to the proposed site? <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</span></p> <p>If Yes:</p> <p>i. Is any portion of the site listed on the NYSDEC Spills Incidents database or Environmental Site Remediation database? Check all that apply: <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Yes – Spills Incidents database <span style="float: right;">Provide DEC ID number(s): _____</span></li> <li><input type="checkbox"/> Yes – Environmental Site Remediation database <span style="float: right;">Provide DEC ID number(s): _____</span></li> <li><input type="checkbox"/> Neither database</li> </ul> <p>ii. If site has been subject of RCRA corrective activities, describe control measures: _____</p> <p>iii. Is the project within 2000 feet of any site in the NYSDEC Environmental Site Remediation database? <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</span></p> <p>If yes, provide DEC ID number(s): _____</p> <p>iv. If yes to (i), (ii) or (iii) above, describe current status of site(s):          _____</p>

v. Is the project site subject to an institutional control limiting property uses?  Yes  No

- If yes, DEC site ID number: \_\_\_\_\_
- Describe the type of institutional control (e.g., deed restriction or easement): \_\_\_\_\_
- Describe any use limitations: \_\_\_\_\_
- Describe any engineering controls: \_\_\_\_\_
- Will the project affect the institutional or engineering controls in place?  Yes  No
- Explain: \_\_\_\_\_

---

**E.2. Natural Resources On or Near Project Site**

a. What is the average depth to bedrock on the project site?  $\pm 0.5-1.0$  \_\_\_\_\_ feet

b. Are there bedrock outcroppings on the project site?  Yes  No  
 If Yes, what proportion of the site is comprised of bedrock outcroppings? \_\_\_\_\_ %

c. Predominant soil type(s) present on project site:

UB Udorthents, smoothed	60	%
UF Urban land	35	%
UpB Urban land-Paxton complex	5	%

d. What is the average depth to the water table on the project site? Average: **9+** \_\_\_\_\_ feet

e. Drainage status of project site soils:  Well Drained: \_\_\_\_\_ % of site (Urban land has no drainage status)  
 Moderately Well Drained: **60** % of site  
 Poorly Drained: \_\_\_\_\_ % of site

f. Approximate proportion of proposed action site with slopes:

<input checked="" type="checkbox"/> 0-10%:	<b>90</b>	% of site
<input checked="" type="checkbox"/> 10-15%:	<b>4</b>	% of site
<input checked="" type="checkbox"/> 15% or greater:	<b>6</b>	% of site

g. Are there any unique geologic features on the project site?  Yes  No  
 If Yes, describe: \_\_\_\_\_

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h. Surface water features.

i. Does any portion of the project site contain wetlands or other waterbodies (including streams, rivers, ponds or lakes)?  Yes  No

ii. Do any wetlands or other waterbodies adjoin the project site?  Yes  No  
 If Yes to either *i* or *ii*, continue. If No, skip to E.2.i.

iii. Are any of the wetlands or waterbodies within or adjoining the project site regulated by any federal, state or local agency?  Yes  No

iv. For each identified regulated wetland and waterbody on the project site, provide the following information:

- Streams: Name \_\_\_\_\_ Classification \_\_\_\_\_
- Lakes or Ponds: Name \_\_\_\_\_ Classification \_\_\_\_\_
- Wetlands: Name \_\_\_\_\_ Approximate Size \_\_\_\_\_
- Wetland No. (if regulated by DEC) \_\_\_\_\_

v. Are any of the above water bodies listed in the most recent compilation of NYS water quality-impaired waterbodies?  Yes  No  
 If yes, name of impaired water body/bodies and basis for listing as impaired: \_\_\_\_\_

---

i. Is the project site in a designated Floodway?  Yes  No

j. Is the project site in the 100 year Floodplain?  Yes  No

k. Is the project site in the 500 year Floodplain?  Yes  No

l. Is the project site located over, or immediately adjoining, a primary, principal or sole source aquifer?  Yes  No  
 If Yes:  
*i.* Name of aquifer: \_\_\_\_\_

<p>m. Identify the predominant wildlife species that occupy or use the project site: _____</p> <p style="text-align: center;">Typical suburban species</p> <p>_____</p>	
<p>n. Does the project site contain a designated significant natural community? <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</span></p> <p>If Yes:</p> <p>i. Describe the habitat/community (composition, function, and basis for designation): _____</p> <p>_____</p> <p>ii. Source(s) of description or evaluation: _____</p> <p>iii. Extent of community/habitat:</p> <ul style="list-style-type: none"> <li>• Currently: _____ acres</li> <li>• Following completion of project as proposed: _____ acres</li> <li>• Gain or loss (indicate + or -): _____ acres</li> </ul>	
<p>o. Does project site contain any species of plant or animal that is listed by the federal government or NYS as endangered or threatened, or does it contain any areas identified as habitat for an endangered or threatened species? <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</span></p>	
<p>p. Does the project site contain any species of plant or animal that is listed by NYS as rare, or as a species of special concern? <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</span></p>	
<p>q. Is the project site or adjoining area currently used for hunting, trapping, fishing or shell fishing? <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</span></p> <p>If yes, give a brief description of how the proposed action may affect that use: _____</p> <p>_____</p>	
<b>E.3. Designated Public Resources On or Near Project Site</b>	
<p>a. Is the project site, or any portion of it, located in a designated agricultural district certified pursuant to Agriculture and Markets Law, Article 25-AA, Section 303 and 304? <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</span></p> <p>If Yes, provide county plus district name/number: _____</p>	
<p>b. Are agricultural lands consisting of highly productive soils present? <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</span></p> <p>i. If Yes: acreage(s) on project site? _____</p> <p>ii. Source(s) of soil rating(s): _____</p>	
<p>c. Does the project site contain all or part of, or is it substantially contiguous to, a registered National Natural Landmark? <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</span></p> <p>If Yes:</p> <p>i. Nature of the natural landmark: <input type="checkbox"/> Biological Community <input type="checkbox"/> Geological Feature</p> <p>ii. Provide brief description of landmark, including values behind designation and approximate size/extent: _____</p> <p>_____</p>	
<p>d. Is the project site located in or does it adjoin a state listed Critical Environmental Area? <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</span></p> <p>If Yes:</p> <p>i. CEA name: _____</p> <p>ii. Basis for designation: _____</p> <p>iii. Designating agency and date: _____</p>	



<p>c. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on, or has been nominated by the NYS Board of Historic Preservation for inclusion on, the State or National Register of Historic Places?</p> <p>If Yes:</p> <p>i. Nature of historic/archaeological resource: <input type="checkbox"/> Archaeological Site    <input checked="" type="checkbox"/> Historic Building or District</p> <p>ii. Name: _____</p> <p>iii. Brief description of attributes on which listing is based: _____</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<p>f. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<p>g. Have additional archaeological or historic site(s) or resources been identified on the project site?</p> <p>If Yes:</p> <p>i. Describe possible resource(s): _____</p> <p>ii. Basis for identification: _____</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<p>h. Is the project site within 5 miles of any officially designated and publicly accessible federal, state, or local scenic or aesthetic resource?</p> <p>If Yes:</p> <p>i. Identify resource: _____</p> <p>ii. Nature of, or basis for, designation (e.g., established highway overlook, state or local park, state historic trail or scenic byway, etc.): _____</p> <p>iii. Distance between project and resource: _____ miles.</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<p>i. Is the project site located within a designated river corridor under the Wild, Scenic and Recreational Rivers Program 6 NYCRR 666?</p> <p>If Yes:</p> <p>i. Identify the name of the river and its designation: _____</p> <p>ii. Is the activity consistent with development restrictions contained in 6NYCRR Part 666?</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  <input type="checkbox"/> Yes <input type="checkbox"/> No

**F. Additional Information**

Attach any additional information which may be needed to clarify your project.

If you have identified any adverse impacts which could be associated with your proposal, please describe those impacts plus any measures which you propose to avoid or minimize them.

**G. Verification**

I certify that the information provided is true to the best of my knowledge.

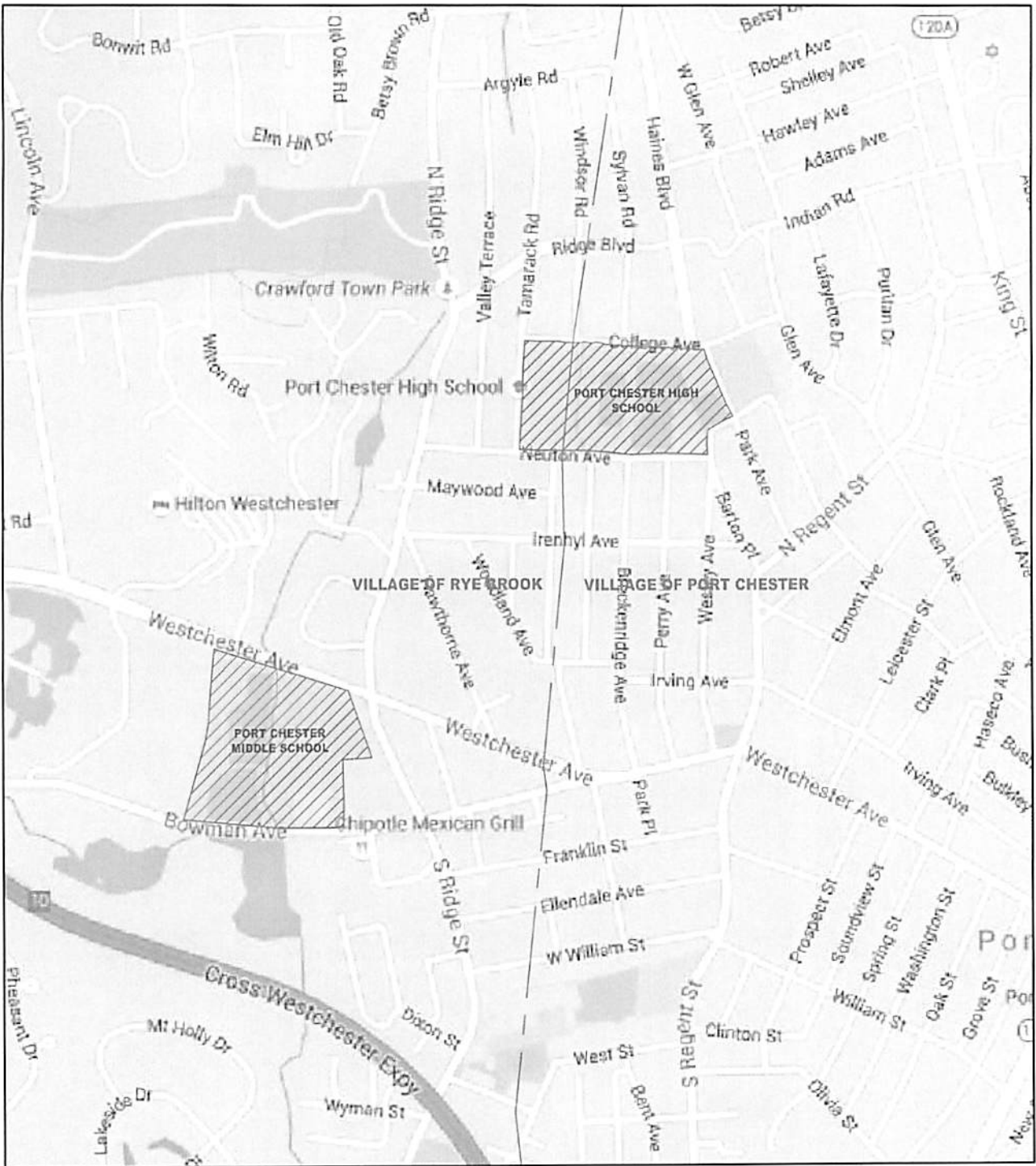
JMC Planning Engineering Landscape Architecture

Applicant/Sponsor Name & Land Surveying, PLLC, Agent      Date

8/18/2015

Signature Robert B. Peake  
 Robert B. Peake, AICP

Title Planner \_\_\_\_\_



**PORT CHESTER SCHOOL DISTRICT**

VILLAGES OF RYE BROOK AND PORT CHESTER, NY 10573

**SITE LOCATION MAP**

DATE: 08/12/2015

JMC PROJECT: 15156

FIGURE: I. A-1

SCALE: 1" = 1,000'



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ARMONK  
NY 10504

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9





**VILLAGE OF PORT CHESTER**  
**Beautification Commission**  
222 Grace Church Street, Port Chester, New York 10573

September 17, 2015

Dear Mayor Pilla and Board of Trustees,

The Port Chester Beautification Commission would like to propose a fall clean-up day on Saturday, 3 October 2015 from 9-11am. As our previous Village clean-up day on June 6, 2015, we would start at the train station and spread out from that point. We'd also like to ask if the Village can provide work gloves, garbage bags, and a dump truck for that morning.

Many thanks and have a great day!

The Port Chester Beautification Commission



# Port Chester Clean-Up Day

Saturday, October 3, 2015, 9am-11am

Come out and help beautify the village  
and gather with your neighbors to clean up  
your streets.

Meet at:

The Train Station Parking Lot



Please be sure to dress appropriately: long pants, long shirt, hats & gloves

Garbage bags will be provided.

Sponsor by: The Village of Port Chester Beautification Commission

For More Information Contact:

[beautification@portchesterny.com](mailto:beautification@portchesterny.com)

# Día de Limpieza de Port Chester

Sábado, 3 de Octubre de 2015, 9am-11am

Venga y ayude a embellecer la villa

Y únase con sus vecinos para limpiar su vecindario

Lugar de encuentro:

Parqueadero de la Estación del tren



Por favor asegúrese de vestir adecuadamente: pantalones largos, camisa larga, sombreros y guantes  
Se proporcionarán bolsas de basura  
Agua y vasos estarán disponibles.

Patrocinadores: The Village of Port Chester Beautification Commission

Para obtener más información comuníquese con:

[beautification@portchesterny.com](mailto:beautification@portchesterny.com)

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# Department of Transportation

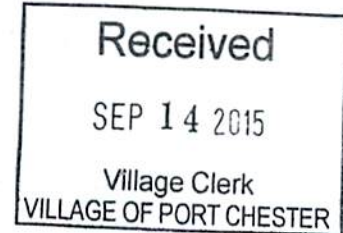
ANDREW M. CUOMO  
Governor

MATTHEW J. DRISCOLL  
Commissioner

WILLIAM J. GORTON, P.E.  
Regional Director

September 1, 2015

Janusz Richards  
Village of Port Chester  
Village Hall  
222 Grace Church St  
Port Chester, NY 10573



Re: **SEQRA 14-0113, United Hospital Redevelopment  
Route 1, Village of Port Chester  
Westchester County**

Mr. Janusz Richards:

The New York State Department of Transportation (NYSDOT) consents to the Village of Port Chester serving as lead agency for the SEQRA review for this project. NYSDOT has a specific fee schedule and procedures for the review of Major Developments and Highway Work Permits. Please instruct the applicant to address the following requirements. Subsequent to the applicant's response, a Project Identification Number (PIN) will be generated and submissions will be accepted for review.

1. To initiate the review process, an account (PIN) must be established. The applicant shall submit a check for \$2,000 made out to the New York State Department of Transportation to set that up. The applicant should be aware that the \$2,000 fee is the minimum cost for the Department's review time and is non-refundable. Hereafter, all Department employees assigned the responsibility of reviewing any documents, plans, maps, etc., which are directly related to the subject proposal, shall charge their review time to this project. The applicant will then be billed periodically by the Department for the actual cost of our review and processing of the respective project. Such billings which exceed the minimum \$2,000 initial fee must be paid immediately upon receipt or the Highway Work Permit shall not be issued, or shall be revoked.
2. The applicant shall submit a PERMIT AGREEMENT FOR HIGHWAY WORK PERMITS DESIGN REVIEW (PERM 51). The PERM 51 form must be completed by the applicant. The Application No. and PIN will be filled in by the Regional Traffic Engineering & Safety Group.
3. The applicant shall submit a HIGHWAY WORK PERMIT APPLICATION (PERM 33-COM). It must be signed by the applicant and the name/address provided. The new PERM form combines a three-stage application with an interactive checklist. The PERM 33-COM will replace use of the standard PERM 33 application for commercial work permit applications. The PERM 33-COM provides assistance in determining what studies, if any, may be required, provides direction to standard details, and clearly outlines what is to be shown on a plan submission. It is expected that with the use of this document, packages will be more complete, and review time will ultimately be reduced: The Applicant can access the PERM 33-COM and PERM 51 at <https://www.dot.ny.gov/divisions/operating/oom/transportation-systems/traffic-operations-section/highway-permits/commercial>
4. The items noted above shall be forwarded to the Regional Highway Work Permit Coordinator (address below).
5. Submit one complete set of the planning documents described below to each of the following:

Regional Highway Work Permit Coordinator  
NYS Department of Transportation  
4 Burnett Blvd.  
Poughkeepsie, NY 12603

Chris Lee, Permit Engineer  
NYS Department of Transportation  
Residency 8-9  
1 Dana Rd  
Valhalla, NY 10595

#### Planning Documents:

1 set of plans in paper and PDF format, 1 copy of drainage study/SWPPP in PDF format, 1 copy of Synchro analysis of affected intersections on disc, 1 copy of the Traffic Impact Study (TIS) in PDF format. The Traffic Impact Study shall include traffic signal analyses for the nearby signalized intersections.

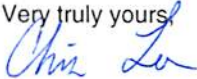
A Priority Investigation Locations (PIL) has been identified near this development. It is on Boston Post Rd between reference marker 1 8703 5001 and 1 8703 5008 (High St to Willow St). A Highway Safety Investigation (HSI) study and proposed mitigation is required for these PIL segments. Please contact Region 8 Safety Program for guidance.

The Department also provides the following early comments:

- A complete traffic analysis using Synchro will be required with the actual Synchro files used in the analysis to be submitted to the Department. The DEIS shows detailed traffic volumes and turning movements for the development. Since office and retail tenants are not known yet, these numbers will have to be revised as tenants are established.
- The proposed intersection improvements and sidewalk will require widening of Boston Post Rd. This will require land donations so that the entire highway and sidewalks are within the State ROW.
- The site plan shows modification to the High St intersection, converting it to a right in, right out-only intersection. Vehicles turning right from High St and intending to proceed south on Boston Post Rd would have to weave across the lane leading to the I287 entrance ramp. This movement may cause operational issues.

The aforementioned documents should be returned to the undersigned so that a project review may be authorized.

Very truly yours,



Chris Lee  
Permit Engineer, South Westchester County

cc: Michael Sassi, Regional Highway Work Permit Coordinator