



VILLAGE OF
PORT CHESTER

222 Grace Church Street, Port Chester, New York 10573

PRES - 01
 BOT8-15-2016

AGENDA MEMO

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

BOT Meeting Date: 8/15/2016

Item Type: Presentation

Sponsor's Name:	Anthony Cerreto, Village Attorney
Sponsor's Name:	Eric Zamft, Director of Planning & Economic Development

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 #:			Strategic Plan Priority Area		
			Transit Oriented Development		
	Yes	No			
Agreement	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Manager Priorities		
Strategic Plan Related	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Planning & Zoning		

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

Presentation: G&S Colony Grill

Summary

G&S Port Chester LLC (the "Applicant") has submitted a draft set of site plans to the Department of Planning & Economic Development for the "Restaurant Pad" located off of the Marina Parking Lot, adjacent to the Cove and Byram River. The proposal is for an approximate 5,500 square-foot restaurant, as was originally envisioned and approved as part of the Marina Redevelopment Project Concept Development Plan in 1999. The project site is located within the MUR Marina Redevelopment Project Urban Renewal District.

The MUR Zoning District contains specific regulations (§ 345-67D of the Village Code) related to the review and approval of site plans within the Concept Development Plan. In particular, § 345-67D(4) notes that there is a 90-day period of action by the Board of Trustees following a determination of completeness by the Director of Planning & Economic Development (per § 345-67D).

The Applicant has requested the ability to brief the Board of Trustees at the August 15, 2016 meeting. *In the spirit of cooperation, although the site plan application has not been deemed complete by the Director of Planning & Economic Development, Village staff are not opposed to such a presentation, so long as it is clear that it is for informational purposes only and not part of the 90-day period of action.*

Village staff have been reviewing the submitted plans, have met a number of times informally with the Applicant, and are working with the Applicant on a short-list of items towards a complete package.

Proposed Action
<ul style="list-style-type: none">• None

Attachments
<ul style="list-style-type: none">• None



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 Manager

BOT Meeting Date: 8/15/2016

Item Type: Discussion

Sponsor's Name:	Christopher Steers, Village Manager
Sponsor's Name:	Eric Zamft, Director of Planning & Economic Development

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 #:			Strategic Plan Priority Area		
			Waterfront Redevelopment & Revitalization		
	Yes	No			
Agreement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Manager Priorities		
Strategic Plan Related	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Bulkhead Repair / Replacement / Revetment, & District		

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

Bulkhead Repair/Replacement/Reconstruction Project

Summary

In 2014, the Village received a grant through the New York State Department of State ("NYSDOS") Local Waterfront Revitalization Program ("LWRP") for design and construction documentation plus applicable permitting for the repair, replacement, or reconstruction of the collapsed bulkhead. The grant also includes design and documentation of other waterfront improvements, such as the re-creation of a walkway along the Byram River and the creation of an activity node. Per the grant agreement work plan, the Village must present a minimum of three alternative schematic designs for review by NYSDOS.

As noted in a July 13, 2016 memorandum from the Department of Planning & Economic Development, there have been a number of meetings between the Village and Boswell Engineering, the selected consultant for the project. These include:

- January 20, 2016: First Bulkhead Committee meeting led by Boswell to establish project context and scope.
- June 7, 2016: Second Bulkhead Committee meeting led by Boswell, including presentation of findings and concept development.
- June 28, 2016: Public open house led by Boswell, which included display of concept plans determined at June 7, 2016 meeting by Bulkhead Committee.
- June 28-July 12, 2016: Display of June 28, 2016 materials in the Senior Center for public comment.

At the July 18, 2016 Board of Trustees meeting, Boswell Engineering presented the work completed to date, including the alternative schematic designs that had been developed for the bulkhead reconstruction and public space activation. At that meeting, the Board of Trustees requested that the Bulkhead Steering Committee provide their recommended alternative/option. On August 3, 2016, Boswell met with Village staff and the Bulkhead Steering Committee to discuss the alternatives/options. A majority consensus developed and is summarized in an August 3, 2016 letter from the Bulkhead Steering Committee to the Board of Trustees (see attached). Boswell has reviewed the letter and their only comment is that the construction of the stage/performance area at the westernmost section of the gut (point #3) would be looked at under a later phase since it would involve a lengthy discussion with NYSDEC. Members of the Bulkhead Steering Committee will be present at the August 15, 2016 Board of Trustees meeting to discuss their recommended alternatives/options.

In order for the project to move forward, the Village, through Boswell Engineering, must provide three alternative schematic designs for NYSDOS review. It is recommended that the Board of Trustees provide clear direction to Village staff on the three alternative schematic designs that they would like to recommend to NYSDOS.

Proposed Action
<ul style="list-style-type: none">• Selection of three alternative schematic designs for Boswell Engineering to forward to NYSDOS

Attachments
<ul style="list-style-type: none">• August 3, 2016 Bulkhead Steering Committee Letter

August 3, 2016

To Mayor Dennis Pilla and the Board of Trustees,

As a follow-up to Boswell's presentation regarding the different options for the waterfront and bulkhead redesign, some members of the Bulkhead Steering Committee had an opportunity to meet at Village Hall on August 3rd to finalize key recommendations. Please review for your consideration, before plans are submitted to the Department of State.

A majority consensus was reached on the following:

1. We understand the Department of State requires at least three plans with respect to the bulkhead repair, and Boswell presented several to consider. To place choices in perspective, we abbreviated three.
 - **Option #1** featured repair with steel sheeting alone.
 - **Option #2** featured revetment (a sloping rock embankment with a cement platform anchored by cement columns).
 - **Option # 3** – which garnered a majority consensus – involved continuous revetment beginning at the property line, where the Costco lot meets the Zodiac Industries, to run northbound to the end of the 2nd breach. A cement walkway could cap this portion of the waterfront that would be as flush as possible to the Costco lot. Steel sheeting should run from that breach point and beyond into the cove. Understanding cost, durability, and safety, consensus was reached in favor of this option.
2. The activity node plaza, and the conjoining promenade, should be raised as close as possible to be level with the Costco parking lot. The rationale for this is that sunken promenades and plazas are less secure, uninviting, and not visible from the street level. Raising the promenade and plaza also makes it easier for our law enforcement to efficiently patrol the area.
3. A pedestrian bridge should connect over the gut/cove between the Marina lot and the activity node plaza; such a bridge should be situated as close as possible to the Byram River waterway. This will create seamless pedestrian flow along the waterfront. A stage or performance space could be constructed over the westernmost part of the cove/gut, which we felt could serve as a hub for our village for a variety of events.
4. A publicly accessible launch for non-motorized vessels, such as kayaks and canoes, would be ideally situated at the southernmost point of the Costco lot, where it meets the Zodiac Industries property line. Positioning the launch here dovetails with our recommended bulkhead redesign and revetment walkway. Recognizing possible concerns by Costco, we are hoping constructive dialogue in the near future will assess how this part of the lot is currently being used and occupied, so that it could successfully conjoin the waterfront to the kayak launch.
5. A check dam should be constructed at the gateway of the gut/cove, so as to trap water at low tide, thereby preventing mud exposure and unwanted odors in consideration of restaurant patrons.
6. Once these structural items are in place, amenities such as benches, landscaping, and historical and educational signage could be phased in later. Sponsorship and funding

can be determined between the Chamber of Commerce and other vested parties (both private and public) so these features can provide our waterfront with a sense of historical identity and character.

The aforementioned points were concluded with the best interests of Port Chester's residents in mind. Our goal was to recommend ideas that would meet the public's need for open, appealing, and safe accessibility to the waterfront. Similar to the Tarrytown and Stamford revitalizations, our waterfront should be inviting for residents, families, and visitors to enjoy for leisure and recreational activities. Considering this vision, we believe this redesign will add even more value to commercial interests in the area. We would like to express special thanks to Doug Riley for attending the August 3rd meeting on behalf of G&S. Please note that not all committee members were present. We thank you for this opportunity of public input in the effort to improve our village.

Respectfully,
Emily Imbesi
Bulkhead Steering Committee / Beautification Commission

Tav Passarelli
Bulkhead Steering Committee / Waterfront Commission

Robert Reis
Bulkhead Steering Committee / Waterfront Commission



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

BOT Meeting Date: 8/15/2016

Item Type: Discussion

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 # 2016-03		
Account #:			Strategic Plan Priority Area		
			N/A		
	Yes	No			
Agreement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Manager Priorities		
Strategic Plan Related	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Performance Management		

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

RFP # 2016-06 for Strategic Planning Facilitation Services

Summary

In 2014, the Village Board of Trustees adopted its first strategic plan for 2014-2016. The strategic plan identified and prioritized economic development projects consistent with the Village's first-ever comprehensive plan adopted in 2012.

Seeking to build on the success of that 2014 Strategic Plan, a shift to focus on operational issues across all Village departments is vital. Such direction would provide necessary consensus as to organizational mission and policy, assign and rank priority items for implementation by staff and accomplish alignment and overall coordination of effort, all to promote the efficient delivery of services to Village residents in fiscally-challenged, tax-cap environment.

To that end, on July 22, 2016 the Village issued a Request for Proposals (“RFP”) for strategic planning facilitation services. The tasks are as follows:

Task 1: Existing Conditions Survey

Task 2: Workshop

Task 3: Plan Document

Six (6) responses to RFP # 2016-06 were received by the Village on August 10, 2016 and were publically opened beginning at 12 PM on August 10, 2016 in the Village Hall first floor conference room. The Village Manager, Director of Planning & Economic Development, Assistant Village Attorney, and head of Human Resources reviewed each of the six responses – not only for their content, but price as well.

After a thorough review of all proposals received, the Village Manager, Director of Planning & Economic Development, Assistant Village Attorney, and head of Human Resources recommend three (3) firms to be short-listed that represent the span of potential services: 1) The Novak Consulting Group, Cincinnati, Ohio (\$6,500), 2) CGR, Inc., Rochester, New York (\$15,000), and 3) Management Partners, Cincinnati, Ohio (\$22,900).

Each of the suggested short-list of respondents was contacted to determine their ability to attend the August 15, 2016 Board of Trustees meeting to be interviewed. However, due to the short turn-around, they were unable to attend. Staff suggests that the Board schedule interviews at the September 6, 2016 meeting due to the difficulty in scheduling additional meetings at the end of August.

Proposed Actions
None

Attachments
<ul style="list-style-type: none">• RFP• Six (6) RFP Responses

THE VILLAGE OF PORT CHESTER

REQUEST FOR PROPOSALS FOR STRATEGIC PLANNING FACILITATION SERVICES RFP # 2016-06



Date: July 22, 2016

**Christopher D. Steers
Village Manager**

REQUEST FOR PROPOSALS (RFP # 2016-06)
VILLAGE OF PORT CHESTER
STRATEGIC PLANNING FACILITATION SERVICES

INTRODUCTION

The Village of Port Chester seeks qualified proposers to facilitate the development of its Strategic Plan.

BACKGROUND

The Village of Port Chester, founded in 1868, is located in Westchester County on Long Island Sound. The village covers about 2.2 square miles, with approximately 29,000 residents. In contrast to its more affluent neighboring communities in Westchester County and Greenwich, Connecticut, the Village is socio-economically and ethnically diverse, with a historically-intact and vibrant downtown and long-standing, stable residential neighborhoods. The 2016-2017 Village Budget (operating, sewer, capital) is some \$48 million dollars. Due to its unique geographic position as a regional and local transportation node in the New York metropolitan region, Port Chester has recently experienced significant development initiatives. As the “Restaurant Capital of Westchester County”, the Village is well-positioned for continued economic revitalization.

In 2014, the Village Board of Trustees adopted its first strategic plan for 2014-2016. The strategic plan identified and prioritized economic development projects consistent with the Village’s first-ever comprehensive plan adopted in 2012. The Board seeks to build on the success of the 2014 Strategic Plan to shift focus to no less vitally-important operational issues across all village departments. Such direction would provide necessary consensus as to organizational mission and policy, assign and rank priority items for implementation by staff and accomplish alignment and overall coordination of effort, all to promote the efficient delivery of services to village residents in fiscally-challenged, tax cap environment

SCOPE OF SERVICES

The vendor shall provide the following within its scope of services:

1. Existing Conditions Survey

The vendor shall prepare and compile the results of a survey of members of the Board of Trustees and management staff (Village Manager, Assistant to the Manager and all department heads). The survey will provide the data for an assessment of existing conditions for a SWOT (Strengths, Weaknesses, Opportunities and Threats) analysis.

2. Workshop

Using SWOT, the vendor shall facilitate a planning workshop between the Board of Trustees and management staff. The workshop would be a round-table, but structured discussion that would encourage a full and frank exchange of views but would have productive results.

The workshop would be approximately six hours, and, depending upon availability of the Board, the workshop would be held over the course of three evenings during the week or a Saturday. The dates/times and location of the workshop will be coordinated through the office of the Village Clerk.

3. Plan Document

Based on the results of the workshop, the vendor will prepare the strategic plan document. The plan would be initially presented as a draft with the Board for comment before being placed in final form to be considered for adoption.

MINIMUM QUALIFICATIONS/REQUIREMENTS

The successful candidate will have significant, direct experience working with municipalities, school districts. State or local governments and agencies in the facilitation of strategic plans. The candidate will also have a depth of knowledge with local government operations and individuals who will be interacting with the Village will have excellent interpersonal and communications skills.

PROPOSAL CONTENT

Proposer Information:

- Experience- Provide professional experience and work history, including a resume for the firm, the individual who act as facilitator of the workshop and any other persons who will be part of the team.

- References- Include the name, address, and telephone number of three clients for whom similar services are or have recently been performed.

-Fee Proposal- Include proposed fee for the services and report requested:

\$ _____

SUBMITTAL REQUIREMENTS

Proposals must be typed on white letter-size paper and each element of the RFP must be addressed in a clear, concise manner. Proposals must be received by the Village by 12 pm Eastern on August 10, 2016. Proposals must be submitted in a sealed envelope and have original signature and date. Please deliver five (5) printed copies of the proposal and an electronic version of the proposal on a CD or flash drive to Village of Port Chester, Village Clerk's Office, Attention: Christopher D. Steers, Village Manager 222 Grace Church Street, Suite 150 Port Chester, New York 10573 Please place a label on the envelope stating: "RFP 2016-06- Strategic Planning Facilitation Services"

INQUIRIES

Any questions or requests for additional information regarding this RFP must be in writing via

mail, fax or e-mail directed to Christopher D. Steers, Village Manager, received no later than three (3) business days prior to the submission deadline. Telephone (914) 939-2200/Fax (914) 937-3169. All questions or requests for additional information must include your name, address, phone number and e-mail address. The Village is not responsible for any failure in the delivery of an inquiry.

E-mail inquiries must include the subject line "RFP # 2016-06-Strategic Plan Facilitation Services"

INTERVIEWS

Interviews may be scheduled with prospective candidates to permit further evaluation of the candidate.

AWARD

The award will be made to the candidate which best meets the Village's needs and requirements. The Village reserves its right to reject any all proposals in the best interest of the Village. The successful candidate must be ready, willing and able to proceed and sign an agreement satisfactory in form to the Village Attorney within five days of notice of award.



Promising Solutions

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Strategic Planning for the Village of Port Chester

Strategic Planning Facilitation Services

August, 2016

Prepared for:

The Village of Port Chester

Prepared by:

Paul Bishop, MPA
Project Director



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Introduction

CGR is pleased to respond to the Village of Port Chester's request for proposal to complete a Strategic Planning and Prioritization Workshop for the Village Trustees of Port Chester. Our experience and approach will assist the Trustees in shaping their priorities for Port Chester and help direct the Village's actions going forward. We believe our staff expertise in municipal operations and strategic planning will assist in documenting a prioritized action plan for enhancing the quality of life in the Village and providing improved services to the residents.

Since 1915, CGR has delivered results to the municipal, education, nonprofit and business-civic sectors through objective analysis, mission-critical data and strategic counsel. We have become a thought leadership partner of choice by empowering innovative solutions in the public interest. Trusted for our independence and breadth of experience spanning a century, CGR delivers expert solutions in government & education, economics & public finance, health & human services and nonprofits & communities. Proudly headquartered in Rochester, New York, CGR has served communities throughout the Northeast and Great Lakes regions.

CGR has performed dozens of government service evaluations and strategic plans for municipalities in the past decade. CGR has performed service evaluations and organizational planning in the educational, public housing, law enforcement, nursing home, and public works arenas. CGR has utilized our analytical skill set that for the last century to help communities develop their own solutions to their individual problems. A broad listing of our recent work in all arenas is available at our website www.cgr.org.

As demonstrated in this proposal, CGR brings to this project an industry-leading team of experts on the issues of local government management, public safety service delivery, public finance and efficiency. Our project team will be led by Paul Bishop. His experience with government management issues is diverse, including evaluating service sharing options and internal efficiencies for municipalities in New Jersey, Ohio and New York. Mr. Bishop collaborated to conduct CGR's strategic planning project for the Housing Authority of New Haven and participated on a team developing a plan for Otsego County. He is supported by CGR's public finance and public sector management experts.

Statement of Proposed Services

The Village has recently completed both a comprehensive plan and an economic development strategic plan. There is a desire to conduct a strategic planning and prioritization workshop for members of the Village Board to assist them in identifying

priorities for action in the Village. In order to achieve the vision put forth in strategic plans and capitalize on the positive impacts of recent development initiatives, the Board seeks to focus internally on the operations of village departments by building consensus, ranking priority initiatives and aligning funding strategies to achieve successful plan implementation. The Board seeks a Strategic Plan Document that includes opportunities to improve service delivery and enhance quality of life conditions for village residents through aligning the goals of the different village departments and the Board.

Proposed Work Plan

To accomplish this focused scope of work, CGR proposes the following work plan:

- **Existing Conditions Survey** – Members of the Village Board and key personnel in the Village would be invited to complete an electronic survey that would help identify the existing conditions in the Village and what factors would influence future operations. Based upon the RFP, key personnel are identified as Village management staff and would include the Village Manager, Assistant to the Manager and all department heads. That survey would serve as the foundation of a SWOT (Strengths, Weaknesses, Opportunities, & Threats) analysis. CGR would also review aspects of existing planning and budget documents.
- **Initial Planning Workshop** – The workshop would be approximately three hours in length and would include reviewing the SWOT survey results, and identifying areas of action that are within the Village portfolio. Organized as a round-table, CGR would facilitate a structured discussion to identify areas of priority action and begin to set goals for the Village. Well-planned engagement strategies will guide participants through a full and frank exchange of views within priority areas identified from the SWOT survey results. Attention would be focused on turning strategic and operational issues into opportunities for better cooperation, coordination and alignment of core service delivery to village residents.
- **Goal Setting Workshop** – The objective of this workshop is to create and prioritize strategic goals for the Village Board. The workshop would be approximately three hours in length. Participants would discuss the previous planning activities, and work to create and refine actionable goals and objectives for the Village.
- **Final Plan Document** – The final deliverable would be a document describing the existing conditions, identifying priority action areas, and presenting goals and objectives for the Village as established by the Board. It would be presented first as

a draft document with an opportunity to make necessary revisions before adoption by the Board.

- **Project Staffing** – CGR would have two seasoned staff members facilitating each of the workshops. CGR plans to use remote technology to administer the existing conditions survey and present the final plan.

Proposed Project Timeline

CGR proposes beginning the project within three weeks of award notification, and completing the workshops within sixty days of signing an Agreement. The Draft Plan Document will be submitted within fourteen days from completion of all workshops. CGR proposes completing the Final Plan Document ten days after receiving comments on the Draft.

Proposed Compensation

CGR is a not-for-profit 501(c)(3) consulting firm, and as such we use a bundled rate approach to project budgeting. Bundled rates are set for each position title and include direct expense (salary and benefits) as well as other than personal services (rent, insurance, etc) and administrative and overhead charges (organizational and fiscal oversight).

Based on the staff that are anticipated to be assigned to this project, CGR offers to complete the work described in this proposal for an all-inclusive fixed-fee of \$15,000. If the two workshops are held on consecutive days or a single session, the all-inclusive fixed fee would be \$12,700. This fee covers all consultant fees, travel and miscellaneous expenses. If our scope or proposed cost do not align with the Village's expectations, CGR is willing to discuss alternatives.

Qualifications & Experience

In CGR's experience, each local government management, financial or restructuring project tends to be different, reflecting the particular focus area(s) of the government or governments leading the initiative. To a degree, we would anticipate delivering similarly tailored services for the Village based on the efficiency opportunities that materialize during the course of this project, the other agencies it is working with and the specific issue(s) it faces.

Below, we provide a sample of recent CGR projects in the area of strategic planning facilitation or local government management. We would expect our work for the Village of Port Chester to draw on elements of the expertise displayed in each of these efforts.

The Housing Authority of the City of New Haven Strategic Plan

Project Description: In 2014, The Housing Authority of the City of New Haven, CT engaged CGR to facilitate a strategic planning process for the agency. The Housing Authority provides public housing and housing choice vouchers to thousands of low-income or disabled residents of the City of New Haven, and has strengthened its reputation in the community over the past 15 years by redeveloping hundreds of affordable housing units and introducing innovative resident services programs.

The Housing Authority turned to CGR to help it build upon those gains and adapt to reductions in the agency's funding from the federal government. The project's deliverables included a scan of best practices nationwide, staff and resident surveys, dozens of interviews with internal and external stakeholders, a 2-day leadership retreat, and a written strategic plan. The 2016-2018 Strategic Plan was adopted by the Housing Authority of the City of New Haven's Board of Commissioners at its September meeting. Highlights include adopting new mission and vision statements, establishing a new corporate and organizational structure, developing a financial sustainability plan, and specific strategies to improve organizational functioning and staff capacities.

Reference:

Karen Dubois Walton, Executive Director
Housing Authority of the City of New Haven
360 Orange Street, New Haven, CT 06511
kdwalton@newhavenhousing.org
(203) 498-8800

Consensus CNY – Onondaga Study on Local Government Modernization

In 2014, the Onondaga County Commission on Local Government Modernization engaged CGR to provide analytical and planning assistance for a municipal reorganization effort spanning 36 governments: One county, one city, nineteen towns and fifteen villages. The effort is designed to evaluate current approaches to delivering services and develop recommendations for improving micro- and macro-level efficiency and effectiveness. As part of the project, CGR is responsible for data assembly and analysis, the development and evaluation of options, and facilitation of the Commission's final recommended plan. As part of the study, CGR has conducted an evaluation of the delivery all local services, including EMS and fire departments. CGR worked with a local group of public safety officials and community members to identify recommendations for the community to consider to adjust their services in

the future. This broad effort has involved the coordination of multiple committees and substantial data analysis. A key component has been the prioritization of public engagement to ensure that any final recommendations have been discussed in public forums before they move toward implementation. In all areas of the study, but particularly EMS and fire services, the commission has been careful to balance the competing interests of those inside the profession with the demands of the public for high quality cost effective service. The effort is scheduled to be completed in early 2017.

Reference: Robert Simpson, Chief Executive Officer, CenterStateCEO Chamber, (315) 470-1800, rsimpson@centerstateceo.com, CenterStateCEO, 115 W Fayette St, Syracuse, NY 13202

Village of Sands Point Evaluation of Fire and EMS Operations

Project Description: In 2014, the Village of Sands Point contracted with CGR to analysis the fire and EMS service that they received from the Port Washington Fire Department. The Village has entered into an annual contract without performance standards with the fire department for many decades. They have recently become dissatisfied with the service and were seeking options to compare their service against national standards and community expectations. CGR worked with the Village's police department and the Port Washington Fire Department (PWFD) to develop a comprehensive evaluation of the PWFD. CGR then developed six different scenarios for the village board to consider to improve their community's level of service. The recommendations ranged from expanding the role of the police department in EMS to the developing their own fire department with a paramedic transport ambulance. For each scenario, projected start up and an ongoing operating costs were developed. The village board accepted the report in October 2014 and is considering their alternatives.

Reference: Marc Silbert, Village Trustee, (516) 883-3044, marcsilb@me.com, Incorporated Village of Sands Point, P.O. Box 188, Port Washington, NY 11050-0109

Project Team Resumes

Our team of experts brings to this project deep experience in municipal operations, public finance, government efficiency, consolidation and community change management. Our key team member's credentials are outlined below:

Paul Bishop, M.P.A., Associate Principal

Paul Bishop manages projects involving a wide range of issues related to public safety, local government efficiency, and community well-being. His public safety experience encompasses providing emergency medical services (EMS) more efficiently; projecting the impact on existing police, fire, and emergency services of potential development; and identifying options to restructure public safety programs while maintaining high-quality service. His experience with government management issues is diverse, including evaluating service sharing options and internal efficiencies for municipalities in New Jersey, Ohio and New York. He also has facilitated discussions between municipalities on sharing public works equipment across a county, and assessed the impact on a community of dissolving a local government and merging all operations in the surrounding town.

He led CGR's work with the *City of New Haven Housing Authority's Strategic Plan Development*, has been a key staff member on the *Consensus CNY – Onondaga Study on Local Government Modernization* and led a project with the Village of Sands Point to analyze the potential of expanding village services to include fire or EMS services. Mr. Bishop has led projects on village service delivery and possible dissolution in Medina (NY), Macedon (NY), Hoosick Falls (NY), Sherman (NY) and Forestville (NY). In addition, Mr. Bishop is a key contributor to CGR's work for clients in areas involving economic, educational or health service challenges, and is particularly skilled at research and analysis on indicators of community performance in these areas.

Prior to joining CGR as a Senior Associate in 2012, Mr. Bishop managed EMS education at the Public Safety Training Center at Monroe Community College for 10 years. His work focused on all aspects of education for EMS including initial certification for emergency medical technicians and paramedics, and leadership development. His expertise included program assessment, strategic planning and accreditation. Currently he is an adjunct faculty member at the college, and a practicing paramedic for an EMS organization in the Rochester area.

Mr. Bishop earned his masters of public administration at the State University of New York at Brockport, and his bachelor's degree in political science from the University of Rochester.

Steven Hanmer, M.P.A., Senior Associate

Steven Hanmer manages a diversity of projects covering the efficient and effective administration of programs and services supported by municipal, state and federal agencies. He specializes in strategic goal setting, performance measurement, business process redesign, and integrated data management to improve internal decision-

making. Mr. Hanmer is currently conducting a strategic assessment for the New York City Department of Health and Mental Hygiene to align staffing levels, resources and systems with the Commissioner's goals and objectives for improved contracted service quality and community outcomes.

Steve comes to CGR after six years working for the U.S. Department of Health and Human Services as a program and budget analyst. While there he served as a member of the Administration for Children and Families Performance Management Team, leading program offices through strategic realignment and the creation of new benchmarks.

Prior to working at HHS, he worked as the Principal Budget Analyst for the City of Cambridge, MA for five years. While there he streamlined the city budget process, standardizing department goals to City Council priorities, and aligning service delivery measurement to demonstrate efficiency of operations and community impact. He collaborated with public safety community, including Police, Fire, Emergency Management, and Emergency Call Center departments, overhauling their performance measurement system to reflect a post 9/11 shift in strategic priorities.

As a Management Analyst for the City of Glendale, AZ, he led Departments through the development of Business Plans, benchmarking organizational structures, staffing levels, and outcome measures to align with the new City Manager's strategic plan and economic development goals.

He holds a B.S. from Syracuse University and a Master of Public Administration from the Maxwell School of Citizenship and Public Affairs.

Proposal for

Village of Port Chester

Strategic Planning Facilitation Services

August 10, 2016

RFP #2016-06



Management
Partners



Management Partners
1730 Madison Road
Cincinnati, Ohio 45206
(513) 861-5400

www.managementpartners.com
jnewfarmer@managementpartners.com



August 10, 2016

Mr. Christopher Steers
Village Manager
Village of Port Chester
222 Grace Church Street, Suite 150
Port Chester, New York 10573

Dear Mr. Steers:

Port Chester's plan to develop a collective vision, goals, and strategies will support the continued implementation of the economic development opportunities outlined in the 2014 Strategic Plan. Management Partners is highly qualified to assist the Village in creating a strategic plan that focuses resource allocation, guides working planning, and provides the basis for assessing performance and outcomes.

We are a professional management consulting firm specializing in helping local government organizations meet service demands, improve effectiveness, and streamline operations. Management Partners has a proven methodology for creating strategic plans that include identifying vision, mission, values, goals, strategies and success indicators. Our approach will support the Village of Port Chester in focusing on important operational issues and implementing specific activities.

As former public administrators, we have a bias for action and are sensitive to the pressures local government leaders face. We produce results that are based on the unique realities of each community. Our team is excited about the potential of assisting the Village with strategic planning facilitation and we look forward to discussing our approach and qualifications with you in more detail. Please let me know if there is any other information we can provide.

Sincerely,

A handwritten signature in cursive script that reads "Gerald E. Newfarmer".

Gerald E. Newfarmer
President and CEO

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About Management Partners

Management Partners was founded in 1994 with a specific mission to help local government leaders improve their service to the public. Since then we have worked with cities, counties, towns, and special districts of all sizes across the United States to help them work more effectively and run more efficiently.

Why Management Partners?

We offer a balance of perspectives with a practitioner’s bias and a proven track record of successful consulting engagements. This experience gives us a sensitivity that produces positive outcomes. We are proud to say that as a result of our quality work, many of our clients ask us to complete subsequent assignments. Ask our clients and they will tell you:

We Know Local Government	Our associates have served in local governments, so we have a deep understanding of the operating and political environments in which you work.
We Take a Collaborative Approach	We consider ourselves part of your team and strive to ensure our work supports your overall corporate strategy and goals.
We Have Extensive Experience	Each of our more than 80 associates is an expert in one or more service areas, and our firm has assisted more than 900 jurisdictions in 40 states.
We have Developed Proven Methodologies	We understand the importance of a holistic approach to improving organizations, using field-tested techniques for each aspect of the work.
Our Work Plan is Tailored to Your Needs	Each of our projects is individually tailored to our client’s unique needs, starting with a careful learning process.
We take Pride in the Quality of Our Work	Our internal processes ensure first-rate, complete staff work and adherence to the highest ethical standards in public service.
We are Focused on Implementation	As practitioners, our recommendations make practical sense and are designed for implementation.

Taking a Collaborative Approach

Success in the public sector requires an approach that is inclusive, collaborative, respectful of differing viewpoints, and appreciative of democratic self-government, with its focus on extensive input and diverse opinions. This philosophy governs our work.

We view each project as an opportunity to design the best possible approach to achieve the desired results. At the beginning of our partnership we work with you to design a work plan and schedule that takes into account the needs of your organization. We are sensitive to the impact a project can have on busy staff and plan our work accordingly to minimize disruption.

We often involve employees throughout the enterprise in the project because they are in the best position to know what works. When they have a chance to express their concerns and share their ideas they are more likely to support the changes that need to be made to improve. This is particularly true when using process improvement techniques, by encouraging employee buy-in through inclusion in the improvement process.

Recognizing that Every Organization Is Unique

Because we have partnered with more than 900 local governments across the country, we understand that every municipality has unique circumstances, challenges and opportunities. As a result, we do not use a cookie-cutter approach to our projects. Instead, we start by talking with you to understand what makes your organization different. This approach ensures that our analysis and resulting recommendations make sense given your resources, history, goals and circumstances.

Services to Support Local Government Leaders

Management Partners' services include everything required to support local government leaders. The range of our services includes:

- » *Strategic and Business Planning* – Setting the direction for the enterprise and preparing business plans required to achieve desired outcomes.
- » *Organization Development* – Developing organizational capacity, a key to high-performance organizations, through executive coaching, customer service training, employee and customer surveys, and conflict management workshops.
- » *Organization Assessments* – Analyzing the organization (including structure, staffing, business processes, policies and resources) to identify improvements to an operation's efficiency and effectiveness.
- » *Performance Management* – Systematically tracking the performance of the enterprise, including performance measurement, process management, performance budgeting, employee performance evaluation, and strategic and process benchmarking.
- » *Process Improvement* – Critically examining specific business processes through which internal or external customers are served to identify opportunities for improvement using process mapping, performance improvement workshops, and other quality tools.
- » *Financial Planning, Budgeting and Analysis* – Managing the financial affairs of the enterprise, performing multi-year financial planning, and developing a well-structured, transparent budgeting process supported by thorough analysis.
- » *Sharing and Consolidation of Services* – Improving the cost-effectiveness and quality of service delivery by partnering with other units of government through sharing or consolidation.
- » *Interim Management Services* – Assisting government leaders by providing executive staff during transitional periods. Our approach combines continuing services along with

analyzing organizational effectiveness to provide a solid foundation for a new permanent employee.

- » *Executive Recruitment* – Identifying top quality leaders who are a good fit for your organization and your community.

Our Experience in Strategic Planning

We are proud to have assisted a wide range of organizations with strategic planning and are experienced working with small and large jurisdictions as illustrated by the list of recent clients below. Currently, developing strategic plans with Port Orange, Florida; Bladensburg, Maryland; and Ingham County, Michigan.

- » Alameda County City Managers Association, California
- » American Canyon, California
- » Beverly Hills, California
- » Clayton, Ohio
- » El Cerrito, California
- » Ingham County, Michigan
- » Kansas City Area Transportation Authority, Missouri
- » Mansfield Downtown Partnership, Connecticut
- » Margate, Florida
- » Montgomery, Ohio
- » Morgantown, West Virginia
- » Pacific Library Partnership, California
- » Palo Alto Utilities, California
- » Parkland, Florida
- » Petaluma, California
- » Port Orange, Florida
- » Rio Rancho, New Mexico
- » Riverside County, California
- » Rohnert Park, California
- » Sacramento Area Council of Governments, California
- » San Joaquin Valley Library System, California
- » Santa Ana, California
- » Santa Barbara County Association of Governments, California
- » Sonoma Valley Fire and Rescue Authority, California
- » Tustin, California
- » Ventura County, California
- » West Palm Beach, Florida
- » Wichita, Kansas
- » Woodside, California
- » Worthington, Ohio

Your Partner

Management Partners has helped hundreds of leaders in 40 states improve their service to the public. The work we do is not an academic exercise; it is grounded in the real world of customer service and accomplishment in the public and nonprofit sectors.

Project Approach

Our extensive experience with strategic planning allows us to assist you with all elements of the scope of work detailed in the RFP. We make a commitment to quality and timely performance with each client we serve. The essentials of our project management methods are summarized below in our approach.

Elements of Strategic Planning

Before we describe our proposed work plan, we would like to explain the elements of strategic planning that will be considered as we proceed collaboratively with your project team. Strategic planning involves establishing a vision for the future; a clear mission for the organization; articulating the organization's values; conducting a scan of the environment to identify opportunities, potential hazards, and impediments that could affect the organization; establishing goals; identifying priority strategies and critical success factors; and creating an implementation action plan to ensure timely results. This framework and process will be tailored to the specific needs of Port Chester.

The following key components of strategic planning are provided as an overview of the elements we recommend for inclusion in the process. Our strategic planning for results framework and supporting definitions and descriptions correspond to the planning goals stated in the RFP. The graphic below shows each of the elements.

A **vision** is a clear and concise statement of where the Village wants to be in the future. Setting a vision is a fundamental element of the strategic planning process. All goals, objectives and strategies are directed toward achieving an established vision for the future.

A **mission** statement provides the purpose of the organization and guides the prioritization of opportunities. It defines what the organization stands for and what it will do. The mission also directs the day-to-day actions of an organization and its employees.

Values are the core operating principles of an organization. Values govern the actions and behaviors of policy makers and employees to effectuate the mission and vision of the organization. Examples include professional excellence, innovation, responsiveness, leadership, teamwork and integrity.

Goals provide clear guidance about the direction and focus of the organization, budget decisions and allocation of other resources, such as staff time. Goals state the direction the organization will move over a period of time and state the desired outcomes to be achieved. They are frequently framed for specific areas of policy interest, such as the main areas of service. Goals or strategic priorities provide the "why" (larger meaning and



context) of the specific actions the agency takes. They help the executive team decide which of the many worthy projects should be done and when, within available resources.

Goals to achieve the vision are set to guide the development of priorities, objectives, and/or strategies and success indicators. Goals must be meaningful and attainable.

Priorities, Objectives or Strategies are the means to achieve the goals. They describe an approach or method and begin to answer the questions: How will we go about accomplishing the goal? What will we actually do to realize the goals?

An **Implementation Action Plan** is the blueprint for carrying out the strategic plan. It contains the detailed steps that must be taken to assure that the goals and strategies are achieved. Action plans provide a framework for determining specific timelines, assignments, and resource allocations. They are designed to be a management tool to help the organization assure that goals are attained and are well-suited to periodic check-in about progress, changes or challenges. An example of an implementation action plan template is shown in the following graphic.

Goal:					
Strategy 1:					
Key Tasks	Fiscal Year to Start/Complete	Resources (Staff, Funding, Other)		Lead Manager/ Team Members	Milestones and Success Indicators
		Currently Available	Needed		

Reporting processes are established so that both policy-makers and executives have current information about the progress being made to properly implement the plan. Reports must be structured to provide the information appropriate to the audience for the report (resulting usually with a tiered approach that distinguishes between enterprise-wide summaries and more specific to inform subordinate management levels), and should contain specific information about the status of implementation in relation to the adopted plans, including performance metrics appropriate to the initiatives and programs operated by the government. The reports can also integrate the financial reporting of the enterprise, comparing with the adopted budget. The frequency of reports is planned in advance so that all involved can plan their follow-on work appropriately.

Achieving Results

Management Partners has worked for the majority of our clients on multiple occasions. They consistently tell us that they use our services on a variety of projects because our work provides implementation actions that accomplish their objectives. Management Partners is led by local

government experts who know how to get things done, appreciate the difficulties and the constraints on local leaders, and understand the essential elements that effectively drive implementation. These elements include:

- » Creating a sense of urgency;
- » Engaged leadership;
- » Well-developed implementation planning;
- » Frequent communication with stakeholders;
- » Planned milestones and completion dates; and
- » Institutionalized management processes.

Implementation is effective only if there is an expectation and commitment to it. We use well-grounded management techniques to effectively shape organizational culture so that strategic goals can be realized.

Proposed Work Plan and Timeline

Based on our experience and our understanding of the needs of the Village as outlined in the RFP, we have prepared the following detailed plan of work.

Our understanding is that Port Chester seeks to build upon the success of the 2014-2016 Strategic Plan and will focus on setting a clear direction for the organization. The desired result is that the Village becomes more effective at aligning operations with ongoing service delivery obligations and implementation of the five opportunity areas articulated in the current strategic plan which is focused on key economic development initiatives. The resulting strategic plan should include organizational mission and policy, and priority strategies for implementation. Specifically, the Village is requesting:

- » A survey of strengths, weaknesses, opportunities and threats (SWOT),
- » An assessment of existing conditions,
- » Design and facilitation of a strategic planning workshop, and
- » Development of a strategic planning document.

The framework included in this proposal is amenable to refinement to adapt it to the interests and needs of Port Chester.

Activity 1 – Start Project and Conduct Interviews

We will begin by meeting with the Village Manager and other key staff to finalize the work plan and schedule and to discuss how each activity will be conducted. During this meeting we will establish the working relationship between our associates and the Village’s project team. We will confirm communication protocols and the type of support that will be provided by Village staff and also identify relevant data and reports that will be useful to the strategic planning effort.

Immediately following the kick-off meeting, we will begin our learning phase by conducting individual interviews with Port Chester leaders, including the Mayor, each member of the Board of Trustees, and the Village Manager and Assistant to the Manager.

The purpose of the individual interview is to learn about the organization’s structure, staffing and work systems; and understand the SWOT issues relevant to Port Chester. The interviews will allow Management Partners to gain perspectives about the current organizational culture and identify issues and concerns that will impact service delivery and operations in the future. This summary will be used to guide the development of a survey that will be distributed to department directors and managers.

Activity 2 – Conduct SWOT Survey

Using the results from Activity 1, Management Partners will prepare and distribute a survey to identify key strengths, weaknesses, opportunities and threats that are likely to impact operations and service delivery over the next three to five years. The questions will be uploaded to Survey Monkey and a link will be distributed to Port Chester directors, managers and others identified by the Board of Trustees or Village Manager. We will synthesize and analyze the

survey results and prepare a report that we will review with the Village Manager. The result of this activity will be summarized and included in the assessment of existing conditions carried out during Activity 3.

Activity 3- Assess Existing Conditions and Prepare for the Workshop

The SWOT issues will be used, in part, to determine identify existing conditions that will be folded into an environmental scan. Management Partners will assist Village staff in determining which data will be needed to provide contextual information about internal and external conditions impacting operations, along with data trends and projections for the future.

Understanding the trends and projections associated with the Port Chester environment will lend additional meaning to the SWOT results and provide insight about which issues are likely to have the greatest influence and drive future service delivery and programmatic concerns. Specifically, we will assist with identifying important information that should be compiled and provide sample environmental scan outlines from prior strategic plans.

Some of the local and regional information that will lend useful context to understanding resident and stakeholder needs for the future includes financial indicators, population, economic and demographic data as well as migration trends and projections, and other information about operations from an internal and external perspective.

The assessment of existing conditions provides the framework about local and regional conditions that will help identify and frame strategic issues facing the Village. These are the fundamental challenges that will be addressed in the vision, mission, and values, and goals and strategic priorities. This assessment will become part of the materials that Management Partners will include in a briefing packet that we will prepare and distribute prior to the strategic planning workshop.

During this activity we will also prepare the workshop agenda for the six-hour interactive session with the Board of Trustees and Port Chester management team. We will review and discuss the agenda with the Village Manager to make sure it meets the expectations of the Board.

Activity 4 – Conduct Strategic Planning Workshop and Report Results

Next, we will facilitate a strategic planning workshop with the Board of Trustees, Village Manager and directors. We anticipate the session will last six hours. Management Partners will use the information collected from the interviews, survey and assessment of existing conditions to design a process that will use large and small group exercises to achieve consensus in the process of developing a vision, mission, values, goals and strategies for the future.

We will prepare a draft agenda for the workshop that we will review and confirm with the Village Manager. The agenda may include any of the following components:

- » Review and discuss interviews and SWOT survey results;
- » Review and discuss the assessment of existing conditions;
- » Discuss and reach consensus on a draft vision, mission, and values statements;
- » Identify four to six goals;
- » Identify measurable strategies (or objectives) for each goal; and
- » Determine success indicators for each of the goals.

Our strategic planning workshops are designed to engage the group in interactive discussions to ensure full participation. We will facilitate a series of group discussions to probe and better understand what we learned from the analysis to determine goals and strategies for the future. The RFP mentions two potential times for the workshop: three, two-hour sessions during the week, or one Saturday session. The availability of the Board of Trustees will determine time that is ultimately scheduled.

Activity 4 – Prepare Strategic Plan

Following the workshop Management Partners will prepare a draft strategic plan document. We will review the draft report with the Village Manager. At the conclusion of the review period, we will incorporate changes and suggested revisions, as appropriate, and prepare the final report.

Activity 6 – Assist with Implementation

Upon completion of the strategic plan, Management Partners will prepare a draft Implementation Action Plan. The Implementation Action Plan will serve as an executable roadmap that details the specific steps needed to accomplish each of the strategies included in the plan. The Implementation Action Plan includes a schedule, milestones and assigned responsibility, and is designed for incorporation into Port Chester department and program-level work plans.

Hours and Cost

Management Partners anticipates devoting 113 hours of our staff time to complete the plan of work described above. The ultimate test of a quality project is that the client is pleased with the results, and we are committed that. The total cost for this project is \$22,900, which includes all fees and expenses. The cost breaks down as follows:

Activity	Hours	Cost
1 – Start Project and Conduct Interviews	18	\$ 4,780
2 – Conduct SWOT Survey	14	\$ 2,070
3 – Assess Existing Conditions and Prepare for Workshop	24	\$ 3,480
4 – Conduct Workshop and Report Results	38	\$ 8,830
5 – Prepare Strategic Plan	13	\$ 2,800
6 – Assist with Implementation	6	\$ 940
Totals	113	\$22,900

Our Project Team

Management Partners has a strong project team that is well qualified to complete this work for the Village of Port Chester. This project will be a top priority for Management Partners and our team members will be available in whatever capacity and with whatever availability will contribute to the success of the project. Kevin Knutson will serve as project director and will oversee the substantive work of the project. Jacquelyn McCray will be the lead facilitator and they will both be supported by Sam Lieberman.

The qualifications of each team member are briefly summarized below. Complete resumes for each person are included in Attachment A of this response.



Kevin Knutson, Regional Vice President

Kevin has more than 20 years of experience directing local government strategic planning, communications, and budgeting functions, with a particular emphasis on performance measurement and process improvement. He was part of a team that implemented quality management practices in Coral Springs that led to the City being the first local government to earn the Malcolm Baldrige National Quality Award. For eight years, he directed strategic planning, budgeting, and performance management for two large cities. He is recognized as a Credentialed Manager by ICMA and was 3CMA's "Communicator of the Year" in 2011.

Jacquelyn McCray, Ph.D., Senior Manager

Jacquelyn is a professional planner and a certified economic development professional. She has worked on numerous projects involving development review, organizational and workflow analyses, performance



measurement, strategic benchmarking and planning, and service sharing. Jacquelyn has expertise in process improvement and re-engineering of local government development review processes involving multiple departments and agencies. She also has excellent interview and facilitation skills, and frequently conducts leadership, employee and stakeholder focus group meetings. Before joining Management Partners, Jacquelyn held positions as a budget analyst, project manager and land-use manager with the City of Cincinnati. After concluding her tenure with Cincinnati, she served as vice chairperson and member of the Cincinnati City Planning Commission for nine years. Jacquelyn is a member of the American Institute of Certified Planners (AICP).



Sam Lieberman, Senior Management Advisor

Sam Lieberman is responsible for helping clients in improving the use of strategic and business planning, conducting complex financial and operational analysis, organization reviews, process improvement studies, and service sharing projects. He has helped facilitate strategic planning and process improvement workshops, developed and analyzed strategic planning community input surveys, conducted research and analyses, assisted in the development of performance measurement systems, and directed benchmarking research. He has recently assisted the cities of Norfolk and Kansas City in strategic and business planning. Other recent clients include Berkeley, Carson, San Bernardino, Orange County, and Santa Clara Valley Water District in California; Hartford, Mansfield, and New Haven, Connecticut; Kenton County and Florence, Kentucky; DeKalb County, Georgia; Pinellas County and Largo, Florida; Phoenix, Arizona; and Hamilton County, Fairfield, Mason, Montgomery, and Westerville, Ohio.

References

Management Partners specializes in providing quality professional consulting assistance to local government and nonprofit clients. Our website, managementpartners.com, contains information about our clients, and we invite you to contact any of them about the quality of our work. We believe our track record of completing similar projects on time and on budget, with quality deliverables specifically designed for implementation, make Management Partners well-qualified to complete this work successfully for the Village.

Our work with several recent strategic planning clients is described below. You are also welcome to contact any of the clients we have listed above on page 3 about the quality of our strategic planning and facilitation services.

Margate, Florida	
Mr. Douglas Smith, City Manager 5790 Margate Boulevard Margate, FL 33063 (954) 935-5300	Management Partners' assisted the Mayor, City Commissioners and City Manager with the development of five-year Strategic Plan. The purpose of the plan was to guide and focus the allocation of resources to ensure that important projects and milestones are completed within a designated timeframe. An inclusive process of interviews, focus groups and surveys, supplemented by an assessment of current and future environmental conditions impacting the future of the City, was used to inform City leaders about trends and projections. A day-long strategic plan workshop with City Commissioners and the City's management team produced six strategic

	<p>goals and priorities addressing city image and identity, community service and outreach, economic development, financial management, infrastructure and public facilities, and quality of life. The priorities were further supported by an Implementation Action Plan to assist with timely execution and performance management.</p>
<p>Parkland, Florida</p>	
<p>Ms. Caryn Gardner-Young, AICP, City Manager 6600 University Drive Parkland, Florida 33067 (954) 753-5040</p>	<p>Management Partners planned and facilitated a strategic planning workshop with the City Commission to establish a mission, goals, and strategic objectives for the City. We also conducted a staff workshop and individual meetings to develop action plans and identify "management in progress" that support achieving the City's strategic goals. The overall plan was adopted by the Commission and staff implemented the action plans developed through this process.</p>
<p>Montgomery, Ohio</p>	
<p>Mr. Wayne Davis, City Manager 10101 Montgomery Road Montgomery, OH 45242 (513) 792-8315</p>	<p>Management Partners has assisted the City of Montgomery with several projects, including designing and facilitating two strategic planning processes at five-year intervals with City Council and staff (including a community input component), developing a citizen survey, and providing consultation and assistance with performance measurement. In the fall of 2015, we completed the City's fourth strategic plan. The first strategic plan involved identifying a vision, mission and values statement as well as short- and long-term goals. In subsequent five-year periods, we designed and facilitated a process with the City Council and staff to update the goals, strategies and accompanying action plan. Past plans incorporated more robust civic engagement activities involving open meetings and utilizing the city's website. We facilitated goal setting with Council and staff (about 25 participants) and helped staff develop an Implementation Action Plan to keep Council and staff updated on the progress of the work. The City of Montgomery is a high performance organization. Management Partners was responsible for the entire work product. No subcontractors were used.</p>

Conclusion

Management Partners has the experience, the professional talent, and the commitment to quality necessary to successfully complete this project for Port Chester. We welcome the opportunity to provide additional information that may be helpful, and we look forward to the chance to discuss the ideas contained in this proposal.

Attachment A – Project Team Resumes

KEVIN KNUTSON

Kevin Knutson, ICMA-CM, is Regional Vice President for Management Partners' eastern office in Cincinnati, Ohio. Kevin has more than 20 years of experience in local government, including ten years in strategic planning, budget, performance measurement, and process improvement and six years in community relations, communications, and citizen engagement.

He has served as an assistant city manager for the City of Reno, Nevada, with oversight of human resources, intergovernmental affairs, economic development, and redevelopment; as well as neighborhood services, community resources, and public information. He also served as interim city manager for the City of Reno and interim executive director of the Reno Redevelopment Agency. In September 2011 he was named "Communicator of the Year" by the City-County Communications & Marketing Association (3CMA).

He previously served as the director of the office of management and budget, where he oversaw strategic planning, budgeting, performance measurement, internal audit, community resources, and public outreach. Before that, he was the director of community relations, with responsibility for the City's communications, neighborhood services, and Reno Direct. This included responsibility for media and public relations, advertising, Reno TV, the City's website and intranet, the City's call center, neighborhood services, and the community liaison program. Prior to joining Reno, Kevin served as the director of communications and marketing for the City of Coral Springs, Florida.

For seven years, he served as the budget and strategic planning manager for Coral Springs, overseeing the award-winning strategic plan, business plan, budget, capital improvement and replacement programs, performance measurement system, process improvement program, managed competition, and elements of the City's quality initiative. He was writer and editor of the City's Baldrige and Sterling applications and has served as a Sterling Examiner. The City of Coral Springs was awarded the Florida Governor's Sterling Award for Organizational Excellence in 1997 and 2003, and was the first local government to win the Malcolm Baldrige National Quality Award in 2007.

He is recognized as a national expert in local government performance management, long-term financial planning, and communications; and has been a speaker and author on long-range financial planning and performance management for the Government Finance Officers Association (GFOA), the American Productivity and Quality Center (APQC), and 3CMA.

Kevin earned master and bachelor degrees in English from Florida International University in Miami, Florida; and has attended the Center for Creative Leadership, GFOA's Advanced Government Finance Institute, and Harvard's Kennedy School of Government executive program. He was honorably discharged from the U.S. Army, after service in Germany.

JACQUELYN Y. MCCRAY, PH.D.

Jacquelyn McCray, Senior Manager, has more than 25 years of experience in local government management. Nine of those years were with the City of Cincinnati, where she was a budget analyst, project manager and land-use planner. Since joining Management Partners Jacquelyn has been a key staff member on myriad projects analyzing development review processes, performance measurement and organizational review. She is particularly adept at strategic planning, process improvement, benchmarking, performance management, training and development, and focus group facilitation.

Jacquelyn is a member of the American Planning Association and a certified economic development professional. She served as a member and vice chairperson of the Cincinnati City Planning Commission for nine years.

Jacquelyn has assisted organizations in future search, mission and vision setting, the identification of critical environmental indicators, and in crafting goals and objectives in the completion of strategic planning projects. Specifically she has assisted the following cities and organizations to develop strategic plans: City of Margate, Florida, City of Morgantown, West Virginia; the Mansfield Downtown Partnership, Mansfield, Connecticut; Montgomery, Ohio; the Louisville, Kentucky Health Department; the Town of Mansfield, Connecticut; Hamilton County, Ohio Department of Job and Family Services; Lake County, Illinois and The Advance, a Division of the General Board of Global Ministries of the United Methodist Church.

With Management Partners, Jacquelyn has developed refined expertise in conducting development review process analyses and improvement projects for the following clients: Saint Paul, Minnesota; Largo, Florida; the Louisville, Kentucky consolidated government; Cape Coral, Florida; Wichita, Lenexa and Olathe, Kansas; Nevada County, California; the Maryland-National Capital Park and Planning Commission; the Unified Government of Wyandotte County and Kansas City, Kansas; Lexington, Kentucky; Howard County, Maryland; North Port, Michigan; and Oklahoma City, Oklahoma;

In the area of performance measurement and management projects, Jacquelyn has assisted Westerville, Ohio; the District of Columbia; Arlington County Public Schools and Loudoun County, Virginia; the Louisville, Kentucky consolidated government; the Unified Government of Wyandotte County, Kansas; and King County, Washington. She has also conducted performance measurement training for many jurisdictions.

Jacquelyn has completed human resources benchmarking analyses for Sedgwick County, Kansas; and Loudoun County, Virginia; and she assisted with benchmarking and compensation analyses for the cities of Oakland and Santa Clara, California. She also worked with the City of Covington, Kentucky to develop a long-range financial plan.

Jacquelyn has completed organization development and improvement reviews, position analyses and service consolidation assessments for agencies across the country. Among them are Blue Ash, Montgomery and Sycamore Community Schools in Ohio; Chesapeake, Hampton and Richmond, Virginia; Berks County, Pennsylvania; Kansas City, Kansas; the Nashville (Tennessee) Airport Authority; Kenton County and the consolidated governments of Louisville and Lexington Kentucky; the City of Fort Wayne and Allen County, Indiana and Lancaster, Muhlenberg, Harrisburg and Reading, Pennsylvania.

Jacquelyn recently completed her doctoral studies at Antioch University in Leadership and Change. She also holds a bachelor's degree in urban planning and a master's degree in public administration from the University of Cincinnati.

SAMUEL J. LIEBERMAN

Sam Lieberman, Senior Management Advisor, joined Management Partners in April 2010. Since then he has conducted complex financial and operational analyses to support a variety of assignments including organization and process improvement studies, and service sharing, financial planning, and budgeting projects. He has helped facilitate strategic planning and process improvement workshops, conducted research and analysis on staffing studies, assisted in the developing performance measurement systems, and directed benchmarking research.

During his tenure at Management Partners, Sam has assisted with the development of performance measures in Fairfield and Westerville, Ohio and manages the annual Ohio Fire Benchmarking Project. He has participated in numerous fire and police organizational assessments, most recently for Florence, Kentucky and Chatham County, Georgia. He has facilitated strategic planning efforts in Montgomery, Ohio, and Morgantown, West Virginia and has developed and analyzed strategic planning community surveys, most recently for the cities of Margate, Florida and Santa Ana, California. He has analyzed budgets and staffing for several jurisdictions and assisted with a fleet management study.

Sam has most recently helped Saint Paul, Minnesota and Aurora, Colorado improve their development review processes. Other clients he has served include the cities of Berkeley, Carson and San Bernardino, Orange County, Santa Clara Valley Water District and Zone 7 Water Agency in California; Hartford, Mansfield, and New Haven, Connecticut; Kenton County and Florence, Kentucky; Kansas City, Missouri; DeKalb County, GA; Pinellas County and Largo, Florida; Phoenix, Arizona; and Hamilton County, Fairfield, Mason, Montgomery and Westerville, Ohio.

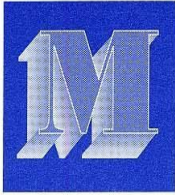
Sam gained valuable experience in the day-to-day functioning of local government during an internship with the City of Cincinnati while completing his undergraduate work. He researched the feasibility of implementing a streetcar system in Cincinnati and prepared staff reports on the subject. He also assisted with the process of rolling out and implementing CincyCare, a public/private health care partnership. As he was concluding his political science degree, Sam authored a scholarly article that assessed the accuracy of pre-primary polling in the 2008 Democratic Presidential Primary. That paper was presented during a conference of the Midwest Association for Public Opinion Research in September 2008. Sam graduated from the University of Cincinnati in 2008 with honors degrees in sociology and political science

Prior to joining Management Partners, Sam worked in local politics. He managed a Cincinnati City Council campaign and then served as deputy finance director for a Congressional campaign.

Village of Port Chester
Request for Proposals
Strategic Planning
Facilitation Services

RFP #2016-06





The Mercer Group, Inc.

Consultants to Management

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August 5, 2016

Mr. Christopher Steers
Village Manager
Village of Port Chester
222 Grace Church St Suite 150
Port Chester, NY 10573

Dear Mr. Steers:

The Mercer Group Inc. is pleased to present our **Proposal** for facilitating your Organizational Strategic Planning process. Our proposal has been developed based on the requirements of your Request for Proposals Strategic Planning Facilitation Services RFP #2016-06.

We have extensive experience and an exceptional track record of facilitating and developing strategic plans that work for our clients and their communities. Our consulting team, comprised of a former city manager and an elected municipal official, is fully qualified to meet the Village of Port Chester's goals and timeline for this project.

The steps outlined in this proposal are based on what we think will work best for the outcomes you want to achieve in the strategic plan. We recognize that you have a much better handle on what may or may not work best for your organization and community, so we are flexible in modifying our approach to meet your needs for the outcomes you want to achieve.

The approach we are recommending is based on our experience of over 20 years with facilitating, developing and implementing strategic operational plans for public sector clients. **We take significant pride in our track record with clients in tailoring our strategic planning approach to their needs, when necessary making immediate adjustments to the approach and responding promptly to any issues that may come up in the strategic planning process.**

I am authorized to negotiate and sign the contract for our firm. If you have any questions or require additional information regarding our proposal, please contact me at (623) 693-0032 or email williamstipp@gmail.com

Very truly yours,

William Stipp
Senior Vice President

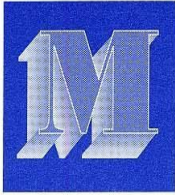


The Mercer Group, Inc.

Consultants to Management

The following is a summary of our approach and our qualifications based on your project requirements. More details are provided further in the proposal:

Project Task	Our Experience
Development and execution of an inclusive planning process that engages the Mayor, Trustees, Village Manager, and staff (concerns, issues, ideas).	We have extensive experience with developing strategic input from community leaders on what they would like to see in their strategic plan. Our process identifies the Strategic Focus Areas of your current plan by using a stakeholder survey to determine if your current strategies are valid or need modifications. The survey will also ask community leaders for their ideas on new priorities or projects.
Review of any work, research, data or other pertinent materials that the Village has completed or issued to date, including a review of core programs.	We pride ourselves on getting to know our clients and their operations. Since our consultant team has extensive former executive level experience, we know what to look for to ensure we understand the needs of your community in updating the strategic plan. We are here to listen first and then begin our work. We do not use the same “boiler plate” mold to create our strategic plans and we don’t facilitate discussions in that manner either.
Evaluation of the Organization as an integral part of executing the Strategic Plan.	Our proposal includes an organizational survey (at levels you determine) based on the Malcolm Baldrige Organizational Excellence Standards. It makes little sense to have the right plan without evaluating if your organization is positioned to make your plan successful.
Written Organizational Work Plan, and a summary PowerPoint presentation of the plan.	Our consultants will develop a strategic work plan that is more than a simple planning document. The plan will be easy to read and very user friendly for the Village Board, Village Administration and the residents.



The final plan will include an implementation strategy with specific recommendations and timelines for implementation. The final plan will include definitive goals and objectives against which the success of the plan can be measured. The plan will include clear and reasonable measures to monitor success.

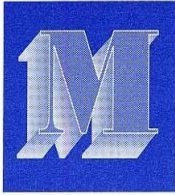
The strategic plan revisions will be focused on executing your Vision, Mission and Strategies through specific projects. We will also assist you in identifying performance measurement opportunities to help ensure that the projects you are implementing are getting their intended results. Our work will provide very clear timetables for completing tasks. The plan will be flexible to allow annual updates and reviews of projects during budget preparations, to add new initiatives and/or, adjust the timing of proposed projects. Unlike other consultants, we recognize that a strategic plan has to be dynamic. Conditions will change year after year and you have to have a plan that can adapt and recalibrate based on potential changes.



Firm Credentials and General Background: Why Use Mercer?

The Village of Port Chester is seeking a consultant to facilitate the revision of its Strategic Plan. The Mercer Group is committed to developing and facilitating a successful strategic planning process. We will work effectively with the Mayor, Trustees, Village Manager, staff members and any additional stakeholders to develop and implement an updated, forward thinking strategic plan. The Mercer Group's strategic plan facilitation process creates a living document that identifies Strategic Focus Areas and Guiding Principles. From that process, a work plan that is linked to your Vision and Mission Statements is created. The focus of our approach is to develop a strategic planning system that provides a seamless process for implementing current and future priorities.

Our consulting team for this project has extensive experience facilitating the development of strategic plans that not only work for our clients but also are easily updated. Our experience working with a variety of clients in the public and private sectors will be very helpful to the Village of Port Chester. The team has developed strategic plans for communities with populations ranging from 5,000 to over 100,000; successful facilitation is a key factor in our success.



The Mercer Group, Inc.

Consultants to Management

Our unique advantage on this project is that our consultants bring experience from both the village/city manager and elected official perspectives. In addition, our team focuses on only a few clients simultaneously whereby preventing scheduling conflicts and the frustration that follows from consultants who are “spread too thin”.

The Mercer Group, Inc. is a management-focused consulting firm incorporated in the State of Georgia and operating nationwide, with strongly established areas of practice in the Southeast and Midwest, and growing Northeast, Southwest, and West practices. Our firm now has thirty-one people serving the public sector from eighteen offices across the United States. Our corporate website (www.mercergroupinc.com) provides additional information on our firm and its practice areas, bios of Mercer principals, and project and client lists.

The Mercer Group provides exceptionally high quality consulting services to a wide range of public sector clients:

- State and local governments
- Counties
- Utilities
- School districts
- Transit authorities
- Downtown Partnerships
- Fire districts
- Health care providers
- Special districts
- Colleges and universities

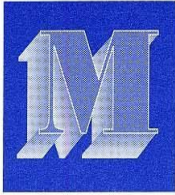
Specialty practice areas of our firm include:

- Strategic planning and policy studies
- Service delivery alternatives, including the feasibility of consolidation/merger and collaboration/shared services
- Organizational reviews and structure analysis
- Management, organization, operations, financial, and productivity improvement
- Human resource management, compensation and classification studies, and performance management systems
- Executive recruitment

Integrated Strategic Plan Model



The Mercer Group has executed strategic planning efforts for other clients and we are fully capable of carrying out the scope of work requested by the Village of Port Chester. The successful implementation of any strategic plan often lies in its integration into daily business practices. We highly recommend that the Village of Port Chester continue its successful plan integration and begin linking it to the Village Board’s agenda process, budgets, staff work plans/evaluations and any current and/or newly developed performance measures. The results of the performance measures can be used to continuously update the plan.



The Integrated Strategic Planning approach creates a balance that aligns both your financial and human capital (employees) to focus on achieving the strategic goals and objectives of the plan.

A strategic plan is not just a document that identifies the strategies, goals and objectives that prioritize your services, programs and capital needs. This is one element, but it can offer much more. Our surveys, interviews and discussions will do all of these things, while fully integrating your budget process with the strategic plan. Our processes will also provide a system for prioritizing strategic projects and work plans for your staff to improve service delivery effectiveness based on the strategies and goals in the plan. Finally, The Mercer Group will also demonstrate how to fully integrate the strategic plan projects and initiatives into the Village Board's agenda process.

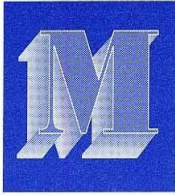
The Mercer Group uses an innovative format and approach to facilitating the revision of your strategic plan. Our format allows us to tailor our strategic planning approach to meet your specific needs and requirements. Since we will revise the strategic plan based on your needs, we want to make sure everyone is in agreement on the outcomes you expect from the strategic plan. To accomplish this we will use a Strategic Plan Alignment and Development Survey.

Phase 1 – Strategic Plan Alignment and Development Survey for Initial Meetings



Alignment

Do you always get what you expect without some planning in advance? The Mercer Group uses an innovative online confidential Strategic Plan Alignment and Development Survey to determine the key components that will be included in the Village of Port Chester's Strategic Plan. The Strategic Plan Alignment and Development Survey serves two purposes. One focus of the survey is to determine how you want to integrate the plan into your current systems and business practices. The second focus of the survey is to determine how you want your strategic plan to work.

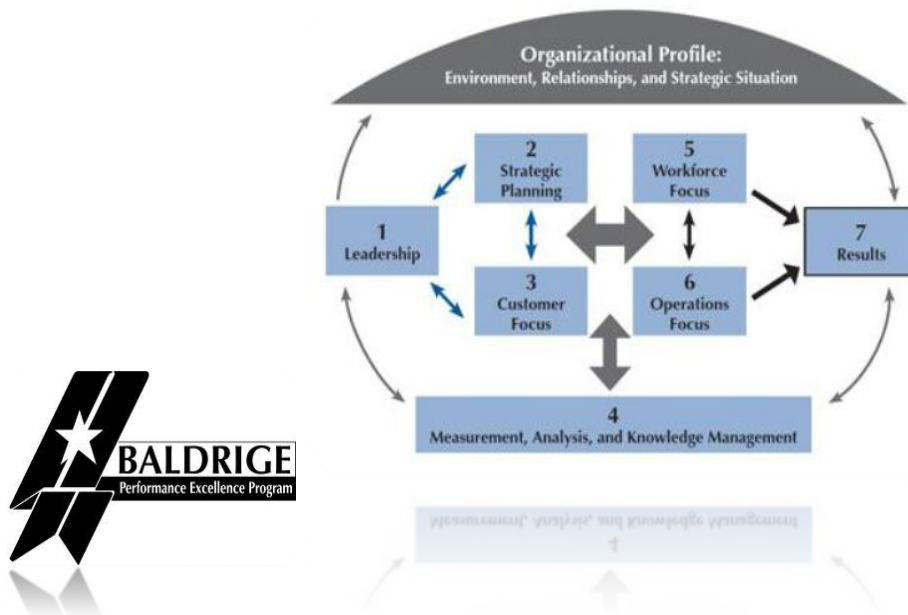


Strategic Plan Development

The Vision and Mission Statements will be used to build the Strategic Focus Areas, Guiding Principles, and work plans for the strategic plan. The survey will also review the Strengths, Weaknesses, Threats and Opportunities (SWOT) as part of the environmental scan for the Village of Port Chester. The results from this survey would be discussed with the Mayor, Trustees, Village Manager and other designated staff. The Mercer Group can base its facilitation of the strategic plan revision on the results from this survey.

After the Strategic Plan Alignment and Development Survey, the second step in revising the strategic plan is to determine if your organization is ready to implement a strategic plan.

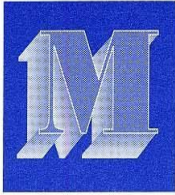
Phase 2-Review and Evaluation of Current Organizational Conditions and Staffing Analysis



How do you know that your organization is ready to implement the strategic plan? What are your organizational strengths and opportunities for improvement?

How does your organization compare with the best run organizations in the world? The Baldrige Confidential online survey provides a “Gap Analysis” for you to identify and begin to focus on areas that may need improvement in your organization for the strategic plan to be successful.

The confidential Baldrige Survey reviews how your organization is performing in the seven (7) key areas included the chart above. The results of the Baldrige Survey can be used to develop specific projects for the strategic plan to ensure its success.



Phase 3- Review of Stakeholder Alignment and Development and Baldrige Survey Results through Consensus Meeting

The Mercer Group's approach to this phase is to provide a simple, but effective process for engaging in an informed dialogue with the Mayor, Trustees, Village Manager and staff regarding the Village of Port Chester's strategic priorities. Prior to the meeting, Mercer consultants will send out a confidential online survey to get their ideas and thoughts on the strategic priorities and projects for Port Chester. The questions for the Stakeholder Input Survey will be jointly developed with you.

The Mercer consultants will use this information to develop Workshop 1. A Consensus discussion will follow that is intended to provide the space and time for the Mayor, Trustees and Village Staff to have an in depth discussion on the results of the Strategic Plan Alignment and Development Survey, Stakeholder Input and Baldrige Surveys. Taking the time to understand the results of these surveys will allow for more informed discussions and action during Workshop 1.

Workshop 1 – Strategic Plan Development Workshop

This workshop will focus on developing a working draft of your Strategic Focus and Guiding Principles. Workshop participants will work through the key components of the Strategic Plan. In this regard, The Mercer Group's workshop approach is uniquely innovative since a significant part of the information for building and developing the strategic plan is acquired through the confidential online surveys. The workshop is then used to build a consensus on what will be included in the draft strategic action plan. The workshop includes the following components:

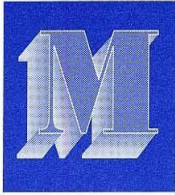
- ✓ **Review the current Vision and Mission Statements-** Review the Vision and Mission Statements based on the Strategic Planning Alignment and Development Survey results.
- ✓ **Review Strategic Focus Areas, Guiding Principles and Projects-** Developed around the results of the Strategic Planning Alignment and Development Survey.
- ✓ **Review Strategic Planning Performance Measurement –** Align current performance measures to include in the strategic plan. Performance measures would be focused on tracking organizational performance on strategic planning initiatives.
- ✓ **Develop Integrated Strategic Planning Model-** Integrating the strategic plan into the budget, staff works plans and performance measures. A process will also be reviewed with the Village staff describing how the strategic plan can be annually updated.
- ✓ **Review Project Planning Tool-** Implement Mercer's proven, copyrighted project planning tool to improve execution and success on strategic plan projects.
- ✓ **Develop Strategic Agenda Process-** Integrate the strategic plan into the agenda process.

Draft Strategic Action Plan

Following workshop 1, The Mercer Group will develop a draft of the Strategic Action Plan for review and approval by the Village Board following Workshop 2.

Workshop 2- Review of the Draft Strategic Action Plan and its Future Adoption

This workshop provides an opportunity for the Mayor, Trustees, Village Manager, staff and others to review and discuss the work done in Workshop 1. Following this workshop, the strategic action plan will be finalized by the consultants for future adoption by the Port Chester Village Board.



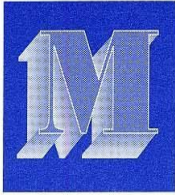
Project Timeline-(Start September 2016-December 2016)



Qualifications of Staff Project Consulting Team Resumes

We are proposing to staff this project with two of our most experienced management consultants. No sub-consultants or contractors will be used. Our consultants will be involved in each phase of the project. Detailed resumes are available upon request. Our consulting team has extensive experience working throughout the country.

Lead Consultant Bill Stipp, MPA is a Mercer Group Senior Vice President. He has over 20 years of executive level municipal government experience, retiring from the fire service after 27 years having served as a Fire Chief and other ranks. He has served on national and state committees including the Massachusetts Joint Labor Management Commission. He currently is in his second term as a city council member in a rapidly growing suburb of Phoenix AZ. with an annual budget of \$254 million. These experiences provide him an excellent perspective on the challenges and opportunities of being an elected official in addition to seeing strategic planning from both the staff and the policy perspectives.



The Mercer Group, Inc.

Consultants to Management

Bill recently completed an interim position as Administrator for a Special Taxing District in Arizona overseeing a \$10 million budget and 120 employees. This “turn-a-round” assignment was necessary to close an \$885,000 budget gap, restore strong management practices and improve governance relations. In addition to strategic planning, Bill also is an organizational assessment consultant with the Mercer Group studying organizational and operational effectiveness.

His education includes a Masters of Public Administration Degree from Grand Canyon University, a Bachelor of Science Degree in Fire Service Administration and he is a graduate of the National Fire Academy’s Executive Fire Officer Program.

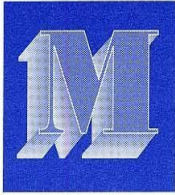
Senior Consultant Mike Letcher, MPA, CPM, ICMA-CM, is a Mercer Group Senior Vice President and Director of our Tucson, Arizona and Imperial Beach, California offices. He has 30 years of experience as a city manager, budget director, finance director, human services director, human resource director, and general services/facilities director in cities from 6,000 to 500,000-population. He is a recognized expert in developing strategic plans for public sector clients. He was also formerly Assistant Town Manager in Amherst, Massachusetts and City Manager in Winooski Vermont.

Mike is a certified total quality management (TQM) facilitator and the recipient of innovation awards for programs he has developed in Human Resources, Finance and Customer Service.

Mike holds a Masters Degree in Public Administration from the University of Kansas and has published national articles on strategic policy development, improving customer service and redefining the relationship between the Mayor and Council and City Manager. He is an Assistant Professor in the University of Arizona Masters of Public Administration Program (MPA).

Mercer Senior Vice Presidents Bill Stipp and Mike Letcher have a unique combination of executive, political and academic level strategic planning expertise, along with a proven track record of developing effective strategic plans for our clients. Why should you select Mercer for developing your strategic plan? We have:

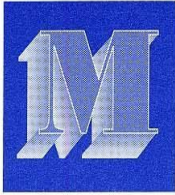
- Over 20 years of experience developing and implementing strategic plans
- Experience working in Cities and Towns in multiple states
- Extensive experience working with Mayors, City/Town Councils, City/Town Managers and Board of Directors
- Experience from both sides of the strategic planning process – elected and staff perspectives that have implemented strategic plans and have experienced plans that simply don’t work Academic experience teaching strategic planning at the graduate school level
- Extensive experience facilitating elected board and staff strategic planning development meetings
- A passion for developing effective and result oriented strategic plans
- 100% client satisfaction with our strategic planning services
- Executive experience developing, implementing and managing strategic plans in previous public sector positions.



Summary of Charges

This quotation is negotiable for a period of 90 days from the date of this proposal. We are very willing to discuss adjusting our quote based on more information regarding the requirements and objectives for the strategic plan. Our total not to exceed cost for facilitating the strategic plan update is \$22,142.

Project Components	Cost
Phase 1- Strategic Plan Alignment and Development Survey and Preparatory Meetings	\$3,000
Phase 2- Baldrige Survey and Review and Evaluation of Current Organizational Conditions	\$2,000
Phase 3- Facilitation of Meetings and Report	\$5,400
Phase 4- Developing Workshop1 Materials and Workshop Facilitation	\$3,000
Workshop 2- Review of Draft Strategic Plan	\$3,000
Travel Cost and Materials	\$5,742
Total Not to Exceed Cost	\$22,142



References and Relevant Project Descriptions

City of Broken Arrow, Oklahoma Population: 103,000

Project Description: Developed a new Strategic Plan for the city linked to their budget, annual staff work plans, performance measures and Mayor and City Council agenda process. Developing the strategic plan involved meetings with the Mayor and Council, City Manager and Executive Team members. A workshop was conducted with a staff-level Strategic Planning Working Group of 60 members including the City Manager and Assistant City Manager. The work product of this workshop was used as the foundation for the final workshop with the Mayor and City Council before its final adoption.

References: Thom Moton, Former City Manager

Phone: 252-972-1325

E-Mail: Thomas.Moton@rockymountnc.gov

Lake Havasu City, Arizona Population: 52,935

Project Description: Developed a new two-year Strategic Work Plan for staff linked to their budget. Conducted meetings with Mayor and Council, City Manager and Executive Team members. A workshop was conducted with Mayor and Council, City Manager and Executive Team for finalizing the strategic plan and budget priorities.

References: City Manager Charlie Cassen

Phone: (928) 453-4141

E-Mail: cassensc@lhcaz.gov

Town of Bluffton, South Carolina Population 16,569

Project Description: Facilitated the updating of their Strategic Plan, Mission and Vision Statements, Core Values and financial/budget priorities. The update involved a workshop with the Town Council and staff, individual meetings with Mayor and Council, Town Manager and Executive team members. A workshop was conducted with Mayor and Council for finalizing the strategic plan and budget priorities

References: Town Manager Marc Orlando

Phone: (843)-706-4511

E-Mail: morlando@townofbluffton.com



Michael Patrick Consulting, LLC
36 Longview Lane, Chappaqua, NY 10514
914.241.1327(O)/704.578.1729 (M)
Katharyn.hiebert@michaelpatrickllc.com

STRATEGIC PLANNING FACILITATION SERVICES FOR VILLAGE OF PORT CHESTER RFP #2016-06

Request for Proposal Response

10 August 2016

Submitted to:	Village of Port Chester Village Clerk's Office 222 Grace Church Street Suite 150 Port Chester, NY 10573
Attention:	Christopher D. Steers, Village Manager
Vendor Name:	Michael Patrick Consulting, LLC 36 Longview Lane Chappaqua, NY 10514
Vendor Size & Type:	VOSB/WOSB (1-10 employees)
Vendor POC:	Katharyn Hiebert
POC Title:	President/Owner
POC Phone Number:	914.241.1327
Email:	Katharyn.hiebert@michaelpatrickllc.com
DUNS Number:	827027678
CAGE CODE:	540B1
NAICS:	541611,541612,541613
TAX ID:	26-1809561
Vendor FAX Number	704.731.0862
Website:	https://www.michaelpatrickllc.com



Michael Patrick Consulting, LLC

36 Longview Lane, Chappaqua, NY 10514

914.241.1327(O)/704.578.1729 (M)

Katharyn.hiebert@michaelpatrickllc.com

10 August 2016

Mr. Christopher Steers
Village of Port Chester
Village Clerk's Office, Suite 150
Port Chester, NY 10573

Dear Mr. Steers,

Michael Patrick Consulting, LLC (MPC LLC) welcomes the opportunity to respond to the Village of Port Chester's Strategic Planning Facilitation Request for Proposal (RFP#2016-06) and has provided the attached response.

As the owner and primary consultant for Michael Patrick Consulting, LLC, I have had the privilege to develop and execute strategic plans for public, private and non-profit sectors for the last 8.5 years. Prior to forming my company, I developed strategic plans for Science Application International Corporation (SAIC) with clients in the Federal Government for almost 5 years and before that I was a strategic implementer and program manager for the U.S. Army as a Captain in Human Resources. Therefore, I bring to every engagement over 20 years of strategic planning, strategic facilitation, group problem solving, strong communication, management and leadership skills in a government context and deliver them in a way that enables an organization to learn and grow towards a better future.

Strategic Planning covers a gamut of steps from developing a vision, defining the current state, sizing the gap between future current states, developing solutions, determining priorities and sequencing them, and executing the resultant action plans. The action plans for governmental organizations address several aspects including policy (policy, procedures and communications), people (workforce development, organizational development, recruiting, hiring, training, and coaching/mentoring) and tools (software, systems, etc.). Each organization has different resources and limitations, therefore, I adapt a strategic planning framework to fit the staff, budgets, and timelines to ensure the maximum benefit for organizational achievement and growth.

Within this proposal, I have included my resume which highlights the work that I performed for the Assistant Secretary of the Air Force for Cost and Economics, MCR LLC and UMS as well as the work I did with the Town of Oyster Bay and the San Miguel Academy of Newburgh. As with most of my customers, I understand that the Village of Port Chester wants to leverage its geographic position to improve its economic position while optimizing its scarce human capital and resources. My experience makes me confident that I will be able to facilitate the group dynamics to identify its key goals and outcomes, pinpoint strengths and challenges and explore opportunities while avoiding threats. Together, we will create a plan that will address the array of operational issues across the village departments.

If you have any questions or would like additional information, please contact me at 914.241.1327 or via email at katharyn.hiebert@michaelpatrickllc.com.

Sincerely,

Katharyn Hiebert
President
Michael Patrick Consulting, LLC



Michael Patrick Consulting, LLC

36 Longview Lane, Chappaqua, NY 10514

914.241.1327(O)/704.578.1729 (M)

Katharyn.hiebert@michaelpatrickllc.com

1.0 RESUME

Katharyn Hiebert, the owner and primary consultant for Michael Patrick Consulting, LLC, will perform all work for this contract. See below.

KATHARYN SUZANNE HIEBERT

36 Longview Lane
Chappaqua, NY 10514
914/241-1327

<http://www.michaelpatrickllc.com>
katharyn.hiebert@michaelpatrickllc.com
<http://www.linkedin.com/in/katharynhiebert>

PROFILE: West Point / MBA Educated; Lean Six Sigma Trained; Strategy Development and Execution Leader; Focused on complex enterprise problems leveraging process improvement, workforce development and organizational performance best practices to transform organizations

EMPLOYMENT & ACCOMPLISHMENTS

Michael Patrick Consulting LLC, Chappaqua, NY

2008 – Present

President/Owner

- Own and manage the operations, marketing and finances of Michael Patrick Consulting, LLC, a strategy/management firm winning over \$1.8M in new business supporting 9 clients within 5 industries
- Developed and executed public, private and non-profit enterprise strategies via hands-on leadership and facilitation techniques to define and analyze problems, processes and capabilities and develop solutions and metrics
- Performed multi-project execution on time and under budget all while achieving strategic results. Work includes:

PUBLIC SECTOR

- Developed strategic and workforce policies and plans for the Secretary of the Air Force for Financial Management (SAF/FMC) to improve cost estimating capability that included researching Congressional language and public law, developing policy memorandums, and improving training, manning, and analytical tools
- Facilitated and led a team of 10 senior leaders to strategically overhaul the federal cost estimating workforce including the collection and analysis data, and development and institutionalization the new Business-Cost Estimating Program for all 6000 U.S. Defense acquisition cost analysts
- Redefined organizational decision-making and reporting roles for program integration under the Secretary of the Air Force Acquisition; these roles are responsible for the management of over \$64.5B of U.S. investment funds
- Facilitated and developed grant proposals for the Town of Oyster Bay in response to Hurricane Sandy

PRIVATE SECTOR

- Formulated a strategic plan and strategic planning process for the CEO of MCR LLC to grow the company from \$250M to \$500M over 5 years; used various strategy assessment tools including Balanced Score Card and surveys
- Facilitated Strategic Planning for UMS LLC to grow company in three different industries and produced a written strategic planning document
- Evaluated the management practices, financial operations, organizational structures and processes of CRS, LLC, an insurance risk management advisory in the Private Equity industry. Engaged the CEO and senior leadership to redesign the organization, revise pricing, and improve operational, marketing and human resourcing processes
- Facilitated Cryptometrics, a biometric facial recognition software system company, marketing and networking with DoD contacts, including Lockheed Martin's \$10B FBI next-gen ID program
- Created three 360-degree web-based survey tools and analyzed data to support \$2M in healthcare leadership client contracts for LeadershipForward

NON-PROFIT SECTOR

- Facilitated and developed the strategic and development plans for the San Miguel Academy of Newburgh, a school educating underserved middle school boys
 - Managed a group of 30 executive managers from across the Society of Cost Estimating and Analysis membership to strategically revamp their professional certification program; efforts doubled the membership levels, generated twice the revenue stream than the decade prior and changed industry standards for professional certification
 - Developed and executed the SCEA-ISPA strategy to commercially publish the Journal of Cost Analysis and Parametrics (JCAP), a \$1M contract, and facilitated and negotiated its execution with Taylor & Francis Group
- DUNS: 827027678; CAGE: 540B1

Science Application International Corporation (SAIC), Washington, DC

2003 – 2008

Strategy and Management Consultant—Process Redesign and Organizational Performance

- Spearheaded an HR strategic development project involving financial management skills gap analysis for the Assistant Secretary of the Air Force; identified training needs for a workforce of over 10,000 and proposed workforce and process improvement changes leveraging benchmarking analysis, statistical tools and interviews
- Codified, edited and updated 3 volumes of operating policies and procedures for the newly created Air Force Financial Management Center of Expertise (CoE)
- Managed 6 virtual ANSWER contracts, worth \$10.3M, for SAIC, GSA and defense industry clients



Michael Patrick Consulting, LLC

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Katharyn.hiebert@michaelpatrickllc.com

KATHARYN SUZANNE HIEBERT

US Army, Italy, Republic of Korea and USA

1996 – 2002

Captain/Human Resource Operations and Performance Management

- Led a personnel team of 16 to provide community support for a 9,000-person customer base in 3 geographic areas including Vicenza and Livorno, Italy and Izmir, Turkey
- Placed 2,000 personnel into career-enhancing positions annually for Mediterranean and Sub-Saharan African missions
- Headed up the integration and forward deployment of over 500 staff through two international training exercises in Korea; instituted a comprehensive database to track troops from around the world
- Responded to over 30 U.S. Congressional Inquires requiring interpretation and explanation

EDUCATION

The George Washington University, Washington, DC

M.B.A. Degree in International Business

2004

- Studied Public Private Partnerships in London, England 2003
- As Teaching Assistant to a Marketing Professor, taught 10 MBA teams to develop marketing plans for the Cadillac SRX; authored a Marketing Strategy Handbook

M.A. Degree in International Affairs

2004

- Studied European Institutions in Paris, France 2003

US Military Academy, West Point, NY

1996

B.S. Degree in German Area Studies and Systems Engineering

- Studied advanced calculus, linear programming, quantitative modeling, international politics, German
- Ran Track and Field (400m, 800m) and Cross-Country 1992-1995

Villanova University, Villanova, PA: Trained as Six Sigma Master Black Belt; Certified Lean Six Sigma Sensei (2006-2009)

PROFESSIONAL ASSOCIATIONS

- Archdioceses of New York Regional School Board Trustee (Northern Westchester/Putnam) (2016-present)
- American Legion Member (2013-present)
- The George Washington University Alumni Association Board Member; Vice President and Chair, Career Committee Member (2012-2015)
- The San Miguel Academy of Newburgh Board of Trustee Member (2012-2015)
 - Developed the San Miguel Academy Strategic Plan 2013
 - Developed the San Miguel Academy Development Plan 2013
- West Point Women (WPW): Board Member & Newsletter Editor (2008-2011); Member (2008-present)
 - Grew the WPW LinkedIn group from 49 to 350 members between 2009-2011
 - Published 10 quarterly newsletters to reach a greater scope of alumni women



Michael Patrick Consulting, LLC

36 Longview Lane, Chappaqua, NY 10514

914.241.1327(O)/704.578.1729 (M)

Katharyn.hiebert@michaelpatrickllc.com

2.0 REFERENCES

Michael Patrick Consulting, LLC provides the following list of customers, their contact information and the associated contract responsibilities and deliverables as references:

Customer	Customer POC	Subcontracted to	Subcontract POC	Responsibilities and Deliverables*
Secretary of the Air Force, Acquisition Integration (SAF/AQXI) Pentagon Washington, DC FEDERAL GOVERNMENT	Ray Flores (GS15) At time of contract: Program Manager, SAF/AQXI Pentagon Washington, DC Currently: Chief, Inspections and Analysis Division, HQ Air Force Materiel Command, Wright-Patterson AFB, OH Email: rrf610@gmail.com	Council for Logistics Research, Inc 1550 Crystal Drive #500 Arlington, VA https://clrexec.com/	Schatten Douglas At time of contract: Program Manager, CLR Arlington, VA Currently: Schatten Douglas PM/Secretary Of The Air Force Office Of Small Business Programs 1060 Air Force Pentagon 4e271 Washington, Dc 20330-1060 Comm: 571-256-7766 Email: william.d.douglas3.civ@mail.mil	-Responsible for redefining Program Integration strategy among the Air Force’s Acquisition Programs nationwide, developing a standard definition and handbook, developing training to build competencies within the workforce and to socialize the re-integration of Program Integration. -Facilitated regular meetings to brainstorm ideas, solve problems, and develop plan of action. -Conducted primary research: Interviewed and surveyed workforce on their interest of subject matter and satisfaction with training -Collaborated with University of Tennessee to develop and deliver pilot training course. -Developed Program Integration Handbook as training and marketing tool.
Secretary of the Air Force, Cost and Economics (SAF/FMC) Pentagon Washington, DC FEDERAL GOVERNMENT	Mr. Richard Hartley (SES) At time of contract: SAF, FMC Pentagon Washington, DC Currently: Principal Deputy Assistant Secretary of the Air Force for Installations, Environment and Energy USAF Pentagon Washington, DC Email: richard.k.hartley.civ@mail.mil	MCR, LLC 2010 Corporate Ridge Ste. 350 McLean, VA 22102-7853 http://www.mcri.com/	Paul Marston Vice President Defense Programs, MCR, LLC Boston, NY	-Responsible for repositioning the Air Force Cost Estimating Workforce as an “essential” workforce within the Department of Defense repertoire of acquisition personnel. <i>This gives the workforce a vision, a purpose and goals, for which to focus energy, spending and prioritizations thereby synchronizing efforts.</i> -Facilitated multiple working groups (comprised of key senior leaders across the Department of Defense) focused on developing workforce strategies -Developed briefings for Department of Defense and Congressional stakeholder to market Cost Estimators as essential personnel and increase manpower and training funding -Developed a strategy to stand up Cost Estimating offices co-located with Air Force Acquisition Centers across US. Strategy included vision, current state assessment, development of key actions to effect change, assignment of tasks and responsibilities, and metrics to measure success.



Michael Patrick Consulting, LLC

36 Longview Lane, Chappaqua, NY 10514

914.241.1327(O)/704.578.1729 (M)

Kathryn.hiebert@michaelpatrickllc.com

Customer	Customer POC	Subcontracted to	Subcontract POC	Responsibilities and Deliverables*
				<ul style="list-style-type: none"> -Developed the Cost Estimating process outline and associated competencies to redefine training and performance metrics via the Defense Acquisition University. -Developed an internship program with associated developmental program
Town of Oyster Bay LOCAL GOVERNMENT	Colin Bell Federal & State Aid Town of Oyster Bay 977 Hicksville Road Massapequa, NY 11758 Ph: (516)797-4187 Fax: (516)797-4589 CBell@oysterbay-ny.gov	Universal Management Solutions (UMS) 10 Liberty Street New York, NY 10005 http://www.umsol.com/	John Blasig CEO UMS New York, NY Email: jblasig@umsol.com or Mike Lessick VP, Operations UMS 10 Liberty St New York, NY Email: mlessick@umsol.net	<ul style="list-style-type: none"> -Facilitated meetings with various town stakeholders and participated in NY Rising meetings -Wrote \$23M worth of grant requests for FEMA and NYS funds for Hurricane Sandy (including Nassau County Hazard Mitigation Projects and a National Fish and Wildlife Fund Coastal Resiliency Project Application). This supported town's strategic vision.
Universal Management Solutions (UMS) 10 Liberty Street New York, NY 10005 http://www.umsol.com/ SMALL BUSINESS	John Blasig CEO UMS 10 Liberty St New York, NY Email: jblasig@umsol.com	NA	NA	<ul style="list-style-type: none"> -Developed MCR LLC Strategic Plan and Strategic Planning Process -Developed Organizational and Marketing Strategy outlining a step-by-step execution plan
CRS, LLC New York, NY http://www.crslimited.com/index.html SMALL BUSINESS	Joe Coughlin CEO CRS, LLC New York, NY Email: joe@crslimited.com	NA	NA	<ul style="list-style-type: none"> -Developed Organizational and Marketing Strategy outlining a step-by-step execution plan
MCR, LLC 2010 Corporate Ridge, 350 McLean, VA http://www.mcri.com/ LARGE BUSINESS	Neil Albert At time of contract: CEO, MCR LLC 2010 Corporate Ridge, 350 McLean, VA Currently: Vice Chair of Board MCR, LLC Email: nalbert@mcri.com	NA	NA	<ul style="list-style-type: none"> -Developed MCR LLC Strategic Plan and Strategic Planning Process -Worked with senior leadership to develop strategy and business plans -Developed briefings for Board Members to obtain approval for strategic plan -Developed processes for prioritizing and managing multiple simultaneous programs <p><i>**Defense Contractor</i></p>



Michael Patrick Consulting, LLC

36 Longview Lane, Chappaqua, NY 10514

914.241.1327(O)/704.578.1729 (M)

Katharyn.hiebert@michaelpatrickllc.com

Customer	Customer POC	Subcontracted to	Subcontract POC	Responsibilities and Deliverables*
San Miguel Academy of Newburgh (SMAN) 245 Renwick St. Newburgh, NY http://newburghsanmiguel.org/ NON-PROFIT--SCHOOL	Father Mark Connell President SMAN connell.sanmiguel@gmail.com	NA	NA	- Developed a Strategic Plan and Marketing/Development Plan to give focus to the organization’s leadership and to attract potential donors. -Results included increasing the annual donation amounts by 50%
SOCIETY OF COST ESTIMATING AND ANALYSIS (SCEA) Now the International Cost Estimating and Analysis Association (ICEAC) 8221 Old Courthouse Road, Suite 106 Vienna, VA 22182 http://www.iceaaonline.com/ NON-PROFIT—PROFESSIONAL ORGANIZATION	Elmer Clegg At time of contract: Executive Director SCEA Vienna, VA Email: elmer.clegg@gmail.com	NA	NA	- Developed certification program and exams to training Defense Cost Estimating workforce including Federal government and Defense Contracting employees - Built relationships with acquisition professional across government and private sector defense-related organizations. - Developed Marketing and Communication plan to roll out new programs and exams - Established industry standards and methods for evaluating. Note: Although this was not a Federal Contract, the standards and certifications set within this contract involved and affected Federal Employees in Cost Estimating roles.

* **Work products available upon request**

3.0 FEE PROPOSAL

Given the Scope of Services, I estimate that this project will require **50 hours** (allocating 10 hours to the ‘Existing Conditions Survey,’ 20 hours to the preparation and execution of the three ‘Workshops,’ and another 20 hours to write and prepare the ‘Plan Document’). Michael Patrick Consulting, LLC will charge **\$100/hour for a total of \$5000.00** for the completion of this project. Michael Patrick Consulting, LLC will not charge more than \$5000 for the completed work unless authorized by the Village of Port Chester.

4.0 SUBMISSION STATEMENT

I verify that all statements included in this proposal are true. Michael Patrick Consulting, LLC will be ready, willing and able to proceed and sign an agreement to the Village Attorney within five days of notice of award.

Katharyn Hiebert
President
Michael Patrick Consulting, LLC
10 August 2016

Village of Port Chester

**Strategic Planning Facilitation
Services**

August 10, 2016





August 10, 2016

Mr. Christopher D. Steers
Village Manager
Village of Port Chester
222 Grace Church Street
Suite 150
Port Chester, NY 10573

Dear Mr. Steers:

The mission of The Novak Consulting Group is to strengthen organizations, for those they serve and those who work in them. We are dedicated to providing management consulting services to local government and nonprofit organizations across the country. The firm was originally established as Public Management Partners in 2001, a firm specializing in local government consulting in the Midwest. Since then, we have been providing our clients with the very best thinking and execution in organizational design, development, and improvement.

We are pleased to submit this proposal to the Village of Port Chester for Strategic Planning Facilitation Services. This proposal is based on our understanding of the needs for this engagement as outlined in the Request for Proposal, as well as our experience facilitating strategic planning processes for local governments across the country.

We have had significant success working with community members, elected officials, department leadership teams, and staff to identify priorities for a community and achieve consensus. We are also skilled in developing effective implementation models that ensure the goals developed for the strategic plan are measureable and actually achieved.

We look forward to the opportunity to serve Port Chester. Please contact me at (513) 309-0444 or jnovak@thenovakconsultinggroup.com should you have any questions.

Sincerely,

Julia D. Novak
President

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About The Novak Consulting Group

For nearly a decade, a highly respected management consulting firm named Public Management Partners helped a variety of organizations function more effectively. Through the years the firm's founding partners built a sizeable client base of predominantly local governments and nonprofit organizations in the Midwest. Projects ranged from those as small as conducting community workshops to those as sweeping as analyzing the operational efficiency of entire departments within a municipality.

In 2009, Julia D. Novak acquired Public Management Partners and founded The Novak Consulting Group, staffed by consultants with decades of collective experience. With The Novak Consulting Group, Julia built upon Public Management Partners' reputation for innovation and results while expanding the company's services nationwide. Her company meets a wider range of needs, consulting with governments in the areas of public works, public safety, human resources, finance, planning, IT, and more. We provide our clients with the very best thinking and execution in organizational design, development, and improvement. Our services include:

- Strategic Planning
- Organizational Assessment and Optimization
- Executive Search

The Novak Consulting Group provides unparalleled service to our clients. Leaders in local government and nonprofit communities have come to rely on The Novak Consulting Group for high caliber advice with the personal attention you expect.

- **Niche expertise.** Our expertise lies in strengthening two kinds of organizations: local governments and nonprofits. We're consulting specialists rather than generalists, focusing our strengths to do a highly effective job for a very specific group of clients.
- **Flexibility to serve you better.** We employ a small core staff of senior-level consultants, and draw from our pool of subject matter experts when their expertise can help us serve you better. The result? A highly nimble, more efficient approach to giving you the services you need, when you need them.
- **Decades of collective experience.** Our associates and subject matter experts have decades of experience in strengthening local municipalities and nonprofit organizations. They've served in a wide range of positions, from city manager to public works director to director of management information systems.
- **Personal service from senior-level consultants.** You appreciate it when deadlines are met, phone calls are returned, and your challenges are given in-depth, out-of-the-box thinking. While a large firm may assign your business to junior-level people, we're small enough to offer very personal service from senior-level consultants.

The Novak Consulting Group is a women-owned firm led by President Julia Novak, headquartered in Cincinnati, Ohio. The firm is staffed with local government professionals, including full-time associates and subject matter specialists.

Approach to Strategic Planning

At its best, community visioning engages individuals and strengthens a sense of community that undergirds strong civic engagement. Tapping individuals who are content, and even perhaps apathetic, creates new leaders for the future and energizes people in a positive way towards their local government. At The Novak Consulting Group, we believe that communities function best when there is engagement during *good* times, not just when people oppose something. By creating constructive dialogue, the community is much more likely to react productively and civilly when something occurs that might otherwise bring out nonproductive forms of engagement.

A visioning or strategic planning process involves articulating a clear vision and mission for the community, preparing an environmental scan that identifies the factors affecting the community, establishing goals, identifying priority strategies, and creating implementation plans that become the focus of activity and engagement long after the process itself has finished. The process of developing a strategic plan explores three specific questions:

- What do we know to be true? – Where are we?
- What do we hope will be true in the future? – Where do we want to go?
- What must go well in order to make it so? – How do we get there?

In this way, a strategic plan is a road map to move a community towards its intended vision.

The Novak Consulting Group is interested, capable, and excited to help Port Chester in developing a strategic plan for the community. This plan will build upon the 2014 strategic plan created by the Village. For this process, we have created a scope of work that will result in a valuable tool that will serve as a guide for the future and assist in the realization of a shared vision.

Effective and efficient project management will be critical for ensuring successful completion of this engagement. Therefore, our approach is to work collaboratively with the Village to ensure all expectations are articulated from the start. We remain in close contact with our clients throughout all phases of each engagement to ensure these expectations are met. This also allows us to quickly address any contingencies that may arise. Our past experience with similar work enables The Novak Consulting Group to hit the ground running.

Additionally, we understand the unique roles of each stakeholder. Each participant in this process comes to this engagement with a different perspective and, perhaps, conflicting priorities. Each of these viewpoints is important and valuable. It is our responsibility to work in partnership with the Village to synthesize this information and facilitate a process that:

- Honors and respects the diversity of opinions of participants;
- Promotes group communication and collaboration through inclusivity and community building;
- Provides useful information and direction for decision making and priority setting.

Scope of Services

The Novak Consulting Group believes in fully supporting the strategic process from beginning to end, from collaboratively planning the process to providing a final deliverable that details the strategic plan.

We will begin this engagement by interviewing members of the Board of Trustees and management staff. The purpose of these conversations will be to obtain information to be used as part of the SWOT analysis. We will also learn about their individual expectations for the strategic plan. These discussions will also help us draft an agenda for a strategic planning workshop, which will be reviewed with the Village prior to the session.

We expect to accomplish the objectives of the workshop through a facilitated session that includes exercises and discussion to enhance the working relationships of the group and help the governing body identify key priorities on which to focus over the next few years. During the session, we will review the results of the SWOT and discuss progress made on the 2014 strategic plan.

During the session, the primary role of the facilitator is to ensure that the environment is respectful and conducive to open and constructive dialogue so that the established objectives are ultimately met. While the agenda provides the structure to accomplish the tasks, we also know how important it is to pay attention to the group and make sure conversations that need to happen actually do happen. Therefore, we are flexible and in-tune with the group during the process.

Following the workshop, a summary report documenting the strategic plan will be prepared for the Village.

Facilitator

The process will be facilitated by President Julia Novak. Julia has worked in and around local governments for over 25 years – 16 years in direct service to local governments and 13 years as a full-time consultant. She founded The Novak Consulting Group in 2009. As a professional consultant she has led engagements in communities of all sizes covering the full spectrum of local government services. She has facilitated more than 100 retreats and strategic planning sessions with elected officials and is an established thought leader in the area of governance and management. During her local government career, she worked in Fort Collins, Colorado; Lexington, Massachusetts; Rockville, Maryland; and was city manager of Rye, New York. Julia earned a bachelor's degree in government and politics from George Mason University and a master's degree in public administration from the University of Kansas. Julia was in the first class of individuals certified by ICMA as Credentialed Local Government Managers and maintains that designation. Julia's complete bio is included, along with a complete listing of her facilitation engagements.

Julia D. Novak, President

Julia established The Novak Consulting Group in September 2009 when she acquired Public Management Partners. From 2003 to 2009, she served as a vice president for a local government consulting firm. Julia has over 25 years of experience working with and for local governments. She is a consultant, trainer, and facilitator who worked with numerous organizations and community groups. During her local government career, she worked in Fort Collins, Colorado; Lexington, Massachusetts; Rockville, Maryland; and was city manager of Rye, New York.

Julia has extensive experience as a facilitator and trainer. She has worked with both elected and appointed officials across the country to conduct goal setting, develop strategic plans, and prioritize service delivery. She has conducted training for elected officials as an individual trainer and through the National League of Cities and a consortium of cities in California. Topics included leadership style and evaluating appointed officials.

Julia has also established herself as a thought leader in the area of governance and administration. In April 2002, Julia was one of 20 practitioners who participated in the ICMA-sponsored symposium on the future of local government administration. Her response to Dr. James Svava's paper, "City Council, Roles, Performance, and the Form of Government," is included in the ICMA-published book, "The Future of Local Government Administration." Public Management Magazine has published multiple articles which she authored and co-authored, including "Preparing Councils for Their Work," co-authored with Dr. John Nalbandian; "Permission to Manage" which discusses the importance of using data to manage local governments; "Dreams That Make a Difference" on the value of community based strategic planning; "Civility" and most recently "Using Data in Police Management." In 2010, Julia served as a trainer for a USAID Initiative in Baghdad, Iraq to develop the capacity of local advisors and councils in Iraq to engage in strategic planning, project management, policy analysis, and policy advocacy.

In 2000, the International City/County Management Association (ICMA) awarded Julia its Assistant's Excellence in Leadership Award for her work in building community and increasing organizational capacity as deputy city manager of Rockville, Maryland.

Julia has been a speaker at national conferences for the ICMA, National League of Cities, and American Society of Public Administrators. She has been a featured speaker/trainer for many state associations, including Ohio, Vermont, Connecticut, New Hampshire, Pennsylvania, North Carolina, the Metropolitan (D.C.) Association of Local Government Administrators and the Illinois Assistant Municipal Managers Association.

Julia earned a bachelor's degree in government and politics from George Mason University and a master's degree in public administration from the University of Kansas. Julia was in the first class of individuals certified by ICMA as Credentialed Local Government Managers, and maintains that designation. Julia is a Master Facilitator of the popular Myers-Briggs Personality Type Indicator, and is certified to administer several other Level B psychological assessments, Apter Motivational Styles Profile, and the Strength Deployment Inventory. She also is trained in popular level-A assessments, including the Thomas-Killman Conflict Modes Inventory and the Human Element-B.

Education

*Master of Public Administration,
University of Kansas*

*Bachelor of Arts, George Mason
University*

Professional Certifications

*Certified Professional Manager,
International City/County
Management Association*

*Master Facilitator, The Myers-
Briggs Personality Type Indicator*

Industry Tenure

29 years

Consulting, 13 years

Local Government, 16 years

Similar Projects and References

The Novak Consulting Group has extensive experience with strategic planning throughout the country. We encourage you to contact these or any of our current or previous clients.

Clayton, Missouri has engaged The Novak Consulting Group annually since 2011 to facilitate retreats with both the governing body (Mayor and Board of Aldermen) and department heads. The retreats improved working relationships, established priorities, and articulated and clarified expectations. Additionally, The Novak Consulting Group assisted the City with a community-wide strategic planning process called "C – The Future." This process included approximately 60 stakeholders who participated in articulating the future vision and determining action steps to achieve the vision. The environmental scan was informed from focus groups, community surveys, and individual interviews with local leaders.

Craig Owens, City Manager
(314) 727-0671 cowens@ci.clayton.mo.us

Gurnee, Illinois engaged the firm for a strategic planning process for the Village. The process included involvement by 100 Village residents in community meetings, as well as department directors and elected officials. Gurnee is home to Gurnee Mills and Six Flags Great America, which draws 26 million visitors a year to this Chicago suburb of 32,000.

Pat Muetz, Village Manager
(847) 599-7500 Priests@ci.il.gurnee.us

Westminster, Colorado initially engaged The Novak Consulting Group to conduct a strategic planning retreat with the City Council. Subsequently, Julia worked with the management team to develop implementation plans for the Council's key focus areas. Repeat engagements with the Council and with staff were recently conducted as an update to the previous year's process.

Barbara Opie, Assistant City Manager
(303) 658-2009 BOpie@CityofWestminster.us

Lancaster, Texas first engaged The Novak Consulting Group in 2010, and we have facilitated annual retreats since then with their governing body and department heads, in order to develop their strategic plan. This process included visioning, goal setting, and articulating key priorities that would shape the direction of the City over the next five years.

Opal Mauldin-Robertson, City Manager
(214) 500-1383 ORobertson@lancaster-tx.com

Manchester, Connecticut retained the services of Julia Novak while she was with another firm to lead a review of Town departments. Subsequently, the Town engaged The Novak Consulting Group to facilitate the Board's 2015 strategic planning process.

Dede Moore, Administrative Services Director
(860) 647-3126 dmoore@ci.manchester.ct.us

Fee Proposal

The total cost to complete the scope of work outlined in this proposal is \$6,500, inclusive of all professional fees and expenses.

THE VILLAGE OF PORT CHESTER

PROPOSAL FOR STRATEGIC PLANNING FACILITATION SERVICES RFP # 2016-06



THOMAS V. SAVINO
President

VISION
ACCOMPLISHED, INC.
Focus Develop Implement Fulfill
Accomplish Your Vision

66 VIRGINIA AVENUE
PLAINVIEW, NY 11803-3520

516 622 9680
CELL 516 417 3289

visionaccomplished@hotmail.com • www.visionaccomplishedinc.com

(RFP # 2016-06)
VILLAGE OF PORT CHESTER
STRATEGIC PLANNING FACILITATION SERVICES

Village of Port Chester
Village Clerk's Office
Attention: Christopher D. Steers, Village Manager
222 Grace Church St., Suite 150
Port Chester, NY 10573

Dear Mr. Steers:

I am pleased to submit my proposal to facilitate the Village of Port Chester's strategic planning initiative. I believe that you and the Board will find my background and experiences ideally situated to accomplish your goals. Looking forward to discussing this information further, I herein present an overview of pertinent background and attach my resume for your review.

Early Business and Educational Experience

I have extensive administrative experience, specifically with village governments, as well as management consulting skills which were honed at a Fortune 500 company. I attained a B.A. in Public Administration and Public Service. While in college, I began to carve my successful business management career. I rose through the ranks at CHP The Medical Group (CHP) to become an assistant administrator after serving as CHP's system's analyst. I also served on a four-member senior management committee for strategic planning and oversight with the CEO, COO and CFO.

Empire Blue Cross\Blue Shield then recruited me to join them as an operational management and methods consultant. There too, my business acumen was focused on analysis and recommendations for the betterment of operations and procedures.

Law School Focus on State and Local Government

I shifted my career from private business to attend law school and seek an active role within government. My focus was on state and local government in law school, while I also interned for a state supreme court judge and the County Attorney's Office.

Inside Village Government

My entire post law school career has been devoted to running, improving and revitalizing NY villages and towns. I have twenty years experience analyzing, strategizing and accomplishing revitalization, beautification and growth initiatives.

After law school, I served as deputy clerk-treasurer for Mineola Village, the county-seat of Nassau County, with more than 19,000 residents and the home to state and county court and legislative buildings.

Westbury Village then recruited and appointed me as its first and only Administrator in its 84-year history. While in Westbury for ten years, I was also clerk-treasurer, budget officer, ran community development and handled labor negotiations and affairs. My major achievements, working with the board of trustees and community leaders, were reorganizing operations, reversing a downward financial spiral, implementing master plan objectives and leading the rebirth of a blighted community.

Very similar to Port Chester, Westbury is a melting pot of diversity with a strong mix of cultures, ethnicities, races and religions. The Village is about two and 1/2 miles in area with more than 15,000 residents and a downtown that has some of the best restaurants in Nassau County. See video on *About Us* page at visionaccomplishedinc.com.

My most significant accomplishment was leading the charge and carrying out plans to revitalize the downtown business district. Doing so set the table for the Village's continued success and this year it was declared the Long Island winner of the *NYS \$10 Million Downtown Revitalization Initiative* ceremonially presented by Governor Cuomo.

Upon my arrival in Westbury, there were at least fifteen key downtown properties that were long vacant and abandoned, deteriorating or in substandard condition. Carrying out proactive strategic plans, we guided or achieved the conversion of all of those locations into productive uses. That included realizing the development of an assisted living complex, two condominiums, townhouses, commuter parking and a central downtown "Piazza." The most notable conversion was reviving a long closed, deteriorating movie theater. Once a prized gem of the Village, this 1927 *Calderone* theater became a notable unkempt empty eyesore in the County. After foreclosure of tax liens, litigation and overcoming a bankruptcy proceeding, we forced its sale at an auction and it is now *The Space at Westbury*, a successful performing art's theater.

With that, I engineered creation of a "Smart-Growth" committee to plan to support and encourage the above redevelopments. Besides those property conversions, we implemented district-wide coordinated facade improvements to realize complimentary upgrades to more than 100 storefronts. Moreover, we implemented streetscape improvements including new lampposts, flower baskets and sidewalk improvements.

On the operational front, we reorganized the Village's organizational structure, grew inherited fund balance from a declining \$126,000 to more than \$2,000,000 in five years and significantly strengthened management-labor relations. Likewise, we negotiated more predictable and conservative future commitments and liabilities of the Village for retired employees to reduce uncertain long-term exposure.

Consulting with Village Governments

After serving 12 years inside local government, I began *Vision Accomplished Inc.*, to share my experience and knowledge of public operations, various funding sources and the workings of community development to help others improve their local communities. Besides grant acquisitions and IDA funding assistance, I have helped the following municipalities with revision and accomplishment of strategic planning:

Farmingdale Village

Before engineering and initiating and a downtown revitalization program, *Vision Accomplished* played a central role to coordinate officials, committee members and consultants with development and production of Farmingdale Village's NYS Brownfield Opportunity Area Study (BOA) and its Downtown Master Plan 2035. Communicating with NYS officers, I helped to orchestrate and facilitate necessary steps, communications and submissions for the Village to successfully complete BOA regulations. Likewise helped to organize, set agendas, track and report community ideas and directions.

After that, *Vision Accomplished* implemented strategic downtown plans to carry out a successful downtown revitalization. During a six-year program we coordinated revitalization of more than 55 exterior storefronts and acquired funding for various streetscape improvements. Of note is that during that same period, all other Nassau County downtowns, combined, realized about 11 funded exterior storefront renewals. The Village went from an average annual CDBG receipt of \$48,000 to almost \$300,000, an increase of more than 600%, with year six coming in at \$375,000. As a result, Farmingdale Village became the highest CDBG funded recipient per resident on LI and completed a turn-around that flourished its economic growth. Farmingdale was voted the best downtown on LI for the last two years. See visionaccomplishedinc.com

Aesthetic improvements, presented in a coordinated, complimentary manner, ushered in growth and enhanced development. Like Westbury, the same spurred an increase in overall assessed valuation and added revenues, while allowing the "snowball" of growth factors to escalate for a more secure future.

New Hyde Park Village

New Hyde Park Village also engaged *Vision Accomplished* to realize and start a long dormant SAFETEA-LU funded project of more than \$1.7M in federal funding administered through the NYS DOT. We helped to organize and orchestrate Village officials, community members and state officials so the Village could comply with and fulfill procedures for locally administered federal aid projects (PLAFAP). We successfully ushered plans through volumes of NYS DOT regulations to accomplish the traffic calming

reconfiguration and renewal of the Village's "main street," a NYS highway.

In addition, we spearheaded and facilitated funding to acquire and install complimentary streetscape accessories like community and street signs, planting and automated watering systems to reduce the need to utilize ongoing Village resources.

Town of Hempstead

Currently, *Vision Accomplished* is helping the Town of Hempstead Department of Planning and Economic Development with implementation of a NYS Restore III grant for improvements to commercial properties across from Belmont Raceway. Again, Vision Accomplished was brought in to move a stagnant project and has played a central role to orchestrate and guide committee members to properly plan, process and realize its goals. In that role, we have also guided the revision of some strategic planning to increase the likelihood of participation and success.

While working with the Town in this endeavor, we have accelerated their productivity so that achievements in Restore III are now far ahead of implementation of Restore II (with which we are not involved) that they acquired two years' prior.

Mineola Village

Vision Accomplished now also consults with Mineola Village and runs their Community Development Department. For that, I plan, formulate and facilitate commercial and residential rehabilitation, as well as satisfy all federal HUD regulations related to public CDBG allocations. This village's goal is to accomplish for Mineola what has been done for the other villages noted above, while being likewise positioned to increase grant funding allocations and overall property value. We have created and presented strategic and operational plans to the Board, public and local chamber of commerce, all met with great excitement, and are now carrying them out for success.

Pertinent References:

- Commissioner George Backich, Town of Hempstead Department of Planning and Economic Development, 200 Franklin Ave., Hempstead NY 11550; 516-538-7100;
- Mayor Scott Strauss or Joseph Scalero, Village Clerk, Village of Mineola; 155 Washington Ave., Mineola, NY 11501; 516-746-0750;
- Mayor Ralph Ekstrand, Village of Farmingdale; 361 Main Street, Farmingdale, NY 11735; Business office #: 516-249-6632;
- Trustee Don Barbieri, Village of New Hyde Park; 1420 Jericho Tpk., New Hyde Park, NY 11040; Home #: 516-775-6922;

Proposed Fee:

Charge to be set at \$125.00 per hour with an upset fee of \$12,500.00. I anticipate services to include written questionnaires and oral interviews where needed with members of the board, upper management and department heads, including preparation, up to three visits to Village Hall and compilation of data. Preparation and up to three visits to Village Hall to conduct in person work shop meetings, followed by compilation and analysis of input and ideas. Generation of draft strategic plan followed up with discussion, revisions and final report.

No charges added for travel time. The Village will make payment within thirty days of receipt of invoice. Costs for document reproduction and expenses advanced by Vision Accomplished for the Village will be added separately.

THOMAS V SAVINO

66 Virginia Avenue, Plainview, NY 11803-3520, (516) 622-9680

visionaccomplished@hotmail.com

SUMMARY

As an attorney, I merge an understanding of the law with my experiences in business management, local government and economic development. Maintaining unshakable principles of loyalty, passion, tenacity and perseverance, I create opportunities and deliver results that exceed expectations. Pursued by officials to advise, consult and direct, I have played key roles in community developments and downtown revitalizations featured in online and print media.

LOCAL GOVERNMENT ADMINISTRATIVE, MANAGEMENT AND CONSULTING EXPERIENCES

VISION ACCOMPLISHED, INC., Plainview, NY

Sept. 2008 – Present

President

Counsel local officials, developers and contractors to accomplish economic development and growth. I use my background in government and law, with my network of resources, to help clients reach their development goals, particularly revitalization of downtown centers. Clients include villages, towns and developers.

Highlights of Some Achievements:

- Originated and implemented a façade improvement program to revitalize more than 50 stores in Farmingdale;
 - Central coordinator and implementation - Master Plan 2035\BOA Study
- Ignited and finished in 3-years a 7-year dormant grant for NYSDOT highway reconstruction in New Hyde Park;
- Started and now moving a 5-year dormant state grant revitalization in Elmont for Town of Hempstead;
- Created, negotiated and realized an IDA tax relief plan saving a performing arts' developer more than \$6.0M;
- Engaged to successfully acquire NYS Restore NY grants for developers each realizing \$2.5M.

INCORPORATED VILLAGE OF WESTBURY, Westbury, NY

Mar. 1999 – Sept. 2008

Administrator-Clerk-Treasurer

Chief Operating and Fiscal officers: Administered operations with 92 employees serving more than 15,000 residents and 300 businesses; Created and managed multimillion dollar budgets and grant funds; Ran community development operations and *Downtown Revitalization*; Acquired and administered multiple grants; Directed legal counsel in labor, litigation, eminent domain, zoning and land use matters; Negotiated contracts and agreements.

Highlights of Some Achievements:

- Spearheaded, revised and began a stalled 6-year-old downtown revitalization in my first 3 months to ultimately accomplish a community rebirth, including more than 100 storefront improvements, recognized Island-wide;
- Acquired and administered \$6.0M in funding, including one grant showcased by the NYS governor;
- Originated and guided the first strategic *Vision Accomplishment* committee within which I directed the design of a downtown promotional campaign that included creation of a new logo chosen "*Best Of Long Island*";
- Grew fund balance more than 650% in first 5-years, while introducing a tax stabilization plan that successfully maintained minimal and level annual cost of living rate increases;
- Reversed a pre-existing negative and declining fiscal posture to receive the highest credit rating;
- Improved work force; its camaraderie, spirit and productivity. Established management order and control;
- Promoted to become the only administrator\clerk-treasurer in the Village's history (since 1932).

INCORPORATED VILLAGE OF MINEOLA, Mineola, NY

June 1997 - Mar. 1999

Deputy Village Clerk and Secretary to the Board of Trustees

Originated directives and initiated procedures as a senior officer; Oversight of mayoral undertakings. Represented elected officials at events and clerked board meetings; Coordinated with other officials, consultants and counsel;

PUBLIC LEGAL\ LEGISLATIVE EXPERIENCES

NASSAU COUNTY ATTORNEY'S OFFICE, Mineola, NY

Summer 1996

Legal Intern for the Municipal and Environmental Bureau

Researched, analyzed and drafted answers to legal claims filed against the County including, state and federal law challenges to proposed regulations, authorities in public agencies, §1983 claims and SEQRA violations.

SUPREME COURT OF THE STATE OF NEW YORK, APPELLATE TERM, Mineola, NY

Jan. - Apr. 1996

Judicial Intern for the Honorable Patricia D. Collins

Analyzed appeals, motions and petitions. Drafted several legal decisions accepted by judge with little change.

SUFFOLK COUNTY DISTRICT ATTORNEY'S OFFICE, Hauppague, NY

Summer 1991

Summer Intern, District Court

Researched and analyzed legal procedure. Learned, studied and witnessed judicial prosecutions.

While in College:

NYS ASSEMBLYMAN DOUGLAS PRESCOTT, Albany, NY *Jan. - July 1985*
NYS Assembly Capital Intern then Legislative Aide
 Directly and integrally involved in legislative affairs and capital office management with a freshman elected official in the minority party during the 1985 legislative session.

NYS ASSEMBLYMAN JOHN FLANAGAN, SR., Huntington, NY *Summer 1984*
NYS Assembly Local Office Intern
 Studied the legislative process at the local level under the tutelage and guidance of a veteran government leader.

PRIVATE LEGAL, BUSINESS AND MANAGEMENT EXPERIENCES

LAW OFFICES OF WILLIAM V. DECANDIDO, P.C., Forest Hills, NY *Oct. 1996 - May 1997*
Law Clerk
 Drafted summons and complaints; Researched case law, statutes and regulations; Prepared for trials.

EMPIRE BLUE CROSS AND BLUE SHIELD, New York, NY *Sept. 1989 - Oct. 1990*
Management Consultant and Systems Analyst
 Counseled management and authored reports for maximum performance. Analyzed operational systems, methods and staffing requirements within departments. Introduced "team" review standards for monitoring productivity.

CHP THE MEDICAL GROUP, New Hyde Park, NY *Sept. 1981 - Aug. 1989*
Assistant Administrator-Vice President *Oct. 1987 - Aug. 1989*
 Appointed by CEO to serve on *Senior Management Committee* with COO and CFO of this multi-specialty medical group with 250 employees serving 35,000 members. Directed five departments including *MIS* and *Claims*.

Positions\Promotions While in College Part-Time & Upon Graduation *Aug. 1985 - Sept. 1987*
Health Systems Analyst; MIS Director

Positions\Promotions While in College Full-Time *Sept. 1981 - Dec. 1984*
Purchasing Assistant; Inventory Controller; Maintenance Repair Person; Messenger

EDUCATION

ST. JOHN'S UNIVERSITY SCHOOL OF LAW, Jamaica, NY
 J.D., September 1996
 HONORS: Dean's List, 1993-1994

ST. JOHN'S UNIVERSITY, Jamaica, NY
 B.A. in Public Administration and Public Service, June 1986
 Major Index: 3.6; HONORS: Dean's List
 Minor: Business; *Tutor in Managerial Accounting*

MEMBERSHIPS

Long Island Community Development Organization, past president; Director, Networking Neighbors; NY Conference of Mayors; LI Association of Village Clerks & Treasurers; NYS Association of City and Village Clerks; Nassau County Village Officials Association; NYS Society of Municipal Finance Officers; Government Finance Officers Association; Former Committeeman, Mineola and Greater New Hyde Park; NYS and American Bar Associations; St. John's University School of Law and undergraduate alumni associations.

KNOWLEDGE\INTERESTS

WordPerfect; Word; Excel; Outlook; Internet; Microsoft Photo Story Plus; Westlaw; LEXIS\NEXIS.
 Sports, particularly baseball; government and politics; law; art; and music.



VILLAGE OF
PORT CHESTER

222 Grace Church Street, Port Chester, New York 10573

RES - 01
BOT8-15-2016

AGENDA MEMO

Department: Village Engineer

BOT Meeting Date: 8/15/2016

Item Type: Resolution

Sponsor's Name: Select Sponsor's Name.

	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 # 2016-08		
Account #:			Strategic Plan Priority Area		
	Yes	No	Public Safety		
Agreement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Manager Priorities		
Strategic Plan Related	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N/A		

Agenda Heading Title

(Will appear on the Agenda as indicated below)

Resolution Awarding BID for EMERGENCY REPAIRS 2016-2017 BID# 2016-08

Summary

Background:

This is a two-year project for emergency repairs needed in the Village.

Of the two bids received ELQ Industries Inc, of New Rochelle, New York submitted the low bid of \$623,750.00

In the second year of this project the unit prices increase by ten percent.

Dolph Rotfeld P.E. has recommended we award the contract for this Bid to ELQ.

Proposed Action

Adopt the Resolution

Attachments

Resolution

Bid Analysis Sheet

Bid

Recommendation from Rotfeld Engineering

AWARDING BID FOR EMERGENCY REPAIRS 2016-2017 BID# 2016-08

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 that it was seeking bids for emergency repairs in BID# 2016-08; and

WHEREAS, the Village received two bids for this work; and

WHEREAS, ELQ Industries Inc, of New Rochelle, New York, has submitted the lowest bid at \$623,750.00; and

WHEREAS, this is a two year project, where there is a ten percent unit price increase for the second year of the contract; and

WHEREAS, Dolph Rotfeld, P.E., BCEE recommends that the bid by ELQ be accepted. Now therefore, be it,

RESOLVED, that the Board of Trustees hereby awards the contract for Bid # 2016-08 Emergency Repairs to ELQ Industries Inc. with offices located at 567 Fifth Avenue New Rochelle, NY 10801; and be it

FURTHER RESOLVED, that the Village Manager is hereby authorized to enter into an agreement with the ELQ Industries Inc.; and be it

FURTHER RESOLVED, that the funding for said will be appropriated from the various accounts related to these emergency repairs upon the need for repair.

Approved as to Form:

Anthony M. Cerreto, Village Attorney

VILLAGE OF PORT CHESTER

BID ANALYSIS SHEET

BID #16-08

BID FOR: 2016-2017 EMERGENCY REPAIRS

BID OPENING DATE: JULY 14, 2016

10:00 a.m.

BID PUBLICATION DATE: July 1, 2016

SPECIFICATIONS AVAILABLE: July 6, 2016 10:00 a.m.

Please Print Name and Address

BIDDER: Joken Development Corp

ADDRESS: 9 Bellway Place

ADDRESS:

CITY: White Plains

STATE: NY

ZIP CODE: 10601

E-MAIL:

PHONE #: 914-946-2469

FAX #: 914-946-8288

AMOUNT: \$ 668,650.00

Please Print Name and Address

BIDDER: Elq Industries, Inc

ADDRESS: 567 Fifth Ave

ADDRESS:

CITY: New Rochelle

STATE: NY

ZIP CODE: 10801

E-MAIL: smgrditchian@elqindustries.com

PHONE #: 914-654-1040

FAX #: 914-654-1307

AMOUNT: \$ 623,750.00

Please Print Name and Address

BIDDER:

ADDRESS:

ADDRESS:

CITY:

STATE:

ZIP CODE:

E-MAIL:

PHONE #:

FAX #:

AMOUNT:

**VILLAGE OF PORT CHESTER
EMERGENCY SEWER AND DRAIN REPAIRS
BID PROPOSAL FORM**

To: **Village Manager – Village Hall
Port Chester, New York**

Bid Submitted by:

ELQ Industries, Inc
(Name)
507 Fifth Avenue, New Rochelle, NY 10801
(Address)
(914) 654-1040
(Telephone No.)

1. I/We do hereby declare that I/We have carefully examined the Notice to Bidders, the Details, and the Specifications relating to the above entitled matter and the work.
2. I/We do hereby offer and agree to furnish all materials, to fully and faithfully construct, perform and execute all work in the above titled matter in accordance with the Details and Specifications relating thereto, and to furnish all labor, tools, implements, models, forms, transportations and materials necessary and proper for the purpose and the price/prices as given on the bid forms.
3. I/We do hereby declare that the prices so stated cover all expenses of every kind incidental to the completion of said work, and the contract therefor, including all claims that may arise through damages or any other cause whatsoever.
4. I/We do hereby agree that I/We will execute a contract therefore, containing all the terms, conditions, provisions and covenants necessary to complete the work according to the Details and Specifications therefore within 10 business days after the award of the contract and if I/We fail to execute said contract within said period of time, that the Village Board shall have the power to rescind said award and also that the said Village Board shall retain the proceeds of the certified check, or require the payment of the sum of the bid bond. The Contract execution will serve as the official notification to commence work.
5. I/We do also declare and agree I/We will be prepared to respond to any emergency work within five days after the Contract execution and will complete the work fully and in every respect on or before the time specified in said Contract and do authorize the said Board, in case of failure to complete the work within such specified time, to employ such men, equipment and materials as may be necessary for the proper completion of said work and to deduct the cost thereof from the amount due under the Contract.

6. I/We agree that the Village reserves the right to select any one, combination of, or all the Bid items in this proposal for the Contractor to complete without affecting any of the Bid prices.
7. I/We hereby affirm that by submission of this Bid, each Bidder and each person signing on behalf of any Bidder certifies, and in the case of a joint bid each party thereto certifies, as to its own organization, under the penalty of perjury, that to the best of knowledge and belief:
 - (a) the prices in this Bid have been arrived at independently without collusion, consultation, communication, or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other Bidder or with any competitor;
 - (b) unless otherwise required by law, the prices which have been quoted in this Bid have not been knowingly disclosed by the Bidder and will not knowingly be disclosed by the Bidder prior to opening, directly or indirectly, to any other Bidder or to any competitor; and
 - (c) no attempt has been made or will be made-by the Bidder to induce any other person, partnership or corporation to submit or not submit a Bid for the purpose of restricting competition.
 - (d) no member of the Village Board or and officer or employee of the Village of Port Chester, New York, or person whose salary is payable in whole or in part from the said Treasury is, shall be or become interested, directly, as contracting party, partner, stockholder, surety or otherwise, in this Bid, or in the performance of the Contract, or in the supplies, materials or equipment and work or labor to which it relates, or in any portion of the profits thereof.
8. I/We hereby further agree that this proposal is a firm Bid and shall remain in effect for a period of at least forty five (45) calendar days from the date of the opening of Bids, and that with said period of forty five (45) days, the Village of Port Chester will accept or reject this proposal, or this period may be extended by mutual agreement.
9. I/WE do hereby declare that, if this is a Corporate Bid, I have been duly authorized to act as the Signator on this proposal in behalf of this Corporation.
10. I/We hereby affirm under penalty of perjury, the truth of all statements in this proposal.
11. I/We hereby agree that I/We accept the unit prices on the following pages for the various items of work, and for additions to or deletions from the stated quantities.
12. I/We hereby agree and understand that the unit quantity of the work is for comparison purposes and further more that I/We shall make no claim on account

of any variation of the approximate estimate in the quantities of work to be done, whether the actual quantities are greater, smaller or completely deleted. A change in the quantity of any item shall not be regarded as sufficient grounds for a change in the price of that item.

TOTAL BID (As per Special Conditions): *Total Bid for estimated quantities:

623,750.00
(written in numbers)

SIX HUNDRED TWENTY THREE THOUSAND SEVEN HUNDRED FIFTY DOLLARS
(written in words)

Increase of unit prices for Work done between 7:00 P.M. and 5:59 A.M. 12 %

*The **TOTAL BID** shall be the sum of the extensions (unit price multiplied by estimated quantity, for each item). It is stated here only as a convenience for comparison of bids. If there are any errors in addition or multiplication, the unit prices for each item shall govern, and the bid comparison will be made on the basis of correct arithmetic applied to these unit prices. In case of a discrepancy between the unit price in words and the unit price in numbers, the unit price in words shall govern.

The estimated quantities are not guaranteed, and are only for bid comparison purposes and final payment will be made for actual quantities of work performed regardless of the estimated quantities contained herein.

ELQ Industries, Inc. Date: 7/14/14
(Legal Name of Bidder)

567 Fifth Avenue, New Rochelle, NY 10801
Address of Individual, Firm or Corporation

(914) 454-1040
Telephone Number of Individual, Firm or Corporation

By: Rudolf Ego
(Authorized Signator)

Corporate Seal
(if incorporated)

Bidder acknowledges receipt of Addenda as follows:

Signature

Signature

Signature

VILLAGE OF PORT CHESTER
 EMERGENCY REPAIRS 2016-17
 CONTRACT NO. 2016-08

BID SHEET

Note: Unit prices are to be written in both words and numbers.
 In case of any discrepancy those prices shown in words shall govern.
 All prices will be in dollars and cents.

Item No.	Quantity	Unit	Item with Unit Price Written in Words	Unit Price in Numbers	Extension: Est. Quantity Times Unit Price in Numbers
1M	1	LS	Miscellaneous Additional Work <u>Twenty Thousand Dollars</u> LS	<u>\$20,000.00</u>	<u>\$20,000.00</u>
2M	40	CY	Miscellaneous Earth Excavation <u>EIGHTY</u> CY	<u>80</u>	<u>3,200</u>
2SB	1000	SF	Furnish and Install Sheeting, Shoring and Bracing . <u>TWELVE</u> SF	<u>12</u>	<u>12,000</u>
2SB-C	10	Days	Furnish and Install Trench Box <u>TWO HUNDRED</u> <u>FIFTY</u> Days	<u>250</u>	<u>2,500</u>
2T	200	CY	Trench Excavation & Backfill for repairs less than <u>SEVENTY FIVE</u> CY	<u>75</u>	<u>15,000</u>
5R	50	CY	Rock Excavation - Trench (NO BLASTING) <u>TWO HUNDRED</u> <u>TWENTY</u> CY	<u>220</u>	<u>11,000</u>

**VILLAGE OF PORT CHESTER
EMERGENCY REPAIRS 2016-17
CONTRACT NO. 2016-08**

BID SHEET

**Note: Unit prices are to be written in both words and numbers.
In case of any discrepancy those prices shown in words shall govern.
All prices will be in dollars and cents.**

Item No.	Quantity	Unit	Item with Unit Price Written in Words	Unit Price in Numbers	Extension: Est. Quantity Times Unit Price in Numbers
9DIP-4" to 6"	100	LF	Remove Existing Sanitary Sewer & Replace with 4" to 6" DIP <u>THREE HUNDRED</u> <u>FORTY</u> LF	<u>340</u>	<u>34,000</u>
9DIP-8" to 10"	100	LF	Remove Existing Sanitary Sewer & Replace with 8" to 10" DIP <u>THREE HUNDRED</u> <u>FIFTY</u> LF	<u>350</u>	<u>35,000</u>
9DIP-12" to 15"	100	LF	Remove Existing Sanitary Sewer & Replace with 12" to 15" DIP <u>FOUR HUNDRED</u> <u>THIRTY</u> LF	<u>430</u>	<u>43,000</u>
9DIP-18" to 24"	75	LF	Remove Existing Sanitary Sewer & Replace with 18" to 24" DIP <u>FIVE HUNDRED</u> <u>TWENTY</u> LF	<u>520</u>	<u>39,000</u>
9S	75	LF	Remove & Replace Existing Sanitary Sewer Service Lateral with 4" or 6" XHCIP <u>FOUR HUNDRED</u> <u>TWENTY</u> LF	<u>420</u>	<u>31,500</u>
9Y	5	EA	Remove & Replace Existing Sanitary Sewer Wye Branch Fitting <u>SEVEN HUNDRED</u> <u>FIFTY</u> EA	<u>750</u>	<u>3,750</u>

**VILLAGE OF PORT CHESTER
EMERGENCY REPAIRS 2016-17
CONTRACT NO. 2016-08**

BID SHEET

**Note: Unit prices are to be written in both words and numbers.
In case of any discrepancy those prices shown in words shall govern.
All prices will be in dollars and cents.**

Item No.	Quantity	Unit	Item with Unit Price Written in Words	Unit Price in Numbers	Extension: Est. Quantity Times Unit Price in Numbers
10HDPE-10" to 18"	50	LF	Remove Existing Storm Drain & Replace with 10" to 18" HDPE Pipe <u>ONE HUNDRED</u> <u>EIGHTY</u> LF	<u>180</u>	<u>9,000</u>
10HDPE-18" to 36"	50	LF	Remove Existing Storm Drain & Replace with 18" to 36" HDPE Pipe <u>THREE HUNDRED</u> <u>FIFTY</u> LF	<u>350</u>	<u>17,500</u>
20SW	50	SY	Remove & Replace Existing Concrete Sidewalk <u>ONE HUNDRED</u> <u>THIRTY</u> SY	<u>130</u>	<u>6,500</u>
25CC	100	LF	Remove & Replace Existing Concrete Curbing <u>FORTY</u> LF	<u>40</u>	<u>4,000</u>
39	40	CY	Furnish & Install Crushed Stone <u>SIXTY</u> CY	<u>60</u>	<u>2,400</u>
51	100	SY	Furnish & Install Temporary Pavement <u>EIGHTY</u> SY	<u>80</u>	<u>8,000</u>

VILLAGE OF PORT CHESTER
 EMERGENCY REPAIRS 2016-17
 CONTRACT NO. 2016-08

BID SHEET

Note: Unit prices are to be written in both words and numbers.
 In case of any discrepancy those prices shown in words shall govern.
 All prices will be in dollars and cents.

Item No.	Quantity	Unit	Item with Unit Price Written in Words	Unit Price in Numbers	Extension: Est. Quantity Times Unit Price in Numbers
102CB-B	5	EA	Remove & Replace Existing Catch Basin 6-8ft Deep <u>SEVEN THOUSAND</u> FIVE HUNDRED EA	<u>7,500</u>	<u>37,500</u>
102CB-C	16	VF	Remove & Replace Existing Catch Basin over 8ft Deep (Cost Per Vertical Foot) <u>ONE THOUSAND ONE</u> HUNDRED VF	<u>1,100</u>	<u>17,600</u>
102CB-D	2	EA	Furnish & Install Catch Basin up to 6ft Deep <u>FOUR THOUSAND</u> SEVEN HUNDRED EA	<u>4,700</u>	<u>9,400</u>

**VILLAGE OF PORT CHESTER
EMERGENCY REPAIRS 2016-17
CONTRACT NO. 2016-08**

BID SHEET

**Note: Unit prices are to be written in both words and numbers.
In case of any discrepancy those prices shown in words shall govern.
All prices will be in dollars and cents.**

Item No.	Quantity	Unit	Item with Unit Price Written in Words	Unit Price in Numbers	Extension: Est. Quantity Times Unit Price in Numbers
102MC-A	2	EA	Remove & Replace Existing Manhole Up to 5ft Deep <u>FIVE THOUSAND</u> <u>TWO HUNDRED</u> EA	<u>5,200</u>	<u>10,400</u>
102MC-B	2	EA	Remove & Replace Existing Manhole 5-10ft Deep <u>TEN THOUSAND</u> <u>EA</u>	<u>10,000</u>	<u>20,000</u>
102MC-C	2	EA	Remove & Replace Existing Manhole 10-15ft Deep <u>EIGHTEEN</u> <u>THOUSAND</u> EA	<u>18,000</u>	<u>36,000</u>
103	5	EA	Connection to Existing Structure <u>EIGHT HUNDRED</u> <u>EA</u>	<u>800</u>	<u>4,000</u>
103CB	5	EA	Catch Basin Frame, Grate & Hood Replacement with Pavement <u>THREE THOUSAND</u> <u>TWO HUNDRED</u> EA	<u>3,200</u>	<u>16,000</u>
103MH	5	EA	Manhole Cover, Frame and Collar Replacement with Pavement <u>TWO THOUSAND</u> <u>FIVE HUNDRED</u> EA	<u>2,500</u>	<u>12,500</u>

**VILLAGE OF PORT CHESTER
EMERGENCY REPAIRS 2016-17
CONTRACT NO. 2016-08**

BID SHEET

**Note: Unit prices are to be written in both words and numbers.
In case of any discrepancy those prices shown in words shall govern.
All prices will be in dollars and cents.**

Item No.	Quantity	Unit	Item with Unit Price Written in Words	Unit Price in Numbers	Extension: Est. Quantity Times Unit Price in Numbers
699	15	EA	Mobilization for each Emergency Situation <u>ONE THOUSAND</u> <u>EIGHT HUNDRED</u>	<u>EA</u> <u>1,800</u>	<u>27,000</u>
700	200	CY	Furnish & Place Select Fill <u>FIFTY</u>	<u>CY</u> <u>50</u>	<u>10,000</u>

Dolph Rotfeld Engineering, P.C.

CONSULTANTS & DESIGNERS

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

August 10, 2016

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

RE: Emergency Repairs 2016-2017
Bid No. 16-08
Port Chester, New York

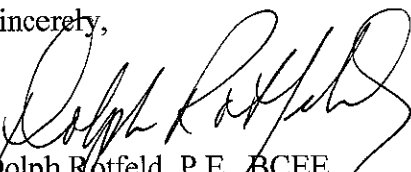
Dear Mr. Steers:

On July 14, 2016, bids were received for the above referenced two-year project. The apparent low bidder at \$623,750.00 for the first year of the program was ELQ Industries, Inc. of New Rochelle, NY. For the second year of the contract, ELQ Industries, Inc. has submitted a ten percent (10%) increase to the unit prices bid for the first year of the contract. The next lowest bidder was Joken Development Corporation of White Plains, NY at \$667,400.00 for the first year of the program and a twenty percent (20%) increase of year one unit prices for the second year.

Having previously completed similar work in the Village of Port Chester in the past, ELQ Industries, Inc. is familiar with the work that is required in this contract. This office has worked with ELQ Industries, Inc. on previous projects and has found that their work is satisfactory.

This office hereby recommends immediate award of the above referenced contract to ELQ Industries, Inc. so that they are prepared to mobilize as soon as possible should the need arise under the terms of the emergency repairs contract.

Sincerely,



Dolph Rotfeld, P.E., BCEE

C: A. Cerreto, Village Attorney
D. Thomas, Village Clerk
L. Douglas, Village Treasurer
R. Morabito, Village DPW General Foreman



VILLAGE OF
PORT CHESTER

222 Grace Church Street, Port Chester, New York 10573

RES - 02
BOT 8-15-2016

AGENDA MEMO

Department: Village Engineer

BOT Meeting Date: 8/15/2016

Item Type: Resolution

Sponsor's Name: Select Sponsor's Name.

	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 # 2016-05		
Account #:			Strategic Plan Priority Area		
	Yes	No	Public Safety		
Agreement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Manager Priorities		
Strategic Plan Related	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N/A		

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

Resolution Awarding BID for 2016 ROAD RESURFACING BID# 2016-05

Summary

Background:

This project is for the road resurfacing and related work for certain Village streets.

Of the three bids received ELQ Industries Inc, of New Rochelle, New York, has submitted the lowest bid at \$1,527,207.00.

Dolph Rotfeld, P.E., having worked with them in the past and having found their work to be satisfactory, has recommended ELQ be awarded the contract.

Proposed Action

Adopt the Resolution

Attachments

Resolution

Bid Analysis Sheet

Bid

Recommendation from Dolph Rotfeld, P.E.

AWARDING BID FOR 2016 ROAD RESURFACING BID# 2016-05

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 that it was seeking bids for road resurfacing in BID# 2016-05; and

WHEREAS, the Village received three bids for this work; and

WHEREAS, ELQ Industries Inc, of New Rochelle, New York, has submitted the lowest bid at \$1,527,207.00.

WHEREAS, Dolph Rotfeld, P.E., BCEE recommends that this bid be accepted. Now therefore, be it,

RESOLVED, that the Board of Trustees hereby awards the contract for Bid # 2016-05 2016 Road Resurfacing to ELQ Industries Inc. with offices located at 567 Fifth Avenue New Rochelle, NY 10801; and be it

FURTHER RESOLVED, that the Village Manager is hereby authorized to enter into an agreement with the ELQ Industries Inc.; and be it

FURTHER RESOLVED, that the funding for said work be appropriated from FY 2016-17 Street Resurfacing Capital Project A/c 5.5110.400.2016.176.

Approved as to Form:

Anthony M. Cerreto, Village Attorney

VILLAGE OF PORT CHESTER

BID ANALYSIS SHEET

BID #16-05

BID FOR:	2016 ROAD RESURFACING		
BID OPENING DATE:	August 4, 2016	TIME:	11:00 AM
BID PUBLICATION DATE:	July 22, 2016		
SPECIFICATIONS AVAILABLE:	July 22, 2016		

Please Print Name and Address

BIDDER:	<i>Montesano Bros. Inc.</i>				
ADDRESS:	<i>76 Plain Avenue</i>				
ADDRESS:					
CITY:	<i>New Rochelle</i>	STATE:	<i>NY</i>	ZIP CODE:	<i>10801</i>
E-MAIL:					
PHONE #:	<i>(914) 235-4800</i>	FAX #:	<i>(914) 235-1048</i>		
AMOUNT:	<i>\$1,790,178.00</i>				

Please Print Name and Address

BIDDER:	<i>ELQ Industries, Inc.</i>				
ADDRESS:	<i>567 Fifth Avenue</i>				
ADDRESS:					
CITY:	<i>New Rochelle</i>	STATE:	<i>NY</i>	ZIP CODE:	<i>10801</i>
E-MAIL:	<i>smgrditchian@elqindustries.com</i>				
PHONE #:	<i>914-654-1060</i>	FAX #:	<i>914-654-1397</i>		
AMOUNT:	<i>\$1,527,207.00</i>				

Please Print Name and Address

BIDDER:	<i>PCI Tracey Sherding</i>				
ADDRESS:	<i>550 Franklin Ave</i>				
ADDRESS:					
CITY:	<i>Mt. Vernon</i>	STATE:	<i>NY</i>	ZIP CODE:	<i>10550</i>
E-MAIL:	<i>Sherdingt@pctlc.net</i>				
PHONE #:	<i>914-662-2700 ext. 115</i>	FAX #:	<i>914-664-0507</i>		
AMOUNT:	<i>\$1,546,970.00</i>				

VILLAGE OF PORT CHESTER

BID ANALYSIS SHEET

--

The following were present at the opening of the bids (

Village Clerk:	<input checked="" type="checkbox"/>	David Thomas
Deputy Village Clerk:	<input type="checkbox"/>	Vita Sileo
Village Attorney	<input type="checkbox"/>	Anthony (Tony) Cerreto
Department Head:	<input type="checkbox"/>	
Village Engineer:	<input type="checkbox"/>	Dolph Rotfeld
Project Engineer:	<input type="checkbox"/>	Dan Peluso
Other:	<input type="checkbox"/>	
Other:	<input type="checkbox"/>	
Other:	<input type="checkbox"/>	

**VILLAGE OF PORT CHESTER
2016 ROAD RESURFACING
CONTRACT 2016-05
BID PROPOSAL FORM**

To: **Village Clerk – Village Hall
Port Chester, New York**

Bid Submitted by:

ELQ Industries, Inc.
(Name)
547 Fifth Avenue, New Rochelle, NY
(Address)
(914) 1054-1040
(Telephone No.)

1. I/We do hereby declare that I/We have carefully examined the Notice to Bidders, the Plans, and the Specifications relating to the above entitled matter and the work, and have also examined the site.
2. I/We do hereby offer and agree to furnish all materials, to fully and faithfully construct, perform and execute all work in the above titled matter in accordance with the Plans, Drawings, and Specifications relating thereto, and to furnish all labor, tools, implements, models, forms, transportations and materials necessary and proper for the purpose and the price/prices as given on the bid forms.
3. I/We do hereby declare that the prices so stated cover all expenses of every kind incidental to the completion of said work, and the contract therefore, including all claims that may arise through damages or any other cause whatsoever.
4. I/We do hereby agree that I/We will execute a contract therefore, containing all the terms, conditions, provisions and covenants necessary to complete the work according to the Plans and Specifications therefore within 10 business days after the award of the contract and if I/We fail to execute said contract within said period of time, that the Village Board shall have the power to rescind said award and also that the said Village Board shall retain the proceeds of the certified check, or require the payment of the sum of the bid bond. The Contract execution will serve as the official notification to commence work.
5. I/We do also declare and agree I/We will commence the work within five days after the Contract execution and will complete the work fully and in every respect on or before the time specified in said Contract and do authorize the said Board, in case of failure to complete the work within such specified time, to employ such men, equipment and materials as may be necessary for the proper completion of said work and to deduct the cost thereof from the amount due under the Contract.

6. I/We agree that the Village reserves the right to select any one, combination of, or all the Bid items in this proposal for the Contractor to complete without affecting any of the Bid prices.
7. I/We hereby affirm that by submission of this Bid, each Bidder and each person signing on behalf of any Bidder certifies, and in the case of a joint bid each party thereto certifies, as to its own organization, under the penalty of perjury, that to the best of knowledge and belief:
 - (a) the prices in this Bid have been arrived at independently without collusion, consultation, communication, or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other Bidder or with any competitor;
 - (b) unless otherwise required by law, the prices which have been quoted in this Bid have not been knowingly disclosed by the Bidder and will not knowingly be disclosed by the Bidder prior to opening, directly or indirectly, to any other Bidder or to any competitor; and
 - (c) no attempt has been made or will be made-by the Bidder to induce any other person, partnership or corporation to submit or not submit a Bid for the purpose of restricting competition.
 - (d) no member of the Village Board or and officer or employee of the Village of Port Chester, New York, or person whose salary is payable in whole or in part from the said Treasury is, shall be or become interested, directly, as contracting party, partner, stockholder, surety or otherwise, in this Bid, or in the performance of the Contract, or in the supplies, materials or equipment and work or labor to which it relates, or in any portion of the profits thereof.
8. I/We hereby further agree that this proposal is a firm Bid and shall remain in effect for a period of at least forty five (45) calendar days from the date of the opening of Bids, and that with said period of forty five (45) days, the Village of Port Chester will accept or reject this proposal, or this period may be extended by mutual agreement.
9. I/WE do hereby declare that, if this is a Corporate Bid, I have been duly authorized to act as the Signator on this proposal in behalf of this Corporation.
10. I/We hereby affirm under penalty of perjury, the truth of all statements in this proposal.
11. I/We hereby agree that I/We accept the unit prices on the following pages for the various items of work, and for additions to or deletions from the stated quantities.
12. I/We hereby agree that I/We shall make no claim on account of any variation of the approximate estimate in the quantities of work to be done, whether the actual

quantities are greater, smaller or completely deleted. A change in the quantity of any item shall not be regarded as sufficient grounds for a change in the price of that item.

TOTAL BID (As per Special Conditions): *Total Bid for estimated quantities:

\$ 1,527,207.00
(written in numbers)

One Million Five hundred twenty-seven thousand two hundred seven dollars.
(written in words)

*The **TOTAL BID** shall be the sum of the extensions (unit price multiplied by estimated quantity, for each item). It is stated here only as a convenience for comparison of bids. If there are any errors in addition or multiplication, the unit prices for each item shall govern, and the bid comparison will be made on the basis of correct arithmetic applied to these unit prices. In case of a discrepancy between the unit price in words and the unit price in numbers, the unit price in words shall govern. The estimated quantities are not guaranteed, and are only for bid comparison purposes and final payment will be made for actual quantities regardless of the estimated quantities contained herein.

ELQ Industries, Inc. Date: 8/4/14
(Legal Name of Bidder)

567 Fifth Avenue, New Rochelle, NY 10801
Address of Individual, Firm or Corporation

(914) 654-1040
Telephone Number of Individual, Firm or Corporation

By: 
(Authorized Signatory)

Corporate Seal
(If incorporated)

Bidder acknowledges receipt of Addenda as follows:

_____ Signature _____

_____ Signature _____

_____ Signature _____

**VILLAGE OF PORT CHESTER
2016 ROAD RESURFACING
BID 2016-05
BID SHEET**

**Note: Unit prices are to be written in both words and numbers.
In case of any discrepancy those prices shown in words shall govern.
All prices will be in dollars and cents.**

Item No.	Quantity	Unit	Item with Unit Price Written in Words	Unit Price in Numbers	Extension: Est. Quantity Times Unit Price in Numbers
1M	1	LS	Miscellaneous Additional Work		
			<u>Ten Thousand Dollars</u>	<u>\$10,000.00</u>	<u>\$10,000.00</u>
			<u>LS</u>		
2M	5	CY	Miscellaneous Earth Excavation		
			<u>Sixty Five Dollars</u>		
			<u>CY</u>	<u>65.00</u>	<u>325.00</u>
13-VA	50	EA	Furnish & Install Adjustment Ring for Valve Box		
			<u>Two hundred Seventy</u>		
			<u>Five Dollars EA</u>	<u>275.00</u>	<u>13,750.00</u>
20SW	3,700	SF	Remove Existing Concrete and Furnish & Install New Concrete Sidewalk and ADA Ramp with Detectable Warning Strips		
			<u>Thirty Dollars</u>		
			<u>SF</u>	<u>30.00</u>	<u>111,000.00</u>
25CC	2,400	LF	Remove Existing and Furnish & Install New Concrete Curb		
			<u>Thirty-eight</u>		
			<u>Dollars LF</u>	<u>38.00</u>	<u>91,200.00</u>

**VILLAGE OF PORT CHESTER
2016 ROAD RESURFACING
BID 2016-05
BID SHEET**

**Note: Unit prices are to be written in both words and numbers.
In case of any discrepancy those prices shown in words shall govern.
All prices will be in dollars and cents.**

Item No.	Quantity	Unit	Item with Unit Price Written in Words	Unit Price in Numbers	Extension: Est. Quantity Times Unit Price in Numbers
30SC	5,100	LF	Sawcut Pavement Edges		
			<u>Two Dollars and Fifty Cents</u>	<u>2.50</u>	<u>12,750.00</u>
		LF			
39	5	CY	Furnish & Install Crushed Stone or Gravel		
			<u>Fifty Dollars</u>	<u>50.00</u>	<u>250.00</u>
		CY			
43WMA	1,000	TON	Furnish & Install Warm Mix Truing & Leveling Course		
			<u>One hundred thirty Dollars</u>	<u>130.00</u>	<u>130,000.00</u>
		TON			
44	100	SY	Furnish & Install Full-Depth Asphalt Patch		
			<u>One hundred ten Dollars</u>	<u>110.00</u>	<u>11,000.00</u>
		SY			
51A	7,150	TON	Furnish & Install Bituminous Hot Mix Asphalt Top Course (2")		
			<u>One hundred five Dollars</u>	<u>105.00</u>	<u>750,750.00</u>
		TON			

**VILLAGE OF PORT CHESTER
2016 ROAD RESURFACING
BID 2016-05
BID SHEET**

**Note: Unit prices are to be written in both words and numbers.
In case of any discrepancy those prices shown in words shall govern.
All prices will be in dollars and cents.**

Item No.	Quantity	Unit	Item with Unit Price Written in Words	Unit Price in Numbers	Extension: Est. Quantity Times Unit Price in Numbers
51M	59,000	SY	Cold Milling and Removal of Bituminous Pavements (2")		
			<u>Four Dollars and Five Cents</u> SY	<u>4.05</u>	<u>238,950.00</u>
51MC	2,240	SY	Cold Milling and Removal of Concrete (1") and Sealing of Joints Between Panels		
			<u>Seven dollars</u> SY	<u>7.00</u>	<u>15,680.00</u>
73	5	CY	Furnish and Install Control Density Backfill Material		
			<u>One hundred thirty Dollars</u> CY	<u>130.00</u>	<u>650.00</u>
102CB	2	EA	Remove Existing Granite Slab and Manhole Cover, Furnish and Install New Catch Basin and Connect Drainage Pipes (Indian Road)		
			<u>Six thousand Four hundred Dollars</u> EA	<u>6,400.00</u>	<u>12,800.00</u>
102MHA	20	EA	Adjusting Catch Basins and Manhole Covers		
			<u>Four hundred Sixty Dollars</u> EA	<u>460.00</u>	<u>9,200.00</u>

**VILLAGE OF PORT CHESTER
2016 ROAD RESURFACING
BID 2016-05
BID SHEET**

**Note: Unit prices are to be written in both words and numbers.
In case of any discrepancy those prices shown in words shall govern.
All prices will be in dollars and cents.**

Item No.	Quantity	Unit	Item with Unit Price Written in Words	Unit Price in Numbers	Extension: Est. Quantity Times Unit Price in Numbers
103CR	12	EA	Furnish & Install Collar and Manhole Frame and Cover or Catch Basin Frame and Grate Replacement <u>One thousand nine</u> <u>hundred Dollars</u> EA	<u>1,900.00</u>	<u>22,800.00</u>
104R	53	EA	Drainage Structure Rehabilitation <u>One thousand Seven</u> <u>hundred Dollars</u> EA	<u>1,700.00</u>	<u>90,100.00</u>
150B	340	LF	Furnish and Install 12" Wide White Stripe <u>One Dollars and</u> <u>Thirty Cents</u> LF	<u>1.30</u>	<u>442.00</u>
150D	14,400	LF	Furnish and Install 4" Wide Yellow Stripe <u>Zero Dollars and</u> <u>Fifteen Cents</u> LF	<u>.15</u>	<u>2,160.00</u>
150I	16	EA	Furnish & Install White Crosswalk, NYSDOT Type L <u>Two hundred ten</u> <u>Dollars</u> EA	<u>210.00</u>	<u>3,360.00</u>

**VILLAGE OF PORT CHESTER
2016 ROAD RESURFACING
BID 2016-05
BID SHEET**

**Note: Unit prices are to be written in both words and numbers.
In case of any discrepancy those prices shown in words shall govern.
All prices will be in dollars and cents.**

Item No.	Quantity	Unit	Item with Unit Price Written in Words	Unit Price in Numbers	Extension: Est. Quantity Times Unit Price in Numbers
150J	4	EA	Furnish & Install White Yield Triangle Markings (One [1] Location - Indian Road and Glen Ave)	<u>Ten Dollars</u>	
			EA	<u>10.00</u>	<u>40.00</u>
TOTAL BID					<u>1,527,207.00</u>

Dolph Rotfeld Engineering, P.C.

CONSULTANTS & DESIGNERS

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

August 10, 2016

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

RE: 2016 Road Resurfacing
Bid No. 16-05
Port Chester, New York

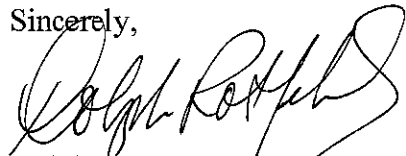
Dear Mr. Steers:

On August 4, 2016, bids were received for the above referenced project. The bidder with the apparent lowest bid was ELQ Industries, Inc. of New Rochelle, NY with a bid price of \$1,527,207.00.

Having previously completed the road resurfacing contract in the Village of Port Chester in 2013, ELQ Industries, Inc. is familiar with the work that is required in this contract. This office has worked with ELQ Industries, Inc. on previous projects and has found that their work is satisfactory.

This office hereby recommends immediate award of the above referenced contract to ELQ Industries, Inc. so that the work can commence as soon as possible.

Sincerely,



Dolph Rotfeld, P.E., BCEE

C: A. Cerreto, Village Attorney
D. Thomas, Village Clerk
L. Douglas, Village Treasurer
R. Morabito, Village DPW General Foreman



VILLAGE OF
PORT CHESTER

222 Grace Church Street, Port Chester, New York 10573

RES - 03
BOT 8-15-2016

AGENDA MEMO

Department: Office of the Village Attorney

BOT Meeting Date: 8/15/2016

Item Type: Discussion Item

Sponsor's Name: BOT Member

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

Agenda Heading Title

APPROVING PARKING TIME LIMITATION AT WALGREENS PARKING LOT

Summary

Background:

The Village of Port Chester and G&S Port Chester, LLC (“G&S”), are parties to a Land Acquisition and Development Agreement (“LADA”) with regard to the Village’s Modified Marina Redevelopment Project.

G&S Port Chester Unit 2C LLC (a related G & S entity) had previously requested that the Village approve a one-half hour time limitation for parking in the parking lot of the Walgreens pharmacy at 107 North Main Street which rule/regulation would be enforced by Walgreens as tenant to G & S. After further discussion with the Board G & S, through its legal counsel Dan Tartaglia, has communicated its intention to amend the time restriction from ½ hour to 1 hour.

Representatives from G&S are expected at this meeting for comments.

Since the Board tabled this resolution from a previous meeting, the correct action going forward will be to amend the resolution on the floor and then to act on the amended resolution.

Article 16 of the LADA requires G & S to make request on the Village for approval of Project parking rules and regulations which approval shall not be unreasonably withheld.

Proposed Action
Act on the Resolution
Attachments
Correspondence from G&S

RESOLUTION

APPROVING REQUEST FOR PARKING LIMITATION AT WALGREENS
PARKING LOT

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 and G&S Port Chester, LLC (“G&S”), are parties to a Land Acquisition and Development Agreement (“LADA”) as part of the 1999 approvals for the Village’s Modified Marina Redevelopment Project; and

WHEREAS, G & S sub-leases property in the Project located at 107 North Main Street to Walgreens; and

WHEREAS, G & S Port Chester Unit 2C LLC (a related G & S entity) has made request on behalf of Walgreens that the Village approve a one-half hour time limitation for parking in its parking lot which shall be privately enforced; and

WHEREAS, such request is governed by the provisions of Article 16 of the LADA (“Project Parking”); and

WHEREAS, the Board has deliberated with regard to same. Now, therefore, be it

RESOLVED, that the Board of Trustees hereby approves the request of G & S Port Chester Unit 2C LLC. for the imposition of a one-half hour time limitation at the Walgreens parking lot.

Approved as to Form:

Anthony M. Cerreto, Village Attorney.

ROLL CALL

AYES:

NOES:

ABSTAIN:

ABSENT:

DATE:



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: 8/15/2016

Item Type: Resolution

Sponsor's Name:	Anthony Cerreto, Village Attorney
Sponsor's Name:	Eric Zamft, Director of Planning & Economic Development

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 #:			Strategic Plan Priority Area		
			Transit Oriented Development		
	Yes	No			
Agreement	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Manager Priorities		
Strategic Plan Related	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Planning & Zoning		

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

Declaring the Village of Port Chester Board of Trustees as Lead Agency for the Micro-Alcohol Establishments Proposed Action Under the State Environmental Quality Review Act (SEQRA) and Setting a Public Hearing on the Proposed Zoning Amendment Establishing Definitions and Additional Regulations for Breweries, Distilleries, Wineries, and Micro-Alcohol Establishments

Summary

Background

The Village has received a number of inquiries on the possibility of opening up non-bar, alcohol-related establishments within the Village, which can be seen as an opportunity for economic development. The Department of Planning & Economic Development summarized research on the matter in a May 2, 2016 Memorandum and

[AM-V2015-04](#)

discussed it at the May 2, 2016 and July 5, 2016 Board of Trustees meetings. Staff then developed a draft local law for the Board's consideration

Overview of Proposed Zoning Amendments

As discussed generally at the July 5, 2016 Board meeting, the proposed local law would permit microbreweries and micro-alcohol establishments via the following changes:

- Add new definitions for BREWERY, BREWPUB, DISTILLERY, MICROBREWERY, MICRODISTILLERY, MICROWINERY, NANOBREWERY, TASTING ROOM, and WINERY
- Permit Brewery, Distillery, and Winery in M1 and M2 Districts
- Permit Brewpub in C1, C2, C3, C4, C5, C5T, CD, CDS Districts and as a special exception use in the DW and DW2 Districts (same as TABLE SERVICE RESTAURANT)
- Permit Microbrewery, Microdistillery, Microwinery, and Nanobrewery (including Tasting Rooms) in the C2, C5, and C5T Districts and as a special exception use in the DW and DW2 Districts.
- Include specific criteria for such uses related to odors, water usage, and effluent.

At the July 18, 2016 Board meeting, the Board adopted a resolution considering the Proposed Zoning Text Amendment for review, declared their intent to be Lead Agency under the New York State Environmental Quality Review Act ("SEQRA"), referred the matter to the Planning Commission pursuant to §345-34 H for their review and comment in accordance with of the Village Zoning Regulation, and referred to the Westchester County Planning Board and adjoining municipalities, as may be required under the Westchester County Administrative Code, Section 277.61, and/or State General Municipal Law, Sections 239-l, 239-m, and 239-n.

In response to general concerns nationwide regarding specific impacts related to alcohol and micro-alcohol uses, as well as comments specifically by Trustees Adams and Ceccarelli at the July 5, 2016 meeting, the Department of Planning & Economic Development has provided a Full Environmental Assessment Form ("FEAF") Part 1 to identify any impacts, per SEQRA. The Department has supplemented the standard responses with additional research and narrative specific to water/effluent impacts. Additionally, the Department has provided a FEAF Part 2 as part of this package.

The proposed Local Law was discussed at the July 25, 2016 Planning Commission meeting and is anticipated to be discussed at the August 29, 2016 Planning Commission meeting. In an August 2, 2016 letter, the Westchester County Planning Board stated that they found it appropriate that the Village take steps to update its zoning ordinance to reflect and to address emerging economic development trends.

The Village has not received any objection from any involved agencies objecting to the Board of Trustees acting as lead agency. Therefore, the Board may act to declare itself lead agency for the SEQRA review.

Therefore, should the Board wish to proceed, the attached two resolutions undertake the following actions:

1. Declares the Board as Lead Agency under SEQRA
2. Schedules a Public Hearing on the local law for the September 6, 2016 Board meeting

Proposed Action
<ul style="list-style-type: none">• Declare Board of Trustees as Lead Agency• Schedule the public hearing

Attachments
<ul style="list-style-type: none">• Proposed Draft Local Law• FEAF Part 1 and 2 and Attachments

A LOCAL LAW AMENDING THE CODE OF THE VILLAGE OF PORT CHESTER,
CHAPTER 345, “ZONING,” ESTABLISHING DEFINITIONS AND ADDITIONAL
REGULATIONS FOR BREWERIES, DISTILLERIES, WINERIES, AND MICRO-ALCOHOL
ESTABLISHMENTS AND AMENDING THE EXISTING USE REGULATIONS TO
PROVIDE FOR SUCH USES

SECTION 1: Purpose and Intent.

The Village Board of Trustees has observed an increased interest in opening alcohol-related establishments within the Village, especially micro-alcohol establishments. New York State’s Craft New York Act, signed in 2014, reduces alcohol producers’ requirements and restrictions in an effort to develop the craft beverage industry within the State. With this funding source and with an increased demand for craft beer, alcohol, and wine, micro-alcohol establishments can serve as catalysts to downtown revitalization, as well as retail and tourism activities. In response to this growing demand for micro-alcohol production businesses, the Board desires to amend Village Code to permit such uses in the downtown, as well larger-scale breweries, distilleries, and wineries in the Village’s industrial districts. This local law will create use classifications for breweries, distilleries, wineries, and micro-alcohol establishments, amend use regulations to permit these uses in existing zoning districts, and create special regulations for these uses. The Board finds and determines that this local law is consistent with the Village’s Comprehensive Plan, which seeks to strengthen and expand economic opportunity by attracting new businesses.

SECTION 2: The Code of the Village of Port Chester, Chapter 345, “Zoning,” Article II “Definitions,” is hereby amended by the addition of new terms with accompanying amendment to the Schedule of Regulations for Nonresidence Districts (Attachment 3A) to read as annexed hereto and to be made a part hereof.

ALTERATION – As applied to a building or structure, a change or rearrangement in the structural parts or in the exit facilities; or an enlargement, whether by extending on a side or by increasing in height; or moving from one location or position to another. The term “alter,” in its various modes and tenses and its participial form, refers to the making of an alteration.

...

BREWERY – An establishment which is primarily used for the manufacture of beer with annual production that exceeds 15,000 barrels per year. May sell beer for on-site consumption or for off-site distribution in accordance with New York State Liquor Authority regulations. May contain one or more accessory tasting rooms.

...

BREW PUB – A business use or establishment which is primarily engaged in the sale and service of food for on-premises consumption and that also brews beer for on-site consumption in accordance with New York State Liquor Authority regulations.

...

DISTILLERY – An establishment which is primarily used for the manufacture of alcoholic spirits with annual production that exceeds 10,000 gallons per year. May sell spirits for on-site consumption or for off-site distribution in accordance with New York State Liquor Authority regulations. May contain one or more accessory tasting rooms.

...

MICROBREWERY – An establishment which is primarily used for the manufacture of craft beer with annual production limited to 15,000 barrels per year. May sell beer for on-site consumption or for off-site distribution in accordance with New York State Liquor Authority regulations.

...

MICRODISTILLERY – An establishment which is primarily used for the manufacture of craft alcoholic spirits with annual production limited to 10,000 gallons per year. May sell spirits for on-site consumption or for off-site distribution in accordance with New York State Liquor Authority regulations.

...

MICROWINERY – An establishment which is primarily used for the manufacture of craft vinous beverages with annual production limited to 2,000 cases per year. May sell wine for on-site consumption or for off-site distribution in accordance with New York State Liquor Authority regulations.

...

NANOBREWERY – An establishment which is primarily used for the manufacture of craft beer with annual production limited to 5,000 barrels per year. May sell beer for on-site consumption or for off-site distribution in accordance with New York State Liquor Authority regulations.

...

TASTING ROOM – An establishment or portion of a manufacturing establishment that allows customers to taste samples of beer, alcoholic spirits, or vinous beverages. A tasting room may

include the sale of such products in addition to related items, marketing events, special events, entertainment, and/or food sales.

...

WINERY – An establishment which is primarily used for the manufacture of vinous beverages with annual production that exceeds 2,000 cases per year. May sell wine for on-site consumption or for off-site distribution in accordance with New York Liquor Authority regulations. May contain one or more accessory tasting rooms.

...

SECTION 3: The Code of the Village of Port Chester, Chapter 345, “Zoning” Section 345-14, is hereby amended as follows:

C. Schedule of off-street parking space requirements

...

(2) For nonresidential land uses:

Uses	Number of Spaces Required
Restaurant, club, <u>brewpub</u>	1 per 4 permanent seats or 100 square feet of floor area devoted to patron use, whichever is the greater requirement

SECTION 4: The Code of the Village of Port Chester, Chapter 345, “Zoning,” Section 345-38, is hereby amended as follows:

C. Brewery, distillery, or winery

(1) Compliance with SEQRA.

(a) Any application for a brewery, distillery, or winery shall include a Full Environmental Assessment Form (“FEAF”), Part 1. In addition to the minimum requirements in the FEAF, the application shall include discussion within the form itself or in an attached supplement impacts specifically on the following resources:

(i) Water usage

(ii) Sanitary sewers, including effluent discharge

(iii) Air and odors

(iv) Noise and vibration

(2) A tasting room is permitted on premises as an accessory use and may not exceed 15% of the total floor area.

(3) Access and loading bays are discouraged from facing toward any street.

- (4) Access and loading bays facing any street or adjacent residential use shall have the doors closed at all times, except during the movement of raw materials, other supplies and finished products into and out of the building.
- (5) Service trucks for purpose of loading and unloading materials and equipment shall be restricted to between the hours of 8:00 AM and 8:00 PM, Monday through Saturday, and between 11:00 AM and 7:00 PM on Sundays and national holidays.
- (6) Due to appearance and public health concerns, outdoor storage is prohibited, unless expressly allowed as part of an approved site plan.
- (7) By-products or waste from the production of the malt, vinous or distilled liquor shall be discharged properly. The following shall be prohibited from being discharged directly into the public sanitary sewer system:
 - (i) Any liquid or vapor having a temperature higher than 150° F (65° C).
 - (ii) Beer, distillery, or winery slops capable of causing obstruction to the flow of the sewers or other interference with the proper operation of the sewage works.
 - (iii) Any waters or wastes, acid and alkaline in reaction, having corrosive properties capable of causing damage or hazard to structures, equipment and personnel of the sewage works.
- (8) Any brewery, distillery, winery, and/or associated tasting room shall obtain the appropriate manufacturing, wholesale, retail, marketing and/or other permits or licenses from the New York State Liquor Authority prior to the issuance of a certificate of occupancy.
- (9) Any brewery, distillery, or winery with an associated tasting room shall ensure, to the extent possible, that patrons or visitors shall abide by Chapter 128 of the Village Code and that the public peace and safety shall be maintained.

D. Brewpub, microbrewery, microdistillery, microwinery, or nanobrewery

- (1) Compliance with SEQRA.
 - (a) Any application for a brewpub, microbrewery, microdistillery, microwinery, or nanobrewery shall include a Short Environmental Assessment Form ("SEAF"), Part 1. In addition to the minimum requirements in the SEAF, the application shall include discussion within the form itself or in an attached supplement impacts specifically on the following resources:
 - (i) Water usage
 - (ii) Sanitary sewers, including effluent discharge
 - (iii) Air and odors
 - (iv) Noise and vibration
- (2) No more than 70% of the total gross floor space of the establishment shall be used for the brewery, distilling, or winemaking function.
- (3) The manufacturing and bottling process shall not produce adverse odors, dust, vibration, noise, effluent, excessive wastewater, or other external impacts that cause a significant disturbance off-site.
- (4) Due to appearance and public health concerns, outdoor storage is prohibited, unless expressly allowed as part of an approved site plan.
- (5) Any brewpub, microbrewery, microdistillery, microwinery, or nanobrewery shall obtain the appropriate manufacturing, wholesale, retail, marketing and/or other permits or

licenses from the New York State Liquor Authority prior to the issuance of a certificate of occupancy.

- (6) Any brewpub, microbrewery, microdistillery, microwinery, or nanobrewery shall ensure, to the extent possible, that patrons or visitors shall abide by Chapter 128 of the Village Code and that the public peace and safety shall be maintained.

SECTION 5: The Code of the Village of Port Chester, Chapter 345, "Zoning," Attachment 3A, "Schedule of Regulations for Nonresidence Districts, Part 1, Use Regulations, is hereby amended as follows per the annexed:

Bowling Alley	X	SE	SE	SE	SE	SE	P	P	X	X	X	X	X	P
Cabaret	X	P	X	X	P	P	X	X	X	X	X	X	X	P
Catering and Events Establishment	X	P	X	X	P	P	X	X	X	X	X	P	P	P
Commercial Indoor Athletic Training Facility	X	SE	X	X	SE	SE	X	X	X	X	X	X	P	P
Drive-in establishments other than restaurant, or circus, carnival, or other outdoor amusements	X	X	SE	SE	X	X	SE	SE	X	X	X	X	X	X
Drive-in and fast-food restaurant	X	X	X	SE	X	X	X	X	X	X	X	X	X	X
Food processing shop	X	X	X	SE	X	X	X	X	X	X	X	X	X	X
Funeral Home	SE	SE	SE	SE	SE	SE	X	X	X	X	X	X	X	SE
Gasoline Station	X	X	X	SE	X	X	X	X	X	X	X	SE	SE	X
Health Club, including racquetball facilities and indoor swimming pools	X	P	P	P	P	P	P	P	X	X	X	X	X	P
Heating, air conditioning, plumbing, electrical, and similar construction businesses, excluding open storage of materials	X	X	X	P	X	X	X	X	X	SE	X	P	P	X
Hotel or Motel	X	P	P	X	P	P	P	X	X	SE	SE	X	X	P
Hotel, Motel (floors above first floor)	X	P	P	X	P	P	P	X	X	SE	SE	X	X	P
Hotel, limited service	X	P	SE	X	P	P	SE	X	X	SE	SE	X	X	P
Marina or yacht club	X	X	X	X	X	X	X	X	X	SE	SE	X	X	X
Theater	X	P	P	X	P	P	X	X	X	SE	SE	P	P	P
Motor Vehicle Sales lot, motor vehicle salesroom and accessory repair shop	X	X	X	SE	X	X	X	X	X	X	X	X	X	X
Office, Office Building	P	SE	P	P	SE	SE	P	P	P	SE	SE	P	P	P
Office, Office Building (floors above first floor)	P	P	P	P	P	P	P	P	P	SE	SE	P	P	P
Off-street parking lot or garage for motor vehicles, but not including storage of used or new motor vehicles for sale or hire; minimum requirements shall be in accordance with § 345-14.	X	P	P	P	P	P	X	X	X	SE	SE	X	X	P
Pawnshops	X	X	X	X	X	X	X	X	X	X	X	SE	SE	X
Radio or television station studio, excluding transmission tower	X	SE	P	P	SE	SE	X	X	X	SE	SE	P	P	SE
Radio or television station studio excluding transmission tower (floors above first floor)	X	P	P	P	P	P	X	X	X	SE	SE	P	P	SE
Shooting ranges with accessory sales of guns and equipment	X	X	X	X	X	X	X	X	X	X	X	X	P	X
Table-service restaurant[,] or brewpub, no drive-in, open front, fast food, or curb-service types	P	P	P	P	P	P	P	P	X	SE	SE	X	X	P
<u>Microbrewery, microdistillery, microwinery or nanobrewery</u>	<u>X</u>	<u>P</u>	<u>X</u>	<u>X</u>	<u>P</u>	<u>P</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>SE</u>	<u>SE</u>	<u>X</u>	<u>X</u>	<u>X</u>
Tax Preparation Office	X	P	X	X	P	P	X	X	X	SE	SE	X	X	P

Retail store or personal service shop, services clearly incidental to retail sales on the premises or to personal services	P	P	P	X	P	P	P	SE	X	SE	SE	X	X	P
Veterinary hospital or board and care of small animals	X	SE	X	SE	SE	SE	X	X	X	SE	SE	X	X	SE
Wholesale business, storage building or warehouse	P	X	X	P	X	X	X	X	X	SE	SE	P	P	X
Industrial uses														
<u>Brewery, distillery, or winery</u>	X	X	X	X	X	X	X	X	X	X	X	P	P	X
Cold storage plant, ice plant, bottling central distribution station, light or power plant, or garbage or sewage disposal facility	X	X	X	X	X	X	X	X	X	X	X	X	P	X
Creamery, ice cream plant or bakery plant	X	X	X	P	X	X	X	X	X	SE	SE	P	P	X
Laundry or dry-cleaning plant	X	X	X	X	X	X	X	X	X	SE	SE	P	P	X
Nonnuisance industry, provided that in nonindustrial districts equipment is used that has a rating of no more than 5 horsepower	X	X	X	P	X	X	X	X	X	SE	SE	P	P	X
Open storage of equipment or materials	X	X	X	X	X	X	X	X	X	X	X	X	SE	X
Printing plant	X	X	P	P	X	X	X	X	X	SE	SE	P	P	X
Research laboratory, provided that is shall not be obnoxious by reason of dissemination of smoke, dust, fumes, noise or vibration, or hazardous from fire waste materials or the creation of excessive demands upon municipal services	X	X	SE	SE	X	X	X	X	X	SE	SE	P	P	X
Accessory Uses														
CD Accessory garden center	X	X	X	X	X	X	P	X	X	X	X	X	X	X
Customary accessory structure or use, including cultural, recreational, or athletic facility, meeting room or similar accessory structure or use related to a school, church, or other place of worship	P	P	P	P	P	P	P	P	P	SE	SE	P	P	SE
Ethical Pharmacy	X	SE	X	X	SE	SE	P	X	P	X	X	X	X	SE
Ground-floor office as accessory use to multifamily development	X	SE	X	X	SE	SE	X	X	X	SE	SE	X	X	P
Private garage or private off-street parking area, in accordance with § 345-14	P	P	P	P	P	P	P	SE	P	SE	SE	P	P	P
Sign, in accordance with § 345-15	P	P	P	P	P	P	P	P	P	SE	SE	P	P	P
Tasting room as accessory use to brewery, distillery, or winery	X	X	X	X	X	X	X	X	X	X	X	P	P	X

Notes:

P = permitted use

SE = special exception use

X = prohibited use

SECTION 6: 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 hereof shall continue in full force and effect.

SECTION 7: Effective Date.

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

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: Zoning Code Amendment to Define and Permit Breweries, Distilleries, Wineries, and Micro-Alcohol Establishments		
Project Location (describe, and attach a general location map): Downtown and Industrial Districts (See attached map)		
Brief Description of Proposed Action (include purpose or need): The Action will create use classifications for breweries, distilleries, wineries, and micro-alcohol establishments. The Action will also create use regulations to permit these uses in existing zoning districts and create special regulations for these uses. This Zoning amendment is a response to increased interest in Port Chester as a location to establish small-scale alcohol production facilities, and it is also a response to New York State's Craft New York Act which aims to encourage development of the craft beverage industry within New York State.		
Name of Applicant/Sponsor: Village of Port Chester	Telephone: (914) 939-2200	E-Mail: mveltri@portchesterny.com
Address: 222 Grace Church Street		
City/PO: Port Chester	State: NY	Zip Code: 10573
Project Contact (if not same as sponsor; give name and title/role): Eric Zamft, Director of Planning & Economic Development	Telephone: (914) 937-6780	E-Mail: ezamft@portchesterny.com
Address: 222 Grace Church Street		
City/PO: Port Chester	State: NY	Zip Code: 10573
Property Owner (if not same as sponsor): N/A	Telephone:	E-Mail:
Address:		
City/PO:	State:	Zip Code:

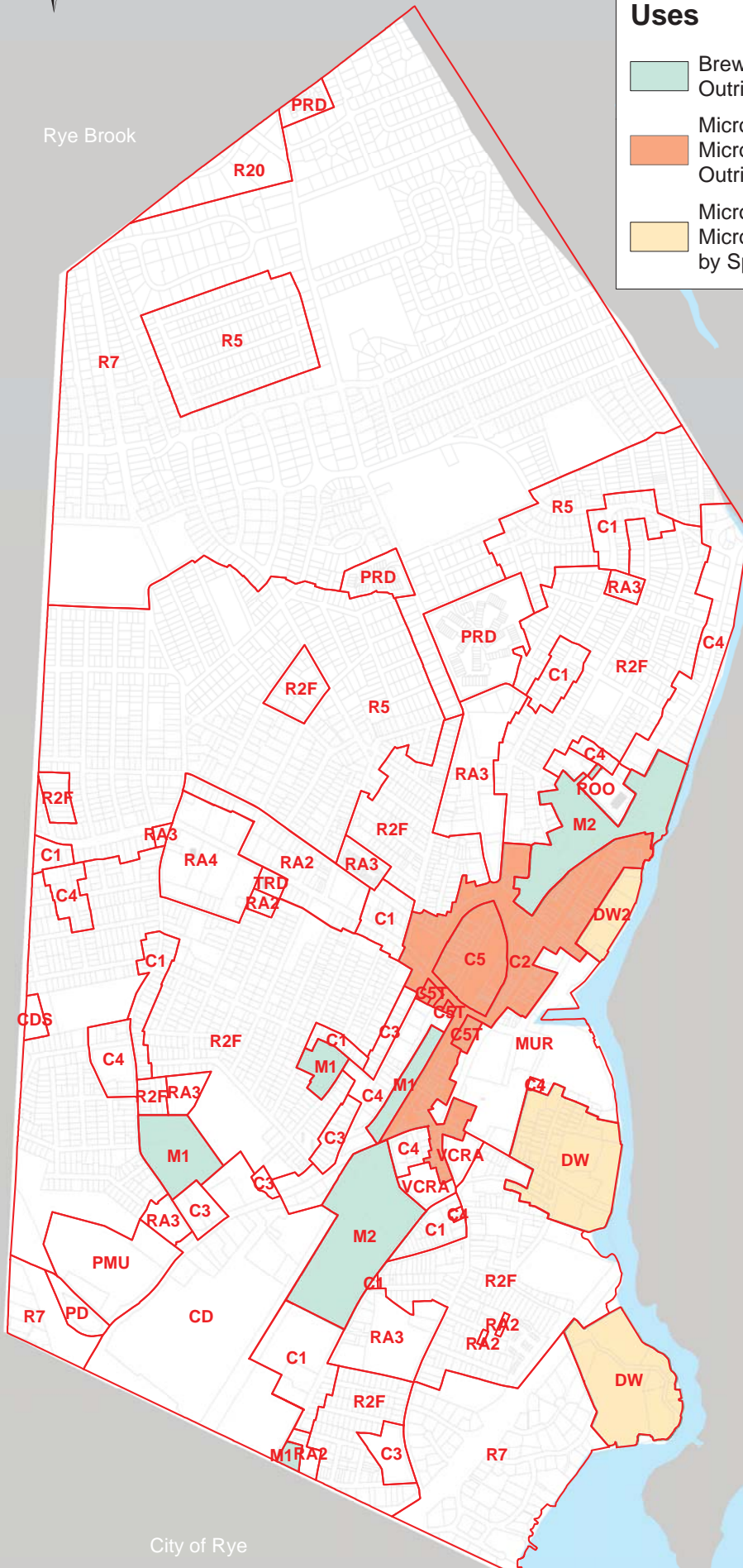


Rye Brook

Zones Permitting Proposed Uses

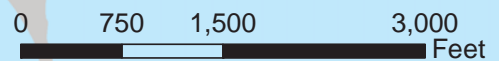
-  Brewery, Distillery, Winery: Permitted Outright
-  Microbrewery, Microdistillery, Microwinery, Nanobrewery: Permitted Outright
-  Microbrewery, Microdistillery, Microwinery, Nanobrewery: Permitted by Special Exception

Connecticut



City of Rye

Long Island Sound



B. Government Approvals

B. Government Approvals, Funding, or Sponsorship. (“Funding” includes grants, loans, tax relief, and any other forms of financial assistance.)

Government Entity	If Yes: Identify Agency and Approval(s) Required	Application Date (Actual or projected)
a. City Council, Town Board, <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No or Village Board of Trustees	Village Board of Trustees zoning amendment approval	Projected 7/18/2016
b. City, Town or Village Planning Board or Commission <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
c. City Council, Town or Village Zoning Board of Appeals <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
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 checked="" type="checkbox"/> Yes <input 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

C.1. Planning and zoning actions.

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? Yes No

- **If Yes**, complete sections C, F and G.
- **If No**, proceed to question C.2 and complete all remaining sections and questions in Part 1

C.2. Adopted land use plans.

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? Yes No

If Yes, does the comprehensive plan include specific recommendations for the site where the proposed action would be located? Yes 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?) Yes No

If Yes, identify the plan(s):

Local Waterfront Revitalization Plan, Federal Channel _____

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? Yes 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?
Proposed zoning change will impact C1, C2, C3, C4, C5, C5T, CD, and CDS Commercial Districts, DW and DW2 Waterfront Districts, M1 and M2 Industrial Districts, and the PMU Mixed Use 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?
Port Chester Police Department

c. Which fire protection and emergency medical services serve the project site?
Port Chester Fire Department, Port Chester-Rye-Rye Brook EMS

d. What parks serve the project site?
Abendroth Park, Columbus Park, Edgewood Park, Lyon Park, Recreation 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)?

b. 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

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: _____

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: _____ 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 _____

ii. Dimensions (in feet) of largest proposed structure: _____ height; _____ width; and _____ length

iii. Approximate extent of building space to be heated or cooled: _____ 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): _____

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? **See Appendix** 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? **See Appendix** 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

• Do existing sewer lines serve the project site? Yes No
 • Will line extension within an existing district be necessary to serve the project? Yes No
 If Yes:
 • Describe extensions or capacity expansions proposed to serve this project: _____

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):

vi. Describe any plans or designs to capture, recycle or reuse liquid waste: _____

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? **See Appendix** Yes No
 If Yes:
 i. How much impervious surface will the project create in relation to total size of project parcel?
 _____ Square feet or _____ acres (impervious surface)
 _____ Square feet or _____ 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)?

 • If to surface waters, identify receiving water bodies or wetlands: _____

 • 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

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)

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 (CO₂)
 • _____ Tons/year (short tons) of Nitrous Oxide (N₂O)
 • _____ Tons/year (short tons) of Perfluorocarbons (PFCs)
 • _____ Tons/year (short tons) of Sulfur Hexafluoride (SF₆)
 • _____ Tons/year (short tons) of Carbon Dioxide equivalent of Hydroflouorocarbons (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): _____

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: _____

ii. Anticipated sources/suppliers of electricity for the project (e.g., on-site combustion, on-site renewable, via grid/local utility, or other): _____

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.

<p>i. During Construction:</p> <ul style="list-style-type: none"> • Monday - Friday: _____ • Saturday: _____ • Sunday: _____ • Holidays: _____ 	<p>ii. During Operations:</p> <ul style="list-style-type: none"> • Monday - Friday: _____ • Saturday: _____ • Sunday: _____ • Holidays: _____
--	---

m. Will the proposed action produce noise that will exceed existing ambient noise levels during construction, operation, or both? **See Appendix** Yes No
 If yes:
 i. Provide details including sources, time of day and duration:

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? **See Appendix** 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)? 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 coverytypes on the project site.

Land use or Coverytype	Current Acreage	Acreage After Project Completion	Change (Acres +/-)
• Roads, buildings, and other paved or impervious surfaces			
• Forested			
• Meadows, grasslands or brushlands (non-agricultural, including abandoned agricultural)			
• Agricultural (includes active orchards, field, greenhouse etc.)			
• Surface water features (lakes, ponds, streams, rivers, etc.)			
• Wetlands (freshwater or tidal)			
• Non-vegetated (bare rock, earth or fill)			
• Other Describe: _____ _____			

c. Is the project site presently used by members of the community for public recreation? Yes No
i. If Yes: explain: _____

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:

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? _____ 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: _____ %
 _____ %
 _____ %

d. What is the average depth to the water table on the project site? Average: _____ feet

e. Drainage status of project site soils: Well Drained: _____ % of site
 Moderately Well Drained: _____ % of site
 Poorly Drained _____ % of site

f. Approximate proportion of proposed action site with slopes: 0-10%: _____ % of site
 10-15%: _____ % of site
 15% or greater: _____ % 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 _____ 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: _____

m. Identify the predominant wildlife species that occupy or use the project site: _____ _____ _____	
n. Does the project site contain a designated significant natural community? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes: <i>i.</i> Describe the habitat/community (composition, function, and basis for designation): _____ _____ <i>ii.</i> Source(s) of description or evaluation: _____ <i>iii.</i> Extent of community/habitat: <ul style="list-style-type: none"> • Currently: _____ acres • Following completion of project as proposed: _____ acres • Gain or loss (indicate + or -): _____ acres 	
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? <input type="checkbox"/> Yes <input type="checkbox"/> No	
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? <input type="checkbox"/> Yes <input type="checkbox"/> No	
q. Is the project site or adjoining area currently used for hunting, trapping, fishing or shell fishing? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, give a brief description of how the proposed action may affect that use: _____ _____	
E.3. Designated Public Resources On or Near Project Site	
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? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, provide county plus district name/number: _____	
b. Are agricultural lands consisting of highly productive soils present? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>i.</i> If Yes: acreage(s) on project site? _____ <i>ii.</i> Source(s) of soil rating(s): _____	
c. Does the project site contain all or part of, or is it substantially contiguous to, a registered National Natural Landmark? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes: <i>i.</i> Nature of the natural landmark: <input type="checkbox"/> Biological Community <input type="checkbox"/> Geological Feature <i>ii.</i> Provide brief description of landmark, including values behind designation and approximate size/extent: _____ _____ _____	
d. Is the project site located in or does it adjoin a state listed Critical Environmental Area? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes: <i>i.</i> CEA name: _____ <i>ii.</i> Basis for designation: _____ <i>iii.</i> Designating agency and date: _____	

e. 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 type="checkbox"/> No
If Yes:	
<i>i.</i> Nature of historic/archaeological resource: <input type="checkbox"/> Archaeological Site <input type="checkbox"/> Historic Building or District	
<i>ii.</i> Name: _____	
<i>iii.</i> 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 type="checkbox"/> No
g. Have additional archaeological or historic site(s) or resources been identified on the project site?	
If Yes:	
<i>i.</i> Describe possible resource(s): _____	
<i>ii.</i> Basis for identification: _____	
h. Is the project site within five miles of any officially designated and publicly accessible federal, state, or local scenic or aesthetic resource?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes:	
<i>i.</i> Identify resource: _____	
<i>ii.</i> Nature of, or basis for, designation (e.g., established highway overlook, state or local park, state historic trail or scenic byway, etc.): _____	
<i>iii.</i> 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 type="checkbox"/> No
If Yes:	
<i>i.</i> Identify the name of the river and its designation: _____	
<i>ii.</i> Is the activity consistent with development restrictions contained in 6NYCRR Part 666?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	

F. Additional Information

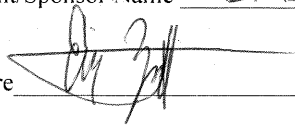
Attach any additional information which may be needed to clarify your project.

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.

Applicant/Sponsor Name Eric Zumft Date July 13, 2016

Signature  Title Director of Planning & Economic Development

Appendix A: Addressing the Highlighted Portions of the Attached EAF

Addressing the Highlighted Portions of the Attached EAF

Although the proposed action is an amendment to the local zoning code and therefore does not require completion of sections D and E of the Full Environmental Assessment Form, the resulting outcome of this proposal may result in increases to water demand, liquid waste, stormwater runoff, noise and odors. This Appendix to the Full EAF does not seek to replace the environmental analysis that will be necessary for proposed alcohol production establishments that stems from the implementation of the proposed zoning code change, but, rather, provides additional information for consideration regarding the potential for impacts based on this proposed action.

Attached are several excerpts from the Brewers Association, a resource for craft brewers. These excerpts come from best practices manuals provided for craft beverage producers and provide guidelines for increasing water efficiency and reducing solid waste production and energy consumption. As indicated in these guidelines, the craft beverage industry is interested in implementing sustainable practices, a trend that Port Chester would encourage for incoming alcohol and micro-alcohol-related establishments.

Appendix B: Water Efficiency Best Practices

checklist

Water Efficiency Opportunity (USEPA)

WATER EFFICIENCY OPPORTUNITY CHECKLIST

Facility/Building:

Date Prepared

Prepared by:

Reviewed by:

WATER EFFICIENCY PRACTICE

YES

NO

1. ORGANIZATIONAL WATER EFFICIENCY PRACTICES

- a. Have you set water use reduction goals and targets for your facility
- b. Are water meters installed on high water using processes, and are they working properly?
- c. Do you have easy ways for employees to suggest ideas for water efficiency improvements (e.g., suggestion boxes)?

2. COOLING AND HEATING

- a. Has once-through cooling water been eliminated with the use of chillers, cooling towers, or air-cooled equipment?
- b. Has blow-down/bleed-off control on cooling towers and boilers been optimised?
- c. Is condensate being reused?
- d. Is treated wastewater (or other sources of water for cooling tower make-up) reused where possible?
- e. Are cycles of concentration for cooling towers maximized through efficient water treatment?

WATER EFFICIENCY PRACTICE	YES	NO
f. Is a conductivity controller installed on each cooling tower?		
g. Have cooling towers been equipped with overflow alarms?		
h. Are high-efficiency drift eliminators in use?		
3. RESTROOMS AND KITCHENS		
a. Are water-efficient fixtures installed (e.g. WaterSense labeled faucets, toilets, urinals, and showerheads)? Are there signs on dual-flush toilets showing people how to use them?		
b. Have you installed metered or sprint-loaded faucets, or faucets with sensors?		
c. Have you adjusted plumbing to use the minimum amount of water that is functional?		
4. PROCESS USE		
a. Have you installed timers to automatically shut off water flow when water is not required, such as at the end of a production cycle?		
b. Are solenoids and automatic shut-off valves checked regularly to ensure that they are working properly?		
c. Is equipment set to the minimum flow rates recommended by the manufacturer?		
d. Have pressure-reducing devices been installed on equipment that does not require high pressure?		
e. Can process equipment reuse water (closed loop) or use reclaimed water from other parts of the facility?		
f. Have you replaced water-based transportation with either waterless techniques or recycled water?		
g. Are signs posted near equipment encouraging employee awareness of water use, and discouraging tampering with equipment flow rate?		
5. CLEANING AND SANITATION		
a. Are all hoses equipped with an automatic shut-off nozzle?		
b. Has process cleaning or facility cleaning been replaced with waterless techniques (i.e., using pressurized air to clean products or containers, sweeping debris off the floor) where possible?		
c. Are improved rinsing techniques used (counter-current systems, sequential use from high to lower quality needs, conductivity flow controls, improved spray nozzles/pressure rinsing, fog rinsing, etc.)?		
d. Is spent rinse-water being reclaimed and reused for lower-grade processes or for other facility applications?		
e. Have steps been taken to reduce the water used by steam sterilizers, such as jacket and chamber condensate cooling modification?		
f. Are you using detergents that can easily be removed with little water?		

6. LANDSCAPING AND IRRIGATION

a. Are low-flow sprinklers, trickle/drip irrigation, and optimized watering schedules in use?

b. Are preventive maintenance techniques in place?

WATER EFFICIENCY PRACTICE

YES

NO

c. Has your facility designed its landscape to consider the local climate and grouped plants by similar watering needs?

d. Is grass planted only in places where it will provide optimal functional and aesthetic benefits?

e. Are systems in place to capture and reuse rain water and storm water for landscaping, or for other uses (e.g., cooling tower make-up, process water, or dust suppression)?

7. LEAKS

a. Are you conducting regular leak inspections?

b. Are leaky faucets, faulty fittings, and broken pipes and hoses identified and repaired promptly?

c. Are employees (including custodial crews) educated and empowered to identify leaks and point them out for repair?

d. Is there a user-friendly method to report leaks?

Appendix C: Solid Waste Reduction Best Practices

section three

Reduce, Reuse, Recycle Best Practices

Craft brewers are often featured in the media for the innovative ways they have reduced waste through material reuse and recycling. In fact, many craft breweries have built efficiency and waste reduction into their core business culture through tactics such as working with local farmers to reuse spent grain, communicating with customers about sustainable waste management practices, and sourcing repurposed materials for building construction/interior decorating. Even top line revenue can be supported by waste reduction practices by marketing recycled products to customers. The craft brewers segment offers many opportunities to minimize waste generation, regardless of the size of the brewery or maturity of the brewery's waste management program.

Section 3 presents best practices in solid waste management. Sub-sections are organized by brewery processes and designed to follow the preferred hierarchy of sustainable waste management:

- Reduce the amount of materials used and waste generated
- Reuse materials in its original form where possible
- Recycle materials that have no further purpose at the brewery

Reduce, Reuse, Recycle



This section also discusses the importance of building a waste reduction culture at breweries. By keeping employees informed, enthusiastic and engaged, a brewery can ensure

the waste reduction program is a success. In addition, sharing practices and enthusiasm with customers demonstrates a brewery's dedication to the sustainability and the local community.

Best Practices



Many of the following efficiency improvements are independent of brewery size and there is little to distinguish between small, local craft brewers with the larger regional breweries.

3.1 | Brewing

For the purposes of this manual, brewing is defined as the physical and chemical processes of producing beer. These processes are: mashing, lautering, boiling, fermenting, conditioning, and filtering.

Best Practices - Spent Grains

Spent grains are byproducts of the malting and lautering processes and the largest source of waste for most brewery operations. Although spent grains cannot be repurposed in the brewing process, they are still rich in protein, fiber and other nutrients and are a valuable resource that can be reused in many areas. Fortunately for brewers, there are

many businesses and groups who are also willing to pay for and remove this 'waste' from the brewery.

Animal feed is one of the most popular ways breweries reuse spent grains. Breweries donate or sell spent grains to local farmers and livestock owners, which results in less waste to landfill, less virgin grain that needs to be grown or delivered to farmers, and more support for local agricultural business.

Spent Grain Pickup For Reuse¹



The recent increase of ethanol plants in the United States has saturated the market with spent grain "suppliers". In addition, the consolidation of cattle to select geographic regions has eliminated many reuse opportunities for brewers. The cost and potential spoilage associated with transporting spent grains long distances is a limiting factor for many brewers. Regardless, small businesses and the local agricultural movement have continued to provide new uses and markets for spent grain.

Bakers can use spent grain as a main ingredient. Breads, cookies, and even dog biscuits can prove to be popular among the brewery's existing customers as well as introduce the brewery to new customers. In addition to creating a new revenue opportunity for breweries, a component of the waste stream is recycled within the premises.

Composting is another option for reusing spent grain. An onsite compost system can be used for spent grain, food wastes, paper wastes and other organics. Local farmers may also be interested in using spent grain in their own farms. Section 4.0 has more information on composting as a treatment option.

Appendix D: Electricity Use Reduction Best Practices

Checklist – Future Design Tips

Designing energy efficiency into the original design will allow for lower operating costs in the future. All members of the design team, operators, engineers, equipment suppliers and installers should be involved in the process. Life cycle cost evaluations can be performed to determine if additional capital is justified when considering energy efficiency upgrades.

The following suggestions (by no means a complete list) can be considered when building or expanding a brewery. The suggestions may not be applicable to all brewers, but may stimulate further discussion with the design team.

Services Utilities

- ✓ Determine utility requirements and any limitations associated with servicing the expected brewery capacity requirements
- ✓ Consult with the local electric, water, gas and wastewater suppliers to determine if they can supply long term capacity needs and what the future infrastructure impacts/cost will be to provide these services
- ✓ Perform calculations to determine if utility services should be installed for the planned capacity increase or if provisions can be made for upsizing the services for the future. The upsizing decision will be based on financial conditions, as well as brewery growth rate projections.

Refrigeration

- ✓ Where possible, a centralized refrigeration system should be considered
- ✓ The highest, economically feasible, Coefficient of Performance units should be included in the design
- ✓ Variable speed drives for chillers, compressors, fans, and pumps should be incorporated where possible
- ✓ Automatic control systems should be included for refrigeration unit operation
- ✓ Review refrigeration equipment to ensure it is not oversized

Compressed Air

- ✓ Design system for lowest possible header pressure set point

- ✓ Work with vendors to provide lowest possible air pressure requirements for equipment operation (Life cycle cost analysis may be needed to justify additional capital expense)
- ✓ Install variable speed drives on at least one air compressor
- ✓ Minimize or eliminate ninety degree angles in compressed air piping systems
- ✓ Design compressed air header piping in ring configuration where possible
- ✓ Exhaust hot air from air compressor room to the outside or, if located in a cool weather zone, the air may be ducted into the interior building during the cold weather season using dampers
- ✓ Bring outside cool air to the suction side of the air compressor
- ✓ Install air flow metering on major headers within the system to help determine where air leaks may exist
- ✓ Avoid using carbon steel pipe and galvanized pipe in compressed air systems. Consider aluminum and copper piping where possible
- ✓ Avoid using air knives on packaging lines. If pressure is not required, consider using low pressure motor-blowers to provide air for drying bottles or cans
- ✓ Avoid using air for cleaning; consider dry cleaning methods other than compressed air
- ✓ Avoid using air-driven motors where code classifications allow electric drives.

Steam / Hot Water Generation:

- ✓ Size boiler(s) to match load requirements. If spare boiler is required, investigate installing rapid start boiler rather than running the spare during normal operation
- ✓ When appropriate, use alternatives in place of steam boilers to produce hot water. Hot water boilers, direct fired heaters, etc. may be a better option than using steam
- ✓ In some cases, splitting the steam and hot water generation systems result in lower capital cost
- ✓ When purchasing a boiler, investigate heat recovery options such as flue gas economizers and blow down heat recovery. The most cost-efficient time to install these items would be as part of the original purchase package
- ✓ Include O₂ trim control with variable speed drive combustion fan when installing new boilers
- ✓ Automate boiler control
- ✓ Maximize steam condensate return
- ✓ Insulate all steam piping and control valves located on boiler and on the steam system

- ✓ Install boiler feed water flow meters, make up water flow meters and condensate return meters.

Pumping Systems:

- ✓ Size equipment to match load. Make necessary provisions to add on equipment and, if possible, avoid installing future equipment until required
- ✓ Avoid ninety degree angles and include more offset angles. This will minimize friction losses in the piping system
- ✓ Replace control valves with variable speed drives where possible. If the load varies on a regular basis, a variable speed drive (VSD) is a viable option. Motors controlled by variable speed drives should be rated for inverter duty
- ✓ Install high efficiency pumps and premium efficiency motors to power the pumps.

Heat recovery:

- ✓ Assess all waste heat sources to determine if heat exchangers can be installed to capture waste heat and be used for preheating water somewhere else in the process
- ✓ Review mash cookers, brew kettles, wort coolers, boiler flue stacks, etc. to determine if waste heat can be reused in other applications
- ✓ If possible, install waste heater suppliers and heat users in close proximity to avoid long piping runs

Lighting:

- ✓ Consider installing high efficiency lighting such as Fluorescent T5 or T8 lighting with electronic ballast in lieu of T12 or HID lighting
- ✓ Include motion / occupancy sensors where possible, as well as photo sensors on outdoor lighting
- ✓ If possible, install sky lights to avoid lighting during daylight hours
- ✓ Install a building management system to control lighting and HVAC during times when the operation is shut down
- ✓ Avoid over lighting; only install the amount of foot candles necessary for the application. For example, a warehouse may only require 20 foot candles whereas a production line may require 60 or more foot candles.

General Considerations:

- ✓ Work with vendors to ensure that all energy and water efficiency options have been discussed and installed where economically viable
- ✓ Calculate the life cycle cost adding capital to equipment and installation materials to determine if these items are cost justified. When calculating the return on investment, include only the premium capital cost in the cost justification
- ✓ Match all equipment and piping systems to the load. Make provisions for future expansion rather than installing equipment and piping systems to meet future needs at the time of initial installation
- ✓ Insulate all hot water piping, valves and flanges above 120 F. Blankets can be used on valves and flanges to allow for future maintenance
- ✓ Automate the process as much as possible
- ✓ Include energy and water metering into the original design. Electronic metering will allow for continuous energy management, which will result in lower operating costs
- ✓ Utilize exhaust heat from the process, warmers, compressors, etc. to lower building temperature and use less energy for HVAC, exhaust fans and air movers.

Full Environmental Assessment Form
Part 2 - Identification of Potential Project Impacts

Agency Use Only [If applicable]

Project :
 Date :

Part 2 is to be completed by the lead agency. Part 2 is designed to help the lead agency inventory all potential resources that could be affected by a proposed project or action. We recognize that the lead agency's reviewer(s) will not necessarily be environmental professionals. So, the questions are designed to walk a reviewer through the assessment process by providing a series of questions that can be answered using the information found in Part 1. To further assist the lead agency in completing Part 2, the form identifies the most relevant questions in Part 1 that will provide the information needed to answer the Part 2 question. When Part 2 is completed, the lead agency will have identified the relevant environmental areas that may be impacted by the proposed activity.

If the lead agency is a state agency **and** the action is in any Coastal Area, complete the Coastal Assessment Form before proceeding with this assessment.

Tips for completing Part 2:

- Review all of the information provided in Part 1.
- Review any application, maps, supporting materials and the Full EAF Workbook.
- Answer each of the 18 questions in Part 2.
- If you answer “**Yes**” to a numbered question, please complete all the questions that follow in that section.
- If you answer “**No**” to a numbered question, move on to the next numbered question.
- Check appropriate column to indicate the anticipated size of the impact.
- Proposed projects that would exceed a numeric threshold contained in a question should result in the reviewing agency checking the box “Moderate to large impact may occur.”
- The reviewer is not expected to be an expert in environmental analysis.
- If you are not sure or undecided about the size of an impact, it may help to review the sub-questions for the general question and consult the workbook.
- When answering a question consider all components of the proposed activity, that is, the “whole action”.
- Consider the possibility for long-term and cumulative impacts as well as direct impacts.
- Answer the question in a reasonable manner considering the scale and context of the project.

1. Impact on Land Proposed action may involve construction on, or physical alteration of, the land surface of the proposed site. (See Part 1. D.1) <i>If “Yes”, answer questions a - j. If “No”, move on to Section 2.</i>				<input checked="" type="checkbox"/> NO	<input type="checkbox"/> YES
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur		
a. The proposed action may involve construction on land where depth to water table is less than 3 feet.	E2d	<input type="checkbox"/>	<input type="checkbox"/>		
b. The proposed action may involve construction on slopes of 15% or greater.	E2f	<input type="checkbox"/>	<input type="checkbox"/>		
c. The proposed action may involve construction on land where bedrock is exposed, or generally within 5 feet of existing ground surface.	E2a	<input type="checkbox"/>	<input type="checkbox"/>		
d. The proposed action may involve the excavation and removal of more than 1,000 tons of natural material.	D2a	<input type="checkbox"/>	<input type="checkbox"/>		
e. The proposed action may involve construction that continues for more than one year or in multiple phases.	D1e	<input type="checkbox"/>	<input type="checkbox"/>		
f. The proposed action may result in increased erosion, whether from physical disturbance or vegetation removal (including from treatment by herbicides).	D2e, D2q	<input type="checkbox"/>	<input type="checkbox"/>		
g. The proposed action is, or may be, located within a Coastal Erosion hazard area.	B1i	<input type="checkbox"/>	<input type="checkbox"/>		
h. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>		

2. Impact on Geological Features

The proposed action may result in the modification or destruction of, or inhibit access to, any unique or unusual land forms on the site (e.g., cliffs, dunes, minerals, fossils, caves). (See Part 1. E.2.g)

NO

YES

If "Yes", answer questions a - c. If "No", move on to Section 3.

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. Identify the specific land form(s) attached: _____ _____	E2g	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may affect or is adjacent to a geological feature listed as a registered National Natural Landmark. Specific feature: _____	E3c	<input type="checkbox"/>	<input type="checkbox"/>
c. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

3. Impacts on Surface Water

The proposed action may affect one or more wetlands or other surface water bodies (e.g., streams, rivers, ponds or lakes). (See Part 1. D.2, E.2.h)

NO

YES

If "Yes", answer questions a - l. If "No", move on to Section 4.

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may create a new water body.	D2b, D1h	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in an increase or decrease of over 10% or more than a 10 acre increase or decrease in the surface area of any body of water.	D2b	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may involve dredging more than 100 cubic yards of material from a wetland or water body.	D2a	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may involve construction within or adjoining a freshwater or tidal wetland, or in the bed or banks of any other water body.	E2h	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may create turbidity in a waterbody, either from upland erosion, runoff or by disturbing bottom sediments.	D2a, D2h	<input type="checkbox"/>	<input type="checkbox"/>
f. The proposed action may include construction of one or more intake(s) for withdrawal of water from surface water.	D2c	<input type="checkbox"/>	<input type="checkbox"/>
g. The proposed action may include construction of one or more outfall(s) for discharge of wastewater to surface water(s).	D2d	<input type="checkbox"/>	<input type="checkbox"/>
h. The proposed action may cause soil erosion, or otherwise create a source of stormwater discharge that may lead to siltation or other degradation of receiving water bodies.	D2e	<input type="checkbox"/>	<input type="checkbox"/>
i. The proposed action may affect the water quality of any water bodies within or downstream of the site of the proposed action.	E2h	<input type="checkbox"/>	<input type="checkbox"/>
j. The proposed action may involve the application of pesticides or herbicides in or around any water body.	D2q, E2h	<input type="checkbox"/>	<input type="checkbox"/>
k. The proposed action may require the construction of new, or expansion of existing, wastewater treatment facilities.	D1a, D2d	<input type="checkbox"/>	<input type="checkbox"/>

I. Other impacts: <u>Implementation of the Proposed Action may result in increased or different discharge patterns.</u>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
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4. Impact on groundwater

The proposed action may result in new or additional use of ground water, or may have the potential to introduce contaminants to ground water or an aquifer. (See Part 1. D.2.a, D.2.c, D.2.d, D.2.p, D.2.q, D.2.t)
If “Yes”, answer questions a - h. If “No”, move on to Section 5.

NO YES

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may require new water supply wells, or create additional demand on supplies from existing water supply wells.	D2c	<input type="checkbox"/>	<input type="checkbox"/>
b. Water supply demand from the proposed action may exceed safe and sustainable withdrawal capacity rate of the local supply or aquifer. Cite Source: _____	D2c	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may allow or result in residential uses in areas without water and sewer services.	D1a, D2c	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may include or require wastewater discharged to groundwater.	D2d, E2l	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may result in the construction of water supply wells in locations where groundwater is, or is suspected to be, contaminated.	D2c, E1f, E1g, E1h	<input type="checkbox"/>	<input type="checkbox"/>
f. The proposed action may require the bulk storage of petroleum or chemical products over ground water or an aquifer.	D2p, E2l	<input type="checkbox"/>	<input type="checkbox"/>
g. The proposed action may involve the commercial application of pesticides within 100 feet of potable drinking water or irrigation sources.	E2h, D2q, E2l, D2c	<input type="checkbox"/>	<input type="checkbox"/>
h. Other impacts: <u>Implementation of the Proposed Action may result in increased demand on water usage.</u>		<input checked="" type="checkbox"/>	<input type="checkbox"/>

5. Impact on Flooding

The proposed action may result in development on lands subject to flooding. (See Part 1. E.2)
If “Yes”, answer questions a - g. If “No”, move on to Section 6.

NO YES

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may result in development in a designated floodway.	E2i	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in development within a 100 year floodplain.	E2j	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may result in development within a 500 year floodplain.	E2k	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may result in, or require, modification of existing drainage patterns.	D2b, D2e	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may change flood water flows that contribute to flooding.	D2b, E2i, E2j, E2k	<input type="checkbox"/>	<input type="checkbox"/>
f. If there is a dam located on the site of the proposed action, is the dam in need of repair, or upgrade?	E1e	<input type="checkbox"/>	<input type="checkbox"/>

g. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>
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6. Impacts on Air			
The proposed action may include a state regulated air emission source. (See Part 1. D.2.f., D.2.h, D.2.g) <i>If "Yes", answer questions a - f. If "No", move on to Section 7.</i>		<input checked="" type="checkbox"/> NO	<input type="checkbox"/> YES
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. If the proposed action requires federal or state air emission permits, the action may also emit one or more greenhouse gases at or above the following levels:			
i. More than 1000 tons/year of carbon dioxide (CO ₂)	D2g	<input type="checkbox"/>	<input type="checkbox"/>
ii. More than 3.5 tons/year of nitrous oxide (N ₂ O)	D2g	<input type="checkbox"/>	<input type="checkbox"/>
iii. More than 1000 tons/year of carbon equivalent of perfluorocarbons (PFCs)	D2g	<input type="checkbox"/>	<input type="checkbox"/>
iv. More than .045 tons/year of sulfur hexafluoride (SF ₆)	D2g	<input type="checkbox"/>	<input type="checkbox"/>
v. More than 1000 tons/year of carbon dioxide equivalent of hydrochloroflourocarbons (HFCs) emissions	D2g	<input type="checkbox"/>	<input type="checkbox"/>
vi. 43 tons/year or more of methane	D2h	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may generate 10 tons/year or more of any one designated hazardous air pollutant, or 25 tons/year or more of any combination of such hazardous air pollutants.	D2g	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may require a state air registration, or may produce an emissions rate of total contaminants that may exceed 5 lbs. per hour, or may include a heat source capable of producing more than 10 million BTU's per hour.	D2f, D2g	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may reach 50% of any of the thresholds in "a" through "c", above.	D2g	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may result in the combustion or thermal treatment of more than 1 ton of refuse per hour.	D2s	<input type="checkbox"/>	<input type="checkbox"/>
f. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

7. Impact on Plants and Animals			
The proposed action may result in a loss of flora or fauna. (See Part 1. E.2. m.-q.) <i>If "Yes", answer questions a - j. If "No", move on to Section 8.</i>		<input checked="" type="checkbox"/> NO	<input type="checkbox"/> YES
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may cause reduction in population or loss of individuals of any threatened or endangered species, as listed by New York State or the Federal government, that use the site, or are found on, over, or near the site.	E2o	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in a reduction or degradation of any habitat used by any rare, threatened or endangered species, as listed by New York State or the federal government.	E2o	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may cause reduction in population, or loss of individuals, of any species of special concern or conservation need, as listed by New York State or the Federal government, that use the site, or are found on, over, or near the site.	E2p	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may result in a reduction or degradation of any habitat used by any species of special concern and conservation need, as listed by New York State or the Federal government.	E2p	<input type="checkbox"/>	<input type="checkbox"/>

e. The proposed action may diminish the capacity of a registered National Natural Landmark to support the biological community it was established to protect.	E3c	<input type="checkbox"/>	<input type="checkbox"/>
f. The proposed action may result in the removal of, or ground disturbance in, any portion of a designated significant natural community. Source: _____	E2n	<input type="checkbox"/>	<input type="checkbox"/>
g. The proposed action may substantially interfere with nesting/breeding, foraging, or over-wintering habitat for the predominant species that occupy or use the project site.	E2m	<input type="checkbox"/>	<input type="checkbox"/>
h. The proposed action requires the conversion of more than 10 acres of forest, grassland or any other regionally or locally important habitat. Habitat type & information source: _____	E1b	<input type="checkbox"/>	<input type="checkbox"/>
i. Proposed action (commercial, industrial or recreational projects, only) involves use of herbicides or pesticides.	D2q	<input type="checkbox"/>	<input type="checkbox"/>
j. Other impacts: _____		<input type="checkbox"/>	<input type="checkbox"/>

8. Impact on Agricultural Resources			
The proposed action may impact agricultural resources. (See Part 1. E.3.a. and b.)		<input checked="" type="checkbox"/> NO	<input type="checkbox"/> YES
<i>If "Yes", answer questions a - h. If "No", move on to Section 9.</i>			
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may impact soil classified within soil group 1 through 4 of the NYS Land Classification System.	E2c, E3b	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may sever, cross or otherwise limit access to agricultural land (includes cropland, hayfields, pasture, vineyard, orchard, etc).	E1a, E1b	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may result in the excavation or compaction of the soil profile of active agricultural land.	E3b	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may irreversibly convert agricultural land to non-agricultural uses, either more than 2.5 acres if located in an Agricultural District, or more than 10 acres if not within an Agricultural District.	E1b, E3a	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may disrupt or prevent installation of an agricultural land management system.	E1 a, E1b	<input type="checkbox"/>	<input type="checkbox"/>
f. The proposed action may result, directly or indirectly, in increased development potential or pressure on farmland.	C2c, C3, D2c, D2d	<input type="checkbox"/>	<input type="checkbox"/>
g. The proposed project is not consistent with the adopted municipal Farmland Protection Plan.	C2c	<input type="checkbox"/>	<input type="checkbox"/>
h. Other impacts: _____		<input type="checkbox"/>	<input type="checkbox"/>

9. Impact on Aesthetic Resources The land use of the proposed action are obviously different from, or are in sharp contrast to, current land use patterns between the proposed project and a scenic or aesthetic resource. (Part 1. E.1.a, E.1.b, E.3.h.) <i>If "Yes", answer questions a - g. If "No", go to Section 10.</i>				<input checked="" type="checkbox"/> NO	<input type="checkbox"/> YES
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur		
a. Proposed action may be visible from any officially designated federal, state, or local scenic or aesthetic resource.	E3h	<input type="checkbox"/>	<input type="checkbox"/>		
b. The proposed action may result in the obstruction, elimination or significant screening of one or more officially designated scenic views.	E3h, C2b	<input type="checkbox"/>	<input type="checkbox"/>		
c. The proposed action may be visible from publicly accessible vantage points: i. Seasonally (e.g., screened by summer foliage, but visible during other seasons) ii. Year round	E3h	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>		
d. The situation or activity in which viewers are engaged while viewing the proposed action is: i. Routine travel by residents, including travel to and from work ii. Recreational or tourism based activities	E3h E2q, E1c	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>		
e. The proposed action may cause a diminishment of the public enjoyment and appreciation of the designated aesthetic resource.	E3h	<input type="checkbox"/>	<input type="checkbox"/>		
f. There are similar projects visible within the following distance of the proposed project: 0-1/2 mile 1/2 -3 mile 3-5 mile 5+ mile	D1a, E1a, D1f, D1g	<input type="checkbox"/>	<input type="checkbox"/>		
g. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>		

10. Impact on Historic and Archeological Resources The proposed action may occur in or adjacent to a historic or archaeological resource. (Part 1. E.3.e, f. and g.) <i>If "Yes", answer questions a - e. If "No", go to Section 11.</i>				<input checked="" type="checkbox"/> NO	<input type="checkbox"/> YES
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur		
a. The proposed action may occur wholly or partially within, or substantially contiguous to, any buildings, 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.	E3e	<input type="checkbox"/>	<input type="checkbox"/>		
b. The proposed action may occur wholly or partially within, or substantially contiguous to, an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory.	E3f	<input type="checkbox"/>	<input type="checkbox"/>		
c. The proposed action may occur wholly or partially within, or substantially contiguous to, an archaeological site not included on the NY SHPO inventory. Source: _____	E3g	<input type="checkbox"/>	<input type="checkbox"/>		

d. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>
e. If any of the above (a-d) are answered “Moderate to large impact may occur”, continue with the following questions to help support conclusions in Part 3:			
i. The proposed action may result in the destruction or alteration of all or part of the site or property.	E3e, E3g, E3f	<input type="checkbox"/>	<input type="checkbox"/>
ii. The proposed action may result in the alteration of the property’s setting or integrity.	E3e, E3f, E3g, E1a, E1b	<input type="checkbox"/>	<input type="checkbox"/>
iii. The proposed action may result in the introduction of visual elements which are out of character with the site or property, or may alter its setting.	E3e, E3f, E3g, E3h, C2, C3	<input type="checkbox"/>	<input type="checkbox"/>

11. Impact on Open Space and Recreation			
The proposed action may result in a loss of recreational opportunities or a reduction of an open space resource as designated in any adopted municipal open space plan. (See Part 1. C.2.c, E.1.c., E.2.q.) <i>If “Yes”, answer questions a - e. If “No”, go to Section 12.</i>		<input checked="" type="checkbox"/> NO <input type="checkbox"/> YES	
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may result in an impairment of natural functions, or “ecosystem services”, provided by an undeveloped area, including but not limited to stormwater storage, nutrient cycling, wildlife habitat.	D2e, E1b E2h, E2m, E2o, E2n, E2p	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in the loss of a current or future recreational resource.	C2a, E1c, C2c, E2q	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may eliminate open space or recreational resource in an area with few such resources.	C2a, C2c E1c, E2q	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may result in loss of an area now used informally by the community as an open space resource.	C2c, E1c	<input type="checkbox"/>	<input type="checkbox"/>
e. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

12. Impact on Critical Environmental Areas			
The proposed action may be located within or adjacent to a critical environmental area (CEA). (See Part 1. E.3.d) <i>If “Yes”, answer questions a - c. If “No”, go to Section 13.</i>		<input checked="" type="checkbox"/> NO <input type="checkbox"/> YES	
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may result in a reduction in the quantity of the resource or characteristic which was the basis for designation of the CEA.	E3d	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in a reduction in the quality of the resource or characteristic which was the basis for designation of the CEA.	E3d	<input type="checkbox"/>	<input type="checkbox"/>
c. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

13. Impact on Transportation

The proposed action may result in a change to existing transportation systems.

NO

YES

(See Part 1. D.2.j)

If "Yes", answer questions a - f. If "No", go to Section 14.

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. Projected traffic increase may exceed capacity of existing road network.	D2j	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in the construction of paved parking area for 500 or more vehicles.	D2j	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action will degrade existing transit access.	D2j	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action will degrade existing pedestrian or bicycle accommodations.	D2j	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may alter the present pattern of movement of people or goods.	D2j	<input type="checkbox"/>	<input type="checkbox"/>
f. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

14. Impact on Energy

The proposed action may cause an increase in the use of any form of energy.

NO

YES

(See Part 1. D.2.k)

If "Yes", answer questions a - e. If "No", go to Section 15.

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action will require a new, or an upgrade to an existing, substation.	D2k	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action will require the creation or extension of an energy transmission or supply system to serve more than 50 single or two-family residences or to serve a commercial or industrial use.	D1f, D1q, D2k	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may utilize more than 2,500 MWhrs per year of electricity.	D2k	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may involve heating and/or cooling of more than 100,000 square feet of building area when completed.	D1g	<input type="checkbox"/>	<input type="checkbox"/>
e. Other Impacts: _____ _____			

15. Impact on Noise, Odor, and Light

The proposed action may result in an increase in noise, odors, or outdoor lighting.

NO

YES

(See Part 1. D.2.m., n., and o.)

If "Yes", answer questions a - f. If "No", go to Section 16.

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may produce sound above noise levels established by local regulation.	D2m	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in blasting within 1,500 feet of any residence, hospital, school, licensed day care center, or nursing home.	D2m, E1d	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may result in routine odors for more than one hour per day.	D2o	<input type="checkbox"/>	<input type="checkbox"/>

d. The proposed action may result in light shining onto adjoining properties.	D2n	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may result in lighting creating sky-glow brighter than existing area conditions.	D2n, E1a	<input type="checkbox"/>	<input type="checkbox"/>
f. Other impacts: <u>Implementation of the Proposed Action may result in increased odors.</u> _____		<input checked="" type="checkbox"/>	<input type="checkbox"/>

16. Impact on Human Health

The proposed action may have an impact on human health from exposure to new or existing sources of contaminants. (See Part 1.D.2.q., E.1. d. f. g. and h.)
If "Yes", answer questions a - m. If "No", go to Section 17.

NO

YES

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action is located within 1500 feet of a school, hospital, licensed day care center, group home, nursing home or retirement community.	E1d	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. The site of the proposed action is currently undergoing remediation.	E1g, E1h	<input type="checkbox"/>	<input type="checkbox"/>
c. There is a completed emergency spill remediation, or a completed environmental site remediation on, or adjacent to, the site of the proposed action.	E1g, E1h	<input type="checkbox"/>	<input type="checkbox"/>
d. The site of the action is subject to an institutional control limiting the use of the property (e.g., easement or deed restriction).	E1g, E1h	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may affect institutional control measures that were put in place to ensure that the site remains protective of the environment and human health.	E1g, E1h	<input type="checkbox"/>	<input type="checkbox"/>
f. The proposed action has adequate control measures in place to ensure that future generation, treatment and/or disposal of hazardous wastes will be protective of the environment and human health.	D2t	<input checked="" type="checkbox"/>	<input type="checkbox"/>
g. The proposed action involves construction or modification of a solid waste management facility.	D2q, E1f	<input type="checkbox"/>	<input type="checkbox"/>
h. The proposed action may result in the unearthing of solid or hazardous waste.	D2q, E1f	<input type="checkbox"/>	<input type="checkbox"/>
i. The proposed action may result in an increase in the rate of disposal, or processing, of solid waste.	D2r, D2s	<input checked="" type="checkbox"/>	<input type="checkbox"/>
j. The proposed action may result in excavation or other disturbance within 2000 feet of a site used for the disposal of solid or hazardous waste.	E1f, E1g E1h	<input type="checkbox"/>	<input type="checkbox"/>
k. The proposed action may result in the migration of explosive gases from a landfill site to adjacent off site structures.	E1f, E1g	<input type="checkbox"/>	<input type="checkbox"/>
l. The proposed action may result in the release of contaminated leachate from the project site.	D2s, E1f, D2r	<input type="checkbox"/>	<input type="checkbox"/>
m. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

17. Consistency with Community Plans The proposed action is not consistent with adopted land use plans. (See Part 1. C.1, C.2. and C.3.) <i>If “Yes”, answer questions a - h. If “No”, go to Section 18.</i>			
		<input checked="" type="checkbox"/> NO	<input type="checkbox"/> YES
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action’s land use components may be different from, or in sharp contrast to, current surrounding land use pattern(s).	C2, C3, D1a E1a, E1b	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action will cause the permanent population of the city, town or village in which the project is located to grow by more than 5%.	C2	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action is inconsistent with local land use plans or zoning regulations.	C2, C2, C3	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action is inconsistent with any County plans, or other regional land use plans.	C2, C2	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may cause a change in the density of development that is not supported by existing infrastructure or is distant from existing infrastructure.	C3, D1c, D1d, D1f, D1d, E1b	<input type="checkbox"/>	<input type="checkbox"/>
f. The proposed action is located in an area characterized by low density development that will require new or expanded public infrastructure.	C4, D2c, D2d D2j	<input type="checkbox"/>	<input type="checkbox"/>
g. The proposed action may induce secondary development impacts (e.g., residential or commercial development not included in the proposed action)	C2a	<input type="checkbox"/>	<input type="checkbox"/>
h. Other: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

18. Consistency with Community Character The proposed project is inconsistent with the existing community character. (See Part 1. C.2, C.3, D.2, E.3) <i>If “Yes”, answer questions a - g. If “No”, proceed to Part 3.</i>			
		<input type="checkbox"/> NO	<input checked="" type="checkbox"/> YES
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may replace or eliminate existing facilities, structures, or areas of historic importance to the community.	E3e, E3f, E3g	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may create a demand for additional community services (e.g. schools, police and fire)	C4	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may displace affordable or low-income housing in an area where there is a shortage of such housing.	C2, C3, D1f D1g, E1a	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may interfere with the use or enjoyment of officially recognized or designated public resources.	C2, E3	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action is inconsistent with the predominant architectural scale and character.	C2, C3	<input type="checkbox"/>	<input type="checkbox"/>
f. Proposed action is inconsistent with the character of the existing natural landscape.	C2, C3 E1a, E1b E2g, E2h	<input type="checkbox"/>	<input type="checkbox"/>
g. Other impacts: <u>The Proposed Action may have a beneficial impact on the economic development of the Village.</u>		<input checked="" type="checkbox"/>	<input type="checkbox"/>

Robert P. Astorino
County Executive

County Planning Board

August 2, 2016

Eric Zamft, AICP, Director
Department of Planning & Economic Development
Village of Port Chester
222 Grace Church Street
Port Chester, NY 10573

Subject: Referral File No. PCH 16-007 — Zoning Text Amendment: Brewery and Micro-Alcohol Uses

Dear Mr. Zamft:

The Westchester County Planning Board has received a copy of a proposed amendment to the text of the Village Zoning Ordinance that would permit and regulate brewery and micro-alcohol uses within the village. Specifically the amendment provides new definitions in the ordinance for: “brewery”, “brewpub”, “distillery”, “microbrewery”, “microdistillery”, “microwinery”, “nanobrewery”, “tasting room” and “winery”. The amendment also would modify the Schedule of Regulations for Nonresidence Districts to add these uses:

- Brewery, distillery and winery uses would be principal permitted uses in the M1 and M2 Districts,
- Microbrewery, microdistillery, microwinery and nanobrewery uses would be principal permitted uses in the C2, C5 and C5T Districts,
- Microbrewery, microdistillery, microwinery and nanobrewery uses would be special exception uses in the DW and DW2 Districts and
- Brewpubs would be grouped with table-service restaurants and permitted and regulated accordingly.

We have reviewed this matter under the provisions of Section 239 L, M and N of the General Municipal Law and Section 277.61 of the County Administrative Code. We find it appropriate that the Village take steps to update its zoning ordinance to reflect and to address emerging economic development trends

Thank you for the opportunity to comment on this matter.

Respectfully,
WESTCHESTER COUNTY PLANNING BOARD

For:
By:



Edward Buroughs, AICP
Commissioner

EEB/LH

RESOLUTION

DECLARING THE VILLAGE OF PORT CHESTER BOARD OF TRUSTEES AS LEAD AGENCY FOR THE MICRO-ALCOHOL ESTABLISHMENTS PROPOSED ACTION UNDER THE STATE ENVIRONMENTAL QUALITY REVIEW ACT (SEQRA) AND SETTING A PUBLIC HEARING ON THE PROPOSED ZONING AMENDMENT ESTABLISHING DEFINITIONS AND ADDITIONAL REGULATIONS FOR BREWERIES, DISTILLERIES, WINERIES, AND MICRO-ALCOHOL ESTABLISHMENTS

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 committed to the economic revitalization of Port Chester that is sustainable both environmentally and socioeconomically; and

WHEREAS, based upon national trends and local interest, on May 2, 2016 the Board directed staff to draft zoning text amendments to permit alcohol and micro-alcohol establishments within certain portions of the Village; and

WHEREAS, a local law has been prepared that would amend Chapter 345 “Zoning” of the Village Code to permit such uses, which are currently excluded from locating anywhere in the Village; and

WHEREAS, the draft local law would also:

-add definitions for Brew Pub, Brewery, Distillery, Microbrewery, Microdistillery, Microwinery, Nanobrewery, Tasting Room, and Winery,

-permit Brewery, Distillery, and Winery in the M1 and M2 Districts; permit Brewpub in the C1, C2, C3, C4, C5, C5T, CD, CDS Districts and as a special exception use in the DW and DW2 Districts; and permit Microbrewery, Microdistillery, Microwinery, and Nanobrewery (including Tasting Rooms) in the C2, C5, and C5T Districts and as a special exception use in the DW and DW2 Districts;

-provide specific criteria for such uses that must be satisfied related to odors, water usage, and effluent; and

WHEREAS, such proposed amendment is consistent with the Village’s 2012 Comprehensive Plan, notably 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 and 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; and

WHEREAS, at the July 18, 2016 Board meeting, the Board adopted a resolution considering the Proposed Zoning Text Amendment for review, declared their intent to be Lead Agency under the New York State Environmental Quality Review Act (“SEQRA”), referred the matter to the Planning Commission pursuant to §345-34 H for their review and comment in accordance with of the Village Zoning Regulation, and referred to the Westchester County Planning Board and adjoining municipalities, as may be required under the Westchester County Administrative Code, Section 277.61, and/or State General Municipal Law, Sections 239-1, 239-m, and 239-n; and

WHEREAS, the matter was discussed at the July 25, 2016 Planning Commission meeting and is anticipated to be discussed at the August 29, 2016 Planning Commission meeting; and

WHEREAS, in an August 2, 2016 letter, the Westchester County Planning Board stated that they found it appropriate that the Village take steps to update its zoning ordinance to reflect and to address emerging economic development trends; and

WHEREAS, the Village has not received responses from any of the involved agencies objecting to the Board of Trustees acting as lead agency; and

WHEREAS, the Board found that the Proposed Action is properly classified as an Unlisted Action pursuant to NYCRR 617 of the SEQRA regulations; and

WHEREAS, the Department of Planning and Economic Development prepared a Full Environmental Assessment Form (“FEAF”) Parts 1 and 2 with attached information that evaluated the potential environmental impacts of the Proposed Action; and

WHEREAS, the Board is required to conduct a public hearing on the advisability of adopting the local law.

NOW, THEREFORE, be it

RESOLVED, that the Village of Port Chester Board of Trustees declares itself Lead Agency for the proposed Unlisted Action described herein and as defined in Part 617 of SEQRA regulations; and be it finally

RESOLVED, that the Board of Trustees sets a public hearing on this matter on September 6, 2016 at 7:00 p.m. or shortly thereafter at the Village Justice Court Room, 350 North Main Street, Port Chester to consider the advisability of adopting a local law amending the Village Code establishing definitions and additional regulations for breweries, distilleries, wineries, and micro-alcohol establishments.

Approved to form:

Village Attorney



VILLAGE OF
PORT CHESTER

222 Grace Church Street, Port Chester, New York 10573

AGENDA MEMO

Department: Office of the Village Attorney

BOT Meeting Date: 8/15/2016

Item Type: Resolution

Sponsor's Name: BOT Member

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

Agenda Heading Title

(Will appear on the Agenda as indicated below)

APPOINTMENT TO THE PLANNING COMMISSION AS AN MEMBER

Summary

Background:

Having been interviewed on July 18, the board indicated a desire to vote on a resolution to appoint Mr. Espinoza to the Planning Commission. He will be fulfilling the term vacant by the resignation of Greg Gregory, set to expire on June 6, 2017.

Proposed Action

That the Board of Trustees adopt the Resolution

Attachments

APPOINTMENT TO THE PLANNING COMMISSION AS AN MEMBER

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

RESOLVED, that GERALD ESPINOZA, of Port Chester, New York, be and he hereby is appointed as a member of the Port Chester PLANNING COMMISSION, effective immediately, with said term to expire June 6, 2017.

Approved as to Form:

Anthony M. Cerreto, Village Attorney

ROLL CALL

AYES:

NOES:

ABSENT:

DATE: August 15, 2016



VILLAGE OF
PORT CHESTER

222 Grace Church Street, Port Chester, New York 10573

RES - 06
 BOT 8-15-2016

AGENDA MEMO

Department: Office of the Village Attorney

BOT Meeting Date: 8/15/2016

Item Type: Resolution

Sponsor's Name: BOT Member

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

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

APPOINTMENT TO THE ZONING BOARD OF APPEALS AS AN ALTERNATE MEMBER

Summary

Background:

Having been interviewed on July 18, the Board of Trustees indicated a desire to vote on a resolution to appoint Mr. Chalcoff to the Zoning Board of Appeals. He will be taking a vacant alternate seat, due to expire on December 31, 2016.

Proposed Action

That the Board of Trustees adopt the Resolution

Attachments

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APPOINTMENT TO THE ZONING BOARD OF APPEALS
AS AN ALTERNATE MEMBER

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

RESOLVED, that ERIC CHALCOFF, of Port Chester, New York, be and he hereby is appointed as a member of the Port Chester ZONING BOARD OF APPEALS, effective immediately, with said term to expire December 31, 2016.

Approved as to Form:

Anthony M. Cerreto, Village Attorney

ROLL CALL

AYES:.

NOES:

ABSENT:

DATE: August 15, 2016



VILLAGE OF
PORT CHESTER

222 Grace Church Street, Port Chester, New York 10573

AGENDA MEMO

Department: Office of the Village Attorney

BOT Meeting Date: 8/15/2016

Item Type: Resolution

Sponsor's Name: Select Sponsor's Name.

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

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

RESOLUTION

SPECIFIC WAIVER OF ATTORNEY CLIENT PRIVILEGE WITH RESPECT TO A
 MEMO FROM SPECIAL COUNSEL ON COMMUNITY BENEFIT AGREEMENTS

Summary

Background:

There has been public discussions of community benefit agreements with regard to certain development projects within the Village of Port Chester. Some public comments have even called for the Village to enter into a CBA with Starwood with regards to United Hospital or to require the applicant to enter into a CBA with certain community groups.

The Board of Trustees has received a legal memorandum on the topic of community benefit agreements from its special counsel Mark Chertok of Sive, Paget & Riesel, and wishes to share this legal opinion with the public.

Proposed Action

Adopt the Resolution

Attachments

Resolution

RESOLUTION

SPECIFIC WAIVER OF ATTORNEY CLIENT PRIVILEGE WITH RESPECT TO A MEMO
FROM SPECIAL COUNSEL ON COMMUNITY BENEFIT AGREEMENTS

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, there has been public discussions of community benefit agreements with regard to certain development projects within the Village of Port Chester; and

WHEREAS, for one project in particular, United Hospital/Starwood Redevelopment, there has been public requests for the Village to enter into, or to require of the applicant, a community benefits agreement as part of the proposed project; and

WHEREAS, the Board of Trustees has received a privileged and confidential legal memorandum on community benefit agreements from its special counsel, Mark Chertok of Sive, Paget & Riesel P.C.; and

WHEREAS, the Board wishes to share this specific memorandum with the public to answer certain questions it is receiving regarding community benefits agreements; and

WHEREAS, the Board is making only a specific waiver of its attorney/client privilege with respect to this memorandum only, and fully intends to maintain the attorney/client privilege on all other matters it pertains to. Now, therefore, be it,

RESOLVED, that the Board of Trustees hereby makes a specific waiver of the attorney/client privilege only with respect to the legal memorandum on community benefits agreements prepared by special counsel Mark Chertok of Sive, Paget, & Riesel, and continues to maintain the privilege on all other matters it pertains to; and be it,

FURTHER RESOLVED, that such legal memorandum will be released to the public.

Approved as to Form:

Anthony M. Cerreto, Village Attorney




Village of Port Chester

Office of the Village Manager

MEMORANDUM

TO: Mayor and the Board of Trustees

FROM: 
Christopher D. Steers, Village Manager

DATE: August 15th, 2016

RE: Updates

INITIATIVES/PRIORITIES:

➤ **Strategic Planning: Strategic Actions** (*Opportunity Areas #1 Downtown TOD, #2 Downtown: Municipal Center, #3 Waterfront Redevelopment/Revitalization, #4 Fox Island, #5 United Hospital Site Redevelopment*). We continue to move forward with various strategic planning initiatives (see *Planning and Economic Development activities report* for more detail).

1) **Opportunity Area #1:**

- **Retail D (Background & Status):** Redevelopment proposal to amend the Marina Urban Redevelopment (MUR) Plan and Section 345-67 of the Village Code to create a mixed use project. Zoning text amendments were adopted at the April 4, 2016 BOT meeting. Next Steps: The next step would be site plan approval at the BOT once the Applicant submits a proposal (pending).
- **MUR Restaurant Pad:** Proposal to construct an approximate 5,500 s.f. restaurant in the Marina Redevelopment Project Urban Renewal District (MUR). The Applicant intends on submitting a site plan application for review by the BOT.

The Applicant has provided staff plans for informal review. Planning, Engineering, and Building Department staff are currently reviewing the package for its completeness. The Applicant will present the project at the August 15, 2016 meeting. Staff will continue to provide the BOT with updates.

- **Micro Alcohol Establishments:** Zoning text amendments to possibly permit non-bar, alcohol-related establishments within particular districts within the Village.

Staff has drafted zoning text amendments and presented them at the July 5 and July 18, 2016 BOT meetings. The proposed zoning text amendments were referred to the Planning Commission and Westchester County. The Planning Commission discussed the matter at its July 25, 2016 meeting and will discuss further at the August 29, 2016 meeting. The County responded positively. At the August 15, 2016 BOT meeting, the Board will have the opportunity to declare itself Lead Agency and schedule a public hearing for September 6, 2016.

- **Parking and Mobility Study:** Staff has completed negotiations with Greg Del Rio of the RBA Group. The final price for the complete project is \$117,656. The IDA's portion of the scope of work is \$61,222.00 (for tasks 1-3 and its portion of task 9) and the Village has approved \$56,434.00 (for tasks 4 thru 8 and its portion of task 9). Staff is working with IDA counsel to finalize and execute the agreement. The proposed timeline is approximately 8 months with short term actions/recommendations in real time.

2) Opportunity Area #2:

- **Police and Court Facility:** (Pending).

3) Opportunity Area #3:

- **Bulkhead:** Boswell presents their alternatives at the July 18, 2016 BOT meeting and at an August 3, 2016 Steering Committee meeting. The item is anticipated to be discussed at the August 15, 2015 BOT meeting. Staff will continue to coordinate with Boswell in advancing the project.
- **Local Waterfront Revitalization Program (LWRP):** Pending NYSDOS review.

4) Opportunity Area #4:

- The Fox Island area is significantly underutilized, although adjacent harbor and water areas are well-used by area boaters. It is currently zoned DW, Design Waterfront and R7, One Family Residence. For the remainder of the Fox Island subarea, this Comprehensive Plan supports new "wharf-type" development, including restaurant, commercial and office uses. To prevent potential conflicts between uses, limited residential development would be allowed by special permit only; any new residential development would be properly controlled so as to not

result in potential adverse impacts on public schools, traffic and infrastructure. Specifically, this Plan supports residential development that is primarily comprised of efficiency (studio) and one-bedroom dwelling units. The creation of new public open space and waterfront access is also promoted by this Plan, and discussed in detail in the Local Waterfront Revitalization Plan.

It is anticipated that the sewage treatment plant, the existing industrial uses, and the Port Chester Yacht Club will remain in place; these uses are encouraged to renovate and upgrade as appropriate. In addition, the Village's DPW facility will likely remain on Fox Island, although a consolidation and overall clean-up of this site is proposed, as discussed in the forthcoming Local Waterfront Revitalization Plan (LWRP).

Preliminary discussions were undertaken with the National Development Council (NDC). The strategy never left its infancy but surrounded the formation of a Local Development corporation (LDC) to take ownership of the property. The LDC could thereafter leverage its capacity to undertake necessary mitigation of the DPW transfer site and potentially capture grant funding for same. Once adequate mitigation is completed the LDC could market the redevelopment of the peninsula to a master developer.

5) Opportunity Area #5: Redevelopment of the former United Hospital Site (Starwood).

- The Applicant submitted a revised version of the pFEIS on July 25, 2016. Staff, AKRF, SPR, Adler, and Dolph have been providing comments and will continue to review and provide comments towards a recommendation of completeness. Staff has been meeting with AKRF and discussing the project with AKRF and SPR on a routine (weekly) basis to keep forward progress.

ACTIONS:

- **LED Lighting Project:** Staff has Negotiated agreement with Lumen Light Solutions for LED street light conversion and executed same. The Notice to Proceed has been issued and the Inventory / field verification process is underway.
- **201 Grace Church Street:** Demolition of the structure has been completed. The Bid has been awarded and the execution of the contract is pending receipt and review of required documents.
- **Columbus Park Lighting:** The BIDs for the lighting project have come in but the BIDs currently exceed anticipated amounts (all were above the \$250K and the lowest bid was approx. \$450K). Review of the responses indicate that our original estimates were obviously too low. We have reached out to the County to seek alternative funding for the project.

- **Parking Meters:** The Village Parking System is preparing for roll out of Pay by phone. We have completed a full update of the Master Operating System for the Meters which paved the way for the pay by phone upgrade. We also repainted the parking space numbers which will be required for the system. The proposed system requires users to download an app and create an account complete with Credit Card information. Once complete a user can make parking system purchases any time from Wi-Fi anywhere. The system roll out requires many moving parts to be coordinated. The proposed contract has been reviewed and all involved agreed that we need to seek alternatives. We are reviewing quotes from other vendors and conducting other necessary due diligence. Other:
 - The Meter Enclosures have been installed. We have ordered 4 more enclosures to provide uniformity to our system. Installation should be completed by the end of the summer.
 - The short term signage installation for improving parking flow in the downtown has been 90% completed.
 - Meter relocations have been completed.

- **Grant Writing:** See attached Memorandum from Planning and Economic Development Director (attached)

DEPARTMENT UPDATES:

- **Justice Court:**
 - Assisted the Judge on the Bench during court sessions on Mondays, Thursdays and Fridays.
 - Processed Criminal Disposition Reports (CDRs) after court.
 - Counted daily cash taken in by every clerk.
 - Made Deposits.
 - Completed court paperwork after court sessions.
 - Update excel spreadsheets with Bail disbursements from court.
 - Electronically transmitted 460 Criminal Dispositions Reports (CDRs) to New York State Division of Criminal Justices Services as of August 9, 2016.
 - Reconciled Judge Troy Justice Account. Ending Bank Balance as of 7/31/16 - \$65,789.53.
 - Prepared July 2016 Monthly Report to the N.Y. State Comptroller's Office- Justice Court Fund for Judge Troy - \$65,208.50 to be reviewed and electronically submitted by Judge Troy.

- Reconciled Judge Castaneda Account. Ending Bank Balance as of 7/31/16 – \$68,232.50.
- Prepared July 2016 Monthly Report to the N.Y. State Comptroller’s Office- Justice Court Fund for Judge Castaneda \$68,695.50 to be reviewed and electronically submitted by Judge Castaneda.
- Reconciled Judge Sisca Justice Account. Ending Bank Balance as of 7/31/16 – \$91,740.01.
- Prepared July 2016 Monthly Report to the N.Y. State Comptroller’s Office- Justice Court Fund for Judge Sisca - \$91,290.65 to be reviewed and electronically submitted by Judge Sisca.
- Reconciled Tow Account. Ending Bank Balance as of 7/31/16 - \$610.00.
- Prepared vouchers and Payroll to be sent to the Finance Department.

➤ **HR/Risk Management:**

- Recruitment efforts:
 - We have modified the Village employment application to have the applicant indicate whether they are a volunteer fire fighter.
 - We have already begun posting job openings at all Fire Companies by sending the postings to the Company Secretaries.
- Appointments:
 - Lawrence Chiulli has been appointed on a provisional basis as Director of Code Enforcement-Port Chester.
 - Andrea Sherman has been appointed as a provisional Assistant Planner (Planning).
 - Xavier Connors has been appointed as a Sanitation Worker.
 - Michael Barrella has been appointed as Motor Equipment Operator.
 - Summer Interns have been hired for the Police Department, Planning Department, Finance Department, Senior Center and Village Manager’s Office as part of a joint venture with the Town of Rye. Our Village Clerk has taken the lead in organizing this program and has done a fine job.
- **Fire Department:** We have continued to participate in meetings and discussions regarding the IMA with the Village of Rye Brook. We are continuing to work with Labor counsel on impact bargaining.
- **PESH:** Staff continues to work with Labor counsel and the department of labor to come into full compliance with PESH requirements. We are participating in the Village’s response to the PESH report regarding the 40 Cottage Street Fire and work on compiling documentation regarding the retaliation claim made by the Fire Fighters to PESH. We have initiated our own investigation as authorized by PESH

- **Insurance:** Submitted the accident report and claim for the motorcycle accident to Spain. The Motorcycle has been declared a total loss, we are accepting the payout and ordering a new motorcycle.
- **Absolute Auction:** Working with DPW and Village Attorney to identify surplus/out of service vehicles that can be sold at auction by piggybacking on a Dutchess County bid.
- **Workers Compensation:** Record job related injuries (3) as they occur. Respond to questions and provide information as requested by PERMA. Provide information to department heads on the status of injured workers.

➤ **Treasurer's Office:**

- **Audits**
 - PCIDA financial audit completed. Filing of PARIS report due by August 31st.
 - Village of Port Chester preliminary financial audit is completed. The final audit is scheduled for August 22, 2016 through September 2, 2016.
- **Payroll Conversion:** All necessary equipment have been purchased and installed. Business Process Study is now completed. The Payroll Implementation schedules are as follows:
 - Employee information has been loaded into the Time Clock Plus System.
 - Biometrics being loaded into the system.
 - Early October the Financial shell needed for Payroll will be created by Springbrook/Accela consultant
 - By November 8, 2016 Springbrook/Accela will receive and review sample employees' files from Time Clock Plus and interface with Springbrook/Accela.
 - November 14, 2016 to November 18, 2016 on site setup/configuration with Springbrook/Accela.
 - December 12, 2016 to December 16, 2016 on site parallel payroll session training with Springbrook/Accela.
 - January 16, 2017 to January 20, 2017 payroll goes live.

➤ **Building Department:** See attached memorandum from the Building Inspector.

➤ **Code Enforcement Department:** See attached memorandum from the acting Code Enforcement Director.

➤ **Engineering:** See attached memorandum from the Village Engineer.

➤ **Planning and Economic Development:** See attached memorandum from the Planning and Economic Development Director.

➤ **Police Department:** See attached memorandum from the Police Chief.

➤ **Senior Center:** See attached memorandum from the Nutrition program.

➤ **Village Attorney:** See attached memorandum from the Village Attorney.

Attachments

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



Building Department Monthly Report

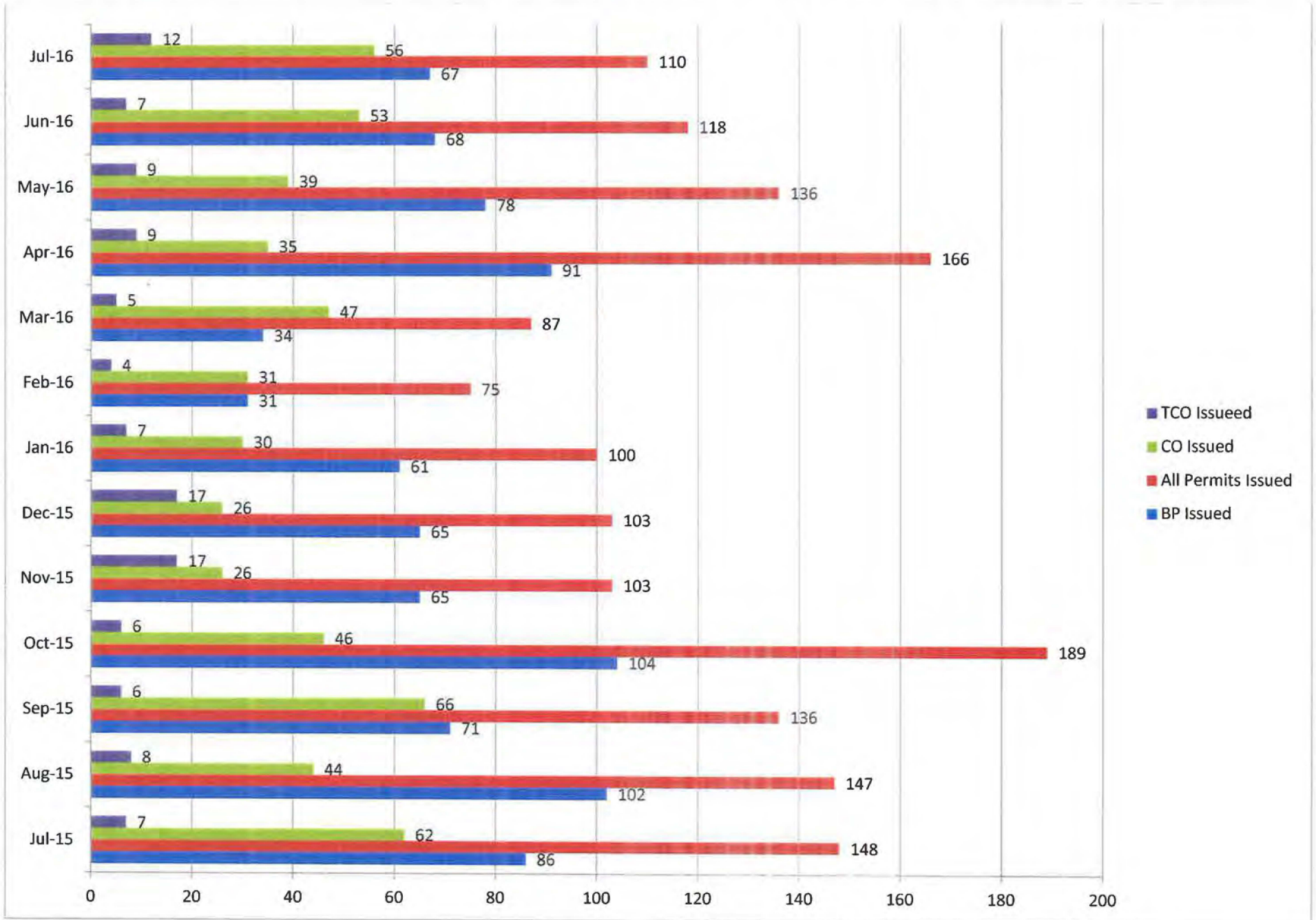
July 2016

Building Department Monthly Report July 29, 2016

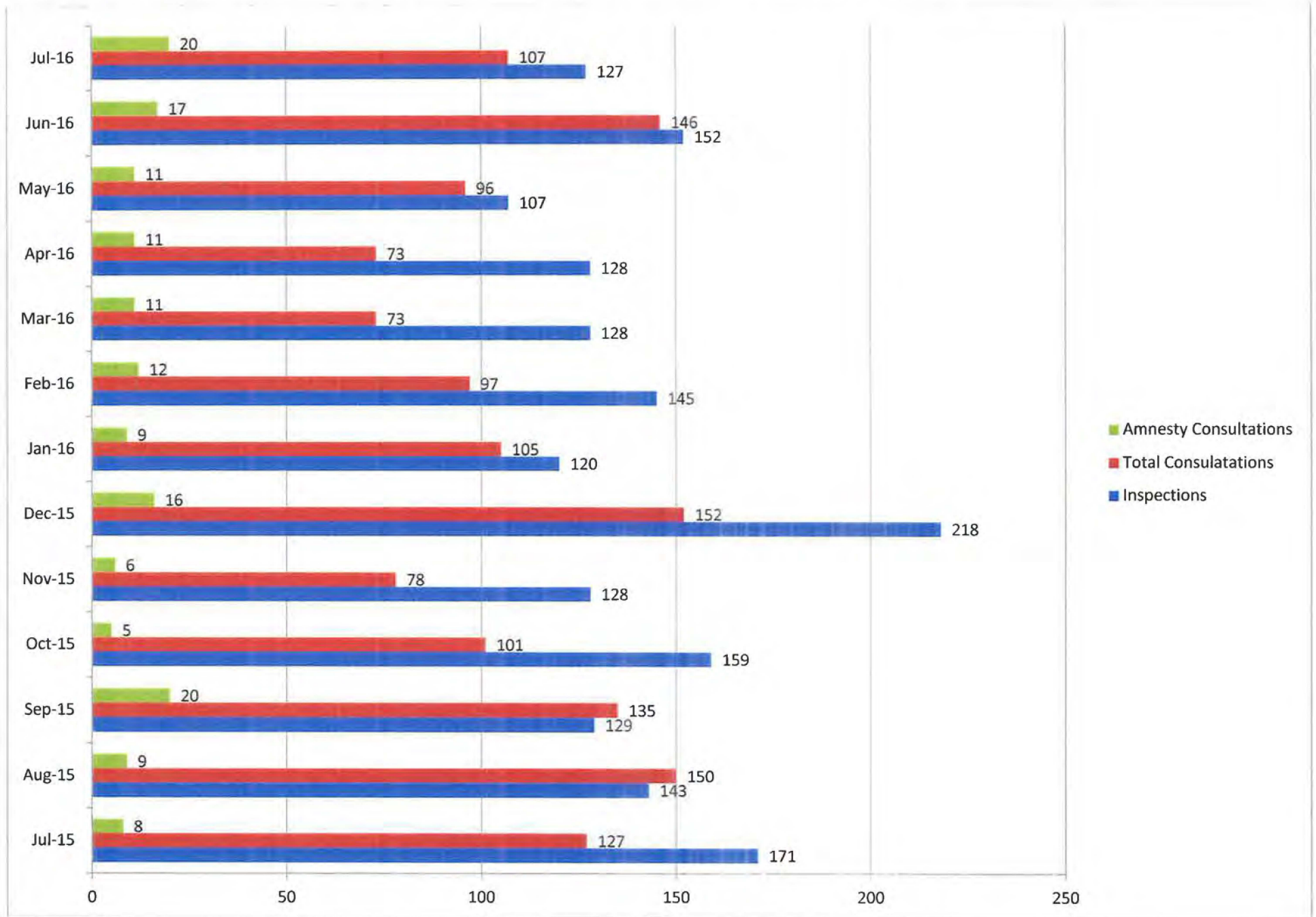
	STOP WORK ORDERS		2	
	CERTIFICATES OF OCCUPANCY		56	\$6,450.00
	BUILDING PERMITS		67	\$22,875.50
	PLUMBING PERMITS		21	\$3,165.00
	ELECTRICAL PERMITS		22	\$2,050.00
	SIGN PERMITS		8	\$800.00
	NOTICE OF INTENT REVOKE		0	
	NOTICES OF VIOLATIONS		0	
	NOTICE OF DISAPPROVAL OF PERMIT APPLICATION		0	
	TANK PERMIT		9	\$450.00
	PERMIT TO OCCUPY SIDEWALK		2	\$790.00
	BUILDING PERMIT EXTENSIONS		0	
	TEMPORARY CERTIFICATE OF OCCUPANCY		12	\$16,800.00
	APPLICATION FOR AMENDMENT		0	
	TOTAL		199	\$53,380.50

	CO Searches and Foils		
	Searches-Standard = 1 \$35.00/ Searches-Expedited 34 \$5,600.00		35 \$5,600.00
	Searches-Permit Amnesty = 11 \$800.00		11 \$800.00
	Foils=27 \$144.25		27 \$144.25
	TOTAL		93 \$6,544.5

BUILDING PERMITS AND CERTIFICATES OF OCCUPANCIES ISSUED – JULY 2015 TO JULY 2016



IN OFFICE CONSULTATIONS AND FIELD INSPECTIONS - JULY 2015 TO JULY 2016



Monthly Report

July
2016

Code Enforcement

Monthly
Performance
Report
July 2016



Village of Port Chester, New York

Department of Code Enforcement
Monthly Report for July 2016



Department of Code Enforcement

Report Contents

- Code Enforcement Statistics & Trends
- Fire Safety & Statistics
- Court Case Tracking/Aging
- Vacant/Distressed (Zombie) Properties
- Illegal Dwelling/Overcrowding
- Initiatives
- Administrative Notes

July 2016 -Code Enforcement

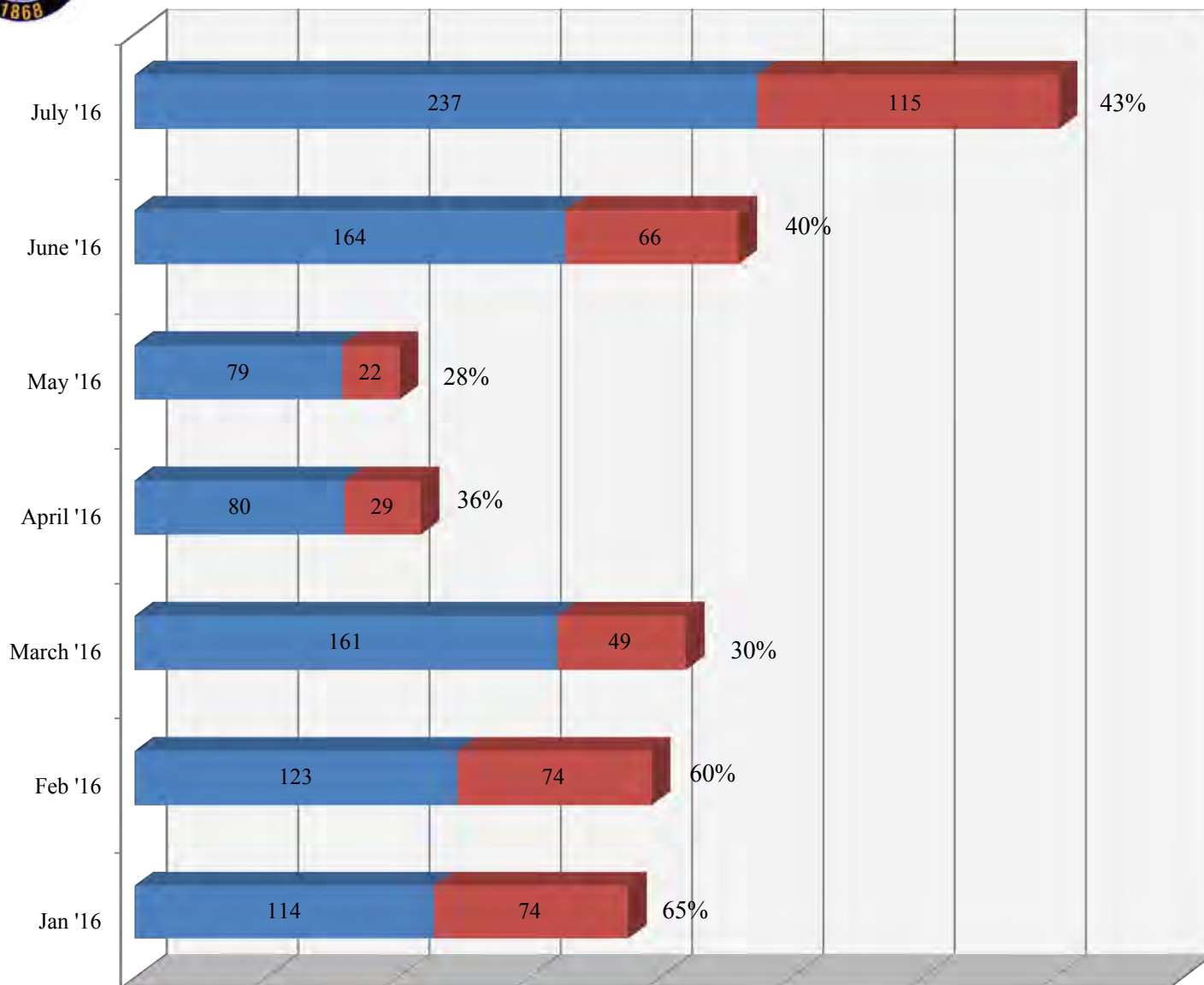
Complaints Received	237
Inspections Conducted (as a result of complaints)	575
Right of Entry Requests	3
Notice of Violations Issued	107
Illegal Dwelling, Overcrowding Complaints (IDW & OC)	6
Notice of Violations Issued re: (IDW & OC)	0
Appearance Tickets Issued	8
Stop Work Orders	1
Compliance Case Closed	115
Unfounded	13
Referred to Building Department	3
Referred to Police Department	3
Fire Safety Referral (from PCCE to FS)	0
Referred to DPW	4
Referred to Westchester County Department of Health	2
Referred to HUD	0
Referred to PCHA	1
Referred to Planning & Zoning	0
Lack of Permit	
NOVs issued for lack of permits referred to PCBD	1
Total number of Vacant Properties	
Vacant/Distressed (Zombie) Properties	40
Total number of Current Vacant Properties	27
Total number of Vacant Properties now Occupied	13
June 2016 Court Cases	
Number of New Court Cases Filed this Month	13
Total Number of Open Court Cases	197
Number of Current Court Cases Closed this Month	8
Total Fines Received this Month	\$1,375



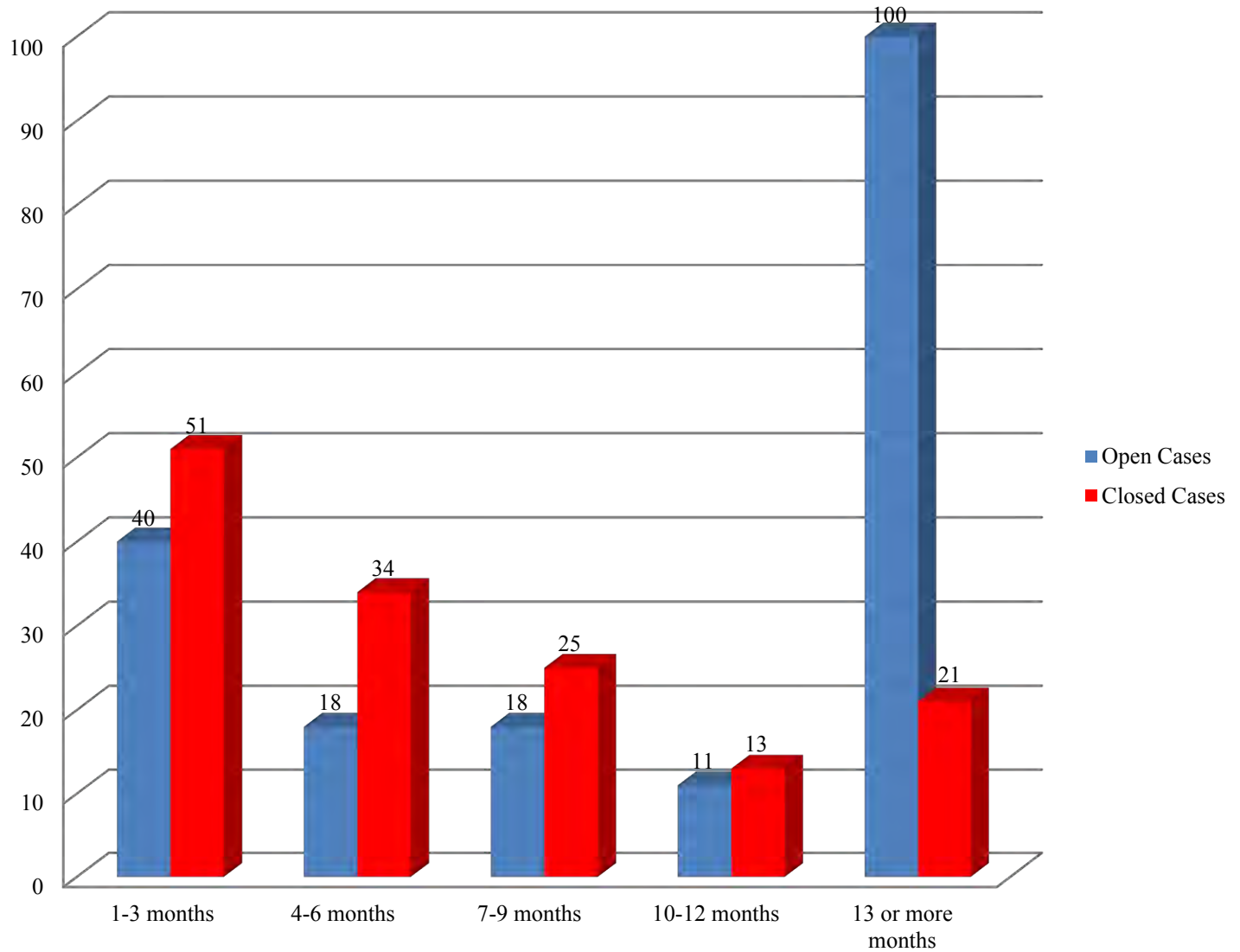
Department of Code Enforcement Complaints Received

■ complaints Received

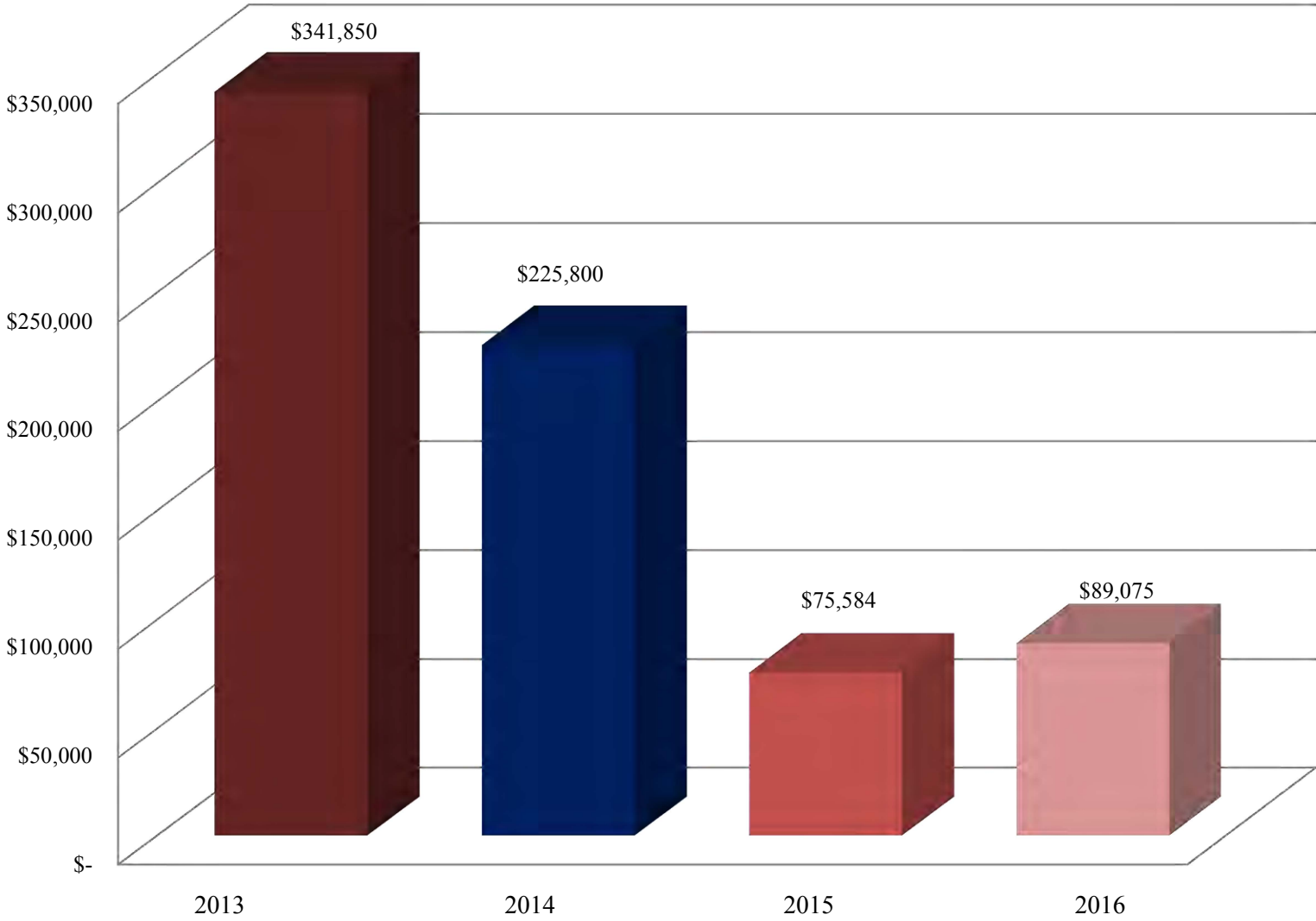
■ complaints Closed



Court Case Life Cycle



Court Fines

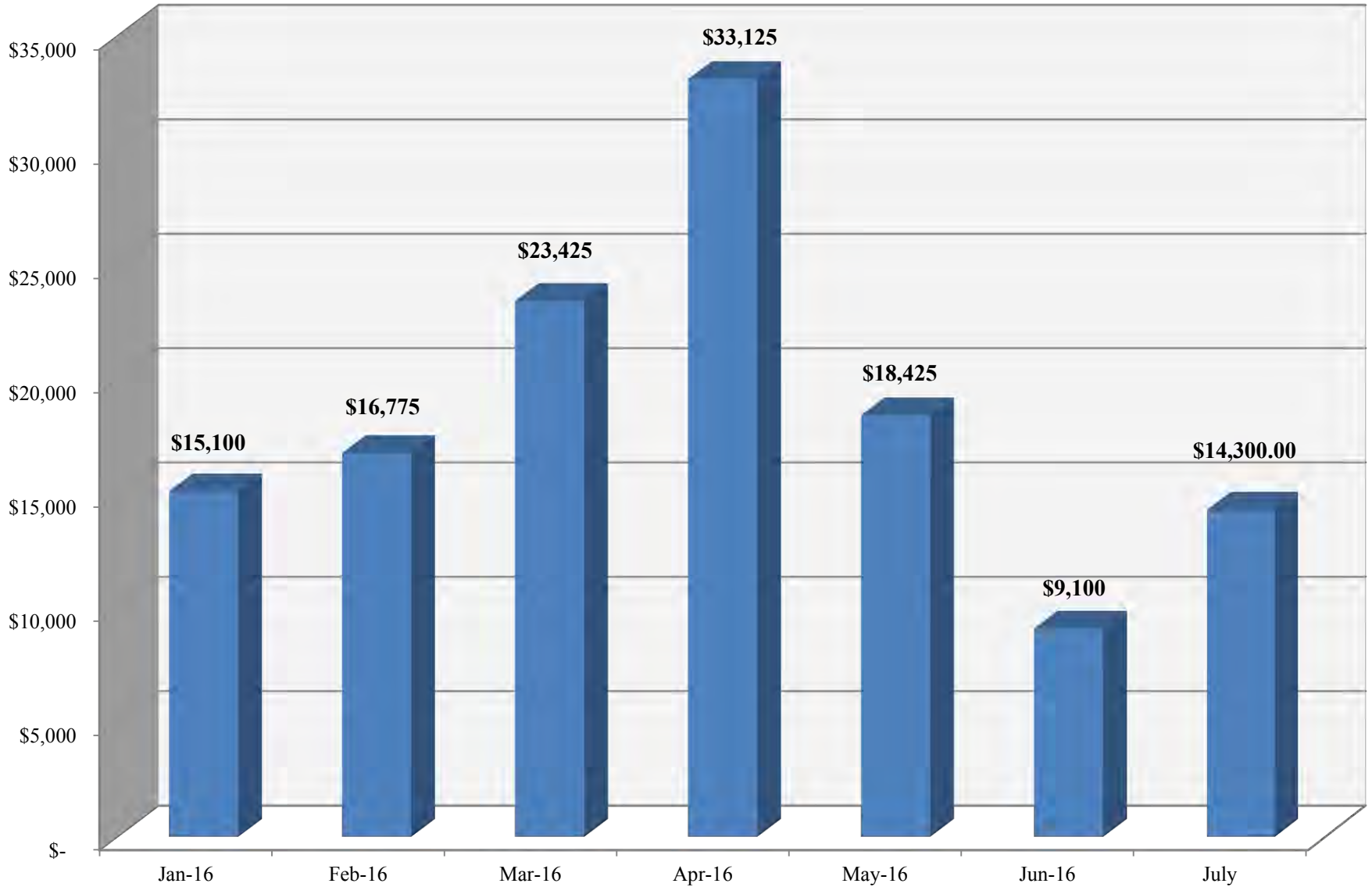


Fire Safety Program – July 2016

Scheduled Fire Inspections Conducted	82
Fire Inspections Failed – NOV issued	138
Re-inspections Conducted	32
Certificates of Compliance Issued	39
Fees Collected	\$14,300
Request to Conduct Fire Inspection Notices Sent Out	138
NOV's for Failure to Respond to Fire Safety Renewal Notice	42
Appearance Tickets issued	5
Additional Inspections	
Sprinkler/Flow Inspections	0
Sprinklers – Hydrostatic Inspections	1
Fire Alarm Inspections	2
Kitchen Fire Suppression System Inspections	2
Court Inspections	0
Stop Work Order Issued	0
Fire/Police Referral Inspections	4
Unsafe/Unfit Structure Inspections	0
Knox Box Inspections	0
Lack of Permits	
NOV's Issued for Lack of Permits	4
NOV's Issued for (IDW & OC)	0
Fire Inspections	82
Re-inspections	32
Total Fire Inspections	114
Additional Inspections	9
Grand Total	123

Fire Safety Fees Collected

January 1, 2016 – July 31, 2016





Department of Code Enforcement

Life Cycle of an Illegal Dwelling Use/Overcrowding Case

Summary: Each case dealing with illegal dwelling use and or overcrowding quite simply will continue until full compliance is gained. The complexity, legal issues, and expenses associated with these types of complaints lend them to a greater life span. The initial processing of such complaints from intake, investigation, issuance of an Notice of Violation, and issuance of an appearance ticket alone can consume from 1-30 man hours; and 30-90 days, depending upon the number and severity of the violations cited.

- A total of 297 Notice of Violations issued for Illegal Dwelling/Overcrowding were referred to the Building Department
- There are currently 69 such cases working their way through the court system.
- The timeliness of the disposition of the cases depends largely upon the violators willingness to comply.



Department of Code Enforcement Initiatives

➤ Municipality Implementation:

- Code Enforcement has been the Lead Department with the integration and use of Municipality.
- All 2016 Code complaints have been entered into the system for tracking.
- Fire Safety Inspections are being managed and tracked through the system.
- Municipality is being utilized for complaint/case investigations including and not limited to permitting, Right of Entries, Notice of Violations, Stop Work Orders, and Court Appearance Tickets.

➤ Illegal Dwelling Overcrowding

- Code Enforcement to intergrade additional enforcement procedures to advance enforcement and compliance

➤ Vacant/Distressed (Zombie) Properties:

- PCCE is in the forefront enforcing vacant properties.
- All cases monitored weekly.
- All complaints are recorded in Municipality.
- Enforcement by issuing Notice of Violations, Court Appearance Tickets and Justice Court actions.
- Implementation of the NYS Zombie Law to assist with enforcement.
- Code Enforcement will continue to pursue the best way to enforce compliance.



Department of Code Enforcement

Administrative Notes

January 2016 to July 31, 2016.

- Code Enforcement has handled a total of **958** complaints.
- Total Inspections conducted were **2,237**
- Total of **\$89,075** Court Fines levied.
- Collected **\$130,250** in Fire Inspection fees.
- Fire Safety Inspections conducted were a total of **1,122**.
- Fire Inspection remain consistent on a monthly basis, fees continue to be collected monthly, response to the program continues to improve.
- Departmental transition period due to the loss of staffing to other Municipalities.
 - Employee Retention Program needs to be developed.
 - Currently recruiting for one Full Time Code Enforcement Officer.
 - Training of replacement Staff.

ENGINEERING

Monthly Reports: March to August 9th, 2016

Contracts:

1. **201 Grace Church Street:** Continuous correspondence to acquire Con Ed disconnects so that Applicant awarded contract can file with the Building Dept. for removal of structure.
 - 07/11/2016: Met with contractor and Kevin past Friday. Meeting at site on Monday AM when building will be demolished.
 - 07/18/2016 work in progress, foundation to be crushed and used as fill along with item 4 per Rocky. Only a small area of pavement to be left for parking and erosion control.
 - 07/12/2016: Building in process of being demolished.
 - 07/26/2016 Met with Joe Gentile, house is down and lot leveled. Copies of manifest to be provided for destination of debris and clean fill from Scarsdale.
 - 07/27 problem with damage to roadway and driveway curb due to loading of crusher from street.
 - 08/02/2016 Joe called that he would repair site.
 - 08/08/2016 Road Repaired.

2. **1 Betsy Brown:** Work almost completed. Equipment is still on site.
 - 07/07/2016: Equipment removed, manifests submitted. Kevin has to clear permit for sewer disconnect. Affidavit from contractor and plumber that work was authorized and completed.

3. **Police Station Roof Parapet Repair:** Contractor has started work for repairs to the Police Station on contract.
 - Inspected site 06/16/2016 and spoke with contractor. Scaffolding being installed along side of building for work on the outer side of the parapet and opening in the wall. Will inspect roof area when contractor notifies me on work in progress. Question on amount of wall replacement raised on contract.
 - 07/20 Chris wants meeting with contractor, engineer and law for work completed and payments.
 - 07/05/2016: Chief informed me that Detective Division had a leak. Notice sent out to contractor. Went to Police Station and discovered that leak was due to pipe to mechanical equipment on roof that was not covered in contract. Rocky and Moe put caulking around pipe.
 - 07/24/2016 Called Mike Macri to meet at site and review work as completed with contractor. Try to arrange meeting with all concerned parties with Chris.
 - 08/01/2016 met with Mike Macri and reviewed work completed and intent of specs as proposed. Mr. Macri was satisfied with the work. Will forward photos and list from contractor of volume of work performed for verification.

- 08/08/2016 Macri sent email stating that the work is Okay.
4. **Fire House Aprons (Bid #2016-02):**
 - 07/07/2016: Prepared resolution for BOT to authorize contracting Paladino Concrete Creations at \$208,604.00. Two stations to have aprons at this time are 209 Westchester Ave. and Station #4 at 464 Westchester Ave.
 - 07/18 resolution passed by BOT.
 - 08/09/2016 Met with Joe Palandino and Tony and addressed issues about two phases of completion for project.
 - 07/18/2016 - BOT passed resolution with caveat that Chris has say over unit prices.
 5. **Traffic Study for Parkway Drive:**
 - 07/11/2016: Preparing Purchase Order for Traffic Study with Adler for Parkway Drive. Informed Joe G. on progress.
 - 07/20 agenda meeting, Tony checked proposal, must alter to be consistent with meeting charges of Adler. Chris wants project performed by Traffic engineer and only wants report at this time.
 6. **Columbus Park Lighting:**
 - 07/11/2016 - Preparing resolution for; However, lowest bidder came in well over budget line for project. Budget will have to be adjusted or limited or project re-bid.
 - 07/20 agenda meeting, Chris wants to check wireless firms to allow poles be installed in Columbus Park if they installed the lighting. Issue of County approval required, Dolph will check it out.
 - 08/03/2016 Dolph feels that cost is high due to location of poles on rock and fill. Maybe County can kick in funding.
 7. **Edgewood Park Parking Lot:**
 - 07/07/2016 - 201 Grace Church Street –obtained bid documents from Clerk’s Office. Plan shows parking layout outside envelope of structure under demolition. Retention system also included in design. Resolution to be prepared for BOT to award contractor project. Dolph recommends Peter J. Landi, Inc. at \$106,835.00. Site budgeted for \$144,000.00 minus \$31,950 for demo and abatement leaving \$112,050.00.
 - 07/18 resolution passed by BOT.
 - Contract ready to sign.

Projects:

1. **Bulkhead:** Several meetings were held with Boswell Engineering with a presentation being made on June 7th to the committee showing alternatives and costs for bulkhead

replacement. Also the center park area was addressed and suggestions were made to making it a focal point for visibility to the public via a gazebo and flag mast with a nautical theme and to incorporate the 150th anniversary.

07/05/2016: BOT was updated by Eric on Boswell Engineering and their intent to make a presentation before them.

2. **Lumen Project:** Contract being prepared by Law Dept.
3. **50/50 Program:** Prepared mailing list. Must meet with Tony to prepare resolution for BOT
Dolph had revised plans on June 24th, 2016. Had to retrieve properties that were now eligible and prepare list for Schedule A to add to resolution.
 - 07/06/2016 Resolution prepared for BOT. Plan rev. 06/08/2016 07/12/2016 - Met with Tony and he is updating resolution format and has to check with Bond expert through Leonie. 7/8/2016 Resolution prepared and forwarded to Tony for review.
 - 07/13/2016 Tony has package for BOT. Waiting for update from Tony.
 - 07/18 Approved by BOT
 - 07/27 Update from Tony received, letters updated and filed in I drive under Village Engineer along with Dolph's map and mailing labels for Clerk's Office. 07/29/2016 Dave sent letters out.
 - 08/09/2016 went to site and photographed damage to sidewalks. Preparing Slide presentation.
4. **DPW Trailer:** Since original quote from Cassone was over a year ago, had to research and request updates for temporary office trailer.
 - 07/11/2016 – Cassone sent update for cost of trailer that was not code compliant (\$31,180 plus \$1,500 for ADA stairs plus \$1,075 for delivery and block and level charges) and (\$39,242 plus \$1,500 for ADA stairs plus \$1,075 for delivery and block and level charges) for one that was code compliant. I checked with other companies and Cassone has the best price. Must check for State Contract before putting in a Purchase Order.
 - 08/01 preparing bid notice for since purchase must be bid out. 08/02 looked up County of Suffolk contract. Sent to Tony to see if okay to pursue purchase order or new bid package.
 - 08/03/2016 Requested contract from vendor, they are looking into it. Tony to see if County contract is acceptable for us to use purchase order or may have to be bid.

Traffic:

Regarding Traffic at Lyons Park: Sent out emails to various traffic engineers for their response. Received cost list from JMC. Awaiting estimate from Umesh Avadhani, B-A Engineering, P.C.

Hope to get it this week. Prepared Traffic Report for Summary of conditions and solutions (See Attached).

- 07/07/2016: Contacted JMC and AB Engineering for cost rates. Adler came in at a reasonable cost for study. 07/11 Met with Leonie to determine procedure to contract for professional services. (See Contracts).
- 07/28/2016 Purchase order signed for Adler. Adler notified Heather for events that would be planned for Summer.

Grants:

1. Clean Water Grant: Engineering section complete for Eric and proposal submitted by the June 20th deadline.
2. Long Island Sound Fund: Eric has been working with Lenny for additional funding for our sewer improvements.

Complaints:

340 Willett Ave. Date: June 8, 2016

Re: 340 Willett Ave., Port Chester, N.Y. **Investigative Description:** On May 22nd, 2016 this office received a complaint regarding blockage of the sanitary sewer main along Willett Ave. The homeowner residing at 346 Willett Ave. and other residents have had several blockages due to heavy grease buildup in the main for the past 10 years. We had Dolph Rotfeld Engineering perform a video of the sewer line on June 2nd, 2016 starting from the manhole at the corner of Cleveland Street and Willett Ave. and running to Chestnut and Rectory Streets. The video shows the line was clear up onto blockage about 270 feet where it is clearly evident that a heavy grease discharge is emanating from the sewer line serving 340 Willett Ave. This location has a business establishment called Marini's Deli with a catering operation. It has been determined that this business operation is the cause of these blockages. The Plumbing Code of New York State prohibits the discharge of grease into the public sewer system and must comply with Section 1003 for interceptors and separators. It is necessary for the business catering and food preparation operation to properly install a grease interceptor and properly maintain it to prevent any blockages and damage to the Village's sewer line. These blockages have been a cause for irritation and cost to the neighbors and taxpayers. The establishment must be put on notice that they are in violation of the code and an onsite inspection should be made to determine if there is an interceptor and if it is being properly maintained.

PLUMBING CODE OF NEW YORK STATE - SECTION 1003 INTERCEPTORS AND SEPARATORS

1003.1 Where required. *Interceptors and separators shall be provided to prevent the discharge of oil, grease, sand and other substances harmful or hazardous to the building drainage system, the public sewer, the private sewage disposal system or the sewage treatment plant or processes. Attached are still photos for the buildup and their location. Google Earth saved image measures approximately 270 feet from the manhole at the corner of Cleveland Street and Willett Avenue where 340 Willett Ave. is located. A visit to the site verified the distance was approximately 270 feet.*

06/10/2016 Lawrence will proceed with violation notice.

Planning Reviews (Applications referred to my office for review and comments):

1. 601 North Main Street
2. 531 North Main Street
3. 115 Pearl Street
4. 999 High Street
5. 314 & 316 Boston Post Rd
6. 82 Fox Island Rd.
7. 139 South Main Street
8. 202 South Regent Street
9. 167 Irving Ave.
10. 136-194 South Main Street
11. 169 Terrace Ave.
12. 316 Westchester Ave.
13. 21 Willett Ave.

Planning Dept. Meetings with issues:

1. 06/2016 Location on Main Street and Westchester Ave. Robert Martin Developer and associates came in to discuss issue regarding an underground drain cutting across their parcel known as the Bulkley Drain for Bulkley Brook. Developer wants Village to take responsibility for drain and determine condition. Records are being researched to determine if the drain is private or public domain and if any easements are in existence. Discussed issue with Tony and referred to Clerk's Office for any past records. So far, nothing relevant. Tony recommends that a title search be done. responsibility to determine what exists and how to structurally remedy the situation. All facts must be obtained prior to meeting for a solution and position respecting the Village.

08/08/2016 A review of the approved site plan dated 02/09/2005 prepared by Langan Engineering and Environmental Services for the Drawing Title "Overall Grading and Drainage Plan" for the Modified Marina Redevelopment Project. Drawing No. 21.01 indicates the following notation respecting the existing underground culvert located within the footprint of the proposed building on the site between North Main Street and Abendroth Avenue and bordering Westchester Avenue:

"Any portion of the culvert which is found to be damaged as a result of the development project will be qualified by video inspection and repaired by G&S Port Chester as necessary."

In my opinion, it is the responsibility of the developer to determine the culvert's condition and affect any damage repairs resulting from construction activity on this site.

2. The Marina: Researching utility lines with Con Ed for underground vs. applicant's request to relocate across the street. 7/11/2016 - Spoke with Mr. Luigi Vingo (Public Affairs Manager) who is familiar with the project and their position is that both proposals for either underground or relocated poling across the street are both acceptable. The person who originally managed the layout is no longer in the area. Luigi was present at the meetings and the alternate layout was requested since going underground was too expensive. Regarding safety Con Ed has no objections to either plan. Both are acceptable and the choice remains with between the contractor and Village. Preparing analysis as the Village Engineer and Con Edison's position for Planning. 07/12/2016 - Received slide point presentation from Cuddy and Fedder showing both proposals and costs. 07/13/2016 prepared comments for Planning Commission. 08/02/2016 Planning requested additional information regarding Con Edison's position. Tried contacting Con Ed and they are not willing to take a position in this matter. Chapter 312 was found in the Village Code which indicates BOT's position of underground utilities that was approved back in 1987.

Building Dept. Reviews (Application referred to my office for review and comments):

1. 54 Haines Ave
2. 2 Barrett Lane
3. 217 Westchester Ave.
4. 474 Westchester Ave.
5. 142 Grandview Ave.
6. 2 Rockledge Abe
7. 62 Breckenridge Ave.
8. 33 New Broad Street
9. 45-47 Eldridge Street
10. 1 Shore Road
11. 2 Rockland Ave.
12. 211 Irving Ave.
13. 152 King Street
14. 2 Rockland Ave. Revision
15. 1 Shore Road Revision
16. 211 Irving Ave. (Outdoor Seating)
17. 152 King Street
18. 138 South Main Street (Demolition Plan)
19. 169 Terrace Ave
20. 316 Westchester Ave.
21. 21 Willett Ave. The Mariner report

Street Opening Permits:

DPW - Street Opening Permits: 134 permits issued for street openings, sidewalk repairs, etc. including Con Ed and Suez Water.

Dolph Rotfeld:

Held several meetings with Dolph. Able to get copies of Port Chester Sanitary Sewer Survey. Working with Dolph for preparation of bid proposals for street work.

06/2016 received revised plans dated 06/24/2016 for 50/50 program.

06/2016 received plans for Columbus Park Lighting

06/2016 received plans for 2016 Road Resurfacing

Locust Ave bid for catch basin. Issue of where funding should come from and why this was not a change order for PCI instead of hiring Joken for work.

Administrative and Legislation updates:

Preparing updates to street opening permit applications and to revise fee schedules for reviews from Planning and Building. Also, to update and modify fees for work within the right of way.

07/07/2016 Preparing Project excel sheet for active projects, bids, resolutions, scheduling, etc. Had several meetings with Leonie regarding capital projects and status therein.



VILLAGE OF PORT CHESTER
DEPARTMENT OF PLANNING & ECONOMIC DEVELOPMENT

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ACTIVE PLANNING AND DEVELOPMENT INITIATIVES (August 2016)

PLANNING

INITIATIVE	SUMMARY	STATUS
<p><i>Redevelopment of the former United Hospital Site (Starwood)</i></p>	<p>Mixed-use redevelopment proposal for the former United Hospital site located within the Village’s PMU Planned Mixed Use District to permit: 500 “Millennial” housing units, 240 age-restricted housing units, an approx. 138-key limited service hotel, 100,000-200,000 square feet of medical office, approx. 90,000 square feet of retail, ample public and green space, and improved access to Abendroth Park.</p>	<p>The Applicant has prepared an updated preliminary Final Environmental Impact Statement (pFEIS). A public hearing was held on the April 2016 pFEIS and proposed zoning on May 24 and June 1, 2016, with the public comment period open until June 17, 2016. The Applicant presented and the project was discussed at the May 23, 2016 Planning Commission meeting, as well as the June 2, 2016 Westchester County Planning Board meeting. Meetings with NYSDOT, the City of Rye, and the Village of Rye are on-going. The Applicant submitted a revised version of the pFEIS on July 25, 2016. Staff, AKRF, SPR, Adler, and Dolph have been providing comments and will continue to review and provide comments towards a recommendation of completeness. Staff has been meeting with AKRF and discussing the project with AKRF and SPR on a routine (weekly) basis to keep forward progress.</p>

<i>G&S – Redevelopment of “Retail D”</i>	Redevelopment proposal to amend the Marina Urban Redevelopment (MUR) Plan and Section 345-67 of the Village Code to create a mixed use project.	Zoning text amendments were adopted at the April 4, 2016 BOT meeting. The next step would be site plan review at the BOT once the Applicant submits a proposal.
<i>G&S – Restaurant Pad</i>	Proposal to construct an approximate 5,500 s.f. restaurant in the Marina Redevelopment Project Urban Renewal District (MUR).	The Applicant has provided staff plans for informal review. Planning, Engineering, and Building Department staff are currently reviewing the package for its completeness. The Applicant will present the project at the August 15, 2016 meeting. Staff will continue to provide the BOT with updates.
<i>Port North Zoning Petition</i>	Proposal to create a new C4-R Gateway Retail District, in conjunction with a site plan proposed for 531/601 North Main Street.	Rezoning adopted at the April 18, 2016 BOT meeting. The Planning Commission held public hearings on the application on June 27, 2016 and will hold public hearings on August 29, 2016. The applications have been referred to the Zoning Board of Appeals and Waterfront Commission. The Zoning Board of Appeals granted variances on July 21, 2016.
<i>Project Proposal Forms</i>	Intake and processing of proposals which may require review by the Planning Commission, Zoning Board, and Waterfront Commission.	On-going. Allow for tracking market trends relative to existing zoning provisions. Staff continues to intake PPFs, schedule pre-submission conferences, and generally discuss potential projects with prospective applicants.
<i>Planning Workshops</i>	Workshop meetings with the Planning Commission to discuss various topics regarding the implementation of Comprehensive Plan recommendations and zoning amendments for BOT review.	On-going. A workshop on the Village’s wireless procedures was held on March 22, 2016.
<i>LWRP Coastal Assessment Forms</i>	Intake and processing of proposals that require review by the Waterfront Commission.	On-going.

Lot Line Adjustment Forms	Intake and processing of proposals that require a lot line adjustment.	On-going. First application with the new forms and procedures was processed in April 2016.
Wireless Code	Update the Village's Wireless Code to reflect Federal Regulations and recent changes in technology.	On-going. A workshop on the Village's wireless procedures was held on March 22, 2016. Staff has drafted amendments to the existing code to respond to Federal Regulations as a short-term action item; staff will then draft fuller revisions to the wireless code. The BOT held public hearings on the short-term action item at its July 18 and August 1, 2016 meetings. The short-term zoning amendments were adopted at the August 1, 2016 BOT meeting. Staff is currently drafting proposed amendments to the remainder of the wireless code.
Micro-Alcohol Establishments	Zoning text amendments to possibly permit non-bar, alcohol-related establishments within particular districts within the Village.	On-going. Staff has drafted zoning text amendments and presented them at the July 5 and July 18, 2016 BOT meetings. The proposed zoning text amendments were referred to the Planning Commission and Westchester County. The Planning Commission discussed the matter at its July 25, 2016 meeting and will discuss further at the August 29, 2016 meeting. The County responded positively. At the August 15, 2016 BOT meeting, the Board will have the opportunity to declare itself Lead Agency and schedule a public hearing for September 6, 2016.

Westchester County Route 7/13 Transit Analyses	Study by Westchester County Department of Transportation and Public Works regarding potential changes to Routes 7 and 13.	Staff has attended three stakeholder meetings/public workshops held by the County and will continue to provide input when necessary.
Pace Land Use Leadership Alliance Training Program	The Village has been selected to participate in Pace University's Land Use Leadership Alliance Training Program (LULA), which will be held in the Fall of 2016.	The Village has nominated 5 individuals to be a part of the LULA Program and will continue to coordinate with Pace in preparation for the Program.
Coordination with Village Engineer and Building Inspector	Streamlining process to review development applications.	On-going. A meeting between the Director of Planning, Village Engineer, and Building Inspector is planned on a monthly basis.
Form-Based Code	Preparation of Village Form-Based Code, Build Out Scenario, and GEIS.	Awaiting funding source and go-ahead.
Census Re-Evaluation	Apply to the U.S. Census Bureau to recount population and other census units.	Staff discussing with Village Manager.
Village Consulting Services RFP	Preparation of RFPs for specific consulting services to the Village: Traffic engineering and radio frequency	Staff preparing draft RFPs to be solicited.

GRANTS

INITIATIVE	SUMMARY	STATUS
Grant Writing Services: Millennium Strategies, LLC	A major priority of the village continues to be grant application submissions throughout local, state and federal sources. A professional grant writing firm to augment services provided by village staff bolsters successful applications.	Millennium and staff continue to assess upcoming grant opportunities. The Department is currently working with Millennium Strategies on a number of applications due in 2016, including the recently completed CFA applications, which were due on July 29, 2016 (see below).
Dept. of State Grant: Bulkhead Design and Construction Documentation + Permits	Application, management and oversight of awarded 2013 Department of State Local Waterfront Revitalization Program grant for the repair of the collapsed bulkhead with new public activity platform: implementation of final design and construction documentations plus all applicable permits for the collapsed bulkhead.	DOS-LWRP FY2013-2014: awarded \$225,420 for design and construction plans + permits. The BOT established a project advisory committee per DOS contract agreement. Kick-off meeting in January

	<p>Application, management and oversight of other applicable local, state and federal grant opportunities.</p>	<p>2016. Staff has participated on numerous conference calls with Boswell to discuss the status of the project, data needs, upcoming schedule, and action items. A meeting with the Steering Committee occurred on June 7, 2016 to discuss alternatives for the bulkhead itself, the promenade, and the creation of active, open space. An open house/charrette was held on June 28, 2016. Boswell presents their alternatives at the July 18, 2016 BOT meeting and at an August 3, 2016 Steering Committee meeting. The item is anticipated to be discussed at the August 15, 2015 BOT meeting. Staff will continue to coordinate with Boswell in advancing the project.</p>
<p><i>Dept. of State Grant: Local Waterfront Redevelopment Plan (LWRP) Update</i></p>	<p>Application, management and oversight of awarded 2013 Department of State Local Waterfront Revitalization Program grant for LWRP document updates. The most recent version of the LWRP was adopted in 1992 with amendments adopted in 1999.</p>	<p>Staff is working with the Department of State to update the LWRP document to reflect current zoning, development patterns, and waterfront priorities. The draft document is currently with the State for feedback. Once they are satisfied, a draft of the LWRP will be made available for a 60-day public comment period. After that 60-day period, the Village would be able to adopt the LWRP locally; the State and Federal adoption of the LWRP would take longer, but would not impact our ability to utilize the document to evaluate projects.</p>
<p><i>New York State Regional Economic Development Council (REDC) Grant Funding</i></p>	<p>The Regional Economic Development Council initiative (REDC) is a key component of Governor Andrew M. Cuomo's transformative approach to State investment and economic development. In</p>	<p>Village worked with Millennium Strategies on preparing for the CFA 2016 applications that were due</p>

	<p>2011, Governor Cuomo established 10 Regional Councils to develop long-term strategic plans for economic growth for their regions. The Councils are public-private partnerships made up of local experts and stakeholders from business, academia, local government, and non-governmental organizations. The Regional Councils have redefined the way New York invests in jobs and economic growth by putting in place a community-based, bottom up approach and establishing a competitive process for State resources.</p>	<p>July 29, 2016. Announcements are anticipated to be announced in the late Fall.</p>
<p><i>New York State Community Development Block Grant Funding</i></p>	<p>State funding through the Office of Homes and Community Renewal (OHCR) including housing, public infrastructure, public facilities, economic development, etc. Total funding allocated for Westchester Communities is \$4.1 million.</p>	<p>Awarded. OHCR has requested additional information prior to releasing funds; staff is working to provide that information. Staff working with Dolph Rotfeld to prepare bids later in 2016.</p>
<p><i>New York State Environmental Facilities Corporation (EFC) – State Revolving Fund</i></p>	<p>New state program to facilitate the replacement and repair of wastewater infrastructure and to fund projects that will result in the greatest reduction in risk to public health. Eligible projects include rehabilitation of wastewater treatment plants, repair/rehabilitation of sanitary sewers, and energy efficiency upgrades to wastewater treatment plants.</p>	<p>Staff, working with Dolph Rotfeld, and Millennium Strategies submitted application on June 20, 2016. Staff is working with EFC on providing additional information that they have requested.</p>
<p><i>Mid-Hudson Regional Economic Development Council (REDC) Downtown Revitalization Initiative (DRI)</i></p>	<p>In 2016 Governor Cuomo established the Downtown Revitalization Initiative (DRI), which will invest \$10 million in each of 10 communities in each of the 10 REDCs throughout State ripe for development to transform them into vibrant communities where tomorrow’s workforce will want to live, work, and play.</p>	<p>Village submitted two applications to the Mid-Hudson REDC on May 27, 2016: 1) Old Village, New Downtown and 2) Redevelopment of the United Hospital Site and the Public Realm. Village was not awarded the DRI grant.</p>
<p><i>FEMA</i></p>	<p>In 2012, Super Storm Sandy swept through the region and inflicted damage on many communities. FEMA provided federal funding to reimburse communities for their cleanup efforts, including material costs and labor hours.</p>	<p>Village has two open project funds, one for debris clean up and one for generator operation. Staff is working with FEMA to close out these grants and to provide the additionally requested information.</p>
<p><i>150th Anniversary</i></p>	<p>Proposed formation of a steering committee to complete specific beautification projects in anticipation of the Village’s 150th anniversary in</p>	<p>Port Chester awarded a \$10,000 grant under the Empire State Development –</p>

	<p>2018. Possible projects include:</p> <ul style="list-style-type: none"> • Streetscape improvements • Area branding • Placemaking Charrette • Historic preservation designation • New/improved greenspace and/or bike and pedestrian amenities • Area-wide programs/events/initiatives 	<p>Market New York program. Grant focuses on promotional strategies to regionally market Port Chester in light of the village's 150th anniversary in 2018. All paperwork has been provided to New York State and project can proceed. Staff has met to discuss issuing a RFP and steps moving forward.</p>
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ENVIRONMENTAL PLANNING

INITIATIVE	SUMMARY	STATUS
<i>FEMA Emergency Management Planning</i>	The Federal Emergency Management Agency aims to build, sustain, and improve our capability to prepare for, protect against, respond to, recover from, and mitigate all hazards. The Village is currently undertaking an action plan for hazard mitigation and resiliency planning, and staff will continue working with FEMA to execute proper procedures concurrent with local, state, and federal objectives.	Staff attended a public meeting on June 7, 2016 regarding a potential upcoming FEMA study in the region. Staff will continue to work with FEMA to execute high standards for public safety as related to disaster mitigation.
<i>Hazard Mitigation Planning (County-wide Plan)</i>	Westchester County preparation county-wide hazard mitigation planning, i.e. hurricanes, blizzards, flooding, etc. Completion ensures eligibility for emergency management funding.	Village adopted the 2015 Westchester County Hazard Mitigation Plan on March 21, 2016. Staff working with Westchester County towards State and Federal approval.
<i>MS4 Permit Management</i>	Municipal separate storm sewer system (MS4) permit required by Federal Government under the Environmental Protection Agency (EPA) National Pollutant Discharge Elimination System (NPDES) program to prevent harmful pollutants from being washed or discharged into a waterbody.	Annually. NYSDEC Audit completed June 2 for compliance review. Village Staff provides structure and assistance for future audits.
<i>Local Waterfront Revitalization Program (LWRP)</i>	Update to adopted 1992 village waterfront policy and vision plan. Guidelines for Waterfront Commission project consistency review.	Staff had discussion with NYSDOS staff and counsel regarding the draft LWRP and is awaiting direction on additional revisions. Once they are satisfied, a draft of the LWRP will be made available for a 60-day public comment period. After that

		60-day period, the Village would be able to adopt the LWRP locally; the State and Federal adoption of the LWRP would take longer, but would not impact our ability to utilize it to evaluate projects.
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VISIONING, BRANDING, AND ECONOMIC DEVELOPMENT STRATEGIES

INITIATIVE	SUMMARY	STATUS
<i>Economic Development Promotional Material</i>	Economic development promotional materials citing Comprehensive Plan, Strategic Plan, LWRP vision. Coordination with IDA Strategic Planning efforts.	On-going. Staff works with the Industrial Development Agency and provides project information where applicable.
<i>150th Anniversary</i>	Proposed formation of a steering committee to complete specific beautification projects in anticipation of the Village's 150 th anniversary in 2018. Possible projects include: <ul style="list-style-type: none"> • Streetscape improvements • Area branding • Placemaking Charrette • Historic preservation designation • New/improved greenspace and/or bike and pedestrian amenities • Area-wide programs/events/initiatives 	Port Chester awarded a \$10,000 grant under the Empire State Development – Market New York program. Grant focuses on promotional strategies to regionally market Port Chester in light of the village's 150 th anniversary in 2018. All paperwork has been provided to New York State and project can proceed. Staff has met to discuss issuing a RFP and steps moving forward.
<i>Mobility and Parking Management Action Plan</i>	With a busy and vibrant downtown that is growing, the Village is concerned about mobility within and out of the downtown area and whether it has adequate parking today and in the future. Staff is preparing an RFP that for a strategic, action-based Mobility & Parking Management Plan, with a focus on the downtown area. The results of this effort will inform planning, policy, investment, and economic development decisions. The key to the effort will be the identification discreet actionable items.	RFP release on May 4, 2016. Seven responses were received by June 10, 2016. Three short-listed firms were interviewed at the July 13 IDA meeting and the RBA Group was selected by the IDA for Tasks 1-3 and 9. At the August 1, 2016 meeting, the BOT selected the RBA Group for Tasks 4-9. Staff is working with the Village Attorney, Village Manager, IDA Counsel, and the RBA Group on a contract.

ADMINISTRATION

INITIATIVE	SUMMARY	STATUS
<i>Records Management</i>	Maintains and records all planning, zoning files including escrow accounting for active applications	On-going
<i>Board/Commission Management</i>	Staff, professional development; professional certification	On-going
<i>IDA Management</i>	Records and maintains all IDA files; liaise between Village and IDA.	On-going
<i>Web Management</i>	Maintains Planning, Zoning IDA, LDC webpages.	On-going

Planning Commission, Zoning Board of Appeals, and IDA Applications

The Department of Planning & Economic Development oversees activities for the Planning Commission, Zoning Board of Appeals (ZBA), Waterfront Commission, Industrial Development Agency, and Board of Trustees. Below are tables of both active and recently approved applications managed by the Department of Planning & Economic Development. Additional information is available through the Department's website: (http://www.portchesterny.com/Pages/PortChesterNY_Planning/index).

ACTIVE PLANNING COMMISSION APPLICATIONS

Address	Project Description	Status of Project
141 Abendroth Ave 202 South Regent Street	Site plan conditions amendments. Special exception and site plan approval for existing bakery and retail uses	Public hearing continued to August 2016. Required to appear before Zoning Board of Appeals. Planning Commission public hearing to continue pending ZBA granting of variances.
115 Pearl Street	New warehouse storage site for refrigerated trucks, includes office.	Received use determination from ZBA, public hearing occurred in July 2016. Resolution expected in August 2016.
531 North Main Street	New retail use.	Received area variance from ZBA, public hearing scheduled for August 2016.
601 North Main Street 528 Willett Avenue	New retail use. Site plan approval for new underground storage tank, site improvements and convenience store.	Public hearing scheduled for August 2016. Public meeting to be scheduled. Anticipated for August 2016 meeting.
167 Irving Avenue	Re-establishment of deli and two residential units after fire.	Before the ZBA. Planning Commission public hearing to occur pending ZBA granting of variance.
194 South Main Street	New auto parts shop, approximately 6,900 sq. ft.	Public meeting to continue in August 2016.
169 Terrace Avenue	Wireless facility upgrades.	Public hearing held in July 2016. Resolution expected in August 2016.
316 Westchester Avenue	Convert existing building to first floor office with three residential units, addition of on-site parking.	Required to appear before Zoning Board of Appeals. Planning Commission public hearing to continue pending ZBA granting of variances.

ACTIVE ZONING BOARD OF APPEALS APPLICATIONS

Address	Project Description	Status of Project
1 Shore Drive	Requesting variance to construct a 2 nd curb cut, driveway, and parking area in the front yard.	Public hearing continued to August 2016.
202 South Regent Street	Requesting use and parking variances.	Public hearing continued to September 2016.
83 Inwood Avenue	Requesting use variance.	Public hearing continued to August 2016.
167 Irving Avenue	Requesting area variances	Public hearing continued to August 2016.

ACTIVE IDA APPLICATIONS

Address	Project Description	Status of Project
406-408 Boston Post Road and 999 High Street	Application for an exemption from all State and local sales and use taxes, mortgage recording tax exemption(s), and one or more PILOT agreements	PCIDA discussed application at June 2016 meeting.

APPROVED PLANNING/ZONING/IDA APPLICATIONS

Address	Project Description	Date Approved
74-78 Fox Island Road	Wireless facility upgrade on DPW smoke stack.	5/25/2015
400 N. Main Street	Accessory storage structure for restaurant use.	10/26/2015
509 Boston Post Road	New boutique health club facility.	7/27/2015
14 University Place	New property structures, tenant storage units.	7/27/2015
110 Westchester Ave	New dental office.	7/29/2013
74, 98 Fox Island Road	Relocation of existing laundry facility at 98 Fox Island Road to 74 Fox Island Road with expansion of existing warehouse at 98 Fox Island Road.	5/28/2015
110 Westchester Ave	New dental office.	7/29/2013
10 Pearl Street	Demolition of existing building for new restaurant and four floors of office.	5/28/2015
29, 37-39 N. Main Street	Expansion of existing restaurant into outdoor patio space.	5/28/2015
10 Bulkley Ave	Site plan approval for woodworking shop.	5/28/2015
141 Willett Ave	New health club.	5/28/2015
21 Abendroth Ave	Shared parking approval.	2/23/2015
141 Willett Ave	New health club.	5/28/2015
120 N. Pearl St	New multi-family building (50 units) with high-end amenities & parking.	10/27/2014
163 N. Main	Tarry Market Alley way.	10/27/2014
8 Slater St	Warehouse expansion for vehicle storage.	10/16/2014
25 Willett Ave	Creation of American Bar & Restaurant.	5/22/2014
242 King St	Expansion of existing office building.	5/22/2014

264 Boston Post Road 411 Westchester Ave	Legalization of freezer at existing drive-thru restaurant. Modification of existing base station and renew existing special exception use permit for wireless telecomm facility (Verizon).	5/22/2014 1/8/2015
411 Westchester Ave	Modification of existing base station and renew existing special exception use permit for wireless telecomm facility (Sprint).	1/8/2015
135 S. Main Street	Site plan approval for construction of two new two-family residences.	3/31/2014
117 N. Main Street 999 High Street	Open a family oriented Papa John's pizza restaurant. Renewal for special exception use permit for wireless telecomm facility (AT&T).	3/31/2014 1/30/2012
167-169 Terrace Ave	Modification of existing base station and renew existing special exception use permit for wireless telecomm facility (Sprint).	2/24/2014
999 High Street	Modification of existing base station and renew existing special exception use permit for wireless telecomm facility (Sprint).	1/30/2012
222 Grace Church St	Modification of existing base station and renew existing special exception use permit for wireless telecomm facility (Sprint).	2/24/2014
45 Townsend	Remove an existing two family dwelling and use the parcel for open storage of materials.	11/25/2013
126 North Main St	Gastropub styled restaurant featuring weekend acoustic performances.	10/28/2013
33 New Broad St	Open micro distillery as part of larger sustainable/farming operation.	1/7/2014
152 King Street	Proposed interior renovations to a 1-story building to convert existing repair bays to a convenience store.	1/3/2013
96 Perry Ave 145 Westchester Ave	Two-lot subdivision Expansion of use and operation of the space by annexing it into the adjacent existing overall operations of The Capitol Theatre.	1/3/2013 3/25/2013
149-151 Westchester Ave	Capitol Theatre expansion of capacity use/increase occupancy from 1,835 to 2,205; add exterior walk in cooler, use of sidewalk hydraulic material lift and addition of mobile stand up bars.	3/25/2013
36 Midland Avenue	Installation of sectional overhead doors & relocation of 3 parking spaces.	3/25/2013
104 North Main Street	Reconfigure existing takeout restaurant & expand kitchen & dining room into existing adjacent tenant spaces, renovate existing basement for auxiliary use to restaurant on 1st floor, install new NFPA Sprinkler System throughout entire building.	3/25/2013
110 Midland Avenue	Installation of a self-contained cosmetic spray booth within open warehouse space in accordance with Westchester County emission permit.	4/29/2013
110 North Main Street	Raise existing roof structure to provide habitable space. Existing 2nd floor to be used as an office, storage, private	7/29/2013

400 Westchester Ave	dining and a service kitchen for private dining. Construct a rear handicap-accessible rear facility entrance with canopy and fence; Replace playground equipment	3/6/2013
275 Boston Post Road	Renovate existing vacant food service establishment into a Popeye's franchise restaurant with drive-thru.	5/30/2013
110 Westchester Ave	Provide pedestrian access from Village owned muni parking lot to rear of common property line, install new exit door, walkway with lighting new fencing and new lawn.	7/29/2013
26 Putnam Ave	Site Plan approval for continued use of an existing Sign/Graphic Design Shop (2nd fl.) and approval for a change of use (1st fl.) for current non-conforming use as a laundromat.	8/26/2013
21 Abendroth	Shared parking approval	2/23/2015
411 Westchester Ave	Modification of existing wireless facilities.	1/8/2015
500 N. Main Street	Health club approval	1/8/2015
110 Midland	Amendment to approved site plan; special exception use.	1/8/2015
70 Grove Street	Site plan approval for legally non-conforming auto body, office uses.	4/25/2016
1-11 Willett Avenue	Site plan approval for existing restaurant	5/23/2016
411 Westchester Avenue	Wireless special exception permit renewal	5/23/2016
167-169 Terrace Avenue	Wireless special exception permit renewal	5/23/2016
999 High Street	Wireless special exception permit renewal	5/23/2016
222 Grace Church Street	Wireless special exception permit renewal	5/23/2016
219 Westchester Avenue	Wireless special exception permit renewal	5/23/2016
314-316 Boston Post	New retail and office building of approximately 20,000 sq. ft.	6/27/2016
139 South Main Street	Site plan approval for existing restaurant.	6/27/2016
82 Fox Island Road	Wireless facility upgrades on DPW smokestack.	6/27/2016
999 High Street	Rooftop wireless facility upgrades.	7/25/2016

POLICE DEPARTMENT
PORT CHESTER, NEW YORK

MONTHLY REPORT JUNE, 2016

TRAINING HIGHLIGHTS

On July 28 the Department began an in-service training aimed at agency- wide familiarization with schools in the confines of the Village. The eight hour block of study which is available to all members of the Department, begins at the Corpus Christi School, then goes to Port Chester High School, Port Chester Middle School, Park Avenue School , King Street School, Edison School, and finishes at John F. Kennedy School. This training is part of the Departments emergency response initiative, and is designed to prepare members to respond rapidly and effectively to emergencies within school buildings.

INTERESTING CASES

On June 27, 2016 at approximately 7 PM Lieut. Barbara, and Police Officers Dusenbury and Carriero responded to a report of a robbery at Kay Jewelers located at 20 Westchester Ave. Upon arrival the officers were met by a store employee, who stated that approximately 5 minutes in the past a male subject had entered the store and handed the employee a note announcing a robbery. The suspect stated to the employee and to customers in the store "I have a gun don't make me use it". He then fled the store with a bag of rings valued at approximately \$13,000. Officers put out description of the suspect and began a canvas of the area. Follow up investigation was assigned to Detectives Angel Sanchez and David Valdovinos. During their investigation they uncovered surveillance video from a nearby building indicating that the suspect had entered a blue Honda CRV with Connecticut registration. With the assistance of the Stanford Police Department and Greenwich Police Department, Detectives Sanchez and Valdovinos were able to identify and arrest three suspects for the robbery. Those suspects, a 28-year-old Port Chester man, a 39-year-old Port Chester man, and a 30-year-old Norwalk resident were charged with robbery in the first degree. In addition, Detectives Sanchez and Valdovinos were able to recover the stolen merchandise, at a gold buying establishment, on Fordham Road in the Bronx.

On July 31, 2016 at approximately 1:40 AM Detective Antonio Rivera while on routine patrol on Pearl Street observed a naked man in the middle of the street shadowboxing, and yelling obscenities to himself. Recognizing that the subject presented in immediate danger to both himself and others, Detective Rivera requested additional units. Lieut. Nielsen PO Stella and Lieut. Salerno responded to the scene and attempted to engage the man in conversation. This was unsuccessful, and shortly thereafter the subject charged PO Stella. In an attempt to control the subject without causing injury a Taser was deployed. The subject later identified as a 31-year-old Port Chester man was successfully restrained without injury, and transported by Port Chester EMS, to Greenwich Hospital for evaluation and treatment.

PUBLIC AFFAIRS

The objective of our public affairs initiative is to keep abreast of the public safety concerns of our residents, and to keep them in turn informed on law enforcement issues. The Department has taken part in several public events during the month of June. Among them:

1. Unity Rally, Mount Vernon
2. Port Chester Internship Program

Statistics

Tickets and Arrests

CATEGORY	Dec. 2015	Jan. 2016	Feb. 2016	Mar.	April	May	June	July
PARKING TICKETS	4235	4550	4279	4802	3451	3819	4528	4217
TRAFFIC TICKETS	339	539	452	493	321	649	494	334
ARRESTS	158	115	127	113	111	165	113	118
SCOFFLAWS	13	25	31	15	13	10	20	18

FBI Part 1 Crimes

CRIME CATEGORY	Dec. 2015	Jan. 2016	Feb. 2016	March	April	May	June	July
MURDER	0	0	0	0	0	0	0	0
			0	0	0	0	0	1
RAPE	0	0						
ROBBERY	2	2	2	2	0	3	2	3
ASSAULT	5	4	0	3	0	1	1	2
BURGLARY	3	2	1	4	2	2	3	3
LARCENY	57	33	37	25	42	37	34	38
MOTOR VEHICLE THEFT	3	1	1	2	2	3	2	0

Common Calls for Service

CALL FOR SERVICE	JAN	Feb	March	April	May	June	July
ACCIDENTS	118	96	122	124	147	136	107
AIDED CASES, MEDICAL	175	154	196	161	161	162	162
ALARMS	118	124	84	89	93	91	79
DISTURBANCES	65	7	12	9	10	7	23
DRIVING WHILE INTOXICATED	16	12	21	12	29	14	20
JUVINILE INCEDENTS	5	6	5	10	4	13	6
ALCOHOLIC BEVERAGE LIC CHECKS	47	8	1	1	10	0	1
WARRANT ARRESTS	8	9	7	19	31	22	21
DISORDERLY CONDUCT	7	6	8	12	19	19	14
SCHOOL CROSSINGS	8	5	8	48	67	15	0

Monthly Report - Port Chester Senior Center (Nutrition Program)

15,971- Meals served to date—1/1/16-6/31/16

***40 Home Bound Seniors received their meals at home, per day Monday-Friday
60-65 seniors attend the Saturday Program.***

Senior Center Calendar:

Every Thursday—Zumba 10:30 a.m. Every other Tuesday Tai Chi—10:30 a.m. Art Class every Friday morning at 10-12, Bingo Wed and Thurs afternoons Mah Jong played every Friday afternoon at 1 p.m. Ang Rubino singers every Friday at 1 p.m. Once a month, Ayton Alder, reading of actual court cases.

July 1-31, 2016—Special Citizens Camp held at Senior Center 7/5—July 4th BBQ, 7/6—Blood Pressure Screening 7/7—shopping trip to Jembro and Dollar Store 7/11—Movie Miracles from Heaven 7/13—Shopping trip to Compare Foods 7/15—Christmas in July, music, gifts and Santa! 7/18—Arts & Crafts 7/20—Shopping trip to White Plains Farmers Market 7/23—Cruise to Connecticut Coast 7/26—Shopping trip to Compare Foods 7/28—Foxwoods Casino with Rye Brook Seniors 7/29-Trip to Empire City Casino

Community Center Calendar:

**7/11-Clay Art Center Board Meeting, 7/19— Nick Mecca, Voter Training, 3:30p.m.-8:30
7/13—Traffic Commission, Park Commission, recreation Commission.**

***140 Coupon Books were given out to Village Seniors from the NY State Dept. of Health. Books contain \$20 worth of coupons for local farmers markets in the area.**

Price Quotes are being collected for new bus and kitchen equipment. Looking into including a new plumbing system for the grease trap, in the kitchen. Money should be available by end of August.

Exterminator here on 7/15/16.

submitted—8/09/2016 Carol Nielsen



VILLAGE OF PORT CHESTER

OFFICE OF THE VILLAGE ATTORNEY

MEMORANDUM

TO: Christopher D. Steers, Village Manager

FROM: Anthony M. Cerreto

DATE: August 9, 2016

RE: Monthly Report
July 13, 2016 to August 9, 2016

Board of Trustees

Attended all regular and special meetings of the Board of Trustees. Drafted and approved agenda memos and resolutions.

Drafted opinion on future of amnesty program for Board discussion and potential use of consent agenda by surveying other municipalities

Researched implementation of local law regarding current public officers employed by the Village. Discussion with Human Resources and prepared memo for distribution to all such officers.

Meeting with Board subcommittee for G & S issues related to Walgreens, Marina Parking Lot, Marina Bulkhead and Retail "D".

Prepared certification for Village Clerk for notification to County Board of Elections to transfer Village Elections.

Prepared legal notice and letter to affected property owners with regard to proposed 50/50 sidewalk program.

Prepared correspondence to Governor regarding bill presented to Governor regarding the MTA .

Elimination of the Career Fire Fighters and Related Issues

Consulted with Labor Counsel on all PESH, PERB, Rye Brook Fire Services Contract and other career firefighter related litigation.

Reviewed papers in declaratory judgment action brought by Village involving the petition seeking a referendum on the laying off of the career firefighters.

Attended PESH informal conference with Labor Counsel.

Gathered documents and records for Labor Counsel for the related litigation.

Oversaw the turn in of equipment for the former career firefighter that Rye Brook has hired..

Drafted correspondence to attorney for career firefighter's union demanding return of certain Village property and also directive with regard to use of spare fire apparatus.

Assisted staff respond to FOIL requests regarding career firefighter issues.

Litigation

Consultations with NYMIR defense counsel on pending matters. Consultation with defense counsel for contractor to G & S with regard personal injury action arising out of Westchester Avenue improvements.

Ongoing consultations with outside counsel and municipal attorneys with regard to Save the Sound litigation.

Responded to non-party subpoena in a third party action involving a Village police officer who sustained an on the job injury.

Contracts

Prepared agreements for firehouse aprons, Dr. Carlucci's lease, Broad Street and North Main Street Sewer Repairs, Edgewood Park Improvements. Reviewed retainer agreement with special counsel regarding proposed group home on Betsy Brown Road. Negotiated agreement with Lumen Light Solutions for LED street light conversion. Contacted Suffolk County regarding potential to piggy-back on trailer contract for DPW.

Meeting with Cerebral Palsy for extension of agreement for job training program, in selected Village departments. *

Consultation with IDA Counsel and vendor for approach to parking mobility study. Reviewed proposed agreement.

Planning and Zoning

Attended meetings of the Planning Commission and Zoning Board of Appeals. Prepared proposed findings of facts for ZBA.

Reviewed and approved local law amending Zoning Regulation to accommodate microbrewery and related uses.

Conference call with attorneys for AT&T and Verizon with regard to Smokestack Lease, and monopole options.

Attended staff planning meetings and telephone conference calls with AKRF, planning staff and special counsel regarding the Starwood development project. Discussions with special counsel and staff regarding Community Benefits Agreements proposed by various community members. Meetings with Planning and Building Department staff and applicants regarding new and pending

planning and zoning applications and petitions for zoning amendments. Meeting with applicant's counsel on outstanding matters with regard to Castle Project.

Other

Assisted Village staff in responding to FOIL requests and appeals to the Village Manager

Meeting with PBA regarding travel policy.

Drafted RFP for strategic planning consulting services.

MEETING HELD FEBRUARY 23, 2016

A meeting of the Board of Trustees of the Village of Port Chester, New York, was held on Tuesday, February 23, 2016 in the Conference Room of Village Hall, 222 Grace Church Street, Port Chester, New York, with Mayor Denis Pilla presiding.

Present in addition to Mayor Pilla, were Trustees Gregory Adams, Luis Marino and Gene Ceccarelli.

It should be noted that Trustees Daniel Brakewood and Joseph Kenner was absent.

Also present were: Village Clerk, David Thomas; Village Manager, Christopher Steers; Village Treasure Leonia Douglas and Assistant to the Village Manager Christopher Ameigh

On motion of TRUSTEE ADAMS, seconded by TRUSTEE MARINO, the meeting was declared opened at 6:05 p.m.

ROLL CALL

AYES: Trustees Adams, Marino, Ceccarelli and Mayor Pilla.

NOES: None.

ABSENT: Trustees Kenner and Brakewood

DATE: February 23, 2016

Trustee Brakewood arrived at 6:08 p.m.

PUBLIC COMMENTS

There were no public comments.

DISCUSSIONS

2016-17 Budget Workshop

Village Manager Steers and Leonie Douglas presented the proposed Budget for 2016-17. Village Manager Steers reviewed last year's adopted budget and the five-year operating trend. Projections are right on.

Village Treasurer Leonie Douglas reviewed the actual revenues to budget for the last seven months. Village Manager Steers commented on the tax cap and fund balance.

Village Manager Steers commented we will be fine tuning the budget in the next few weeks with the department heads.

The utilization of fund balance was discussed. \$136,000 was the undesignated balance put in.

Next year's budget will have lower based salaries over all because of retirements.

Treasurer Douglas commented we refinanced a bond to use against the band. Next year we will convert it to long-term.

Trustee Brakewood questioned the Culture and Recreation figure. The Rec budget was cut substantially. .

Mayor Pilla commented next year's budget should be under the tax cap. No major capital items are anticipated.

RESOLUTIONS

ADD-ON RESOLUTION

PERMISSION FOR THE MAYOR AND VILLAGE ATTORNEY TO DISCUSS WITH THE DEPARTMENT OF JUSTICE THE POSSIBILITY OF CONDUCTING EXIT POLLING

On a motion by TRUSTEE MARINO, seconded by TRUSTEE ADAMS, the resolution was adopted by the Board of Trustees of the Village of Port Chester, New York,

ROLL CALL

AYES: Trustees Adams, Brakewood, Marino, Ceccarelli and Mayor Pilla.

NOES: None.

ABSENT: Trustee Kenner.

DATE: February 23, 2016

At 7:30 p.m., on motion of TRUSTEE ADAMS, seconded by TRUSTEE CECCARELLI, the meeting was closed.

ROLL CALL

AYES: Trustees Adams, Brakewood, Ceccarelli and Mayor Pilla

NOES: None.

ABSENT: Trustees Kenner, Marino and Terenzi.

DATE: January 19, 2015

Respectfully submitted,

David Thomas
Village Clerk

MEETING HELD MARCH 17, 2016

A Meeting of the Board of Trustees of the Village of Port Chester, New York, was scheduled on Thursday, March 17, 2016 at 6:00 p.m. in the Village Courtroom of the Police Headquarters Building at 350 North Main Street, Port Chester, New York

Present in addition to Mayor Pilla were Trustees Joseph Kenner, Daniel Brakewood, Gene Ceccarelli, Luis Marino and Gregory Adams.

Also present were Village Clerk David Thomas, Village Planning Director Eric Zamft; Village Consulting Planner Peter Feroe and Mark Chertok, Bernard Adler and Michael O'Rourke from Adler Consulting; and Assistant to the Village Attorney David Kenny.

On motion of TRUSTEE CECCARELLI, seconded by TRUSTEE ADAMS, the meeting was declared opened at 6:15 P.M.

ROLL CALL

AYES: Trustees Kenner, Ceccarelli, Marino, Adams and Mayor Pilla

NOES: None

ABSENT: None

PUBLIC COMMENTS

John Trip of the hotel workers union commented he is pleased to be working with the Board on the development of the United Hospital site. He congratulated the newly elected Trustees.

CANVASS OF ELECTION VOTE

CANVASS OF VOTE FOR OFFICERS OF THE VILLAGE OF PORT CHESTER,

NEW YORK ELECTED AT THE VILLAGE ELECTION HELD ON MARCH 15, 2016

The Board of Trustees of the Village of Port Chester, New York, in meeting duly convened and held in the Village Courtroom of the Police Headquarters Building at 350 North Main Street, Port Chester, New York, on the 17th day of March 2016, in compliance with the provisions of the Consent Decree for this election, for the purpose of canvassing the vote given at the Village Election held in said Village on the 15th day of March 2016, for the election of officers of said Village, does hereby certify the following named persons were voted for at said

election for the offices herein below designated, receiving the following number of total votes with said votes attached for each polling place in said Village such polling places having been heretofore designated by the Board, the number of votes cast for each officer in each polling place being stated after his name:

TOTAL VOTE FOR TRUSTEE 3 Year Term

Luis Marino	3,555
Eugene Ceccarelli	2,219
Bart Didden	2,133
Daniel U. Brakewood	1,907
Francis Ferrara	1,898
Gregory Adams	1,315
Alex Chavarria	1,222
Alejandro Payan	1,143

We hereby certify the foregoing statement to be correct and have hereunto set our hands this 17st day of March 2016.

Dennis Pilla, Mayor

Daniel U. Brakewood, Trustee

Gregory Adams, Trustee

Eugene Ceccarelli, Trustee

Joseph Kenner, Trustee

Luis A. Marino, Trustee

ROLL CALL

AYES: Trustees Kenner, Brakewood, Ceccarelli, Marino, Adams and Mayor Pilla

NOES: None

ABSENT: None

BOARD COMMENTS

Trustee Brakewood congratulated the newly elected Trustees and commented that Alex Payan and Alex Chavarria ran good races and hopes they stay involved. He thanked Dave Thomas for his fine work. He thanked the residents who participated.

Trustee Ceccarelli congratulated the elected Trustees and thanked Dave Thomas for all he has done. He thanked former Village Clerk Janusz Richards for his support.

Trustee Marino thanked all who helped on Election Day.

Trustee Adams thanked the Village of Port Chester and congratulations the elected Trustees.

Mayor Pilla thanked all who voted. He thanked staff.

RESOLUTION

MARCH 15, 2016 ELECTION DECLARATION OF TRUSTEES ELECT

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

WHEREAS, returns for the Village election held in and for the Village of Port Chester, New York, on the 17th day of March, 2016, have been filed with this Board according to law; and

WHEREAS, said returns as tabulated, show that **LUIS MARINO, EUGENE CECCARELLI, BART DIDDEN, DANIEL U. BRAKEWOOD, FRANK FERRARA, and GREGORY ADAMS**, have received the greatest number of votes for TRUSTEE for the term of three (3) years. Now therefore, be it

RESOLVED, that this Board does hereby declare and certify that the said **LUIS MARINO, EUGENE CECCARELLI, BART DIDDEN, DANIEL U. BRAKEWOOD, FRANK FERRARA, and GREGORY ADAMS** are elected TRUSTEES of the Village of Port Chester, New York, each for the ensuing terms of three (3) years, commencing April 5, 2016 and to expire on April 2, 2019.

Approved as to Form:

Village Attorney

ROLL CALL

AYES: Trustees Kenner, Brakewood, Ceccarelli, Adams. Marino and Mayor Pilla

NOES: None

ABSENT: None

DATE: March 17, 2016

PUBLIC COMMENTS

There were no Public Comments

BOARD COMMENTS

Trustee Marino questioned how much we were spending on the Election. Village Clerk Thomas responded that at this time we are close to \$82,000. The Inspectors will run around \$30,000.

Village Manager Steers commented that no matter how smoothly an election appears on the surface, there are always issues.

Mayor Pilla commented he wants to be sure that we have adequate resources for this election. We are just looking to avoid errors that could be costly.

Trustee Ceccarelli commented that the election law is so precise that it is difficult to handle that job while learning the job of Clerk.

Village Manager Steers commented we should post a change notice at all the polls stating the difference between the sample ballot and the election machine. We should emphasize to the inspectors the change of the candidate positions on the ballot.

Trustee Adams asked for a copy of the corrected ballot.

The DOJ can always change the ballot. Our deadline is March 5th. DOJ will give us their comments tomorrow, March 4th.

Mayor Pilla commented we should test the election machines so that every column works like you are a weakling.

On motion by TRUSTEE ADAMS, seconded by TRUSTEE MARINO, the meeting was adjourned at 6:29 p.m.

ROLL CALL

AYES Trustees Ceccarelli, Marino, Adams and Mayor Pilla

NOES: None

ABSENT: Trustees Kenner and Brakewood

Respectfully submitted

David Thomas
Village Clerk

**SPECIAL BOARD OF TRUSTEES MEETING
HELD MAY 6, 2016**

A special meeting of the Board of Trustees of the Village of Port Chester, New York, was held on Friday, May 6, 2016 at 6:20 p.m. in the Village Hall Conference Room at 222 Grace Church Street, Port Chester, New York, with Mayor Dennis Pilla presiding.

Present in addition to Mayor Pilla were Trustees Bart Didden (via Video Conference), Francis Ferrara, Daniel Brakewood, Eugene Ceccarelli and Luis Marino

Also present were: Village Clerk, David Thomas Village Manager Christopher Steers, Attorney Anthony Cerreto (via telephone), Assistant to the Village Attorney David Kenny, Village Treasurer Leonie Douglas, Police Chief Richard Conway..

On motion by TRUSTEE FERRARA, seconded by TRUSTEE BRAKEWOOD, the special meeting was declared opened at 6:21 p.m.

ROLL CALL

AYES: Trustees Didden, Ferrara, Brakewood, Ceccarelli, Marino and Mayor Pilla

NOES: None

ABSENT: Trustee Adams

On motion of TRUSTEE CECCARELLI, seconded by TRUSTEE DIDDEN, the Board went into Executive Session for

Consultation with Village Attorney regarding a matter of potential litigation with the Village of Rye Brook and regarding particular personnel in the Fire Department (with Village Attorney Cerreto, Assistant to the Attorney Kenny, Village Manager Steers, Police Chief Conway, Special Counsel Terry O'Neil).

ROLL CALL

AYES: Trustees Didden, Ferrara, Brakewood, Ceccarelli, and Mayor Pilla

NOES: None

ABSENT: Trustee Adams

RECUSED: Trustee Marino

The Board came out of Executive Session at 7:15 p.m.

RESOLUTIONS

RESOLUTION

TO AUTHORIZE THE VILLAGE ATTORNEY FOR UNLAWFUL PICKETING IN
CONNECTION WITH THE LABOR DISPUTE WITH THE PORT CHESTER FIRE
FIGHTERS

On motion of TRUSTEE FERRARA, seconded by TRUSTEE DIDDEN, the Resolution was adopted by the Board of Trustees of the Village of Port Chester, NY

ROLL CALL:

AYES: Trustees Didden, Ferrara, Brakewood, Ceccarelli and Mayor Pilla

NOES: None

ABSENT: Trustee Adams

RECUSED: Trustee Marino

DATE: May 6, 2016

ADD ON RESOLUTION

TO AUTHORIZE THE VILLAGE ATTORNEY FOR A PARTICULAR MATTER TO
USE BOND, SCHOENECK & KING FOR A PICKETING ISSUE

On motion by TRUSTEE DIDDEN, seconded by TRUSTEE FERRARA, the Resolution was adopted by the Board of Trustees of the Village of Port Chester, NY

ROLL CALL

AYES: Trustees Didden, Ferrara, Brakewood, Ceccarelli and Mayor Pilla

NOES: None

ABSENT: Trustee Adams

RECUSED: Trustee Marino

DATE: May 6, 2016

Mayor Pilla asked the Board to provide availability for Monday.

Trustee Ceccarelli commented that the Board has not really discussed the issues and so many things are going out to the press. We should have an Executive Session.

On motion of TRUSTEE CECCARELLI, seconded by TRUSTEE FERRARA, the Board reconvened to Executive Session for a discussion on the labor dispute with fire fighters (with Counsel).

ROLL CALL:

AYES: Trustees Didden, Ferrara, Brakewood, Ceccarelli and Mayor Pilla

NOES: None

ABSENT: Trustee Adams

RECUSED: Trustee Marino

Trustee Didden left the meeting at 8:54 P.M.

On motion of TRUSTEE FERRARA, seconded by TRUSTEE CECCARELLI, the special meeting was adjourned at 9:15 P.M.

ROLL CALL:

AYES: Trustees Ferrara, Brakewood, Ceccarelli and Mayor Pilla

NOES: None

ABSENT: Trustee Adams and Didden

RECUSED: Trustee Marino

Respectfully submitted,

David Thomas
Village Clerk

**SPECIAL BOARD OF TRUSTEES MEETING
HELD MAY 10, 2016**

A special meeting of the Board of Trustees of the Village of Port Chester, New York, was held on Tuesday, May 10, 2016 at 8:00 p.m. in the Village Hall Conference Room at 222 Grace Church Street, Port Chester, New York, with Mayor Dennis Pilla presiding.

Present in addition to Mayor Pilla were Trustees Bart Didden, Francis Ferrara, Eugene Ceccarelli and Gregory Adams.

Also present were: Village Clerk, David Thomas Village Manager Christopher Steers, Attorney Anthony Cerreto, Assistant to the Village Attorney David Kenny, Village Treasurer Leonie Douglas, Fire Chief Edward Quinn.

On motion by TRUSTEE DIDDEN, seconded by TRUSTEE FERRARA, the special meeting was declared opened at 8:05 p.m.

ROLL CALL

AYES: Trustees Didden, Ferrara, Ceccarelli, Adams and Mayor Pilla

NOES: None

ABSENT: Trustees Brakewood and Marino

On motion of TRUSTEE CECCARELLI, seconded by TRUSTEE DIDDEN, the Board went into Executive Session for

- 1. Consultation with the Special Counsel and the Village Attorney to discuss fire operations .*** (with Village Attorney Cerreto, Assistant to the Attorney David Kenny, Village Manager Steers, Fire Chief Quin, Special Counsel Terry O'Neil).
- 2, To Add On an interview a particular candidate for a contract position to guide the fire operations***

On motion of TRUSTEE FERRARA, seconded by TRUSTEE CECCARELLI, the motion to Add On in Executive Session an interview for a person for a position for a contract position to guide the fire operations was approved.

ROLL CALL

AYES: Trustees Didden, Ferrara, Brakewood, Ceccarelli, and Mayor Pilla

NOES: Trustee Adams

ABSENT: Trustees Brakewood and Marino

With a No vote the Add On was excluded from Executive Session.

On motion of TRUSTEE FERRARA, seconded by TRUSTEE DIDDEN, the Board went into Executive Session at 8:10 p.m.

ROLL CALL

AYES: Trustees Didden, Ferrara, Brakewood, Ceccarelli, Adams and Mayor Pilla

NOES: None

ABSENT: Trustee Marino

The Board came out of Executive Session at 9:30 p.m.

PUBLIC COMMENTS

Mr. Barry McGoey, President of the Yonkers Fire Fighters, commented that he believed the Executive Session was in violation of the Open Meetings Law. I hope there are minutes of what transpired. Actions taken by this Board have been given little or no public notice. You will be under scrutiny going forward.

Mr. Sean DiNegriz of the New York State Professional Fire Fighters Association commented. The first few firefighters into a building are the professional staff, and time can save a life.

Mr. Mark Denease of the New York State Professional Fire Fighters commented the actions of the Board are putting the residents of Port Chester in peril. You need experts.

Mr. John Costalano, a professional fire fighter commented that he works with a volunteer force. You should have had 50 volunteers at the Cottage Street fire – not 10 or 11. His career and volunteer departments support each other.

Mr. Joseph McCue, a professional fire fighter for 32 years, commented. Fighting a fire is a team effort, not just a volunteer effort. You should reconsider your bad decision.

Mr. John Giordano, one of the terminated eight Port Chester professional fire fighters, commented he supports his brothers and the community. How are the residents of the Village supposed to feel when they have a Board and constituents that they are relying on to be so irresponsible?

Mr. Adam Bush of the Uniformed Firefighters Association of New York commented that he wants to know when his fire insurance is going to go up and who is going to pay for the Rye Brook lawsuit. Is that going to be paid out of contingency?

Mr. Lakewood(?), a former Port Chester firefighter and a lifelong resident, now a Greenburgh firefighter, commented that it is disgraceful to have made this decision.

Ms. Cathy Vertile commented there was a study done in 2014. How many of the present members of the Board were Trustees in 2014? Did you evaluate the contract with Rye Brook? You have done a disservice to your taxpayers.

The wife of a 20-year paid firefighter commented it takes the volunteers time to get to the fire department to get the rig out. Your paid men are your first line of defense. You have many buildings with illegal people living in them.

Mr. Joyce of the Yonkers Fire Department commented that Port Chester has a lot of old buildings. You have to be aggressive because time is your enemy at a fire. It is hard to stop a fire that has been going for ten to fifteen minutes; the time it may take for a volunteer to get to a fire.

Mr. John Flynn of the Yonkers Firefighters commented 60% of the residents of Westchester County are protected by professional firefighters. Port Chester is number 2 in Westchester in population density.

Mayor Pilla thanked everyone for coming and for their comments.

ADD ON RESOLUTION

ACCEPTANCE OF JOSEPH GALASSO AS AN ACTIVE MEMBER OF MELLOR HOSE COMPANY NO. 1

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

WHEREAS, as of the May 2016, meeting of Mellor Hose Company No. 1, the company held an election for a new active member; and

WHEREAS, Joseph Galasso was elected to be a new active member. Now, therefore, be it

RESOLVED, that the Board of Trustees hereby accepts the election of Joseph Galasso to Mellor Hose Company No. 1

Approved as to Form:

Anthony M. Cerreto, Village Attorney

ROLL CALL

AYES: Trustees Didden, Ferrara, Brakewood, Ceccarelli, Adams and Mayor Pilla

NOES: None
ABSENT: Trustee Marino

DATE: May 10, 2016

BOARD COMMENTS

Trustee Adams commented he was looking in the *Westmore News* and there was an article that Mr. Didden voted to override the tax cap. Mr. Didden replied that he did not make the motion. The *Westmore News* got it wrong and he (Gregory Adams) just wanted to get it on record that he was the only one who voted to override the tax cap.

Trustee Brakewood thanked the residents and others who came out tonight and voicing their comments.

On motion of TRUSTEE DIDDEN, seconded by TRUSTEE FERRARA, the special meeting was adjourned at 10:05 P.M.

ROLL CALL

AYES: Trustees Didden, Ferrara, Brakewood, Ceccarelli, Adams and Mayor Pilla

NOES: None

ABSENT: Trustee Marino

DATE: May 10, 2016

Respectfully submitted,

David Thomas
Village Clerk

**SPECIAL BOARD OF TRUSTEES MEETING
HELD MAY 24, 2016**

A special meeting of the Board of Trustees of the Village of Port Chester, New York, was held on Tuesday, May 24, 2016 at 6:00 p.m. in the Senior Community Center 220 Grace Church Street, Port Chester, New York, with Mayor Dennis Pilla presiding.

Present in addition to Mayor Pilla were Trustees Francis Ferrara, Daniel Brakewood, Eugene Ceccarelli, Gregory Adams and Luis Marino.

Also present were: Village Clerk David Thomas Village Manager Christopher Steers, Attorney Anthony Cerreto, Assistant to the Village Attorney David Kenny, Planning Director Eric Zamft and Planning Consultant Dolph Rotfeld.

On motion by TRUSTEE BRAKEWOOD, seconded by TRUSTEE MARINO, the Special Meeting was declared opened at 6:05 p.m.

ROLL CALL

AYES: Trustees Ferrara, Brakewood, Ceccarelli, Marino and Mayor Pilla

NOES: None

ABSENT: Trustees Didden and Adams

RESOLUTIONS

RESOLUTION #1

ACCEPTING THE 2016 ANNUAL MS4 REPORT

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

WHEREAS, The Village' of Port Chester's Small Municipal Stormwater Sewer System (MS4) is regulated under the Environmental Protection Agency's Phase II Stormwater Rule; and

WHEREAS, The Village is required to have and does have an MS4 permit for its stormwater discharges; and

WHEREAS, as part of the MS4 permit requirements the Village must submit a MS4 report on an annual basis; and

WHEREAS, the Village's 2016 report has been prepared by its consulting engineer, Dolph Rotfeld Engineering, P.C. which has presented same to the Board of Trustees. Now, therefore, be it

RESOLVED, that the Board of Trustees hereby accepts the 2016 Annual MS4 Report and authorizes the Mayor to sign the report on its behalf.

Approved as to Form:

Anthony M. Cerreto, Village Attorney

ROLL CALL

AYES: Trustees Ferrara, Brakewood, Ceccarelli, Marino and Mayor Pilla

NOES: None

ABSENT: Trustees Didden and Adams

DATE: May 24, 2016

RESOLUTION #2

SUPPORT OF THE VILLAGE'S APPLICATIONS TO THE MID-HUDSON REGIONAL ECONOMIC DEVELOPMENT COUNCIL'S DOWNTOWN REVITALIZATION INITIATIVE

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

WHEREAS, in 2011 Governor Andrew Cuomo of the State of New York created ten Regional Economic Development Councils to develop long-term strategic plans for economic growth for each respective region; and

WHEREAS, various state grant programs provide funding opportunities for projects furthering the goals and objectives outlined by each Regional Economic Development Council, and the Village of Port Chester is located in the Mid-Hudson Region; and

WHEREAS, in 2016 Governor Cuomo established the Downtown Revitalization Initiative (DRI), which will invest \$10 million in each of 10 communities in each of the 10 REDCs throughout State ripe for development to transform them into vibrant communities where tomorrow's workforce will want to live, work, and play; and

WHEREAS, the Village has undertaken the steps to revitalize the downtown area and the Village of a whole, through comprehensive long-term planning, such as the adopted Village Comprehensive Plan, Strategic Plan, and Route 1 Corridor Study; and

WHEREAS, the Village has implemented many of the policies and recommendations of that long-term planning through the adoption of new zoning code amendments, approval of mixed-use development, façade and streetscape improvements, and streamlining the process; and

WHEREAS, the Village is preparing a community-wide event to celebrate 150 years of incorporation that would greatly benefit from additional state funding focused on infrastructural investments in the public realm, regulatory reform to promote private development and public-private partnerships, and seed money for incentive programs to promote job growth; and

WHEREAS, the Village is considering a proposal for the redevelopment of the former United Hospital site for a large-scale mixed-use development at the Village's southern gateway that would greatly benefit from state funding to supplement the public infrastructure investment that would make the large private investment successful.

NOW, THEREFORE, be it

RESOLVED, that the Village Board of Trustees supports the submission of two DRI applications to the Mid-Hudson Regional Economic Development Council for grant monies to: 1) implement downtown revitalization initiatives and 2) provide public infrastructure to supplement the potential private redevelopment of the United Hospital site.

Approved as to Form:

Village Attorney, Anthony Cerreto

ROLL CALL

AYES: Trustees Ferrara, Brakewood, Ceccarelli, Marino and Mayor Pilla

NOES: None

ABSENT: Trustees Didden and Adams

DATE: May 24, 2016

Planning Director Eric Zamft commented this will be a great gateway to the community, having the private sector and public sector as partners.

Mayor Pilla commented that there is a shortage of affordable units. Port Chester has already been recognized as somewhere affordable to live, with access to New York City.

Trustee Brakewood commented that many people who previously lived in public housing and subsidized housing are now living in market housing.

PRESENTATION

STARWOOD/UNITED HOSPITAL pFEIS AND PROPOSED REVISED ZONING

We received a final impact statement on this project and this covers everything, including the schools. The scope of the final impact statement was taken with the public interest, including the City of Rye. Up to this point the technical resources have been working in consultation without public resources. Tonight's public hearing is to get public input on the preliminary

Environmental Impact Statement. We want to make sure that our review is very thorough. The second reason, required by law, is that the zoning is right for the United Hospital site. We want to build something that fits with the concept. We have a team of experts in the area working on this project.

Planning Director Eric Zamft spoke of the purpose of this meeting. The applicant's zoning for the site and their impact statement, which is a preliminary draft. We want to focus tonight on this proposal and particularly on the pFEIS and the DEIS.

Mr. Chertok commented that they have had to do a public notice and other preliminary requirements to get to this public hearing.

Lucy Wildrick of Street-Works Development commented this project will bring over \$3MM a year to the Village in taxes. This mixed use development has housing options, a large public space and sidewalks. There is over 1MM sq. feet in retail space at the street level. There will be over 20,000 ft. in commercial and medical offices. We will have the hotel and restaurants in block E, the medical and commercial in block B, and 55+ housing in block A. Young professionals' housing will be in blocks B and C. There is deck parking and street parking throughout the project. Connections are there for Abendroth Park. This is a great amenity for people in the development.

The wide sidewalks, trees and streets all contribute to how comfortable the place feels. Our buildings are set back with a 23' building at the sidewalk. This project brings great benefits to the Village. We also offer 1,800 construction jobs and full time jobs post construction to Port Chester and surrounding residents.

Carlito Holt, the project manager with TRC, commented on the traffic patterns in Port Chester and the City of Rye. This complex is within walking distance to both the Rye and Port Chester train stations. However, the applicant has agreed to provide jitney service to both stations. The roadway improvements are part of the project based on the DEIS. There was an additional improvement location at Peck Avenue and Midland Avenue. There will also be made a contribution by the applicant to the City of Rye for implementing improvements to be made. We are committed to over \$4MM in contributions. The most significant changes are on the Boston Post Road on the project site's frontage. There will be a new traffic signal at the Boston Post Road and High Street. There will be a traffic study by the applicant after the changes have been made.

The environmental specialist commented on the improvements and the specific improvements to be made to the sewer system on the Post Road. The storm water system is an older one. The applicant is committed to at least \$36MM in improvements. The number of public school children projected is 34. The number of public school age children at the Mariner is 2. The cost is estimated at slightly more than \$15,000 per child annually for the school district. In addition the price for one time construction costs would be \$18,370 for each additional child. The applicant will provide to the school district for 10 years for any additional children over the estimate of 34. The applicant would still cover hard costs for any children over the estimate of

34. We have estimated \$220,000 for any additional police costs. The interior roadway will be dedicated to the Village.

Attorney Tony Gioffre of Cuddy and Seder commented that they submitted their requirements to the Village Clerk's Office. He spoke of the proposed Zoning that is part of the pFEIS as well as the Zoning portion of this application. This is a petition for Rezoning. All that is before the Board right now is a petition for Rezoning. The current status of the United Hospital property is the only property in the Village that is PMU Zoning. This does not provide for a zone density. We took a look at the comments made at the DEIS process and have come up with two concepts for the zoning plan. We modified the zoning in the PMU for this project. The new zoning provides for more uses within that zone. The existing zoning does not provide the density for a project like this. We are proposing a bonus density program to reach an additional .2 FAR. There would be a maximum building height of eight stories. We will make sure that the planned mixed use is actually reached. The rezoning is necessary to reach the potential of this Gateway property.

On motion of TRUSTEE BRAKEWOOD, seconded by TRUSTEE FERRARA, the Public Comments on the Public Hearing on the Starwood/United Hospital pFEIS Revised Zoning was declared open at 7:35 p.m.

ROLL CALL

AYES: Trustees Ferrara, Brakewood, Ceccarelli, Marino and Mayor Pilla

NOES: None

ABSENT: Trustees Didden and Adams

PUBLIC COMMENTS ON THE PUBLIC HEARING

Mr. Bill Mooney commented that he is involved in the economic vitality process. The redevelopment of the United Hospital site is a great opportunity. The property is outdated. With a hotel and restaurant and open space and units for 55+ people can enjoy all that Port Chester has to offer. This project will create over 1,800 construction jobs and nearly 1,000 future jobs. This is an opportunity we cannot let go by.

Mr. Joseph Sach of Rye commented that he has been following what is being reported in the *Westmore News*. He was looking at the ads and saw that 70% of the people of Port Chester support the redevelopment of the United Hospital. We in Rye are in support of redevelopment. The FEIS has taken the environmental impacts to the greatest extent and he is therefore asking the Board to prepare a supplemental FEIS, to decide that the FEIS is not adequate and to send it back to the drawing board. Much more needs to be done. We have an already congested traffic situation and the intersections cannot handle more. One hot spot is the bridge over 287. The bridge has to be widened. He commented on the pFEIS. The post construction implementation study will not work. The impact is too great. The FEIS does not involve Rye as an involved party and this gives us a right to comment. The overlay is still part of the FEIS and that cannot be. The overlay district has an acreage three times the size of the United Hospital property. One

thing that is in the pFEIS that was not addressed previously is the height bonus and why is that necessary? Without alterations or changes you cannot accept the FEIS.

Mr. Philip Greeley, a professional engineer from Hawthorne, commented that his firm prepared a letter for the City of Rye responding to the DEIS. Your traffic engineer had some of the same concerns. There have been ongoing meetings with the NYS DOT and the NYS Thruway Authority. You want the safest traffic conditions for both pedestrians and vehicles. One of the major concerns is that if the traffic pattern doesn't work at the targeted sites the traffic will find other roads. The jitney service to the train stations should be done up front.

Mr. Dan Sheridan commented that he is representing millennials. He loves working in Westchester but lives in Stamford because that City has the it has a vibrant downtown area. I want to live here, I love working here, I love playing here. Just 15 minutes up the road you have a place for millennials to live play.

Mr. Richard Heinman commented on affordable housing in Port Chester. They are not even considering replacing the High Street units. Their excuse is that the PMU zone doesn't require it. Since you have to redo the Zone you should require they at least replace the affordable units. They should be required to pay decent wages. There are five stages. They are going to build all the housing before they build the hotel. They may say they can't build the hotel and that is what's selling the project to the community. They should not get a building permit for the C building unless they get it for the others. The open space is scattered and the entrance to Abendroth Park would require a mountain climber.

Rev. Bruce Baker commented his concerns are the same as Richard Heinman on affordable housing. If we are looking for diversity, we are looking for millennials and if we want them to live here we need affordable housing.

Richard Smith, a Rye resident who lives adjacent to the proposed project, supports the redevelopment of the United Hospital property. We have concerns both short and long term. One is traffic and noise. One is safety of the children. There will be noise pollution and safety hazards from rock chipping. These concerns need to be addressed. Getting it right with the construction traffic is crucial. The Rye ordinance limits blasting or rock chipping to 38 days. You talk about an 18 month period. Is there a guarantee from Starwood that they will put up money if the money for construction is insufficient.

Mr. Jonathon Peters, a Rye Brook neighbor of the project, commented on the Starwood traffic engineer. Many of us were hopeful that there would be some response to letters received from Rye and Rye Brook. He wants to tweak one stoplight and throw money to Rye. Tractor trailers can barely make the turn off the I-95 ramp onto the Post Road.

Ms. Audrey Moore, a former resident of 999 High Street, commented on her experience. Originally the residents were scared and anxious about relocation. The persons we feared the most were the persons who helped us the most. Through intense negotiations they worked with the residents. If you work with Starwood Capital you will resolve the issues. If they would support the average lay person they will support Port Chester.

Chris Calabrese, who works in Port Chester, commented he is a member of the Port Chester sustainable alliance. We are committed that all development in Port Chester is sustainable. Originally we were against Starwood. We have changed our mind. The Board and IDA needs to change the zoning.

Mr. Vincent Lyons a Port Chester professional fire fighter, commented on the additional firefighting manpower and equipment that will be needed for the proposed Starwood project.

Ms. Joan Grangenous-Thomas commented that she doesn't want to see Port Chester become another Brooklyn. Starwood has not performed a retail study on downtown Port Chester. It would be a shame if this project harmed the downtown area. The buildings facing the street will be of heights to integrate it into the Village but will this be a self-sustaining community? How many local artists were brought into the iconic design?

Ms. Kiah Thomas commented Starwood plans to market 500 apartments. We need to have affordable housing for young people who grew up and work in Port Chester. We need housing that Port Chester residents can afford.

Ms. Perla Zuniga, a Port Chester High School graduate, commented she wants to work and keep living in Port Chester.

Mr. Joseph Rende commented he considers himself a historian in watching this process. Many years ago Rye raised concerns about the Home Depot and we heard the same concerns. Many years later Home Depot stayed committed to the project and it was positive for both Port Chester and Rye. Any development that brings in sales tax dollars is good for the community. This project has been on the table for the last ten years. This development is going to be great for both communities and will bring sales taxes into the County.

Mr. T. Kissner, a member of the Port Chester Alliance, is concerned about hazardous materials at the Hospital site and hazardous waste. He would like the Board and Starwood to consider testing of the site at regular intervals because of radioactive materials. He complimented the presentation. Mayor Sach has already mentioned the hot spot of the bridge crossing over the highway.

Mr. Richard Abel commented that this meeting was two sided, the pFEIS and the Zoning. Mr. Gioffre said that this Board should grant the Zoning on conceptual plans and not actual plans. You could say anything to get your zoning.

Mr. Lou Larizza commented he lived in Port Chester his whole life. He complimented Starwood. He came on board to relocate the 41 residents on High Street. He had to cut deals with each person and find them a place to live. There will always be traffic concerns. Work it out.

BOARD COMMENTS

Mayor Pilla commented that people may still submit comments to DThomas@portchesterny.com

Trustee Ceccarelli appreciated the concerns brought up tonight. Traffic is one of the biggest ones. It would be good to get a sense of the traffic flow. The BOT has been working with the consultants. The setbacks are important. Affordable housing is important to the Village. We need a balance on how the affordable housing will impact the schools.

Trustee Brakewood commented that he would like to hear the actions planned by the applicants on the comments made tonight.

Mr. Marino commented on the number of people who will be living in the complex and the number of firefighters and apparatus needed to handle an incident.

Mayor Pilla thanked everyone for coming out and expressing your comments. We are not required to accept it or approve it. The law requires the process that we listen to the applicant and the residents.

Attorney Geioffre asked that a special meeting be set for next week to go over the comments expressed this evening.

Trustee Ferrara commented that if there is a pilot in place it will protect the Village.

On motion of TRUSTEE CECCARELLI, seconded by TRUSTEE MARINO, the Public Hearing was declared adjourned at 9:23 P.M. and a special meeting set for Wednesday, June 1st at 7:00 p.m. at the Senior Community Center.

ROLL CALL

AYES: Trustees Ferrara, Brakewood, Ceccarelli, Marino and Mayor Pilla
NOES: None
ABSENT: Trustees Didden and Adams

On motion of TRUSTEE FERRARA, seconded by TRUSTEE BRAKEWOOD, the Board agreed to go into Executive Session to discuss an Add-On Resolution.

ROLL CALL

AYES: Trustees Ferrara, Brakewood, Ceccarelli, Marino and Mayor Pilla
NOES: None
ABSENT: Trustees Didden and Adams

On motion of TRUSTEE FERRARA, seconded by TRUSTEE BRAKEWOOD, the Board went into Executive Session to discuss

ADD ON RESOLUTION

CONSULTATION WITH COUNSEL TO DISCUSS THE RYE BROOK FIRE SERVICES
AGREEMENT LITIGATION AND NEGOTIATION

ROLL CALL

AYES: Trustees Ferrara, Brakewood, Ceccarelli, Marino and Mayor Pilla

NOES: None

ABSENT: Trustees Didden and Adams

Respectfully submitted,

David Thomas
Village Clerk

Emailed Village Clerk to add
to BOT Agenda

CORR- 01
BOT 8-15-2016

July 28, 2016

VILLAGE OF PORT CHESTER

JUL 28 2016

RECEIVED
m + BOT

To: The Village of Port Chester
Dennis G. Pilla - Mayor
Board of Trustees
222 Grace Church Street
Port Chester, NY 10573

Dear Mayor and Board of Trustees,

The devotees who pay tribute to The Saint Virgin of Guadalupe of Baños-Cuenca, Ecuador, as we have done every year, hereby would like to request a permit for a procession of 100 participants, accompanied by a music band and costumes to pay tribute to the Saint Virgin of Guadalupe of Baños-Cuenca, Ecuador to be held on September 25, 2016 at 1:00pm, departing from Corpus Christi Church (136 S. Regent St.) through the streets William Ave. and Smith St. arriving to the parking lot of Saint Peter Church on Westchester Avenue, between Smith St. & Pearl Street.

If you have any questions, please feel free to contact me at my 914-290-2484. Thank you in advance your help.

Very truly yours,

JUAN B. PINTADO

Juan B. Pintado

Luis Vizhco

Luis Vizhco


CARMEN SANTOS
Notary Public, State of New York
No. 01SA6036554
Qualified in Westchester County
Commission Expires January 31, 2018

Commission Expires January 31
Qualified in Westchester County
No. 012A6036254
State Public, State of New York
CARMEN SANTOS

JUAN B PUNTADO
211 WESTCHESTER AVE
PORT CHESTER NY 10573

TO: THE VILLAGE OF PORT CHESTER
22 GRACE CHURCH STREET
PORT CHESTER NY 10573



USA FOREVER 2015

emailed VC/ to add to next BOT Agenda



Saint Peter's Episcopal Church † Iglesia Episcopal San Pedro

The Rev. Hilario Albert,

Priest in Charge.

CORR-02
BOT 8-15-2016

July 28, 2016

To: The Village of Port Chester

Subject: Religious Procession

Date: August 20, 2016

Hour: 4:30pm

VILLAGE OF PORT CHESTER

AUG 02 2016

RECEIVED

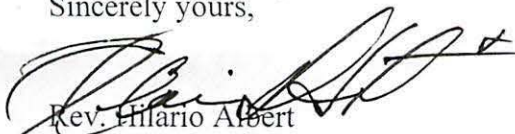
M

We are requesting permission for a [Religious Procession] celebrating "St. Mary the Virgin"
The Assumption.

The Procession will start at 142 Haseco Ave. going east; it will make a left at Erving Avenue toward Poningo Street. At Poningo Street it will make a right toward to Westchester Ave and crossing to St. Peter's Church, Port Chester, NY.

The person's resident of 142 Haseco is Mrs. Violeta Gutierrez and Augusto Mendoza Phone # 914-565-2068 and 914-565-9698. The procession will be approximate 30 minutes.

Sincerely yours,



Rev. Hilario Albert
Priest-in-Charge

19 Smith Street, Port Chester, NY 10573
Phone (914) 939-1244 - Fax (914) 937-9147
E-Mail: Stpeterspc@gmail.com

July 27, 2016

Mayor Dennis G. Pilla and Board of Trustees
222 Grace Church
Port Chester, New York 10573

Dear Mayor Dennis G. Pilla and Board of Trustees:

It is with deep regret that I announce my resignation from the Village of Port Chester Board of Ethics, effective August 31, 2016. Due to my educational studies I will not be able to devote the necessary time and attention to the Board of Ethics.

Please know that I have thoroughly appreciated and enjoyed the opportunity to serve with the Board of Ethics. I am proud of the achievements and the significant progress that the Board of Ethics has made towards improving our Village. Our board and as individuals, are tremendously talented and dedicated, and I feel honored to have been a member. I look forward to seeing the Board of Ethics future accomplishments.

Sincerest regards,



Alex Payan, M.Ed., M.P.S.
Chair, Village of Port Chester Board of Ethics
434 West William Street
Port Chester, New York 10573

emailed Village Clerk to
add to next BOT Agenda
8/15

CORR-04
BOT 8-15-2016

August 4, 2016

VILLAGE OF PORT CHESTER

Andrea Winchester
7 Linden St.
Port Chester, NY 10573

AUG - 5 2016

RECEIVED

JM

Village of Port Chester
222 Grace Church Ave.
Port Chester, NY 10573

To whom it may concern:

We would like to request approval for the annual Linden Street Block Party to be held on Saturday, September 3, 2016 from 5 pm to 11 pm. I believe this is our 19th or 20th year!

We would like to request the barricades be dropped off, one set just to the left of the church parking lot as we will block off the street to allow for the church parking lot to be accessible. The other set can be dropped off toward the other end of the street, near #7 is probably best.

Thank you, and please let me know if you need any additional information. My cell # is 914-329-6586.

Sincerely,



Andrea Winchester



CORR-05
BOT 8-15-2016

Fire Department

Received

AUG 8 2016

Harry Howard Hook &
Ladder No. 1

Village of Port Chester
VILLAGE OF PORT CHESTER

Fire Police No. 1

Mellor Hose No. 1

WESTCHESTER COUNTY, N. Y.

Washington Engine & Hose
No. 4

Companies:
Reliance Chemical & Hose
No. 1

Putnam Steamer & Hose
No. 2

Headquarters: Westchester Avenue and Honing Street

Brooksville Hose No. 5

TO THE HONORABLE BOARD OF TRUSTEES OF THE VILLAGE PORT CHESTER, N. Y.:

The Fire Patrol & Rescue Co. respectfully reports that at a meeting held on August 2, 2016 favorable action was taken on the following:

Elected active members Grven, Jonathan

Elected honorary members _____

Members resigned _____

Members expelled _____

Members suspended _____

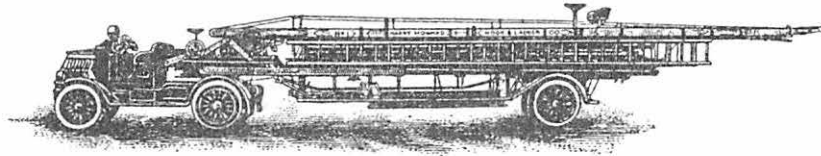
Members died _____

Badges returned (numbers) _____

Remarks DOB 07/15/98

115 Brewster Rd Scarsdale, N.Y. 10583

Secretary.
James K. Mitchell, Jr.



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

August 3, 2016

Hon Mayor Dennis Pilla and
Members of the Village Board of Trustees
Village of Port Chester
222 Grace Church Street
Port Chester, NY 10573
Attn: Mr. David Thomas – Village Clerk

Re: Election of New Member
Estella Perrone

Dear Mayor Pilla & Members of the Board:

The purpose of this letter is to inform you that on August 2, 2016, at the regularly scheduled monthly meeting of the Company, the members of Harry Howard Hook & Ladder Company #1 voted for the acceptance of Ms. Estella Perrone who resides at 6 Kent Place, Cos Cob, CT 06807, to active membership in our Company.

Sincerely,

A handwritten signature in black ink, appearing to read "Neil J. Pagano". The signature is stylized and cursive.

NEIL J. PAGANO
Secretary

cc: Estella Perrone
6 Kent Place
Cos Cob, CT 06807