

**VILLAGE OF PORT CHESTER  
BOARD OF TRUSTEES  
Meeting, Monday, May 16, 2016  
Regular Meeting: 7:00 P.M.  
KING STREET ELEMENTARY SCHOOL  
AUDITORIUM  
697 King Street  
Port Chester, New York**

**AGENDA**

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

<b>I</b>	<b>PUBLIC COMMENTS</b>	
<b>II</b>	<b>RESOLUTIONS</b>	<b>ACTION</b>
1	Capitol Theatre Zoning Amendment: SEQRA Determination of Significance and Zoning Text Amendments	
2	Accepting the Offer of Dedication of Nella Way as a Village Street	
3	Resolution by the Board authorizing the Village Manager to enter into 2 year contract with Hubbard's Cupboard LLC for meals for IIC1, IIC2 & WIN for 2016-201	
4	Resolution to appoint special counsel regarding personnel complaint	
<b>IV</b>	<b>CORRESPONDENCE</b>	<b>ACTION</b>
1	From Clorinda Agugliaro on her resignation from the Traffic Commission.	
2	Request for Road Closure from Saint Frances on July 23, 2016 for Annual Bazaar	
3	From Thomas A. Edison School regarding the closure of Rectory Street between Locust Avenue & Orchard Street on June 10, 2016 from 8:30 a.m. to 2:30 p.m. for their Annual Fun Day.	
4	Sponsorship for the Bolivian Day Parade	
5	From Wendy Rodriguez regarding repairing damages to her home.	
6	From Harry Howard Hook & Ladder Co. No. 1 on the resignation of Ryan Cantatore	
7	From Harry Howard Hook & Ladder Co. No. 1 on dropping Greg Fragiaco from the rolls of the Company.	
8	From Harry Howard Hook & Ladder Co. No. 1 on dropping Greg O'Brian from the rolls of the Company	

9	From Mellor Engine & Hose Co. No. 3, Inc. regarding the resignation of Christopher Petrowski from active membership	
10	From Mellor Engine & Hose Co. No. 3, Inc. regarding the resignation of Edwin Villa from active membership.	
11	From Mellor Engine & Hose Co. No. 3, Inc. regarding the election of Joseph Galasso to active membership	
<b>V</b>	<b>PUBLIC COMMENTS AND BOARD COMMENTS</b>	

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

# PUBLIC COMMENTS

# RESOLUTIONS



VILLAGE OF  
**PORT CHESTER**

222 Grace Church Street, Port Chester, New York 10573

**RES - 01**  
**BOT 5-16-2016**

**AGENDA MEMO**

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

**BOT Meeting Date:** 5/16/2016

**Item Type:** Resolution

<b>Sponsor's Name:</b>	Anthony Cerreto, Village Attorney
<b>Sponsor's Name:</b>	Eric Zamft, Director of Planning & Economic Development
<b>Sponsor's Name:</b>	Kevin Donohue, Building Inspector

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>		
			Transit Oriented 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)*

Capitol Theatre Zoning Amendment: SEQRA Determination of Significance and Zoning Text Amendments

**Summary**

On January 4, 2016, the Capitol Theatre, LLC/Capitol Enterprises, Inc. (the "Applicant") filed a petition for a proposed zoning text amendment to the Village Code, Chapter 345, which seeks to modify Section 345-14(A)(3), with supporting documents requesting that the Board place the matter on the Board's agenda for review and consideration (the "Petition"). The Petition seeks to remove the off-street parking requirements for cabarets, theaters and catering and events establishments in the C5 Train Station

Mixed-Use District contending that this would enhance the viability and growth of businesses located in the downtown business district. The Applicant has since made a presentation to the Board more fully describing the Petition.

At the February 16, 2016 Board meeting, the Board accepted the Petition for consideration and review, referred the matter to the Planning Commission for their review and comments, and declared their intent to be Lead Agency under the New York State Environmental Quality Review Act ("SEQRA").

In a February 29, 2016 letter, Westchester County stated that they reviewed the zoning petition under the provisions of Section 239 L, M and N of the General Municipal Law and Section 277.61 of the County Administrative Code and found the proposed zoning amendment to be a matter for local determination. No other involved agencies responded with an objection to the Board being the Lead Agency.

At the March 21, 2016 Board meeting, the Board declared itself Lead Agency, scheduled a public hearing for April 18, 2016, and directed staff to hold a parking workshop on the day of an event to observe parking conditions in the downtown. In response, and after a competitive procurement process, staff retained the RBA Group, a nationally recognized expert in parking management.

At its March 28, 2016 meeting, the Planning Commission discussed the Petition and stated that they would reserve comment until the results of the workshop were available. At its April 25, 2016 meeting, the Planning Commission discussed the Petition and RBA Group memorandum and provided comments, as encapsulated in April 26, 2016 correspondence.

On March 30, 2016, a workshop was held to discuss parking conditions in the downtown area and specific to the Capitol Theatre. The workshop included a walking tour. The RBA Group led the workshop and remained in the downtown area to observe the conditions before, during, and after a show at the Capitol Theatre. The RBA Group returned to observe the conditions on Friday, April 8, 2016, to capture a weekend performance. The RBA Group's observations are included in an April 14, 2016 memorandum.

At the April 18, 2016 Board of Trustees meeting, the Board held a public hearing on the question of enactment of Local Law No. I- of 2016, being a Local Law amending the official zoning map and the text of Chapter 345, Article XVI of the Village Code (Zoning). The public hearing included a presentation from the RBA Group, input from the public, and questions from the Board. Some of the discussion involved the potential to expand the zoning amendment beyond the C5 District to include the C5T and C2 Districts as well. At the April 18, 2016 meeting, the public hearing was closed and the Board directed staff to prepare the necessary documentation regarding the SEQRA Determination of Significance and the adoption of the Applicant's specific zoning petition, as opposed to including other districts as well.

Prior to the May 2, 2016 Board of Trustees meeting, the Applicant proposed to implement the recommendations of the April 14, 2016 memorandum from the RBA Group. Namely:

1. Encourage employees to park in locations further removed from the Capitol Theatre
2. Provide or fund "wayfinding"/directional signage that conforms to Village signage standards to be placed in strategic locations in the Village
3. Edit the Capitol Theatre's website parking page to include flow arrows to/from parking lots for vehicles and pedestrians
4. Consider limiting the need for the leased parking areas on an event-by-event basis

At the May 2, 2016 Board of Trustees meeting the matter was postponed to the May 16, 2016 meeting due to inquiry by members of the Board regarding violations served to the Applicant and the need to discuss the matter with the Village Attorney. The Village Attorney subsequently provided correspondence to the Board.

Given all of the above, there are two separate matters that need to be resolved:

1. **SEQRA Determination of Significance** – The Board is the Lead Agency under SEQRA. Staff has reviewed the provided material and has prepared a Short Environmental Assessment Form (“EAF”) Part 3, which includes a suggested determination of significance – i.e., a Negative Declaration. This would complete the SEQRA process.
2. **Zoning** – Once the SEQRA process is completed, the Board has the ability to make a determination on the actual zoning text and map amendment, as formulated in Local Law No. I-\_\_ of 2016.

Therefore, if the Board is favorable to the Petition, the attached resolutions undertake the following actions:

1. Adopts the SEQRA Determination of Significance
2. Adopts the Local Law

<b>Attachments</b>
<ul style="list-style-type: none"><li>• Short Environmental Assessment Form (EAF) Part 1</li><li>• Department of Planning &amp; Economic Development memorandum, including EAF Part 2</li><li>• RBA Group Memorandum</li><li>• Planning Commission Correspondence</li><li>• EAF Part 3 (Negative Declaration)</li><li>• Proposed Local Law</li></ul>

# Short Environmental Assessment Form

## Part 1 - Project Information

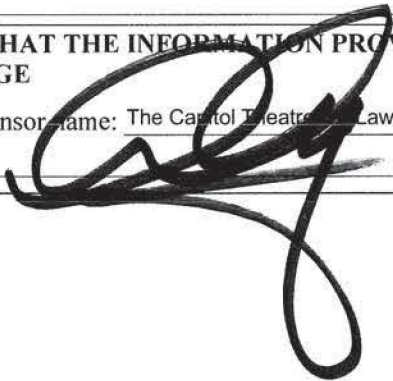
### Instructions for Completing

**Part 1 - Project Information.** The applicant or project sponsor is responsible for the completion of Part 1. 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.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

<b>Part 1 - Project and Sponsor Information</b>		
The Capitol Theatre, LLC/Capitol Enterprises, Inc. c/o Law Office of Anthony R. Tirone, Esq., P.C.		
Name of Action or Project: Zoning Code Text Amendment to Village of Port Chester Code Section 345-14 (A.) (3)		
Project Location (describe, and attach a location map): C5 Train Station Mixed-Use District, Port Chester, New York 10573		
Brief Description of Proposed Action: The proposed action involves making a zoning code text amendment to Village of Port Chester Code Section 345-14 (A.) (3) to remove off street parking requirements in the C5 Train Station Mixed-Use District		
Name of Applicant or Sponsor: The Capitol Theatre, LLC/Capitol Enterprises, Inc. c/o Law Office of Anthony R. Tirone	Telephone: (914) 686-7007	
	E-Mail: arty@artironelaw.com	
Address: 202 Mamaroneck Avenue, Suite 500		
City/PO: White Plains	State: New York	Zip Code: 10601
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.	NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:	NO <input type="checkbox"/>	YES <input type="checkbox"/>
3.a. Total acreage of the site of the proposed action? _____ acres b. Total acreage to be physically disturbed? _____ acres c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres		
4. Check all land uses that occur on, adjoining and near the proposed action. <input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban) <input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____ <input type="checkbox"/> Parkland		



<p>18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)?          If Yes, explain purpose and size: _____          _____          _____</p>	<p><b>NO</b></p> <p><input type="checkbox"/></p>	<p><b>YES</b></p> <p><input type="checkbox"/></p>
<p>19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility?          If Yes, describe: _____          _____          _____</p>	<p><b>NO</b></p> <p><input type="checkbox"/></p>	<p><b>YES</b></p> <p><input type="checkbox"/></p>
<p>20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste?          If Yes, describe: _____          _____          _____</p>	<p><b>NO</b></p> <p><input type="checkbox"/></p>	<p><b>YES</b></p> <p><input type="checkbox"/></p>
<p><b>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b></p> <p>Applicant/sponsor name: <u>The Capitol Theatre Law Office of Anthony R. Tirone</u>      Date: <u>December 28, 2015</u></p> <p>Signature: </p>		



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

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

Eric Zamft, AICP, Director  
Andrea Sherman, Planner  
Constance Phillips, Planning Commission Secretary

To: Board of Trustees  
From: Eric Zamft, AICP, Director of Planning & Economic Development  
cc: Christopher Steers, Village Manager; Tony Cerreto, Village Attorney  
Date: April 14, 2016  
Re: Capitol Theatre Rezoning Review

Members of the Board,

This memorandum provides a summary of the Department of Planning & Economic Development's review of the Capitol Theatre Rezoning Petition (the "Petition"), submitted by the Capitol Theatre, LLC/Capitol Enterprises, Inc. (the "Applicant").

Background:

On January 4, 2016, the Applicant filed a petition for a proposed zoning text amendment to the Village Code, Chapter 345, which seeks to modify Section 345-14(A)(3), with supporting documents requesting that the Board place the matter on the Board's agenda for review and consideration (the "Petition"). The Petition seeks to change restrictions with respect to parking requirements for the C5 Train Station Mixed-Use District contending that this would enhance the viability and growth of businesses located in the downtown business district. At the February 16, 2016 Board meeting, the Board accepted the Petition for consideration and review, referred the matter to the Planning Commission for their review and comments, and declared their intent to be Lead Agency under the New York State Environmental Quality Review Act ("SEQRA"). At the March 21, 2016 Board meeting, the Board declared itself Lead Agency and scheduled a public hearing for April 18, 2016.

When the Petition was first received, staff indicated that since transportation and parking are at the core of the petition from an impact perspective, in order to properly evaluate the requested zoning amendment or undertake the necessary SEQRA review on behalf of the Board, a greater understanding of existing parking conditions within the downtown area, the Applicant's current parking usage, and the potential impact of the Petition beyond the project site on the availability of parking in the downtown area was necessary. To that end, and per the Board's direction, on March 30, 2016, a workshop was held to discuss parking conditions in the downtown and specific to the Capitol Theatre. The workshop included a walking tour. The RBA Group, nationally recognized experts on parking management, led the workshop and remained in the downtown to observe the conditions before, during, and after a show at the Capitol Theatre. The RBA Group returned to observe the conditions on Friday, April 8, 2016, to capture a weekend performance. The RBA Group's observations are included in an April 14, 2016 memorandum. These observations were key to the Department's review of the Petition.

Greg Del Rio from the RBA Group will be present at the April 18, 2016 Board meeting to provide a presentation on Parking Management and to discuss his observations.

Analysis:

- **Consistency with 2012 Village Comprehensive Plan:** The area proposed for rezoning is within the Downtown/Train Station Subarea of the Higher Intensity Planning Zone in the Comprehensive Plan. While the land use strategies for the subarea are not specific to parking, the overall land use theme is to encourage mixed-use and transit-oriented development (TOD). Additionally, the rezoning is consistent with a number of the Comprehensive Plan's more general recommendations, including:
  - *Historic and Cultural Resources Recommendation #2:* Sustain and strengthen the vibrant arts and cultural community that contributes to the economy, education, employment and quality of life throughout the Village.
  - *Historic and Cultural Resources Recommendation #3:* Continue to integrate the arts and entertainment into the Village's economic development activities.
  - *Economic Development Recommendation #1:* Strengthen and expand economic opportunity and the Village's tax base by focusing efforts on retaining and expanding existing businesses and attracting new businesses.
  - *Economic Development Recommendation #3:* Increase Port Chester's retail capture rate by improving the profitability of commercial businesses and recruiting new establishments based on market demand.

As noted in a February 10, 2016 memorandum from this Department, to fully understand the potential future demands of residents and businesses a full parking study would need to occur. As has been discussed at previous Board meetings, the IDA is currently contemplating a Mobility and Parking Management Plan. Such Plan would respond to the following Comprehensive Plan recommendations:

- *Transportation Recommendation #5:* Develop a comprehensive approach to parking that addresses parking needs both in residential neighborhoods and in the Downtown.
  - *Infrastructure Recommendation #7:* Maintain and enhance public infrastructure and services to meet current and future demands of residents and businesses.
- **SEQRA Review:** The Board of Trustees determined that the Amended Petition (the "Proposed Action" in SEQRA terms) is an Unlisted Action. Per 617 and the instructions to filling out the various Short Environmental Assessment Form ("EAF") forms, the Short EAF Part 1 sets the project and setting is the responsibility of an applicant or project sponsor. The Short EAF Part 2 is designed to help the lead agency inventory all potential resources that could be affected by a proposed project or action and is the responsibility of the lead agency. Following that guidance, the Applicant provided a Short EAF Part 1. As the Petition is a zoning

petition on its own, only certain questions within the Short EAF Part 1 are necessary to answer. To that end, the Department of Planning & Economic Development's suggests that the Short EAF Part 1 has been completed sufficiently by the Applicant. Attached please find a draft of a completed Short EAF Part 2, prepared by the Department of Planning & Economic Development. Similar to the Short EAF Part 1, as this is a zoning petition, most of the listed resources are not anticipated to be impacted as a result of the rezoning. The draft EAF Part 2 identifies the following resource that may be impacted by the Petition:

- *5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?*

#### Next Steps:

After the Board of Trustees opens and then closes the public hearing, should the Board wish to further the Petition, the following steps would need to be taken by the Board:

- **Short EAF Part 3** – Direct the Department of Planning & Development to prepare a draft Short EAF Part 3 for the Board of Trustees' consideration, based upon the above analysis, as well as any comments or testimony received during the public hearing. The Short EAF Part 3 provides the reasons in support of the SEQRA determination of significance.
- **SEQRA Environmental Determination** – Based on the analysis in Short EAF Part 3, the Board of Trustees would then decide whether to require an environmental impact statement to further assess the proposed action or whether available information is sufficient to conclude that the proposed action will not have a significant adverse environmental impact. This would complete the SEQRA process. Based upon the information provided, the Department of Planning & Economic Development does not suggest that an environmental impact statement is necessary.
- **Zoning Determination** – Should the Board determine that the Petition would not have a significant adverse environmental impact, it could then consider the adoption of the proposed zoning amendment.

It should be noted that the Planning Commission tabled the discussion of the Petition at its March 28, 2016 meeting until the parking workshop results were provided. The Planning Commission anticipated discussing the Petition at its April 25, 2016 meeting and providing its comments to the Board. Such comments would be available for the Board's consideration at the next Board meeting on May 2, 2016.

## **Short EAF Part 2**

Project:

Date:

***Short Environmental Assessment Form***  
***Part 2 - Impact Assessment***

**Part 2 is to be completed by the Lead Agency.**

Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept "Have my responses been reasonable considering the scale and context of the proposed action?"

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Will the proposed action result in a change in the use or intensity of use of land?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Will the proposed action impair the character or quality of the existing community?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Will the proposed action impact existing:		
a. public / private water supplies?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. public / private wastewater treatment utilities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11. Will the proposed action create a hazard to environmental resources or human health?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

# Memorandum

**To:** Eric Zamft, Director of Planning and Economic Development

**From:** Greg Del Rio

**Date:** April 14, 2016

**Re:** Village of Port Chester – Capitol Theatre Event Parking

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This memorandum summarizes parking conditions in downtown Port Chester before and during evenings when an event is occurring at the Capitol Theater. The intent of the observations was to assess existing parking conditions in the downtown area; determine the effect on parking resulting from Capitol Theater events; understand how the parking lots leased and operated by the Capitol Theater are utilized during an event; identify any potential parking management strategies to improve conditions during an event; and determine the effectiveness of the existing parking regulations.

## Introduction

This parking assessment was requested by the Village of Port Chester and will support their determination regarding the Capitol Theatre's petition to remove the off-street parking restrictions for cabarets, catering and events establishments and theaters in the C5 Train Station Mixed Use District.

A meeting was held on March 30<sup>th</sup> with various Village representatives, Capitol Theatre representatives, other stakeholders, and the RBA Group Engineer. The meeting included a discussion of parking issues and conditions during Capitol Theatre events, as well as a brief presentation by RBA to introduce the participants to general Parking Management Strategies for Downtown environments.

The Parking Management presentations provided examples of best practices, and strategies implemented in other similar settings. Progressive parking strategies to manage both parking demand and supply can also reinforce urban design, environmental sustainability, economic revitalization, civic engagement, and public policy. These strategies involve pricing, shared parking concepts, applications of the latest technology, and encouraging alternate modes of transportation. RBA's unique approach to parking management includes the sustainable incremental principles of Reduce, Reuse, Recycle.

- Reduce - parking demand through demand strategies such as enhancement of alternative travel modes, walkability, bicycle infrastructure, transit access, wayfinding, and encouragement of increased vehicle occupancy.

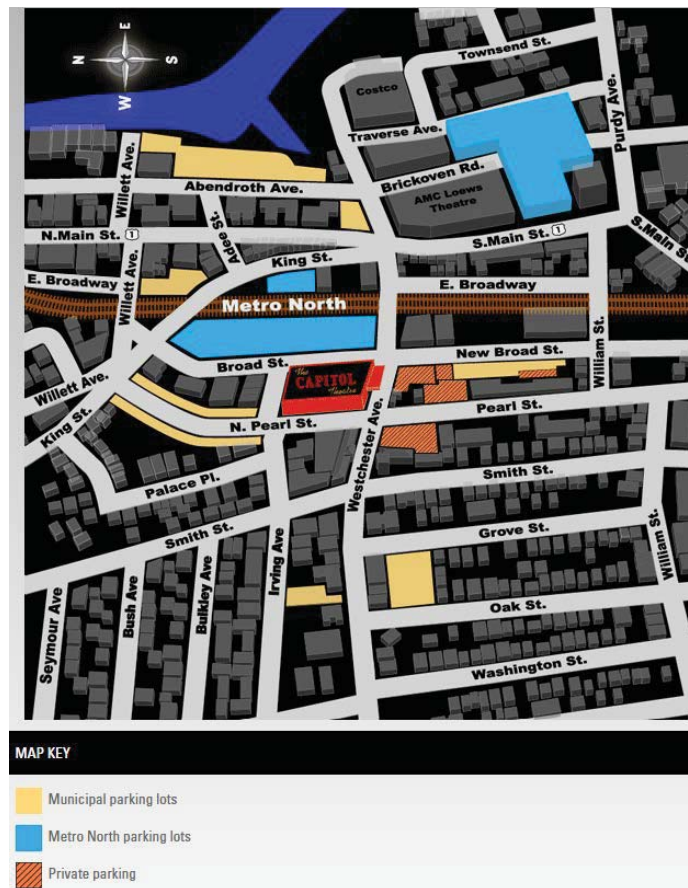
- Reuse - existing parking supply more efficiently through strategies such as regulations, pricing, permits, technology such as smart signs and phone/web applications, zoning, shared-parking, as well as operations.
- Recycle - parking areas to provide additional supply through strategies such as restriping, new surface or structured parking, lifts, valet, and shuttles/remote lots.

### Summary of Observations

Observations were conducted during two separate events representing a typical mid-week evening condition and a peak Friday evening condition. The events were Joe Satriani on Wednesday, March 30<sup>th</sup>, and Lettuce on Friday, April 8<sup>th</sup>.

Parking conditions were observed for a large area surrounding the Capitol Theater, including Haseco Avenue (Public Library) to the west, private lots along the waterfront to the east (the “Marina Lot”), “Waterfront” Parking Garage to the south, and Highland Street/Mill Street to the north. The study area is shown in the figure below, which is from the Capitol Theatre’s website.

The MTA owns three of the parking areas, all of which have a mix of permit and metered spaces, and unregulated during weekends. The three lots include the main lot west of the tracks off Broad Street, a smaller lot east of the tracks off King Street, and the second floor of the “Waterfront” Parking Garage.



All public parking spaces west of Main Street and on Main Street (on-street and off-street) have uni-meter pay-stations, with payment required until 9pm. Spaces east of Main Street are free. The 2<sup>nd</sup> floor of “The Waterfront at Port Chester” parking garage is operated by the LAZ Parking under contract to the MTA, and available for general parking at metered spaces. While the Capitol Theater website states these spaces are free after 4:30pm weekdays, the signs at the pay-stations indicate parking is only free on weekends and holidays.



“Joe Satriani” on Wednesday, March 30<sup>th</sup>

Overview: There was available parking throughout the surrounding area during the course of observations from 6pm through 9pm.

- The MNR Lot was close to full at 6pm, but spaces emptied during the course of the night, with more than half available after 9pm. The metered spaces were full by 9pm with little turnover after 8:30pm, but consistently turned-over prior as the evening progressed from commuters leaving to evening patrons/visitors arriving.
- The same effect was observed at the metered spaces along New Broad Street and King Street among other block faces such as Irving Avenue, with several available spaces at each of these location at 9pm, except New Broad Street, which was full by 8:30pm.
- Oak Street Lot was about a third utilized.
- Irving Street Lot was close to full (though most appeared due to T&J’s Italian Restaurant).
- East of Main Street, the Marina Lot was full most of the night, Costco had ample spaces available, and the 2<sup>nd</sup> floor of the garage had less than 100 cars after 7pm.
- Pedestrians were observed walking for Main Street, as well as parking south of Main Street during the course of the evening, indicating that a fair portion of Theater patrons are visiting the area restaurants, and/or using available free parking east of Main Street.
- The three lots operated by the Capitol Theater all had available spaces, with a total of about 60 total vehicles parked at 9pm. *(Note: the New Broad Street lot has approximately 40 spaces, and many were filled prior to 6pm. Some cars were observed leaving over the course of the night. So it is unclear what portion of the demand is related to the Capitol Theater).*

“Lettuce” on Friday, April 8<sup>th</sup>

Overview: Parking demands were noticeably greater during the Friday evening peak than mid-week. There was less available parking throughout the surrounding area during the course of observations from 6pm through 9pm than during a weekday, however there were available spaces at most lots and some blocks curbside, except for a brief period from approximately 8:30 to 9:00pm.

- The MNR Lot was close to full at 6pm, became about half empty by 7pm, then backfilled close to capacity during the course of the night with about 20 spaces available at 9pm. The metered spaces were full by 9pm, but consistently turned-over as the evening progressed from commuters leaving to evening visitors arriving. In addition to Theatre patrons, a fair portion of the MNR demand appeared related to the Heartland Brewery.
- The same effect was observed at the metered spaces along New Broad Street and King Street among other block faces. Most of these spaces were full between 8 and 9pm, but some started to become available after 9pm. Presumably these are restaurant patrons beginning to leave the downtown. Once again, Irving Street spaces west of Poningo Street remained underutilized.
- Oak Street Lot was about a half utilized, and Irving Street Lot was close to full (though again, most appeared due to T&J’s Italian Restaurant).
- East of Main Street, the Marina Lot was full most of the night, Costco had ample spaces available, and the 2<sup>nd</sup> floor of the garage had no more than 150 cars after 7pm. *The cars parked on the second floor did not appear to turn over significantly during observations, indicating that Theatre patrons may not be finding this option.*
- Pedestrians were observed walking for Main Street, as well as parking south of Main Street during the course of the evening, indicating that a fair portion of Theater patrons are visiting the area restaurants, and/or using available free parking east of Main Street.
- The three lots operated by the Capitol Theater all had available spaces, with a total of about 82 total vehicles parked at 9pm. *(Note: the New Broad Street lot has approximately 40 spaces, and many were filled prior to 6pm. Some cars were observed leaving over the course of the night. Again, it is unclear what portion of the demand is related to Capitol Theatre, though apparent that demand was higher than midweek evenings).*



Capitol Theater Leased and Operated Lots During Events

The Capitol Theater leases three parking lots within a block walk of the Theater. They are attended by a vendor who operates the lots during events, and charges \$20 per vehicle. The following reflects supply and demand on the Friday evening peak at 9:00 pm.

	<b>Capacity (Striped)</b>	<b>Utilization (Peak at 9pm)</b>
1- New Broad St Lot	40	40
2 – Neri’s Lot	41	15
3 – Church Lot	36	27
<b>Total</b>	<b>117</b>	<b>82</b>

Findings

During mid-week events, it appears there is generally ample parking available throughout the study area. If the three leased parking lots were not included in the parking supply, the remaining public and private parking supply throughout the study area would provide enough capacity to accommodate the demand (roughly 60 spaces) and still have some reserve capacity.

Peak Friday evening events experience greater overall demands, generally due to the restaurant and pub patrons. The Theater-operated parking lots also experienced greater demands (roughly 80 spaces), and it is likely that some impact and inconvenience would be experienced throughout the study area, particularly west of Main Street, if these lots were not available.

Spaces east of Main Street remained underutilized during both events, except for the Marina Lot.

The Neri’s Bakery Lot, which is leased by the Theater, was underutilized with about 15 cars parked during both events.

Based upon these observations, even if all three leased lots were removed as options, during a mid-week event it would be anticipated that there would still be enough capacity in the study area to accommodate event demand. The same, however, would not be true for a weekend event, especially the more popular acts. There is reliance on the lots to provide capacity necessary to accommodate popular weekend events.

Recommendations

Encourage Capitol Theater/Garcias’s employees to park east of Main Street or other remote parking areas.

Consider “Event Wayfinding Signs” to direct to “The Waterfront at Port Chester” parking garage, 2<sup>nd</sup> Floor. This is typically provided as part of the Parking Management plan implemented by the

Venue. The schematic plan is developed for implementation, and reviewed by the local municipality, including Police Department. The schematic Plan shows sign type and content (wording, arrows), sign location, and time period for display. They typically direct vehicles arriving from the major access routes, such as the interstate system.

Edit the Capitol Theater's website parking page to include flow arrows to/from parking lots for vehicles and pedestrians.

Consider limiting the need for the leased parking on an event-by-event basis. The elimination of the Neri's Bakery Lot is not anticipated to have a significant impact on most nights. (Note: discussion with valet operator indicated some peak events, such as Phil Lesh, do experience greater demands).



Gregg Gregory, Chairman

## Village of Port Chester Planning Commission

Anthony Baxter  
Peter Coperine  
Ciro Cuono  
Joseph Montesano  
Christopher Summa  
Michael Scarola

To: Board of Trustees  
From: Planning Commission  
Date: April 26, 2016  
Re: Capitol Theatre Zoning Petition

The petition by Capitol Theatre, LLC/Capitol Enterprises, Inc. (the “Applicant”) for a zoning text amendment to Chapter 345 of the Village Code to remove the off-street parking requirements for cabarets, catering and events establishments, and theaters in the C5 Train Station Mixed Use District (the “Petition”) was referred to the Planning Commission on February 16, 2016.

At the March 28, 2016 Planning Commission meeting, we discussed the Petition and stated that we would reserve comment until the results of the March 30, 2016 parking workshop were available. A representative from the Planning Commission attended the parking workshop. At the April 25, 2016 Planning Commission meeting, we discussed the Petition, the parking workshop, the memorandum prepared by the RBA Group, and the Board of Trustees’ April 18, 2016 public hearing. Based upon that discussion and the information that is before us, we offer the following comments for your consideration:

- There appears to be areas of underutilized parking in the Village, but people are unaware of the locations or the availability
- Although people desire to park close to their destination, many will park more remotely where parking is priced lower or free
- In general, with regards to downtown Port Chester, there is a need for additional, more prominent, and better designed signage and wayfinding to available parking
- Therefore, the Planning Commission suggests that as part of the Board of Trustees’ consideration of the Petition, the Applicant should develop a coherent signage plan and strategy to help direct patrons to and from events
- In addition, the Planning Commission suggests that six months or one year in the future, the traffic and parking conditions be re-affirmed to ensure that traffic and parking impacts did not occur

Respectfully,  
Gregg Gregory  
*Planning Commission Chairman*

cc: C. Steers  
T. Cerreto  
E. Zamft  
C. Phillips

Project:

Date:

### **Short Environmental Assessment Form Part 3 Determination of Significance**

For every question in Part 2 that was answered “moderate to large impact may occur”, or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

The Proposed Action involves making a zoning code text amendment to Village of Port Chester Code Section 345-14(A)(3) to remove the off-street parking requirements for cabarets, catering and events establishments and theaters in the C5 Train Station Mixed Use District. The Board of Trustees has been established as the Lead Agency for this matter.

In order to evaluate the potential impact on traffic and parking conditions, the Village held a parking workshop to discuss the Proposed Action and retained a consultant to lead the workshop and observe conditions on the days of a weekday and weekend event at the Capitol Theatre. Although the workshop and observations did not indicate that there would be a "moderate to large impact" as a result of the Proposed Action, the Applicant proposes to implement the recommendations of the April 14, 2016 memorandum from the RBA Group as measures to avoid or reduce impacts. Namely:

1. Encourage employees to park in locations further removed from the Capitol Theatre
2. Provide or fund "wayfinding"/directional signage that conforms to Village signage standards to be placed in strategic locations in the Village
3. Edit the Capitol Theatre's website parking page to include flow arrows to/from parking lots for vehicles and pedestrians
4. Consider limiting the need for the leased parking areas on an event-by-event basis

Given that the petition is for a rezoning, the proposed mitigation measures, and based on the Board's review of the Short Environmental Assessment Form (“EAF”) Parts 1 and 2, comments from the Planning Commission, a letter from Westchester County Planning, the Department of Planning & Economic Development’s memorandum, a memorandum from the RBA Group, and comments received at the public hearing, the Proposed Action is not expected to result in any significant adverse environmental impacts that would rise to the level of significance required for a Positive Declaration.

- Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.
- Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.

Village of Port Chester Board of Trustees	May 16, 2016
Name of Lead Agency	Date
Dennis Pilla	Mayor
Print or Type Name of Responsible Officer in Lead Agency	Title of Responsible Officer
Signature of Responsible Officer in Lead Agency	Signature of Preparer (if different from Responsible Officer)

LOCAL LAW NO. I- of 2016

A LOCAL LAW AMENDING TEXT OF CHAPTER 345 OF THE VILLAGE CODE TO REMOVE THE PARKING REQUIREMENTS FOR CABARETS, CATERING AND EVENTS ESTABLISHMENTS AND THEATERS IN THE C5 TRAIN STATION MIXED-USE DISTRICT

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

SECTION 1: The Code of the Village of Port Chester, Chapter 345, Article IV, 345-14(A)(3) is hereby amended as follows:

Requirements for off-street parking facilities shall be applicable in all districts except the Central Business District. which district shall be defined as all lands located in the C2 Main Street Business District, the C5 Train Station Mixed- Use District, and the C5T Downtown Mixed-Use Transitional District (except that cabarets, catering and events establishments and theaters located in the C2 Main Street Business District [, the C5 Train Station Mixed-Use District,] and the C5T Downtown Mixed-Use Transitional District shall provide off-street parking according to the requirements applicable to those uses.)

SECTION 2: Severability

If any provision of this local law is held to be invalid or unenforceable in whole or in part, such invalidity or unenforceability shall attach only to such provision or part thereof and the remaining part of such provision and all other provisions shall continue to be in full force and effect.

SECTION 3: Effective Date

This local law shall take effect immediately as provided by law upon due publication and filing with the Secretary of State.

[Brackets] denote wording to be DELETED.

Underlined denote wording to be ADDED

## RESOLUTION

### ADOPT A NEGATIVE DECLARATION UNDER STATE ENVIRONMENTAL QUALITY REVIEW ACT (SEQRA) WITH REGARD TO THE PETITION OF CAPITOL THEATRE LLC/CAPITOL ENTERPRISES, INC.

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, on January 4, 2016 the Capitol Theatre, LLC/Capitol Enterprises, Inc. (the "Applicant") duly filed a petition for a proposed zoning text amendment to the Village Code, Chapter 345, which seeks to modify Section 345-14(A)(3), with supporting documents requesting that the Board place the matter on the Board's agenda for review and consideration (herein referred to as the "Petition"); and

WHEREAS, the Petition seeks to change restrictions with respect to parking requirements for the C5 Train Station Mixed-Use District in order to enhance the viability and growth of businesses located in the downtown business district; and

WHEREAS, at a duly noticed meeting on February 16, 2016, the Board accepted the Petition for consideration and review, referred the matter to the Planning Commission for their review and comments, found that the Proposed Action is an Unlisted Action pursuant to the New York State Environmental Quality Review Act ("SEQRA") and the regulations at 6 NYCRR Part 617, and noticed its intent to serve as Lead Agency for the purposes of a coordinated review to interested and involved agencies; and

WHEREAS, all involved agencies advised that they did not object to the Board's designation as Lead Agency or more than 30 days had elapsed since notification of the Board's notice of intent; and

WHEREAS, at a duly noticed meeting on March 21, 2016, the Board declared itself as Lead Agency under SEQRA and scheduled a public hearing for April 18, 2016; and

WHEREAS, a parking workshop, led by the RBA Group, was held to discuss the Petition and the potential impact to parking and transportation in the downtown area;

WHEREAS, the RBA Group prepared a memorandum on April 14, 2016 summarizing the workshop and their observations of parking conditions on the day of an event (the "RBA Memorandum");

WHEREAS, the Board open and closed a public hearing on the Petition on April 18, 2016; and

WHEREAS, the Planning Commission discussed the Petition and the RBA Memorandum at its April 25, 2016 meeting and provided comments, as encapsulated in the April 25, 2016 correspondence; and

WHEREAS, the Applicant has proposed measures to help avoid or reduce impacts, as recommended in the RBA Memorandum;

WHEREAS, with the proposed measures, staff recommends that the Board of Trustees adopt a determination that the Proposed Action would not have a significant adverse environmental impact; and

WHEREAS, the Board has reviewed and carefully considered the EAF Parts 1, 2, and 3, board and public comments, RBA memorandum, and the recommendations of its staff.

NOW, THEREFORE, be it

RESOLVED, that the Board of Trustees hereby determines that the Proposed Action will not have a significant adverse impact on the environment for the reasons set forth in the accompanying Negative Declaration, which is incorporated hereto and made a part hereof; and be it further

RESOLVED, that the Village Clerk is directed to undertake all filings and service of this Resolution pursuant to the regulations governing SEQRA at 6 NYCRR 617.12.

Approved as to Form:

---

Village Attorney, Anthony Cerreto

RESOLUTION

ADOPTING LOCAL LAW NO. \_ OF 2016 AMENDING TEXT OF CHAPTER 345 OF THE VILLAGE CODE TO REMOVE THE PARKING REQUIREMENTS FOR CABARETS, CATERING AND EVENTS ESTABLISHMENTS AND THEATERS IN THE C5 TRAIN STATION MIXED-USE DISTRICT

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, on January 4, 2016 the Capitol Theatre, LLC/Capitol Enterprises, Inc. (the “Applicant”) duly filed a petition for a proposed zoning text amendment to the Village Code, Chapter 345, which seeks to modify Section 345-14(A) (3), with supporting documents requesting that the Board place the matter on the Board’s agenda for review and consideration (herein referred to as the “Petition”); and

WHEREAS, the Petition seeks to remove the off-street parking requirements for cabarets, catering event establishments and theaters in the C5 Train Station Mixed-Use District in order to enhance the viability and growth of businesses located in the downtown business area; and

WHEREAS; on April 18, 2016, the Board opened and closed a public hearing on the zoning amendment; and

WHEREAS, on April 25, 2016, the Planning Commission discussed the Petition and provided correspondence of review and comment to the Board of Trustees; and

WHEREAS, at the May 16, 2016 Board of Trustees meeting, the Board determined that under the New York State Environmental Review Act (SEQRA), the Petition would not have a significant adverse impact on the environment if certain measures are implemented.

NOW, THEREFORE, be it

RESOLVED, by the Village of Port Chester Board of Trustees that Local Law No. \_ of 2016, is hereby enacted as follows and effective upon its filing with the New York State Department of State:

**LOCAL LAW NO. \_ of 2016**

A local law amending the text of Chapter 345 of the Village Code, Off Street Parking, Truck Loading and Vehicular Access, to remove the off-street parking requirements cabarets, catering and events establishments and theaters in the C5 Train Station Mixed-Use District; and be it finally

Approved as to Form:

---

Village Attorney, Anthony Cerreto



VILLAGE OF  
**PORT CHESTER**

222 Grace Church Street, Port Chester, New York 10573

**AGENDA MEMO**

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

**BOT Meeting Date:** 5/16/2016

**Item Type:** Public Hearing

<b>Sponsor's Name:</b>	Anthony Cerreto, Village Attorney
<b>Sponsor's Name:</b>	Eric Zamft, Director of Planning & Economic Development
<b>Sponsor's Name:</b>	Vincent Masucci, Village Engineer

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>		
			N/A		
	<b>Yes</b>	<b>No</b>			
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 as indicated below on Agenda)*

Accepting the Offer of Dedication of Nella Way as a Village Street

**Summary**

Background

Graceland Terrace Housing Development Corp. has offered for dedication a road, known as Nella Way, as a village street.

This roadway is part of the now-completed Fox Commons affordable housing project which was facilitated through a public-private partnership with the developer, Westchester County, New York State and the Village.

Pursuant to an agreement between the developer and the Village, the developer is required to transfer ownership of the roadway, and infrastructure improvements which were funded by the County, to the Village.

All interested parties, including the homeowner's association for the development, have requested that the Village proceed to accept the street. State Law requires a public hearing to accept a street.

At the April 4, 2016 Board of Trustees meeting a public hearing was set for April 18, 2016. At the April 4, 2016 meeting a number of questions were raised by members of the Board. The matter was adjourned from the April 18, 2016 to the May 2, 2016 meeting.

At the May 2, 2016 Board of Trustees meeting, the Board held a public hearing on the question of accepting the offer of dedication of Nella Way as a Village street. At the May 2, 2016 meeting, members of the public as well as representatives from the development spoke. In addition, answers were also provided for each of the questions raised by Board members at the April 4, 2016 meeting. These answers were provided in the agenda memorandum and a memorandum from the Village Engineer. In addition, the Board asked if any changes to the Village Code were necessary. Staff responded that such changes were necessary, but only after the acceptance of the street, should the Board choose to do so.

The Board chose to close the public hearing on May 2, 2016 and directed staff to prepare a resolution to accept the offer of dedication of the roadway.

Therefore, if the Board is favorable to the offer, the attached resolution undertakes the following action:

1. Accepts the offer of dedication of Nella Way as a Village street
2. Refers the matter to the Traffic Commission for review and recommendation with respect to appropriate parking regulations along Nella Way

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

<b>Attachments</b>
None

RESOLUTION

ACCEPTING THE OFFER OF DEDICATION OF NELLA WAY AS A VILLAGE 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, by correspondence dated February 24, 2015, Graceland Terrace Housing Development Corp. (the “Developer”) offered for dedication, infrastructure improvements property and the roadway thereon known as Nella Way as a village street which is part of the now-completed Fox Commons Affordable Housing Project (“Project”); and

WHEREAS, the County provided funding to the Village for a new public road to be built (Nella Way) to provide public access to the new soccer fields created on the lower level of Edgewood Park; and

WHEREAS, agreements between the County and the Village and the Developer and the Village for the Project establish that the Developer would transfer ownership of the infrastructure improvements property, which includes the roadway, to the Village; and

WHEREAS, the Developer, Westchester County, and the homeowner’s association for the Project, have requested that the Village proceed to accept the roadway as a Village street and bring this matter to a conclusion; and

WHEREAS, pursuant to State Law, the Board is required to hold a public hearing before taking such action; and

WHEREAS, Village staff has reviewed the record with respect to the Project and has identified all issues to the Board for their consideration; and

WHEREAS, the Board of Trustees held a public hearing on May 2, 2016.

NOW, THEREFORE, be it

RESOLVED, that the Board of Trustees accepts Nella Way as a Village street; and be it further

RESOLVED, that the Board of Trustees refers the matter to the Traffic Commission for a review and recommendation on the appropriate parking regulations on Nella Way.

Approved as to Form:

---

Village Attorney, Anthony Cerreto



VILLAGE OF  
**PORT CHESTER**

222 Grace Church Street, Port Chester, New York 10573

**AGENDA MEMO**

**Senior Community Center**

**Village BOT Meeting Date:** 5/16/2016

**Item Type:** Resolution

Description	Yes	No	Description	Yes	No
Fiscal Impact	x		Public Hearing Required		x
Funding Source: Westchester County/Village			BID #		
Account – Title IIIC1, IIIC2 & WIN			<b>Strategic Plan Priority Area</b>		
			Enhance Organization		
Agreement	x		<b>Manager Priorities</b>		
Strategic Plan Related		x	N/A		

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

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

Resolution by the Board authorizing the Village Manager to enter into 2 year contract with Hubbard's Cupboard LLC for meals for IIIC1, IIIC2 & WIN for 2016-2018

2015. **Summary**

**Background:**

Bids for the Nutrition Program food contract were opened on April 26, 2016, Hubbard's Cupboard LLC was the only bidder. Hubbard's Cupboard has been supplying the food for the senior center & home delivery for the past 15 years, His service and food has been exceptionally good and we recommend that Hubbard's Cupboard be awarded the bid for 2016-2018. Price for the past 3 years has been \$4.69, this bid is \$4.99 per meal.

**Proposed Action**

That the Board of Trustees adopt the Resolution

**Attachments**

**Letter awarding the contract.**

RESOLUTION  
SENIOR NUTRITION PROGRAM

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

WHEREAS, the Village of Port Chester has advertised for competitive bids with regard to the provision of food services for the Senior Citizen Nutrition Program for the 2016-2018 Fiscal Year and an option for the 2018-2019 Fiscal Year ; and

WHEREAS, a single bid was submitted; Hubbard's Cupboard, 257 Mamaroneck Avenue, Mamaroneck, New York 10543, in the amount of \$4.99 per meal; and

WHEREAS, the bidder is the current vendor and has been satisfactorily providing such services; and

WHEREAS, the Senior Center Director has recommended that such bid be accepted and that there are sufficient funds allocated in the upcoming budget for same. Now, therefore, be it

RESOLVED, that the bid of Hubbard's Cupboard, 257 Mamaroneck Avenue, Mamaroneck, New York 10543 in the amount of \$4.99 per meal is accepted; and be it further

RESOLVED, that the Village Manager be and is hereby authorized to enter into an agreement for such services.

APPROVED AS TO FORM:

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

ROLL CALL

AYES:        NOES:

ABSENT:

DATE:

**From:** [Nielsen, Carol \(Senior Center\)](#)  
**To:** [Thomas, David](#); [Cerreto, Tony](#)  
**Subject:** Letter of Recommendation  
**Date:** Wednesday, May 11, 2016 2:37:54 PM

---

On April 26, 2016, the sole bidder for the food services for the Senior Citizen Nutrition Program was Hubbard's Cupboard LLC., in the amount of \$4.99 per meal. Hubbard's Cupboard, 257 Mamaroneck Avenue, Mamaroneck, NY 10543 has been the current vendor for over 15 years and has been satisfactorily providing such services to the nutrition program. The Senior Center Director and Nutrition Site Manager agree that the bid should be accepted and that there are sufficient funds allocated in the upcoming budget for the increase.

*Carol Nielsen*  
Director



VILLAGE OF  
**PORT CHESTER**  
222 Grace Church Street, Port Chester, New York 10573

**AGENDA MEMO**

**Office of the Village Attorney**

**Village BOT Meeting Date:** 5/16/2016

**Item Type:** Resolution

Description	Yes	No	Description	Yes	No
Fiscal Impact	x		Public Hearing Required		x
Funding Source:			BID #	2015-14	
Account #			<b>Strategic Plan Priority Area</b>		
			N/A		
Agreement	x		<b>Manager Priorities</b>		
Strategic Plan Related		x	N/A		

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

RETAINING SPECIAL COUNSEL REGARDING A PERSONNEL COMPLAINT.

**Summary**

**Background:**

A personnel complaint was made by a Village employee to the Village manager. Pursuant to Section 77-7D of the Village Code, the Board of Trustees has the power and duty to investigate the affairs of every department or agency of Village government and the official conduct of every officer and employee. Given the unique circumstances presented, the Board may delegate its investigatory authority to a special counsel for an independent review of the matter.

**Proposed Action**

That the Board of Trustees adopt the Resolution

<b>Attachments</b>
Retainer Proposal from Brian Murphy, Esq., Matera Law Firm

RESOLUTION TO RETAIN SPECIAL COUNSEL REGARDING A PERSONNEL COMPLAINT

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, a personnel complaint was made by a Village employee to the Village Manager; and

WHEREAS, pursuant to Section 77-7D of the Village Code, “The Board of Trustees shall have the power and duty to investigate the affairs of every department or agency of Village government and the official conduct of every officer and employee.”; and,

WHEREAS, given the unique circumstances presented, the Board elects to delegate its investigatory authority to a special counsel for an independent review of the matter. Now, therefore, be it

RESOLVED, that the Village Attorney is hereby directed and authorized to retain Brian Murphy, Esq. The Matera Law Firm, 560 Broadhollow Road, Suite 303, Melville, New York 11747 pursuant to his proposal dated May 12, 2016 to investigate the personnel complaint, compensation to be \$290/hour, to be appropriated from Legal/Contractual 1.1420.400; and be it further

RESOLVED, that as part of his investigation, Mr. Murphy be directed to engage in fact-finding, and prepare a report to the Board with a recommended course of action.

Approved as to Form:

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

# THE MATERA LAW FIRM

560 Broadhollow Road, Suite 303  
Melville, New York 11747  
Tel: 516.741.6700 · Fax: 516.741.6797  
www.materalaw.com

## VIA EMAIL and REGULAR MAIL

May 12, 2016

Village of Port Chester  
222 Grace Church Street  
Port Chester, NY 10573

Attention: Board of Trustees of the Village of Port Chester  
c/o Anthony M. Cerreto, Esq., Village Attorney

Re: Retainer Agreement – Special Counsel Investigation Regarding a Personnel  
Complaint Related to Certain Communications with Another Municipality

Dear Board of Trustees:

Thank you for retaining Brian P. Murphy, Esq. of The Matera Law Firm to serve as Special Counsel to the Board of Trustees of the Village of Port Chester (the “Board”) in connection with the investigation described below. From our experience, we have found that clients appreciate a frank and open discussion and understanding of the services that we will perform and the basis upon which they will be expected to pay for these services. This letter is intended to set forth our understanding as to the nature and scope of the legal services we have agreed to render for you, amount of our fees for these services, the manner in which our fees for these services will be determined, and the terms upon which you will make payment of these fees and any cost advance on your behalf.

1. **Nature of Legal Services:** You have engaged us to conduct an investigation regarding a personnel complaint related to certain communications with another municipality. We intend to conduct interviews of involved parties, generate FOIA requests and/or subpoenas, review all relevant documents, time sheets, job responsibilities, and communication histories, and perform all other necessary investigatory work. Upon conclusion of the investigation, we will provide the Board with a written report summarizing factual findings and providing recommendations to the Board.
2. **Fees and Costs for Services:** As payment for the services to be rendered, you have agreed to pay a fee based on the hourly rates established from time to time for the timekeepers in our Firm. I, Brian P. Murphy, Esq. will be the Attorney in charge of this matter for the firm. My discounted hourly rate for the purposes of this investigation only is \$280.00. Other applicable rates are set forth below:

Brian P. Murphy, Esq.	\$280.00
Legal Assistants (Paralegals & Law Assistants)	\$100.00

Our hourly rates are generally adjusted on or about January 1 of each year (the above rates will apply for 2016). You understand that you will be charged at the hourly rate that is in effect at the time of the service. You also understand that it is impossible to determine the total amount of attorney's fees at this time.

In connection with our representation of the Board, we anticipate that certain costs may be incurred in advance on your behalf. These costs may include, but are not limited to: filing fees, recording costs, travel expenses (for this investigation capped at one (1) hour per day), delivery charges, long distance telephone charges, telecopy charges, photocopies, special postage, computer research charges, court reporter expenses (including cost of transcripts and court reporter fees for attendance), court costs (such as filing fees, service of process, newspaper publication, subpoena costs, witness fees and recordings), accounting and appraisal fees, fees and expenses of experts necessary to assist in the preparation and hearing of the case, and investigative costs. In addition to our fees for legal services, you agree to pay us for such out-of-pocket expenditures. You also agree that we may make arrangements for you to directly pay third-party vendors, such as court reporters, investigators, experts, etc. for their services and that, if we do so, you will pay these costs directly. In the event unusually large costs or advances are anticipated, we reserve the right to require an additional cost deposit from you prior to undertaking the expenditure of funds on your behalf.

3. **Payment of Fees and Costs:** You understand that you will be billed monthly for the time spent on your matter and for expenses incurred on your behalf. You agree to pay each monthly bill within thirty (30) days of receipt. Any payments made on past due statements are applied first to the oldest outstanding balance. The total payment of the entire attorney's fees and costs are the personal responsibility of each person and firm signing this agreement jointly and severally.
4. **Withdrawal from Representation:** Unless we and you reach another agreement regarding payment of fees and costs, you understand that non-payment of any invoice for fees and costs which is rendered to you in accordance with the terms of this letter will constitute a default by you and we may, in our sole and absolute discretion (subject to court approval, if necessary), cease to provide further legal services to you. You also understand that we may withdraw from representing you, in our sole and absolute discretion (subject to court approval, if necessary), if you have misrepresented or failed to disclose material facts to us, or if we disagree about the course of action which should be pursued by you. In any of these events, you agree to execute such documents as will permit us to withdraw. You will, however, be liable to us for the payment of any fees earned and any costs incurred by us up to the time of our withdrawal.

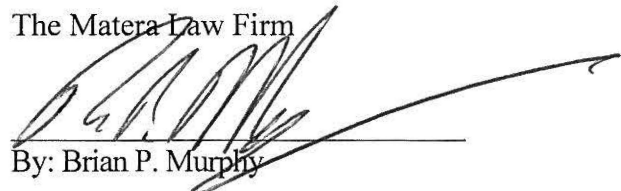
5. **Other Matters:** In the event you engage us to render services with respect to other matters not covered in this engagement letter, in the absence of a written agreement to the contrary, those matters will be handled on the same basis, and fees and costs will be payable under the same terms and conditions as provided for in this agreement.
6. **Collections and Liens:** In the event we are ultimately required to bring suit to collect any unpaid fees and costs, you understand that you will be required to pay reasonable attorney's fees and costs incurred by us in the collection efforts, as well as legal interest on the amount of any fees or costs due us. You further understand that we have the right to retain any and all files, papers or other property coming into our possession in connection with our engagement without any liability to you until we have been paid all costs, fees and interest due us under this Agreement. You also agree to the imposition of a charging lien for any money due us on all real and personal property that is preserved, protected or obtained as a result of the representation undertaken herein.
7. **Electronic Communication:** We increasingly rely upon electronic communications such as e-mail, cellular phones and other similar tools and media ("Electronic Communications") in our day-to-day business activities. Electronic Communications are often not as secure as more traditional lines of communication such as land-line telephones, U.S. mail and couriers. In the course of our representation of you, and unless we hear differently from you, we shall assume that you understand that some risk exists that Electronic Communications may be intercepted by or inadvertently misdirected to an unauthorized third party. We further assume that you accept that risk in general and, moreover, that you will let us know if you desire to have any particular communication (or class of communication) sent via a more secure means.
8. **Non-Waiver Provision:** There is to be no change or waiver of any of the provisions of this Agreement unless the change is in writing and signed by both you and the Firm.
9. **Use as Reference:** Unless you advise the Firm in writing to the contrary, you consent to the Firm's usage of your name as a professional reference.
10. **Commencement of Representation:** If the foregoing is agreeable to you, please acknowledge your understanding and agreement by signing a copy of this letter in the space provided for your signature and returning it to me in the enclosed self-addressed envelope, along with your check for the Advance Fee and Cost Deposit, and we will commence our representation.

Board of Trustees of the Village of Port Chester  
May 12, 2016  
- Page 4 -

We appreciate your confidence in our Firm and assure that we shall make every effort to perform our services in a prompt and efficient manner.

Very truly yours,

The Matera Law Firm

  
By: Brian P. Murphy

AGREED AND ACCEPTED this \_\_\_\_\_ day of May, 2016

\_\_\_\_\_  
Board of Trustees of the Village of Port Chester

# CORRESPONDENCE

CORR -01

BOT 5-16-2016

Received

APR 27 2016

Village Clerk  
VILLAGE OF PORT CHESTER

April 27, 2016

Attn: Mayor D. Pilla  
Board of Trustees

Dear Sirs:

Please accept my resignation,  
Thank you.. from Traffic  
Commission effective  
immediately.

Yours truly,  
Christa Aguilera

Received  
APR 27 2018  
Village Clerk  
VILLAGE OF PORT CHESTER

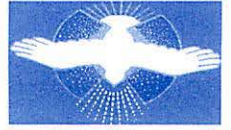
*Ben ...*  
*...*

# SAINT FRANCES

AFRICAN METHODIST EPISCOPAL ZION CHURCH  
18 SMITH STREET, PORT CHESTER, NEW YORK 10573-4506  
Rev. Natalie R. Wimberly, Pastor

CORR - 02

BOT 5-16-2016



VILLAGE OF PORT CHESTER

MAY - 6 2016

RECEIVED

m + BOT

May 3, 2016

Mayor Dennis Pilla  
The Office of Mayor  
Village Trustees  
220 Grace Church Street  
Port Chester, New York 10573

Dear Mayor Pilla and Trustees,

This letter comes as a request to you Mayor Pilla and Trustees for use  $\frac{1}{2}$  of the Grove Street parking lot on July 23, 2016 for our annual bazaar and with a rain date July 30, 2016. We like to use the parking lot from 10:00 - 3:00 pm.

For additional information please contact me at (914) 939-1056. On the date this is presented for consideration at the monthly board meeting please contact me at the same number.

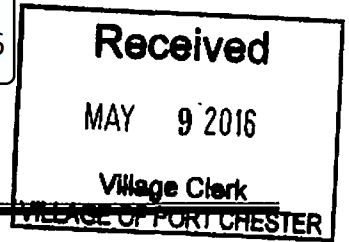
Thank you for your time and consideration.

Sincerely yours,

Rev. Natalie R. Wimberly  
Pastor

**Thomas Edison PTO**  
132 Rectory Street  
Port Chester, NY 10573  
(914)934-7980  
edisonpto.10573@gmail.com

CORR -03  
BOT 5-16-2016



May 9, 2016

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

**RE: Thomas Edison School Fun Day-June 1, 2016**

Dear Mayor Pilla & the Board of Trustees:

On Friday June 10, 2016, the Thomas Edison School will be having its annual Fun Day. Fun Day will be held from 8:30 a.m. to 2:30 p.m.

We are hereby requesting as in previous years the closure of Rectory Street (only the small section in front of the school, between Locust Avenue & Orchard Street.)

For your convenience, I have also forwarded the request to all Emergency Personnel.

If you have any questions, please feel free to call me at (914) 469-8029.

Thank you.

Sincerely,

Cynthia Oliveros  
Thomas Edison PTO

CC: Ivan Tolentino, Principal  
PCPD Traffic Sergeant  
PCFD Fire Chief  
Scott Moore, EMS Administrator  
Roccy Morabito, DPW General Foreman

Received  
MAY 9 2016  
Village Clerk  
VILLAGE OF PORT CHESTER

PORT CHESTER  
VILLAGE CLERK  
MAY 9 2016

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VILLAGE CLERK  
MAY 9 2016

*Emailed to VC for BOT Agenda*



CORR - 04

BOT 5-16-2016

VILLAGE OF PORT CHESTER

MAY - 9 2016

RECEIVED  
*M + BOT*

Tuesday, may 10 2016

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

Dear Mayor Pilla and Board of Trustees:  
REF: Sponsoring the Bolivian Parade

Thank you very much, for sponsoring the Bolivian Parade last August. We sincerely appreciated the support that The Village of Port Chester offered to the Bolivian and Hispanic community.

On Behalf of the Bolivian Cultural Center, we would like to request to sponsor our 5th Annual Bolivian Parade on August 28, 2016 in the village of Port Chester, NY 10573. As last year the Village of Port Chester supported our parade and festival with the show mobile and the electric generator.

We would greatly appreciate your support as the same as last year in our event. If you need further information, please do not hesitate to contact at 914-438-0942 or 914-774-4136. Once again, we thank you in advance and appreciate your assistance.

Sincerely,

  
Rolando Escobar

Centro Cultural Bolivia Port Chester, New York

CORR - 05

BOT 5-16-2016

Received

MAY 10 2016

Village Clerk  
VILLAGE OF PORT CHESTER

May 10, 2016

To Mayor Pilla and Board of Trustees,

My name is Wendy Rodriguez and my family and I reside at 169 Hobart Avenue in Port Chester. On December 1, 2015 a gentleman drove his SUV into my front porch and flipped it over onto the side of my lawn, causing extensive damage (please see attached police report). Recently we hired contractors to repair the damage and were issued a stop work order. The contractors were under the impression since they were not changing the footing of any structure that a permit was not needed. I, as a non-contractor with no knowledge, went along with their opinion. The contractor recently spoke with inspector Steve and we are now working on blue prints and applying for the permit. We are a hard working middle class family that live pay check to pay check and we were just trying to repair the damages made to our house. We currently cannot use our front steps and had to move our mailbox to a tree to get our mail. I am being told that we have to wait 6 weeks just to speak with an inspector.

Can you please consider waiving the fine for not having a permit?

Thank you for your time and consideration,



Wendy Rodriguez

914-400-5827

New York State Department of Motor Vehicles  
**POLICE ACCIDENT REPORT**

MV-104A (6/04)

Local Codes  
**205-17588**

**AMENDED REPORT** POLICE COPY 1

19  
**42**  
20  
**66**

1	Accident Date Month <b>12</b> Day <b>01</b> Year <b>2015</b>	Day of Week <b>TOES</b>	Military Time <b>0428</b>	No. of Vehicles <b>1</b>	No. Injured <b>0</b>	No. Killed <b>0</b>	Not Investigated at Scene <input type="checkbox"/>	Left Scene <input type="checkbox"/>	Police Photos <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Accident Reconstructed <input type="checkbox"/>								

2	VEHICLE 1				VEHICLE 2				BICYCLIST <input type="checkbox"/> PEDESTRIAN <input type="checkbox"/> OTHER PEDESTRIAN <input type="checkbox"/>	
	VEHICLE 1 - Driver License ID Number <b>GUILLERMO PEREZ</b> State of Lic. <b>NY</b>				VEHICLE 2 - Driver License ID Number				State of Lic.	
	Driver Name - exactly as printed on license				Driver Name - exactly as printed on license					
	Address (Include Number & Street) <b>151 HOBART AVE</b>				Address (Include Number & Street)				Apt. No.	
	City or Town <b>Port Chester NY</b> State <b>NY</b> Zip Code <b>10573</b>				City or Town				State Zip Code	

3	Date of Birth Month <b>08</b> Day <b>05</b> Year <b>68</b>	Sex <b>M</b>	Unlicensed <input checked="" type="checkbox"/>	No. of Occupants <b>1</b>	Public Property Damaged <input type="checkbox"/>	Date of Birth Month <b>08</b> Day <b>05</b> Year <b>68</b>	Sex <b>M</b>	Unlicensed <input type="checkbox"/>	No. of Occupants	Public Property Damaged <input type="checkbox"/>
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3	Name - exactly as printed on registration <b>DAVID DOLORES</b>				Name - exactly as printed on registration				Sex Date of Birth Month Day Year	
	Address (Include Number & Street) <b>151 HOBART AVE</b>				Address (Include Number & Street)				Apt. No. Haz. Mat. Code Released <input type="checkbox"/>	
	City or Town <b>Port Chester NY</b> State <b>NY</b> Zip Code <b>10573</b>				City or Town				State Zip Code	

5	Plate Number <b>FXV1442</b>	State of Reg. <b>NY</b>	Vehicle Year & Make <b>02 FORD</b>	Vehicle Type <b>SUV</b>	Ins. Code <b>413</b>	Plate Number	State of Reg.	Vehicle Year & Make	Vehicle Type	Ins. Code
---	--------------------------------	----------------------------	---------------------------------------	----------------------------	-------------------------	--------------	---------------	---------------------	--------------	-----------

3	Ticket/Arrest Number(s)	Violation Section(s)	Ticket/Arrest Number(s)	Violation Section(s)
---	-------------------------	----------------------	-------------------------	----------------------

6	Check if involved vehicle is: <input type="checkbox"/> more than 95 inches wide; <input type="checkbox"/> more than 34 feet long; <input type="checkbox"/> operated with an overweight permit; <input type="checkbox"/> operated with an overdimension permit.	Check if involved vehicle is: <input type="checkbox"/> more than 95 inches wide; <input type="checkbox"/> more than 34 feet long; <input type="checkbox"/> operated with an overweight permit; <input type="checkbox"/> operated with an overdimension permit.	Circle the diagram below that describes the accident, or draw your own diagram in space #9. Number the vehicles: Rear End 1. ← ← 2. ← → Left Turn 3. ↓ ↘ 4. ↓ ↙ Right Angle 5. → ↘ 6. → ↙ Right Turn 7. → → 8. → → Head On 9. → → Sideswipe (same direction) 10. → → Sideswipe (opposite direction) 11. → ←
---	--	--	--

3	VEHICLE 1 DAMAGE CODES Box 1 - Point of Impact <b>1 12</b> Box 2 - Most Damage Enter up to three more Damage Codes <b>11 10 5</b>	VEHICLE 2 DAMAGE CODES Box 1 - Point of Impact <b>1 2</b> Box 2 - Most Damage Enter up to three more Damage Codes <b>3 4 5</b>	ACCIDENT DIAGRAM <b>FRANK</b> <b>HOUSE</b> <b>RENSHAW</b> <b>HOBART</b>
---	--	---	---

1	Vehicle Towed: By <b>HANNIGANS</b>	Vehicle Towed: To	VEHICLE DAMAGE CODING: 1-13. SEE DIAGRAM ON RIGHT. 14. UNDERCARRIAGE 17. DEMOLISHED 15. TRAILER 18. NO DAMAGE 16. OVERTURNED 19. OTHER	Cost of repairs to any one vehicle will be more than \$1000. <input type="checkbox"/> Unknown/Unable to Determine <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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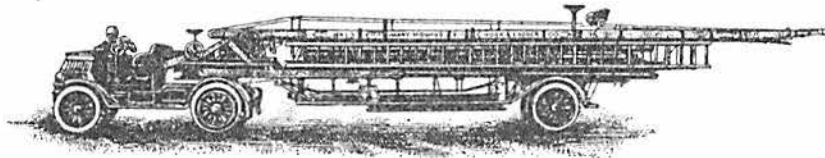
Reference Marker	Coordinates (if available) Latitude/Northing: Longitude/Easting:	Place Where Accident Occurred: County <b>WEST</b> <input type="checkbox"/> City <input type="checkbox"/> Village <input type="checkbox"/> Town of <b>Port Chester</b> Road on which accident occurred <b>HOBART AT FRANK</b> (Route Number or Street Name) at 1) intersecting street <b>FRANK</b> (Route Number or Street Name) or 2) <b>FRANK</b> <input type="checkbox"/> N <input type="checkbox"/> S <input type="checkbox"/> E <input type="checkbox"/> W of <b>FRANK</b> (Milepost, Nearest intersecting Route Number or Street Name) Feet Miles
------------------	--	---

Accident Description/Officer's Notes  
**VEH #1, while TRAVELING SOUTH ON RENSRAW, APPROACHING HOBART, LOST HIS BRAKES AND WENT THROUGH INTERSECTION + STRUCK THE FRONT STEPS OF 169 HOBART AND FLIPPED ON ITS D/S. HOMEOWNER TOOK SEVERAL PHOTOS.**

8	9	10	11	12	13	14	15	16	17	BY	TO	18	Names of all involved	Date of Death Only
A	1	1	4	1	47	M	-	-	-	-	-	-	<b>GUILLERMO PEREZ</b>	
B														
C														
D														
E														
F														

Officer's Rank and Signature <b>PO Di Meglio</b>	Badge/ID No. <b>102</b>	NCIC No.	Precinct/Post Troop/Zone	Station/Beat/Sector	Reviewing Officer <b>SID</b>	Date/Time Reviewed <b>12/1/15</b>
---	----------------------------	----------	--------------------------	---------------------	---------------------------------	--------------------------------------

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28  
29  
30  
USE COVER SHEET  
**N**



HARRY HOWARD HOOK & LADDER CO. NO. 1  
PORT CHESTER, N.Y. 10573

May 4, 2016

Honorable Dennis Pilla and  
Members of the Village Board of Trustees  
Village of Port Chester  
222 Grace Church Street  
Port Chester, NY 10573  
Attn: Village Clerk

Re: **Ryan Cantatore**  
Dropped from the Rolls

Dear Mayor Pilla & Members of the Board;

The purpose of this letter is to inform you that on May 3, 2016, at the regularly scheduled monthly meeting of the Company, the members of Harry Howard Hook & Ladder Company #1 unanimously voted to accept the resignation of the following member effective immediately:

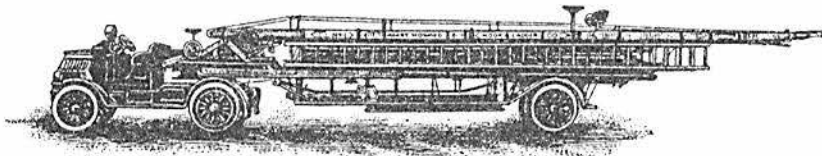
Ryan Cantatore  
143 North Washington St- Apt 2  
Sleepy Hollow, NY 10591

Sincerely,

A handwritten signature in cursive script, appearing to read "Neil J. Pagano".

NEIL J. PAGANO  
Secretary

cc: Ryan Cantatore  
143 North Washington St- Apt 2  
Sleepy Hollow, NY 10591



HARRY HOWARD HOOK & LADDER CO. NO. 1  
PORT CHESTER, N.Y. 10573

May 4, 2016

Honorable Dennis Pilla and  
Members of the Village Board of Trustees  
Village of Port Chester  
222 Grace Church Street  
Port Chester, NY 10573  
Attn: Village Clerk

Re: **Greg Fragiaco**  
**Dropped from the Rolls**

Dear Mayor Pilla & Members of the Board;

The purpose of this letter is to inform you that on May 3, 2016, at the regularly scheduled monthly meeting of the Company, the members of Harry Howard Hook & Ladder Company #1 unanimously voted to drop the following member from the rolls of the Company for cause:

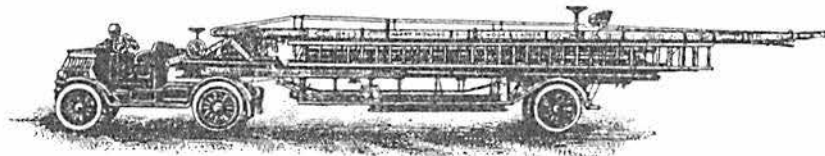
Greg Fragiaco  
22 Breckenridge Ave  
Port Chester, NY 10573

Sincerely,

A handwritten signature in black ink, appearing to read "Neil J. Pagano". The signature is written in a cursive style and is positioned above the printed name of the signatory.

NEIL J. PAGANO  
Secretary

cc: Greg Fragiaco  
22 Breckenridge Ave  
Port Chester, NY 10573



HARRY HOWARD HOOK & LADDER CO. NO. 1  
PORT CHESTER, N.Y. 10573

May 4, 2016

Honorable Dennis Pilla and  
Members of the Village Board of Trustees  
Village of Port Chester  
222 Grace Church Street  
Port Chester, NY 10573  
Attn: Village Clerk

**Re: Greg O'Brian**  
**Dropped from the Rolls**

Dear Mayor Pilla & Members of the Board

The purpose of this letter is to inform you that on May 3, 2016, at the regularly scheduled monthly meeting of the Company, the members of Harry Howard Hook & Ladder Company #1 unanimously voted to drop the following member from the rolls of the Company for cause:

Greg O'Brian  
540 W 50<sup>th</sup> St – Apt 6A  
New York, NY 10019

Sincerely,

A handwritten signature in black ink, appearing to read "Neil J. Pagano". The signature is fluid and cursive, written over a light background.

NEIL J. PAGANO  
Secretary

cc: Greg O'Brian  
540 W 50th St – Apt 6A  
New York, NY 10019

CORR - 09

BOT 5-16-2016

Received

MAY 10 2016

Village Clerk  
VILLAGE OF PORT CHESTER



# Mellor Engine & Hose Co. No 3, Inc.

P.O. BOX 575  
PORT CHESTER, NEW YORK 10573

Gregg Gregory, *President*  
Daniel Romanello, *Vice President*  
John Colucci, *Treasurer*  
Donna Gordiski, *Secretary*

Luis Marino, *Captain*  
Leslie J. Murphy, *1<sup>st</sup> Lieutenant*  
Scott Sprague, *2<sup>nd</sup> Lieutenant*  
Frank Gordiski, *Sergeant*  
Peter Mutz, *Chief Driver*

May 5, 2016

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

To whom it may concern:

Christopher Petrowski has resigned from active membership from the Port Chester Fire Department; please remove him from active rolls. Christopher's badge will be returned to the Village in a timely fashion.

Sincerely,

Donna C. Gordiski  
Secretary

CORR - 10

BOT 5-16-2016

Received

MAY 10 2016

Village Clerk  
VILLAGE OF PORT CHESTER



# Mellor Engine & Hose Co. No 3, Inc.

P.O. BOX 575  
PORT CHESTER, NEW YORK 10573

Gregg Gregory, *President*  
Daniel Romanello, *Vice President*  
John Colucci, *Treasurer*  
Donna Gordiski, *Secretary*

Luis Marino, *Captain*  
Leslie J. Murphy, *1<sup>st</sup> Lieutenant*  
Scott Sprague, *2<sup>nd</sup> Lieutenant*  
Frank Gordiski, *Sergeant*  
Peter Mutz, *Chief Driver*

May 2, 2016

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

To whom it may concern:

Edwin Villa has resigned from active membership from the Port Chester Fire Department: please remove him from active rolls. Edwin Villa was never assigned a badge.

Sincerely,

Donna C. Gordiski  
Secretary

CORR - 11

BOT 5-16-2016

Received

MAY 10 2016

Village Clerk  
VILLAGE OF PORT CHESTER



# Mellor Engine & Hose Co. No 3, Inc.

P.O. BOX 575  
PORT CHESTER, NEW YORK 10573

Gregg Gregory, *President*  
Daniel Romanello, *Vice President*  
John Colucci, *Treasurer*  
Donna Gordiski, *Secretary*

Luis Marino, *Captain*  
Leslie J. Murphy, *1<sup>st</sup> Lieutenant*  
Scott Sprague, *2<sup>nd</sup> Lieutenant*  
Frank Gordiski, *Sergeant*  
Peter Mutz, *Chief Driver*

May 5, 2016

Village Clerk  
222 Grace Church Street  
Port Chester, NY 10573

To Whom It May Concern,

At our monthly meeting on May 2, 2016 we voted into our membership – Joseph Galasso of 83 Grant Street, Port Chester, NY.

Mr. Galasso who recently resigned from Washington Engine & Hose #4 would like to request to keep his badge #2044.

Any questions please call me at 203 531-7513.

Sincerely yours,

Donna Gordiski  
Secretary

PUBLIC COMMENTS  
AND BOARD  
COMMENTS