PRES - 01
BOT 11-21-2016

VILLAGE OF PORT CHESTER, NEW YORK

May 31, 2016 Audit

Drescher & Malecki

Village of Port Chester, NY

Products of our audit:

- Our opinion
- Financial statement highlights
- Observations

Village of Port Chester, NY

Auditor Communications:

- Our responsibility under GAAS
- Significant accounting policies
- Significant accounting estimates
- Independence
- Other matters

Drescher and Malecki LLP Auditor's Responsibility

INDEPENDENT AUDITORS' REPORT

Honorable Mayor and Village Trustees
Village of Port Chester, New York:

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activ
presented component unit, each major fund, and the aggregate remaining fund inf
of Port Chester, New York (the "Village"), as of and for the year ended May 31, 2016, and the related notes to the financial statements, which collectively comprise the Village's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

The Village's management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

* DRAFT *

Drescher and Malecki LLP Opinion

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of the Village, as of May 31, 2016, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Emphasis of Matter

As discussed in Note 2 to the financial statements, during the year ended May 31, 2016 the Village implemented Governmental Accounting Standards Board ("GASB") Statement No. 68, *Accounting and Financial Reporting for Pensions—an amendment of GASB Statement No. 27* and GASB Statement No. 71, *Pension Transition for Contributions Made Subsequent to the Measurement Date—an amendment to GASB Statement No. 68*. Our opinion is not modified with respect to this matter.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the Unit
Discussion and Analysis and other Required Supplem
be presented to supplement the basic financial statem
basic financial statements, is required by the Governi
it to be an essential part of financial reporting for pla
operational, economic, or historical context. We hav
supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

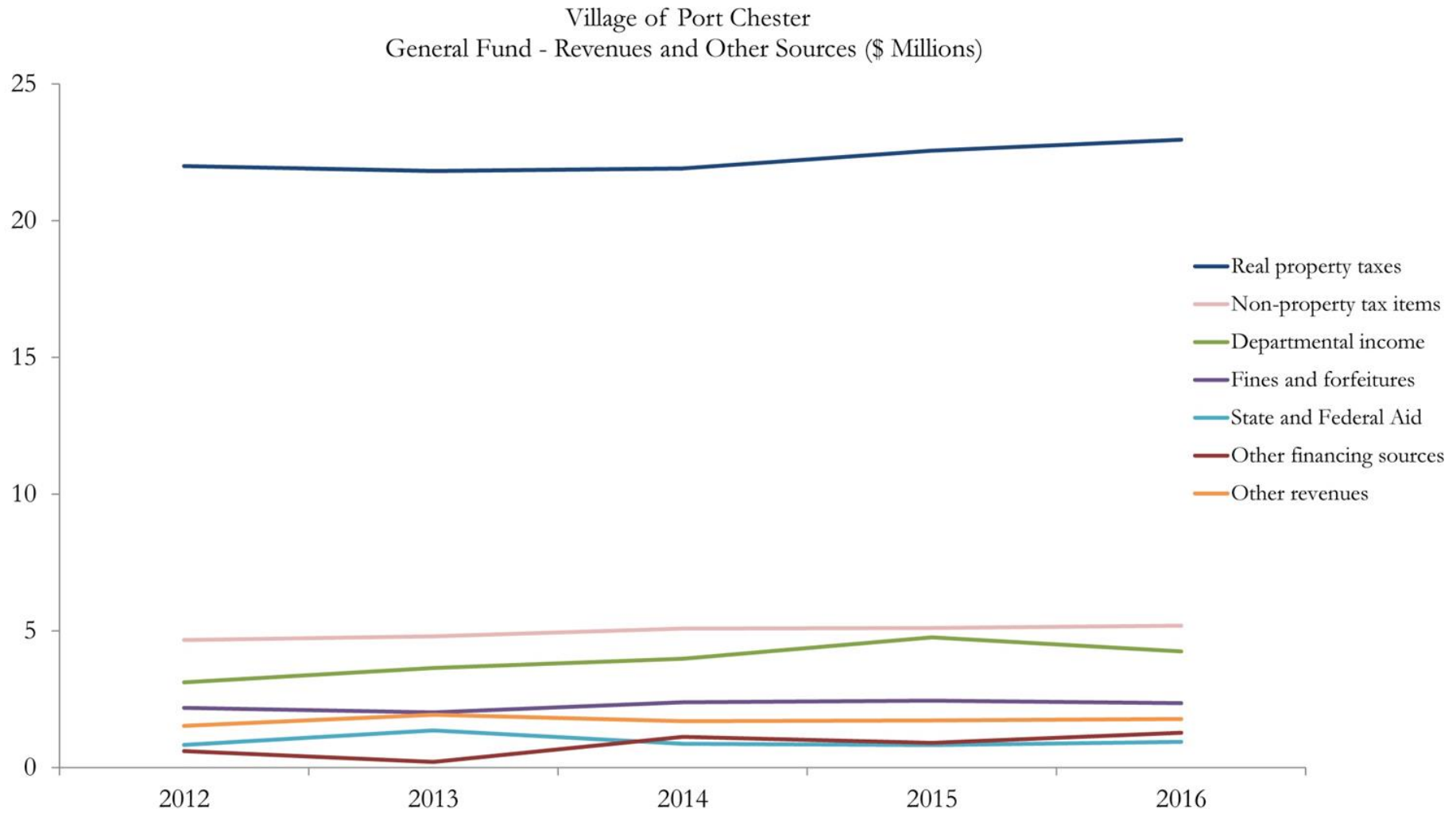
Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Village's basic financial statements. The Supplementary Information, as listed in the table of contents, is presented for the purpose of additional analysis and is not a required part of the basic financial statements.

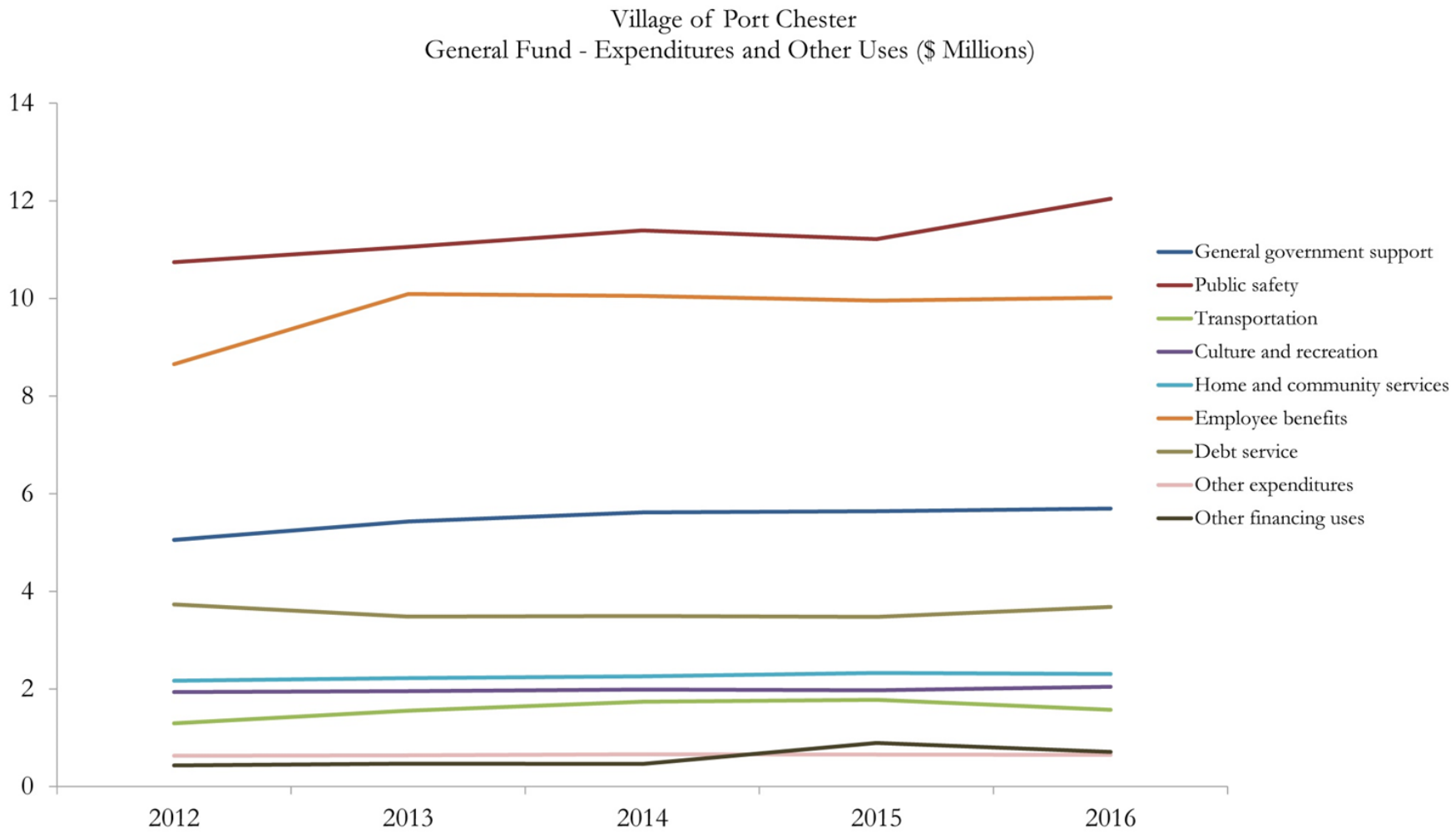
The Supplementary Information, as listed in the table of contents, is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Supplementary Information, as listed in the table of contents, is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of the Village, as of May 31, 2016, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

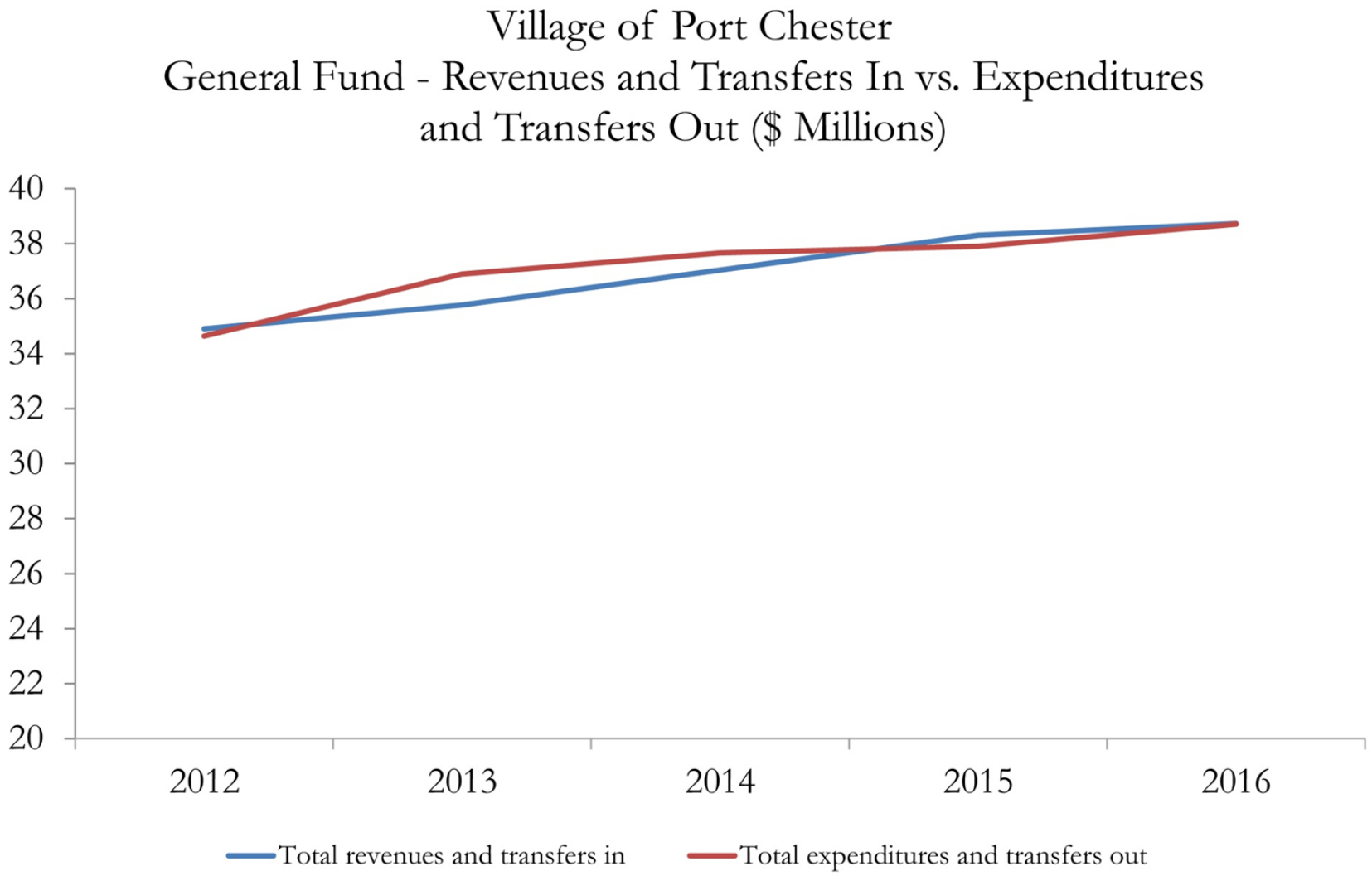
Financial Statement Highlights



Financial Statement Highlights

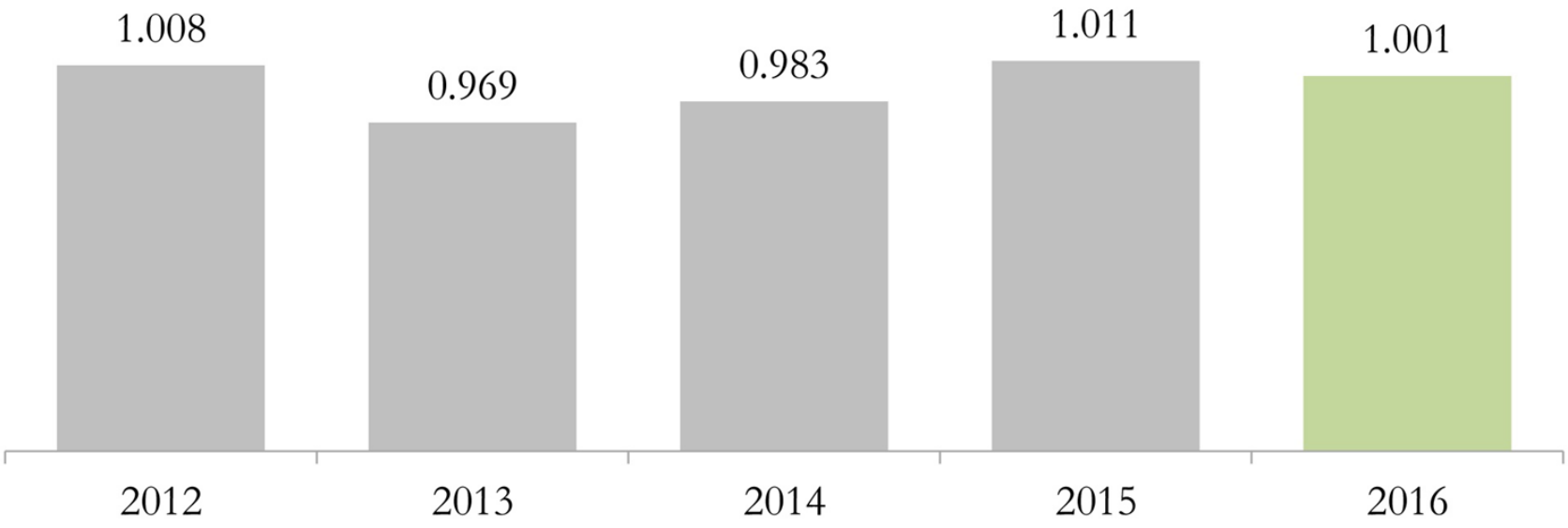


Financial Statement Highlights



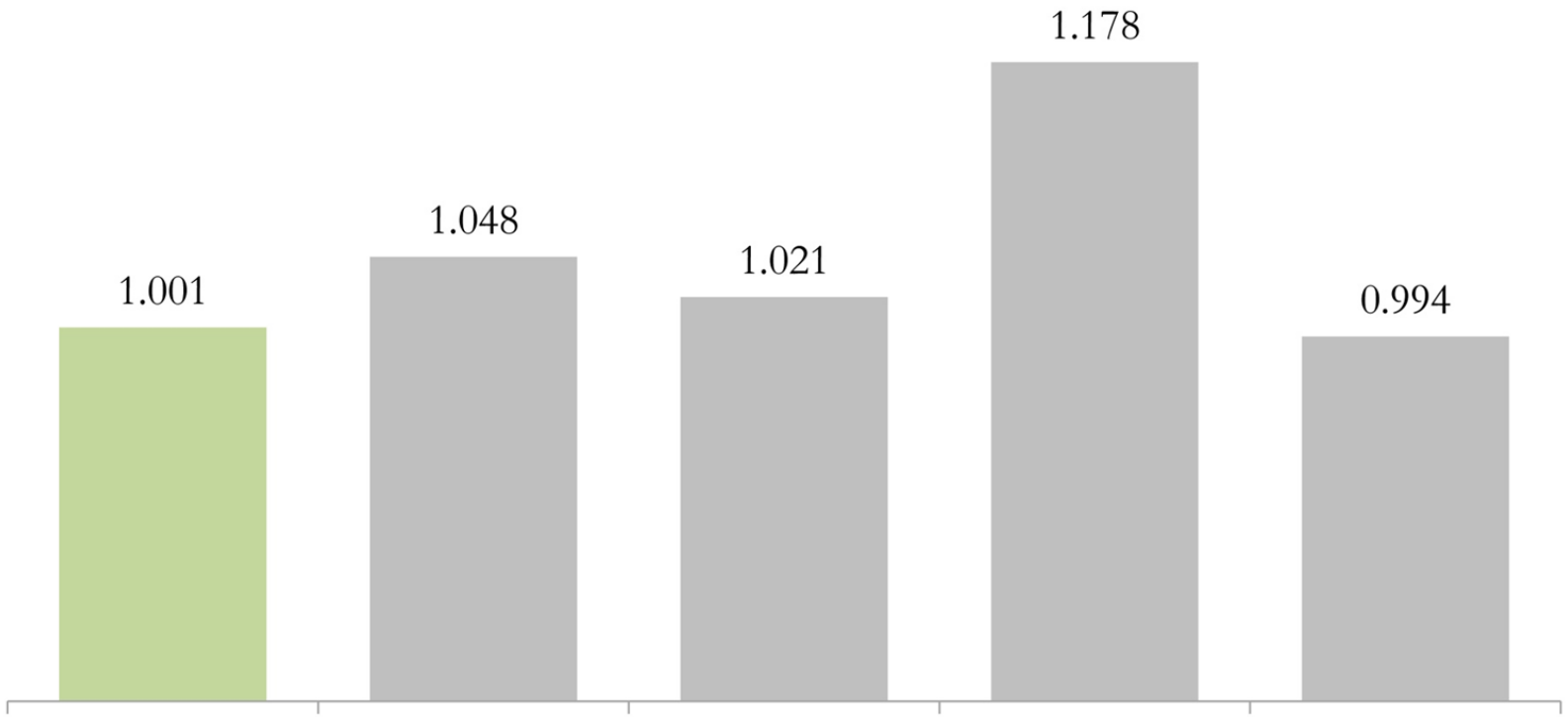
Financial Statement Highlights

Village of Port Chester
General Fund - Revenues and Transfers In to Expenditures and Transfers Out Ratio



Financial Statement Highlights

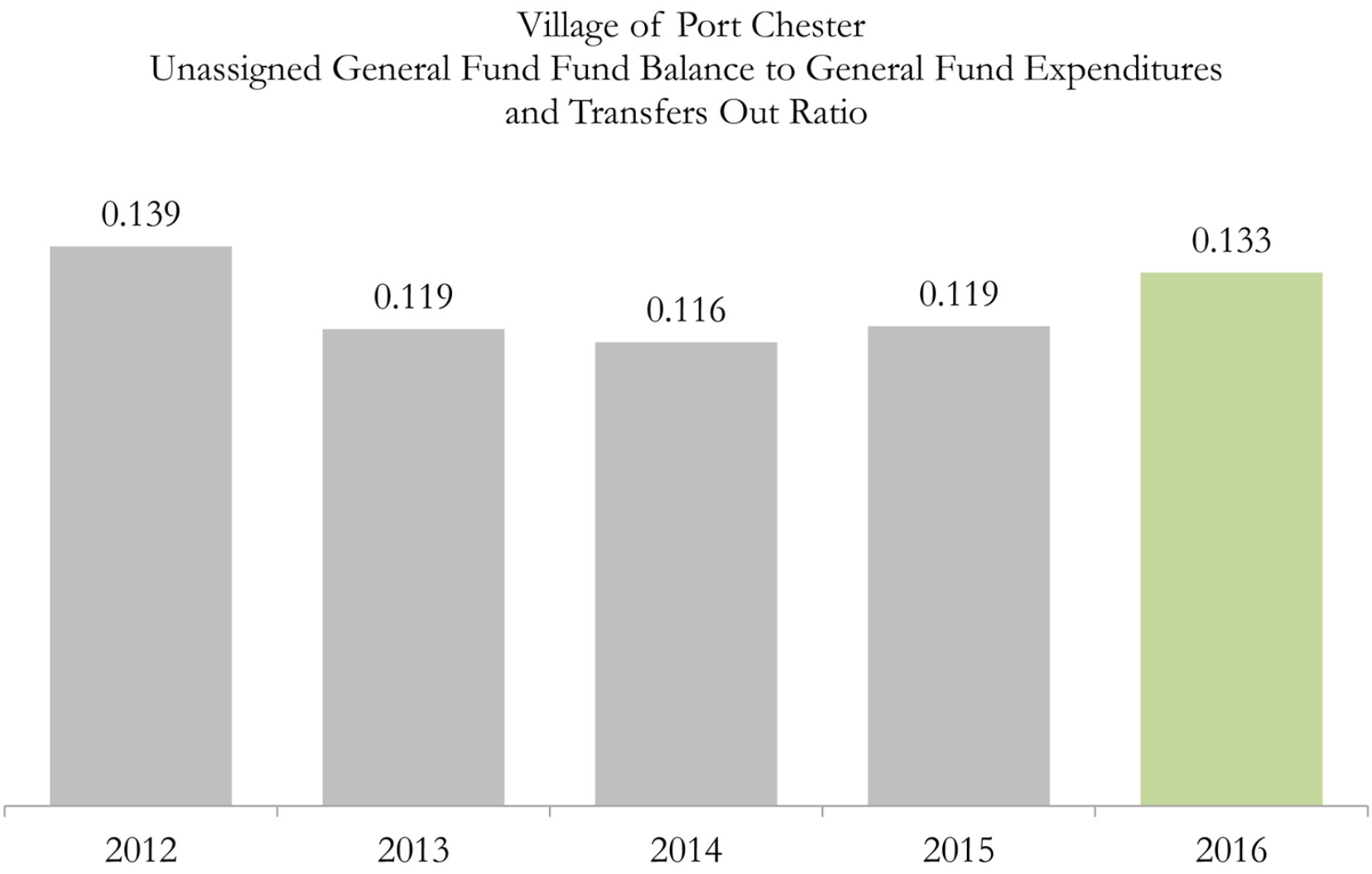
General Fund - Revenues and Transfers In vs. Expenditures and Transfers Out (2015/2016)



Population:	29,410	25,060	18,929	11,067	6,997

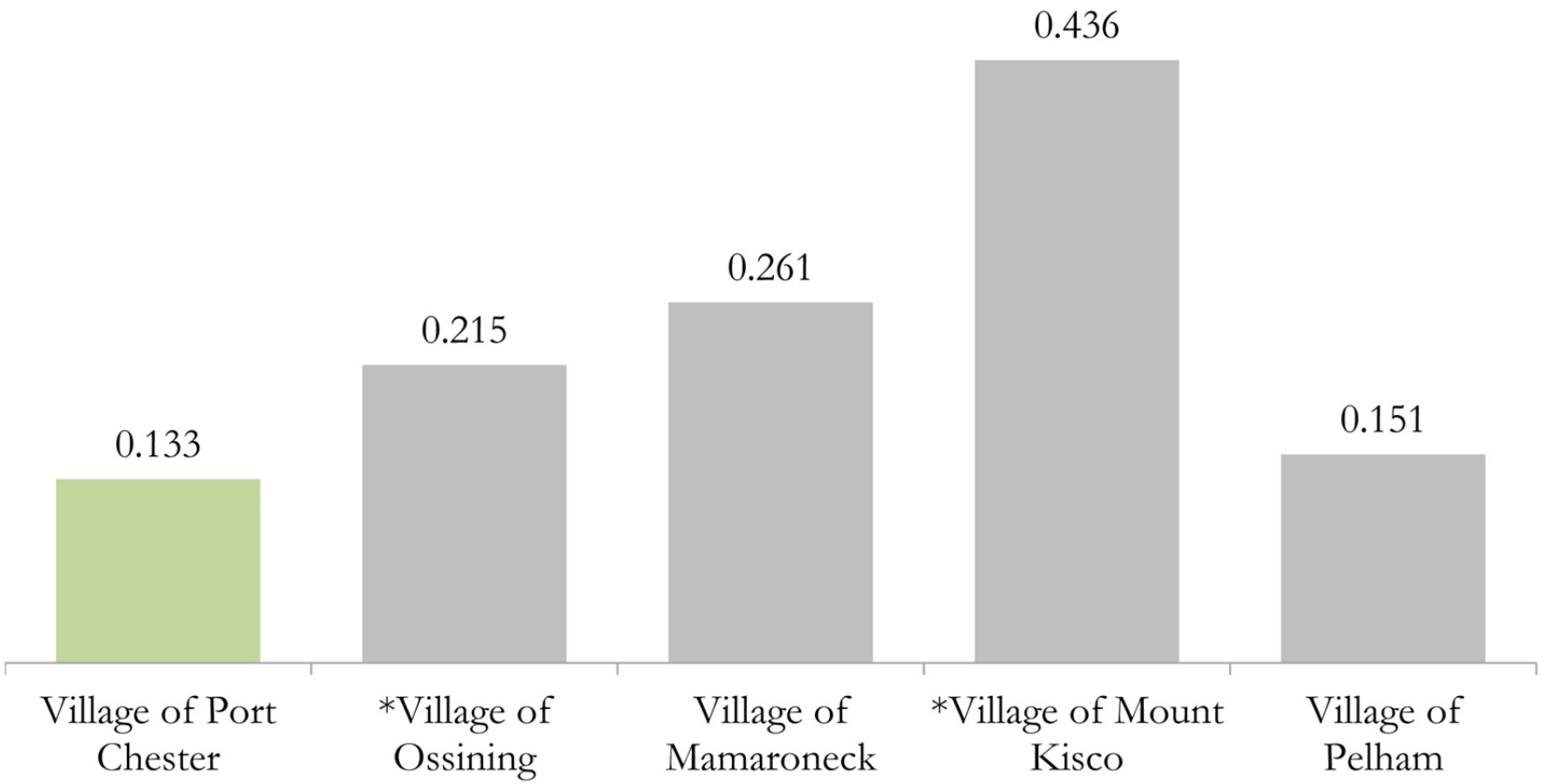
*Prior year data

Financial Statement Highlights



Financial Statement Highlights

Unassigned General Fund Fund Balance to General Fund Expenditures and Transfers Out Ratio (2015/2016)

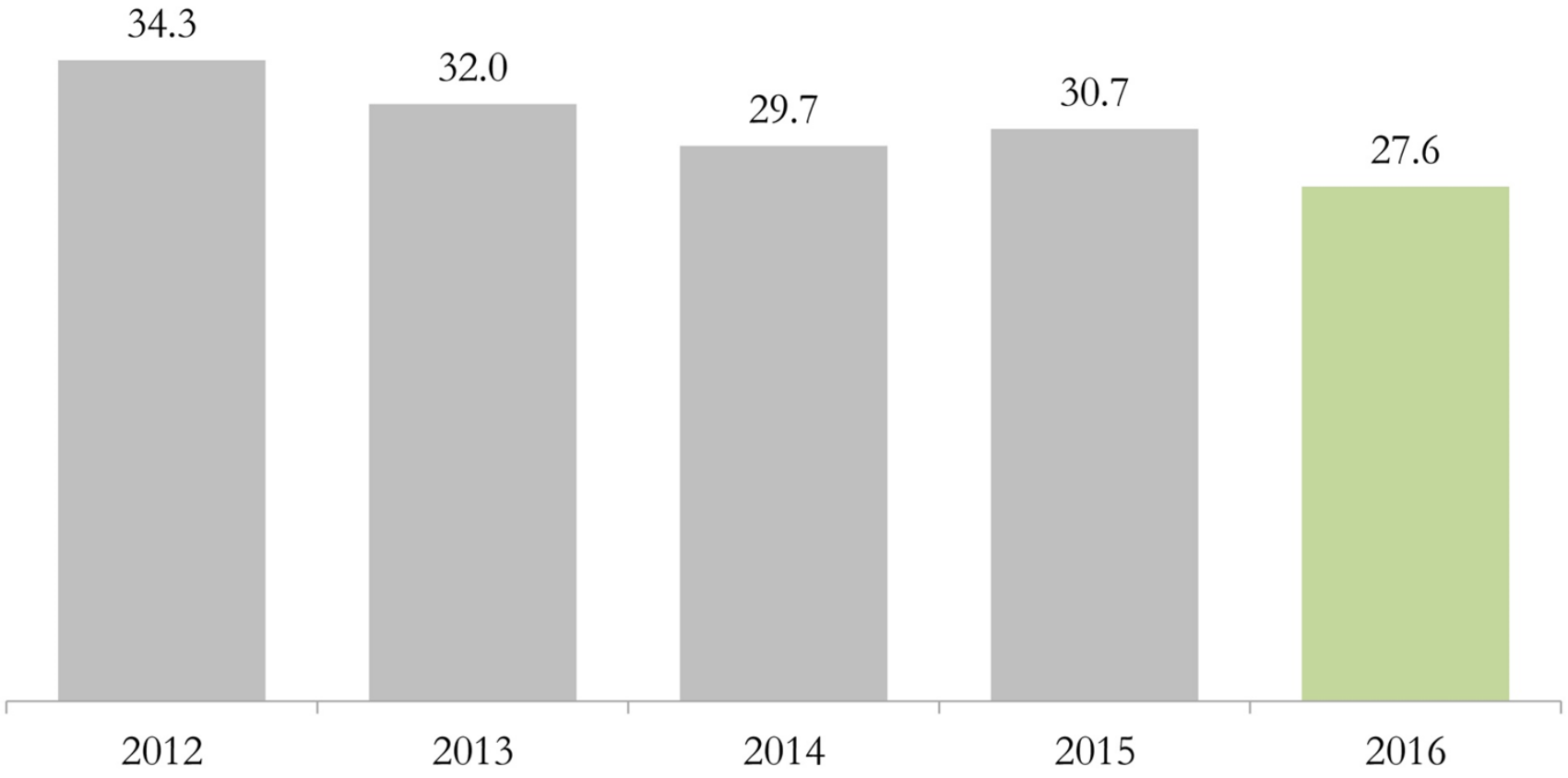


Population:	29,410	25,060	18,929	11,067	6,997

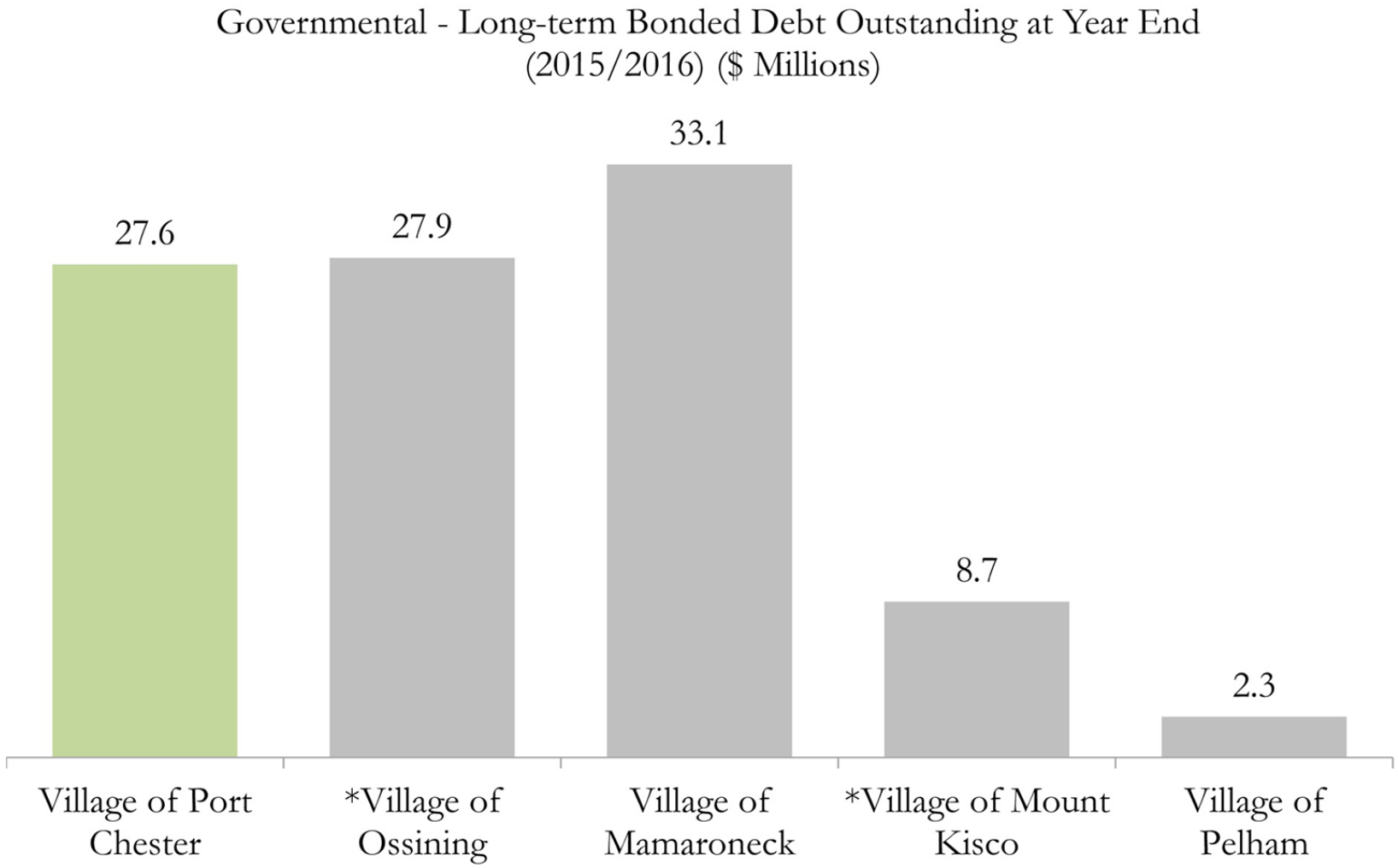
*Prior year data

Financial Statement Highlights

Village of Port Chester
Governmental - Long-term Bonded Debt Outstanding at Year End
($ Millions)



Financial Statement Highlights



Population:	29,410	25,060	18,929	11,067	6,997

*Prior year data

Sewer Fund

	May 31, 2015	May 31, 2016
ASSETS		
Cash and cash equivalents	$ 568,605	$ 149,588
Receivables	707,673	803,531
Due from other funds	-	19,940
Total assets	$ 1,276,278	$ 973,059
LIABILITIES		
Accounts payable	38,382	1,793
Accrued liabilities	29,189	-
Due to other funds	603,912	177,614
Total liabilities	671,483	179,407
FUND BALANCES		
Assigned	604,795	793,652
Total fund balances	604,795	793,652
Total liabilities and fund balances	$ 1,276,278	$ 973,059

	Year Ended May 31, 2015	Year Ended May 31, 2016
REVENUES		
Departmental income	$ 1,453,859	$ 1,484,499
Use of money and property	450	125
Miscellaneous	440	340
Total revenues	1,454,749	1,484,964
EXPENDITURES		
Home and community services	266,578	272,515
Total expenditures	266,578	272,515
Excess (deficiency) of revenues over expenditures	1,188,171	1,212,449
OTHER FINANCING SOURCES (USES)		
Transfers out	(900,000)	(1,023,592)
Total other financing sources (uses)	(900,000)	(1,023,592)
Net change in fund balances	288,171	188,857
Fund balances—beginning	316,624	604,795
Fund balances—ending	$ 604,795	$ 793,652

OBSERVATIONS

DISC - 01
BOT 11-21-2016

Brian Kerr
139 Jensen Avenue
Mamaroneck, NY 10543
914-629-3506
kerrb1@gmail.com

November 10, 2016

Mr. David Thomas, Mayor, and Trustees
Village of Port Chester Clerk, Mayor, and Trustees
222 Grace Church Street
Port Chester, NY 10573

Dear Mr. Thomas, Mayor, and Board of Trustees,

I am writing to you to express my interest in being considered for a position on the Village of Port Chester's 150th Anniversary Celebration Committee. I am confident that my experience, especially in local government, knowledge of Port Chester, proven dedication, and enthusiasm will all serve me well if appointed to this committee.

My experience in local government and the community of Port Chester has been extensive despite not being a resident of the village. For the past couple of years or so, I have been on the Port Chester/Rye NAACP Executive Committee where I try to respond to the needs of the community. Before that, I served as an intern with the Town of Rye as part of their summer youth employment program for about three years, but my first involvement with the Village of Port Chester was the Tools for Change program where I helped research numerous civic issues in the Town of Rye. I have come to know Port Chester very well and would like to serve the village in any way I can. My ideas for the committee include a large parade, symposiums on the history of Port Chester, and opportunities for local organizations and other entities to come together with the people of Port Chester as one community. It is my hope that all of these things will encourage a larger number of people to become involved in the community because I feel that everyone has so much to offer to the Village of Port Chester.

I am not a politician and my aspirations are to be a prosecutor and then a Westchester County Court Judge. I will not seek office for Port Chester Mayor or Trustee in the next elections as a result of being appointed to this committee, if I am so fortunate. I would not be eligible anyway, but this is something, I will admit, I have considered to some extent. Politics always settles itself out, but I am confident that one cannot always say the same when it comes to public service. This is not about me. This is about celebrating the Village of Port Chester and every single person that makes it great. These are the residents, business owners, visitors, and anyone else with a connection to the amazing Village of Port Chester. Together, as a village and community, we will make Port Chester's 150th Anniversary the best celebration anyone has ever seen before. I look forward to hearing from you. Thank you for your time.

Sincerely Yours,
Brian Kerr

Brian Kerr

139 Jensen Avenue Mamaroneck, NY 10543, Kerrb1@gmail.com, 914-629-3506

Education

- Fordham University – May 2015 – Present – Political Science Major
- SUNY Purchase College – August 2013 – May 2015 – Political Science Major
- Rye Neck High School – September 2009 – June 2013 – Regents Diploma with Advanced Designation – GPA: 3.78

Extracurricular Activities and Leadership Roles

- Fordham College at Rose Hill United Student Government Operations Committee – Reviewing club constitutions of new and existing clubs at Fordham University – October 2015 – Present
- Fordham College at Rose Hill United Student Government House Committee – Establishing club suite guidelines and contributing to programming at Fordham University – February 2016 – Present
- Hispanic National Bar Association Law School Sin Limites Program Fellow – Learning about law school and the admissions process, being mentored on a career in law, first fellow in the program from Westchester County, New York – September 2015 – Present
- Purchase Student Government Association – Chief Justice of the Judicial Board – February 2015 – May 2015 – Standing Justice on the Judicial Board – March 2014 – February 2015 – Reserve Justice on the Judicial Board – October 2013 – March 2014 – Off Campus Senator – September 2013 – October 2013 – Learned how a central organization advocates in several ways on behalf of SUNY Purchase College students, attended weekly senate, executive board, and committee meetings, chaired the judicial board on matters regarding elections and constitutional interpretations
- Purchase College Association Bookstore RFP Committee – Reviewed request for proposals, deliberated with other committee members, and chose the new bookstore for the Purchase College community for the next five to ten years – March 2015 – May 2015
- SUNY Purchase College Committee Hearing Conduct Board – Chaired and heard several cases with potential sanctions ranging from reprimand to expulsion – October 2014 – May 2015
- SUNY Purchase College Office of Community Engagement Director Committee – Reviewed resumes, conducted multiple interviews, and deliberated with other board members to choose the new director – November 2014 – January 2015
- Independent Learner Program – Participated in the *Tools For Change* Seminar, studied problems related to civic engagement within Rye Town and formed policy recommendations to submit to the Rye Town Council – 2010 – 2013
- Student Senate Class Representative – Represented my grade in matters pertaining to the entire student body – 2009 – 2011 & 2012 – 2013
- Student Senate Vice President – Helped to improve Rye Neck High School and the community beyond for the whole high school student body, chaired meetings when the President was absent, and listened to the concerns of the student body – 2011 – 2012

Honors/Awards

- SUNY Purchase College Dean's List – Achieved a semester's GPA of 3.5 and above – Semesters Spring 2014 & Fall 2014
- Port Chester/Rye NAACP Youth Recognition Award – For helping develop their website, Facebook page, and connecting them with their members via social media – 2012, 2013
- *Students Inside Albany* Conference – Sponsored by the League of Women Voters of Rye, Rye Brook, and Port Chester – Shadowed State Assemblyman Steve Otis and State Senator George Latimer and learned how state government functions – 2013

- National Honor Society – 2011 – 2013
- High Honor Roll – 2009 – 2013
- Citizenship Award – For participation in school and community – 2013
- Outstanding Service Award – For completing 100 or more hours of community service – 2013
- Blue Ribbon Award – For high achievements in academics and work in the community – 2013
- Boys State Candidate and Attendee – Sponsored by the American Legion – Learned about the political process through hands on experience – 2012
- Rye Neck High School Certificate of Achievement – Leonard Euler Award – For outstanding achievements in mathematics – 2012
- Wells College 21st Century Leadership Award – $40,000 scholarship to Wells College for leadership, superior integrity, trustworthiness, self-confidence, and intellect – 2012

Community Service

- Village of Mamaroneck Board of Traffic Commissioners – Delivering ways to improve traffic conditions within the village, deciding on parking and traffic matters within the village code, possibly the youngest person to serve on a village board or committee in Mamaroneck history – May 2015 – Present
- Port Chester/Rye NAACP Executive Committee – January 2015 – Present, Nominating Committee – September 2014 – December 2014 – Setting policy for the branch, organizing events, learning about the structure of the NAACP organization, advocating for social justice
- Property Assessment Grievance Representative –Working *pro bono* for Westchester County residents contesting property assessments, believed to be the youngest person to win a property assessment grievance in the history of the Rye Town Board of Assessment Review – June 2014 – Present
- LMC-TV – Larchmont and Mamaroneck Community Television – In-studio camera, floor managing, field production, and interviewing to help provide local access television to residents – June 2009 – Present
- Obama For America 2012 – Phone banked to Pennsylvania, Ohio, and New York to get out the vote to reelect President Barack Obama – September 2012 – November 2012

Work Experience

- *Tools For Change* Seminar Teacher's Assisting – Educated high school students about the social science research process and local government, oversaw a project to study lowering the voting age to 16 in local elections in the Town of Rye – December 2014 – September 2015
- Rye Town Summer Intern for the Model American Community Project – Connected the town and its local organizations with the community through social media, entered data on Seaside Johnnies receipts, organized check vouchers, organized and boxed documents in preparation for the move of the town offices, worked in the Port Chester Code Enforcement Office and with the League of Women Voters of Rye, Rye Brook, and Port Chester – July 2012 – December 2012 & July 2013 – August 2014

Internship Experience

- Internship at Greenburgh Town Court – June 2016
- Internship at State Senator George Latimer's Office – Learned what it means to be a public official, legislative aide, and how different entities interact with state government – May 2013 – June 2013

Write-In Campaigns

- Westchester County Court Judge – Placed third in the election, received three votes – 2013
- Mamaroneck Village Justice – Placed third in the election, received three votes – 2012

Zamft, Eric

From: Thomas, David
Sent: Tuesday, November 15, 2016 8:57 AM
To: Zamft, Eric
Subject: FW: Port Chester 150th Anniversary Committee
Attachments: Daniel Vitagliano Resume 2 page.docx

Another candidate.

David Thomas
Village Clerk
Village of Port Chester
222 Grace Church Street
Port Chester, NY 10573
Tel# (914) 939-5202
Fax# (914) 305-2560

From: Daniel Vitagliano [mailto:dvitagliano@my.uri.edu]
Sent: Monday, November 14, 2016 5:44 PM
To: Thomas, David <DThomas@portchesterny.com>
Subject: Port Chester 150th Anniversary Committee

Dear Mr. Thomas,

Could you pleas use this email account to reach me in the future. I hardly use the other as it is very old and rather unprofessional.

I would like to volunteer to serve on the Port Chester 150th Anniversary Committee.

I am a senior at the University of Rhode Island graduating in December. I am majoring in Communication Studies with a minor in Justice, Law, & Society Studies. I have a 3.5 GPA and consistently make Dean's List. This past summer I interned for Fox News Channel & Fox Business Network in New York City in the Affiliate Sales and Marketing Department. I also interned for Piscionere & Nemarow, a Westchester law firm. At URI I currently serve as President of Tau Kappa Epsilon Fraternity and the Vice President of the URI Debate Union. I am also a member of the Family Reach Organization and the Public Relations Student Society of America at URI. I am an Eagle Scout, a member of the Port Chester/Rye Branch of the NAACP, and was recently an honoree at their Freedom Fund Luncheon. I believe I would be an asset to this committee as I have served on numerous Executive Boards for many different student organizations at URI and have organized and executed large scale philanthropic and fundraising events. I would offer strong communication skills, excellent leadership abilities, and valuable experience.

I have also attached my resume.

Thank you very much and I look forward to hearing from you.

Best,

Daniel Vitagliano

Daniel Vitagliano

11 Sandpiper Road Narragansett, RI 02882 ■ dvitagliano@my.uri.edu ■ 914-715-0790

EDUCATION:

University of Rhode Island (URI), Kingston, RI — *December 2016*
Bachelor of Arts: Communication Studies Major — *GPA 3.48/4.0 Dean's List*
Justice, Law, & Society Studies (Minor)

INTERNSHIP EXPERIENCE:

FOX NEWS CHANNEL/FOX BUSINESS NETWORK *New York, NY* *June 2016 – August 2016*

Affiliate Sales and Marketing

- Researched and evaluated how millennials consume news; developed strategies to effectively target them
- Explored and analyzed the effects of over-the-top (OTT) TV on the linear cable news market
- Compared competitive linear news networks' digital platforms (website, apps, & social media)
- Created materials for upcoming election promotions to market advertising spots to potential clients
- Researched trade shows, conventions, and conferences comparing current budget to that of the previous year

PISCIONERE & NEMAROW P.C., ATTORNEYS AT LAW *Rye, NY* *June 2016 – August 2016*

- Evaluated discovery responses searching for deficiencies; drafted deficiency letters, affidavits, and exhibit lists
- General office support including file management and communication with the court, clients, and opposing counsel

LEADERSHIP EXPERIENCE:

TAU KAPPA EPSILON FRATERNITY *Alpha Rho Chapter, URI, Kingston, RI*

President *May 2016 – Present*

- Preside at and lead all chapter meetings, clarify goals and needs of chapter, and carry out wishes of the chapter
- Ensure communication between chapter and the University, national headquarters, other fraternities, and alumni
- File charges against members that violate national/chapter bylaws, host formal hearings, and issue sanctions
- Oversaw dues collection, made all payments to national headquarters, and created a budget for the chapter
- Worked closely with national headquarters to develop a plan of monthly installments to bring chapter out of debt
- Planned and executed a bone marrow donor drive in support of a new member battling Aplastic Anemia

Vice President *May 2015 – May 2016*

- Managed and collaborated with 10+ chairmen; set goals, coordinated activities and events, evaluated progress
- Organized and led numerous philanthropic events raising over $5,000 for a local 2 year old girl battling cancer, $3,000 for St. Jude Children's Hospital, and $1,500 for the Gloria Gemma Breast Cancer Resource Foundation
- Planned community service events including campus/beach cleanups and volunteer work with local charities

DEBATE UNION *URI, Kingston, RI*

Vice President *May 2016 – Present*

- Assume responsibility of President in her absence; oversee and collaborate with other Exec. Board members
- Strengthened recruitment practices, organized fundraisers, and planned logistics of travel and stay for competitions

Secretary *December 2015 – May 2016*

- Recorded minutes for Exec. Board and general club meetings; coordinated communication between club members
- Maintained all records, correspondence, and member attendance; devised packet of Exec. Board transition materials

INTER-FRATERNITY COUNCIL (IFC) *URI, Kingston, RI*

Vice President of Public Relations *March 2016 – May 2016*

- Kept advantageous rapport with publications outside URI campus and marketed all IFC events to students and public
- Updated URI Greek Life website, managed all social media accounts, posted current news, and highlighted progress

GREEK 101 MENTOR *URI, Kingston, RI* *December 2015 – May 2016*

- Applied facilitation and engagement techniques to a group of 20 new members of the Greek Community
- Explained ethical decision making strategies, inclusive leadership methods, and confrontation skills
- Taught students of health and wellness competencies with an emphasis on college student risk issues

URI 101 MENTOR/CO-INSTRUCTOR *URI, Kingston, RI* *May 2015 – December 2015*

- Provided leadership and guidance to a group of 26 first year students

- Coordinated activities and discussions promoting leadership, organization, self-management, and teamwork
- Used knowledge of group dynamics to help students become acquainted with the University

MEMBERSHIP:

FAMILY REACH ORGANIZATION *URI, Kingston, RI* *March 2016 – Present*
- Serve as an adviser/consultant to the Exec. Board to enhance Board's structure and organization
- Devise proper means of communication between Exec. Board members and amongst general club members
- Help organize and execute fundraising events to raise money for the national organization
- Assist with recruitment of new members through marketing, social media, and promotional events

PUBLIC RELATIONS STUDENT SOCIETY OF AMERICA *URI, Kingston, RI* *January 2016 – Present*
- Learn proper networking and career building techniques through workshops and other special events
- Attend seminars and national conferences to hear from and meet professionals in the field of Public Relations
- Organize and execute events to raise funds for the chapter to send individuals to national conferences

CULTURAL ADVOCACY AND INVOLVEMENT:

NAACP - MEMBER *Port Chester/Rye, NY* *January 2013 - Present*
- Work to increase economic development, education, civic engagement, and voter registration within community
- Strive to promote equality and tackle racial challenges and injustices that still remain present in society

INITIATIVE TO EDUCATE AFGHAN WOMEN (IEAW) *URI, Kingston, RI* *Fall 2014*

Member of Class Project Alumni Team *(Communications 310)*
- Created a model Alumni Association with a formal organizational/leadership structure for the IEAW to adopt
- Conceptualized mission, goals, events, and newsletters; emphasized importance for graduates of the IEAW to join

HONORS AND AWARDS

NAACP FREEDOM LUNCHEON HONOREE *Port Chester, NY* *October 2016*
- Completed Eagle Scout project at Greenwood Union African American Cemetery in Rye, New York
- Organized efforts to host "Solidarity Saturday" and excoriated vandals in response to desecration of veteran's graves

LAMBDA PI ETA HONOR SOCIETY *URI, Kingston, RI* *September 2016*

Founding Vice President
- Minimum cumulative GPA of 3.0 and minimum GPA of 3.25 for all communication studies courses
- Assisted in re-chartering; help new members with application process, organize and promote chapter events

ORDER OF OMEGA HONOR SOCIETY *URI, Kingston, RI* *December 2015*
- Juniors and seniors in Fraternity and Sorority organizations with a minimum cumulative GPA of 3.0
- Exemplify high standards in scholarship, leadership, and involvement within respective organization and community

EAGLE SCOUT – BOY SCOUTS OF AMERICA TROOP 6 *Port Chester, NY* *September 2012*

Project: Greenwood Union African American Cemetery Revitalization
- Researched obituaries, death certificates, military records, and church records
- Identified known burials and grave markers and created a numbered system of graves on a user friendly map
- Designed an interactive online map displaying location and providing researched information of the interred

WORK EXPERIENCE:

CHARLIE O'S TAVERN *Narragansett, RI* *August 2014 – Present*

Bartender/Waiter - Working approximately 20hrs/week as a full time student
- Work collegiately with staff to ensure an enjoyable experience for all guests
- Use Point of Sale (POS) system to input orders, make transactions, and calculate final cash out
- Demonstrate menu knowledge answering questions and offering recommendations
- Train new employees on guest service expectations and restaurant protocols
- Assist with set up, break down, and clean up of dining room, bar, and kitchen

Received
NOV 15 2016
Village Clerk
VILLAGE OF PORT CHESTER

Mary Strauch
81 Glendale Place
Port Chester, NY 10573
914-980-7355
Mary.strauch@yahoo.com

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

November 14, 2016

Re: Sesquicentennial Committee

Dear Mr. Thomas:

I am interested in serving on the Sesquicentennial Committee that is forming to celebrate Port Chester's 150th anniversary.

I have lived in Port Chester for 20 years. My husband Frank and I have raised and educated our two children here in Port Chester; Madeline graduated from Port Chester High School last June and James is currently a sophomore.

Over the years I have been an active community volunteer. Most of my volunteer work has been with respect to advocating for the schools, and I have served on several PTA and Band Association boards.

I have a great interest in history, culture and architecture. I am certain I would find the volunteer work in support of celebrating our history to be very interesting and rewarding. I look forward to discussing the opportunity. My contact information is above.

Regards,

Mary Strauch

Mary Strauch

Denise M. Quinn
219 Neuton Avenue
Rye Brook, NY 10573
914-937-5753(H) 914-906-5627 (C)

Received
NOV 9 2016
Village Clerk
VILLAGE OF PORT CHESTER

November 7, 2016

Village of Port Chester
Village Clerk – Mr. David Thomas
222 Grace Church Street
Port Chester, NY 10573

Dear Mr. Thomas,

I noticed in the Westmore News this past weekend that you are looking for people interested in being on the Sesquicentennial Committee for the Village of Port Chester and I am hereby submitting my name for consideration.

Below is a list of my past and current committees that I have either been on, co-chaired or chair or have been involved with the organization over the years:

Port Chester Rye Brook Girl Scouts
Treasurer for 10 years
Troop Leader for 10 years – Co Lead with Beth Nowotnik
Someone Special Dance - Chaired for 5 years
Pasta Dinner – 10 years – Co-Chaired with Liz Rotfeld
Worked on various committees for projects we did

Port Chester Schools – PTO/PTA
Park Avenue PTO – 6 yrs. -Secretary 2 yrs.-Treasurer 1 yr.- Chaired and worked on various committees
Port Chester Middle School – Band PTA – Secretary 2 yrs. – Parent Chaperone for competitions and trips all 3 years
Port Chester High School – Band Association – Publicity 1 yr. Parent Chaperone for competitions and trips all 4 years
Port Chester High School Drama Club – Parent Rep – Helped organize the Drama Club and its by-laws
Port Chester Tri M – Honorary Member
Chaperoned all rehearsals for All County Chorus
Chaired 4 yrs. the Valentines Cabaret

Tamarack Tower Foundation
Current President of Foundation
Vice President – 6 years
Membership Chairperson 3 years
Raffle – Co-Chair with Ray Sculky – 9 yrs.
Taste of Port Chester – Chairperson – 3yrs Co-Chaired 1 year with Joan Conklin worked on it for yrs.
Turkey Trot work on committee with Ro Barone

Bond Advisory Committee

Currently on 30-member committee to work on a bond for the Schools in Port Chester to address the overcrowding: what are the current needs, necessities and how to rectify them with renovations, adding on etc. and reporting back to the School Board.

Mr. Thomas, I feel I would make a good candidate to be considered for this committee. As you can see I have quite a bit of experience and success in organizing events, especially one of the biggest ones we have in town each year "The Taste of Port Chester" and feel I could bring my expertise to this committee.

In closing I hope this is helpful to you and look forward to hearing from you either way.

Sincerely,

Denise M. Quinn

RES - 01
BOT 11-21-2016

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

AGENDA MEMO

Department: Police Department

BOT Meeting Date: 11/21/2016

Item Type: Resolution

Sponsor's Name: Regina Hill, Court Clerk

Description	Yes	No	Description	Yes	No
Fiscal Impact	x	☐	Public Hearing Required	☐	x
Funding Source: Account #:			BID #		
	Yes	No	**Strategic Plan Priority Area** Choose a Strategic Plan Area		
Agreement	☐	☐	**Manager Priorities**		
Strategic Plan Related	☐	x	Other		

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

RESOLUTION
ACKNOWLEDGING THAT AN EXAMINATION OF THE JUSTICE COURT
RECORDS AND DOCKETS WAS CONDUCTED
FOR FISCAL YEAR 2015--2016

Summary

Background:

The Uniform Justice Court Act requires the Village to conduct an annual audit of the Village's Justice Court. The Village hired the accounting firm of Dresher Malecki LLP as an independent auditor to conduct the required audit.

This resolution acknowledges that the required audit was conducted of the records and docket of the Port Chester Justice Court for Fiscal Year 2015-2016 and that the fines therein collected have been turned over to the Village Treasurer. It further directs a copy of the audit and the resolution be sent to the New York State Office of Court Administration.

Proposed Action
That the Board of Trustees adopt the Resolution

Attachments

RESOLUTION
ACKNOWLEDGING THAT AN EXAMINATION OF THE JUSTICE COURT
RECORDS AND DOCKETS WAS CONDUCTED
FOR FISCAL YEAR 2015--2016

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, Uniform Justice Court Act, Section 2019-a sets out, in pertinent part, the following:

"It shall be the duty of every justice, at least once a year and upon the last audit day of such village or town, to present his records and dockets to the auditing board of said village or town; which board shall examine said records and docket or cause same to be examined and a report submitted to the board by a certified public accountant or public accountant and enter into the minutes of its proceedings the fact that such records and docket have been duly examined and that the fines therein collected have been turned over to the proper officials of the village or town as required by law. Any such justice who shall willfully fail to make and enter in such records and docket forthwith, the entries by this section required to be made or to exhibit such records and docket when reasonably required, or present his records or docket to the auditing board as herein required, shall be guilty of a misdemeanor and shall, upon conviction, in addition to the punishment provided by law for a misdemeanor, forfeit his office."

WHEREAS, the Village retained the accounting firm of Drescher Malecki LLP, Buffalo, New York, as independent auditor to conduct an audit of the Village books, including the records and docket of the Justice Court of the Village of Port Chester; and

WHEREAS, the auditors have since presented the Village with the Village's audit its' opinion that the financial statements present fairly in all material respects the cash balances as of May 31, 2016 and the cash receipts collected and cash disbursements paid of the Justices of the Justice Court for the 2015-2016 Fiscal Year ended May 31, 2016. Now, therefore, be it

RESOLVED, that the Village Board of Trustees acknowledges that the required audit was conducted of the records and docket of the Port Chester Justice Court for Fiscal Year 2015-2016 and that the fines therein collected have been turned over to the Village Treasurer; and be it further

RESOLVED, that a certified copy of this resolution together with a copy of the audit for the aforesaid year be provided to the New York State Office of Court Administration.

Approved as to Form:

_____

Village Attorney, Anthony Cerreto

RES - 02
BOT 11-21-2016

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

AGENDA MEMO

Department: Office of the Village Attorney

BOT Meeting Date: 11/21/16

Item Type: Resolution

Sponsor's Name: Regina Hill, Court Clerk

	Yes	No	Description	Yes	No
Fiscal Impact	☒	☐	Public Hearing Required	☐	☒
Funding Source:CONTINGENCY Account #: 1.1990.400					
	Yes	No	**Strategic Plan Priority Area** N/A		
Agreement	☐	☒	**Manager Priorities**		
Strategic Plan Related	☐	☒	N/A		

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

2016-2017 FISCAL YEAR BUDGET AMENDMENT TO INCREASE COMPENSATION TO ACTING POLICE COURT JUSTICE

Summary

Background:

On May 2, 2016, the Board of Trustees adopted a budget for the 2016-2017 fiscal year. During the budget workshop for the Port Chester Justice Court, there was discussion that Acting Police Justice O. Castaneda should receive the same level of compensation as Acting Police Justice Matthew J. Troy, III. However, the adopted budget did not provide for same. The resolution authorizes the appropriate adjustment, with the effective date in blank for the Board to insert. For illustrative purposes, should the date be retroactive to June 1, 2016, the amount of transfer would be $13,110. The Village Treasurer will be available to assist the Board in this regard.

Proposed Action

Adopt the resolution

Attachments
Resolution

RESOLUTION
2016-2017 FISCAL YEAR BUDGET AMENDMENT

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

WHEREAS, on May 2, 2016, the Board of Trustees adopted a budget for the 2016-2017 fiscal year; and

WHEREAS, during the budget workshop for the Port Chester Justice Court, there was comment that Acting Justice Jose O. Castaneda should receive the same amount in compensation as Acting Justice Matthew Troy; and

WHEREAS, the adopted budget did not provide for same. Now, therefore, be it

RESOLVED, that effective _____2016, Acting Justice Jose O. Castaneda's annual compensation will be increased from $25,000 to $38,110, and be it further

RESOLVED, that the Board of Trustees authorizes the Village Treasurer to transfer $ for General Fund Contingency account 1.1990.400 to Justice Court Personnel line 1.1110.100.

Approved as to Form:

_____
Anthony M. Cerreto, Village Attorney

RES - 03
BOT 11-21-2016

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

AGENDA MEMO

Department: Office of the Village Attorney

BOT Meeting Date: 11/21/2016

Item Type: Resolution

Sponsor's Name: Select Sponsor's Name.

	Yes	No	Description	Yes	No
Fiscal Impact	☐	☒	Public Hearing Required	☐	☒
Funding Source: Account #:			RFP #		
			Strategic Plan Priority Area		
	Yes	**No**	N/A		
Agreement	☐	☒	**Manager Priorities**		
Strategic Plan Related	☐	☒	N/A		

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

RESOLUTION

EXTENDING THE SUSPENSION OF PARKING RESTRICTIONS ON KING STREET

Summary

Background:

The residents of Longview Owners, Inc. asked for, and received a suspension of the overnight parking restrictions on King Street in between Highland Street and Chestnut Street, for the period of October 17, 2016 to November 17, 2016. The suspension was to accommodate the residents while their parking lot was being reconstructed. The construction process has taken longer that first anticipated and Longview is asking the Village to extend the parking restriction suspension to November 30, 2016.

Proposed Action

Adopt the resolution

AM-V20140930

Attachments
Resolution

RESOLUTION

EXTENDING THE SUSPENSION OF PARKING RESTRICTIONS ON KING STREET

On motion of TRUSTEE , seconded by TRUSTEE

, the following resolution was adopted by the Board of Trustees of the Village of Port Chester, New York:

WHEREAS, the Village suspended overnight parking restrictions on King Street between Highland Street and Chestnut Street, in response to a request from Longview Owners, Inc. for the period of October 17, 2016 to November 17, 2016 to accommodate the residents during their parking lot reconstruction; and

WHEREAS, the construction on the parking lot has gone on longer than first expected, and Longview Owners Inc., have requested an extension of the suspension of overnight parking restriction to November 30, 2016; and

Now, therefore, be it,

RESOLVED, that the Board of Trustees hereby extends the overnight parking restrictions on King Street between Highland Street and Chestnut Street until November 30, 2016 and ratifies such extension by and through this resolution.

Approved as to Form:

_____

Anthony M. Cerreto, Village Attorney

RES - 04A
BOT 11-21-2016

VILLAGE OF
PORT CHESTER
222 Grace Church Street, Port Chester, New York 1057

AGENDA MEMO

Department: Board of Trustees

BOT Meeting Date: 11/21/2016

Item Type: Resolution

Sponsor's Name: BOT Member

Description		Description	
Fiscal Impact	☐	Public Hearing Required	☐
Funding Source	N/A	Bid	N/A
Account	N/A	Strategic Plan Priority Area	N/A
Agreement	☐	Manager Priorities	N/A
Stategic Plan Related	☐		

Agenda Heading Title

Acceptance and Approval of Max Gonzalez as an active member of Harry Hook & Ladder co. No. 1

Summary

From Harry Hook & Ladder co. No. 1 on the acceptance of Max Gonzalez

Proposed Action

Attachment

Correspondence

RESOLUTION

ACCEPTANCE AND APPROVAL OF MAX GONZALEZ AS AN ACTIVE MEMBER OF HARRY HOOK & LADDER CO. NO. 1

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, at the November 1, 2016 meeting of Harry Howard Hook & Ladder Co. No. 1 the company held an election for a new active member; and

WHEREAS, Max Gonzalez has been elected to be a new active member. Now,

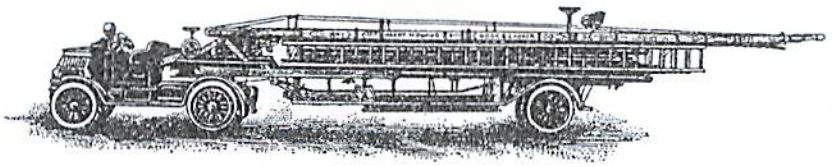
therefore, be it

RESOLVED, that the Board of Trustees hereby accepts and approves the election of Max Gonzalez to Harry Howard Hook & Ladder Co. No. 1, as an active member of the Port Chester Fire Department, conditioned upon passing the required medical examination.

Approved as to Form:

_____

Anthony M. Cerreto, Village Attorney



Received
NOV 2 2016
Village Clerk
VILLAGE OF PORT CHESTER

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

November 2, 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
Max Gonzalez

Dear Mayor Pilla & Members of the Board:

The purpose of this letter is to inform you that on November 1, 2016, at the regularly scheduled monthly meeting of the Company, the members of Harry Howard Hook & Ladder Company #1 voted for the acceptance of the following individual to active membership in our Company:

Mr. Max Gonzalez,
28 Stratton Street South,
Yonkers, NY 10701

Sincerely,

NEIL J. PAGANO
Secretary

cc: Mr. Max Gonzalez

RES - 04 B
BOT 11-21-2016

VILLAGE OF

PORT CHESTER

222 Grace Church Street, Port Chester, New York 1057

AGENDA MEMO

Department: Board of Trustees

BOT Meeting Date: 11/21/2016

Item Type: Resolution

Sponsor's Name: BOT Member

Description		Description	
Fiscal Impact	☐	Public Hearing Required	☐
Funding Source	N/A	Bid	N/A
Account	N/A	Strategic Plan Priority Area	N/A
Agreement	☐	Manager Priorities	N/A
Stategic Plan Related	☐		

Agenda Heading Title

Acceptance and Approval of Joseph Tinelli as an active member of Reliance Engine & Hose Co. No. 1

Summary

Acceptance and Approval of Joseph Tinelli as an active member of Reliance Engine & Hose Co. No. 1

Proposed Action

Attachment

Correspondence

RESOLUTION

ACCEPTANCE AND APPROVAL OF JOSEPH TINELLI AS AN ACTIVE MEMBER OF RELIANCE ENGINE & HOSE CO. NO. 1

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, at the November 4, 2016 meeting of Reliance Engine & Hose Co. No. 1 the company held an election for a new active member; and

WHEREAS, Joseph Tinelli has been elected to be a new active member. Now, therefore, be it

RESOLVED, that the Board of Trustees hereby accepts and approves the election of Joseph Tinelli to Reliance Engine & Hose Co. No. 1, as an active member of the Port Chester Fire Department, conditioned upon passing the required medical examination.

Approved as to Form:

_____

Anthony M. Cerreto, Village Attorney

Received
NOV 8 2016
Village Clerk
VILLAGE OF PORT CHESTER

Companies:
Reliance Chemical & Hose No. 1
Putnam Steamer & Hose No. 2

Fire Department
Village of Port Chester
WESTCHESTER COUNTY, N. Y.
Headquarters: Westchester Avenue and Paulding Street

Harry Howard Hook & Ladder No. 1
Fire Police No. 1
Mellor Hose No. 1
Washington Engine & Hose No. 4
Brooksville Hose No. 5

TO THE HONORABLE BOARD OF TRUSTEES OF THE VILLAGE PORT CHESTER, N. Y.:

The Reliance Eng & Hose Co. No. 1 respectfully reports that at a meeting held on November 4, 2016 favorable action was taken on the following:

Elected active members Joseph Tinelli of 131 Purchase St Rye NY

Elected honorary members

Members resigned

Members expelled

Members suspended

Members died

Badges returned (numbers)

Remarks

Bryan A. Santucci

Secretary.

RES - 5A
BOT 11-21-2016

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

AGENDA MEMO

Department: Police Department

BOT Meeting Date: 11/21/2016

Item Type: Resolution

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

Description	Yes	No	Description	Yes	No
Fiscal Impact	x	☐	Public Hearing Required	☐	x
Funding Source: Account #:			BID #		
	Yes	No	**Strategic Plan Priority Area** Choose a Strategic Plan Area		
Agreement	☐	☐	**Manager Priorities**		
Strategic Plan Related	☐	x	Other		

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

RESOLUTION
2016-2017 FISCAL YEAR BUDGET AMENDMENT TO INCREASE APPROPRIATION FOR OVERTIME IN THE POLICE DEPARTMENT

Summary

Background: The Village Treasurer has advised the Board of Trustees that the overtime account has been significantly depleted. The contributing factors for such a situation include the failure to fund three police officers requested by the department, number of members out of work due to on-the job disability and sickness, an increase in number of parades and processions, protests, protection of street paving work and training.
Board action is required to make a supplemental appropriation to this budget line.

Proposed Action

That the Board of Trustees adopt the Resolution

Attachments

RESOLUTION
2016-2017 FISCAL YEAR BUDGET AMENDMENT TO INCREASE APPROPRIATION FOR OVERTIME IN THE POLICE DEPARTMENT

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

WHEREAS, on May 2, 2016, the Board of Trustees adopted a budget for the 2016-2017 fiscal year; and

WHEREAS, $512,500 was appropriated for overtime in the Police Department; and

WHEREAS, the Village Treasurer has advised that the overtime account has been significantly depleted; and

WHEREAS, the contributing factors for such situation include the failure to fund three police officers requested by the department, number of members out of work due to on-the job disability and sickness, an increase in number of parades and processions, protests, protection of street paving work and training; and

WHEREAS, Board action is required to make a supplemental appropriation to this budget line. Now, therefore, be it; and.

RESOLVED, that the FY 2016-2017 General Fund Budget is hereby amended as follows:

Increase:

001.3120.0101 Police-Overtime
$200,000

Decrease:

1.990.400 Contingency
$200,000

Approved as to Form:

_____
Anthony M. Cerreto, Village Attorney

RES - 5B
BOT 11-21-2016

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

AGENDA MEMO

Department: Police Department

BOT Meeting Date: 11/21/2016

Item Type: Resolution

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

Description	Yes	No	Description	Yes	No
Fiscal Impact	x	☐	Public Hearing Required	☐	x
Funding Source: Account #:			BID #		
	Yes	No	**Strategic Plan Priority Area** Choose a Strategic Plan Area		
Agreement	☐	☐	**Manager Priorities**		
Strategic Plan Related	☐	x	Other		

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

RESOLUTION
2016-2017 FISCAL YEAR BUDGET AMENDMENT TO INCREASE APPROPRIATION FOR PENSION CONTRIBUTIONS ON BEHALF OF MEMBERS OF THE POLICE DEPARTMENT

Summary

Background: the Village Treasurer has advised that the New York State Retirement System invoiced the Village $1,888,605 for members of the Police Department which is due December 15, 2016. In this year's (2016-2017) adopted budget only $1,769,680 was appropriated for pension contributions for members of the Police Department. Therefore Board action is required to make a supplemental appropriation to increase this budget line by $118,925.00

Proposed Action

That the Board of Trustees adopt the Resolution

Attachments

RESOLUTION
2016-2017 FISCAL YEAR BUDGET AMENDMENT TO INCREASE APPROPRIATION FOR PENSION CONTRIBUTIONS ON BEHALF OF MEMBERS OF THE POLICE DEPARTMENT

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

WHEREAS, on May 2, 2016, the Board of Trustees adopted a budget for the 2016-2017 fiscal year; and

WHEREAS, $1,769,680 was appropriated for pension contributions for members of the Police Department; and

WHEREAS, the Village Treasurer has advised that the New York State Retirement System invoiced the Village $1,888,605 for members of the Department that is due by December 15, 2016; and

WHEREAS, Board action is required to make a supplemental appropriation to this budget line. Now, therefore, be it; and.

RESOLVED, that the FY 2016-2017 General Fund Budget is hereby amended as follows:

Increase:

1.9010.801
New York Police and Fire Retirement
$118,925

Decrease:

1.990.400 Contingency
$118,925

Approved as to Form:

_____
Anthony M. Cerreto, Village Attorney

NYSLRS New York State & Local Retirement System

Office of the New York State Comptroller
NEW YORK STATE COMPTROLLER
Thomas P. DiNapoli

VILLAGE OF PORT CHESTER

40031 PFRS - 2017 Annual Invoice

Payment of this invoice must be received by the Retirement System on or before February 1, 2017. If paying the prepay amount, payment must be received on or before December 15, 2016. Unpaid balances accrue interest at the rate of 7.0%. If you have questions, contact Patti Schachter at 518-474-7573 or the Employer Billing Unit at 518-474-4913 or 518-408-4214.

	Payment Due February 1, 2017	Prepayment Due December 15, 2016
Total Amount Due:	**$1,904,645**	**$1,888,605**

Police

Tier	Plan ID	Options	Reported Salary	Rate	Regular Pension Contribution **	GTLI
2	384D		$6,866,573	24.1%	$1,654,844	$0
3	*384D		$117,300	23.8%	$27,917	$0
5	*384D		$159,637	19.5%	$31,129	$0
6	*375I		$115,804	8.6%	$9,959	$0
6	*384		$230,979	11.2%	$25,870	$0
6	*384D		$297,652	14.5%	$43,160	$0
Sub Totals			**$7,787,945**		**$1,792,879**	**$0**

Fire

Tier	Plan ID	Options	Reported Salary	Rate	Regular Pension Contribution **	GTLI
2	384D		$200,908	24.1%	$48,419	$0
5	384D		$102,533	22.9%	$23,480	$0
6	*384D		$274,944	14.5%	$39,867	$0
Sub Totals			**$578,385**		**$111,766**	**$0**

* Indicates employees are required to make contributions for this PFRS plan/tier
** Regular Pension Bill without GTLI - Uses 3/31/2016 Salaries with Final Rates

2017 Regular Pension Contribution, Including GTLI **$1,904,645**

	Due February 1, 2017 Payments	divide by factor	Pre Pay December 15, 2016 Payments
Total Adjustments and Installments			
2017 Regular Pension Contribution	$1,904,645	1.008493 =	$1,888,605
Total Amount Due	**$1,904,645**		**$1,888,605**

RES - 06
BOT 11-21-2016

VILLAGE OF
PORT CHESTER
222 Grace Church Street, Port Chester, New York 1057

AGENDA MEMO

Department: Board of Trustees

BOT Meeting Date: 11/21/2016

Item Type: Resolution

Sponsor's Name: BOT Member

Description		Description	
Fiscal Impact	☐	Public Hearing Required	☐
Funding Source	N/A	Bid	N/A
Account	N/A	Strategic Plan Priority Area	N/A
Agreement	☐	Manager Priorities	N/A
Stategic Plan Related	☐		

Agenda Heading Title

AUTHORIZE THE MAYOR TO SEND CORRESPONDENCE TO G&S REGARDING A PROPOSAL FOR THE MARINA PARKING LOT

Summary

AUTHORIZE THE MAYOR TO SEND CORRESPONDENCE TO G&S REGARDING A PROPOSAL FOR THE MARINA PARKING LOT

Proposed Action

That the Board of Trustees adopt the Resolution

Attachment

RESOLUTION

AUTHORIZE THE MAYOR TO SEND CORRESPONDENCE TO G&S REGARDING A PROPOSAL FOR THE MARINA PARKING LOT

WHEREAS, the Village received a proposal from G&S to convert the Marina Parking Lot into a paid parking lot and to share revenue with the Village of Port Chester; and,

WHEREAS, the Village hired a consulting traffic engineer, The RBA Group, on August 3, 2016 to evaluate the proposal and its potential impacts on parking and traffic in the Village; and

WHEREAS, the Village expects a report from its consulting traffic engineer within the coming month;

WHEREAS, the Board wishes to provide an update to G&S on the Village's review of the Marina Parking Lot proposal.

Now therefore be it,

RESOLVED, that the Board of Trustees authorize the Mayor to send correspondence to G&S updating them on the Village's review of the proposal for the Marina Parking Lot.

Approved as to Form:

_____
Anthony M. Cerreto, Village Attorney

RES - 07
BOT 11-21-2016

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

AGENDA MEMO

Department: Police Department

BOT Meeting Date: 11/21/16

Item Type: Resolution

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

Description	Yes	No	Description	Yes	No
Fiscal Impact	x	☐	Public Hearing Required	☐	x
Funding Source: Account #:			BID #		
	Yes	No	**Strategic Plan Priority Area** Choose a Strategic Plan Area		
Agreement	☐	☐	**Manager Priorities**		
Strategic Plan Related	☐	x	Other		

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

Enter into a Retroactive IMA with the County of Westchester for Reimbursement of Manpower Costs Expended in Enforcing Driving While Intoxicated Laws

Summary

Background: This IMA would allow Westchester County to reimburse the Village for manpower costs expended in 2013 and 2014 during enforcement of DWI Laws

Proposed Action

That the Board of Trustees adopt the Resolution

Attachments

AM-V20140804

Port Chester: 2016-2020-30

THIS AGREEMENT made this day of , 20 by and between:

THE COUNTY OF WESTCHESTER, a municipal corporation of the State of New York, having an office and place of business in the Michaelian Office Building, 148 Martine Avenue, White Plains, New York 10601 (hereinafter referred to as the "County") Acting by and through its Department of Public Safety Services (hereinafter referred to as the "Department")

And

Village of Port Chester
350 N. Main Street
Port Chester, NY 10573

_____ a municipal corporation of the State of New York having an office and place of business at _____ _____, New York _____ acting by and through the _____ Police Department, (hereinafter referred to as the "Municipality").

1. In consideration of an amount not to exceed EIGHT THOUSAND FOUR HUNDRED ($8,400.00) DOLLARS per year to be paid in the manner and at the rates set forth in Schedule "A," which is attached to and forms a part of this Agreement, the Municipality shall participate in the Westchester County STOP-DWI Patrol/Datamaster Project as described in Schedule "A" (hereinafter the "Work").

2. The parties recognize and acknowledge that the obligations of the County under this Agreement are subject to the County's receipt of funds from New York State to operate the Westchester County STOP-DWI Patrol/Datamaster Project.

If, for any reason, the full amount of said funds is not paid over or made available to the County by New York State, the County may terminate this Agreement immediately or reduce the amount payable to the Municipality, in the discretion of the County. The County shall give prompt notice of any such termination or reduction to the Municipality. If the County subsequently offers to pay a reduced amount to the Municipality, then the Municipality shall have the right to terminate this Agreement upon reasonable prior written notice.

In addition, the parties recognize and acknowledge that the obligations of the County under this Agreement are subject to annual appropriations by its Board of Legislators pursuant to the Laws of Westchester County. Therefore, this Agreement shall be deemed executory only to the extent of the monies appropriated and available. The County shall have no liability under this Agreement beyond funds appropriated and available for payment pursuant to this Agreement. The parties understand and intend that the obligation of the County hereunder shall constitute a current expense of the County and shall not in any way be construed to be a debt of the County in contravention of any applicable constitutional or statutory limitations or requirements concerning the creation of indebtedness by the County, nor shall anything contained in this Agreement constitute a pledge of the

general tax revenues, funds or moneys of the County. The County shall pay amounts due under this Agreement exclusively from legally available funds appropriated for this purpose. The County shall retain the right, upon the occurrence of the adoption of any County Budget by its Board of Legislators during the term of this Agreement or any amendments thereto, and for a reasonable period of time after such adoption(s), to conduct an analysis of the impacts of any such County Budget on County finances. After such analysis, the County shall retain the right to either terminate this Agreement or to renegotiate the amounts and rates set forth herein. If the County subsequently offers to pay a reduced amount to the Municipality, then the Municipality shall have the right to terminate this Agreement upon reasonable prior written notice.

This Agreement is also subject to further financial analysis of the impact of any New York State Budget (the "State Budget") proposed and adopted during the term of this Agreement. The County shall retain the right, upon the occurrence of any release by the Governor of a proposed State Budget and/or the adoption of a State Budget or any amendments thereto, and for a reasonable period of time after such release(s) or adoption(s), to conduct an analysis of the impacts of any such State Budget on County finances. After such analysis, the County shall retain the right to either terminate this Agreement or to renegotiate the amounts and rates approved herein. If the County subsequently offers to pay a reduced amount to the Municipality, then the Municipality shall have the right to terminate this Agreement upon reasonable prior written notice.

3. All records or recorded data of any kind compiled by the Municipality in completing the Work described in this Agreement, including but not limited to written reports, studies, computer printouts, graphs, charts, and all other similar recorded data, shall become and remain the property of the County. The Municipality may retain copies of such records for its own use and shall not disclose any such information without the express written consent of the Stop-DWI Director or his designee ("Director"). The County shall have the right to reproduce and publish such records, if it so desires, at no additional cost to the County.

4. The Work to be performed pursuant to the terms of this Agreement shall commence January 1, 2016 and continue through December 31, 2020.

The Municipality shall issue progress reports to the County as the Director may direct and shall immediately inform the Director in writing of any cause for delay in the performance of its obligations under this Agreement.

5. The Municipality agrees and shall be subject to the insurance requirements contained in Schedule "B," which schedule is attached to and forms a part of this Agreement. In addition to and not in limitation of the insurance provisions contained in Schedule "B," the Municipality agrees:

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

(b) to provide defense for and defend, at its sole expense, any and all claims, demands or causes of action arising out of the negligent or intentional acts, errors and omissions or willful

misconduct of the Municipality or third parties under the direction and control of the Municipality and to bear all other costs and expenses related thereto.

6. The Municipality shall comply, at its own expense, with the provisions of all applicable local, state and federal laws, rules and regulations, including, but not limited to, those applicable to the Municipality as an employer of labor or otherwise.

7. Requests for payment to be made shall be submitted by the Municipality on properly executed payment vouchers of the County in accordance with Schedule "A" and paid only after approval by the Director. All payment vouchers must be accompanied by a numbered invoice and must contain the invoice number where indicated. All invoices submitted during each calendar year shall utilize consecutive numbering and be non-repeating. In no event shall payment be made to the Municipality prior to completion of all Work and the approval of same by the Director.

The Municipality shall, at no additional charge, furnish all labor, services, materials, tools, equipment and other appliances necessary to complete the Work, unless specific additional charges are expressly permitted under this Agreement. It is recognized and understood that even if specific additional charges are expressly permitted under this Agreement, in no event shall total payment to the Municipality exceed the not-to-exceed amount set forth in Section 1 above.

All payments made by the County to the Municipality will be made by electronic funds transfer ("EFT") pursuant to the County's Vendor Direct program. Municipalities doing business with Westchester County, who are not already enrolled in the Vendor Direct Program, will be required to fill out and submit an EFT Authorization Form prior to receiving an award or purchase order. The EFT Authorization Form and related information are annexed hereto as Schedule "C." The completed Authorization Form must be returned by the Municipality to the Westchester County Department of Finance ("Finance Department") prior to execution of the contract. In rare cases, a hardship waiver may be granted. For a Hardship Waiver Request Form, please contact the Finance Department.

8. (a) The County, upon ten (10) days notice to the Municipality, may terminate this Agreement in whole or in part when the County deems it to be in its best interest. In such event, the Municipality shall be compensated and the County shall be liable only for payment for services already rendered under this Agreement prior to the effective date of termination at the rates specified in Schedule "A." Upon receipt of notice that the County is terminating this Agreement in its best interests, the Municipality shall stop work immediately and incur no further costs in furtherance of this Agreement without the express approval of the Director, and the Municipality shall direct any approved subconsultants to do the same.

In the event of a dispute as to the value of the Work rendered by the Municipality prior to the date of termination, it is understood and agreed that the Director shall determine the value of such Work rendered by the Municipality. The Municipality shall accept such reasonable and good faith determination as final.

(b) In the event the County determines that there has been a material breach by the Municipality of any of the terms of the Agreement and such breach remains uncured for forty-eight (48) hours after service on the Municipality of written notice thereof, the County, in addition to any other right or remedy it might have, may terminate this Agreement and the County shall have the right, power and authority to complete the Work provided for in this Agreement, or contract for its

completion, and any additional expense or cost of such completion shall be charged to and paid by the Municipality. Without limiting the foregoing, upon written notice to the Municipality, repeated breaches by the Municipality of duties or obligations under this Agreement shall be deemed a material breach of this Agreement justifying termination for cause hereunder without requirement for further opportunity to cure.

9. All notices of any nature referred to in this Agreement shall be in writing and either sent by registered or certified mail postage pre-paid, or delivered by hand or overnight courier, or sent by facsimile (with acknowledgment received and a copy of the notice sent by registered or certified mail, postage pre-paid), as set forth below or to such other addresses as the respective parties hereto may designate in writing. Notice shall be effective on the date of receipt. Notices shall be sent to the following:

To the County:

Commissioner - Sheriff of Public Safety
1 Saw Mill River Parkway
Hawthorne, New York 10532

With a copy to:

Director, Drug Abuse Prevention & STOP-DWI
112 E. Post Road, 3rd Floor
White Plains, New York 10601

with a copy to:

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

To the Municipality:

_____
_____
_____

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

11. In the event of any conflict between the terms of this Agreement and the terms of any schedule or attachment hereto, it is understood that the terms of this Agreement shall be controlling with respect to any interpretation of the meaning and intent of the parties.

12. Nothing contained herein shall be construed to make either party the agent, employee or co-venturer of the other and the parties hereto expressly disclaim the existence of any such relationship between them.

13. The failure of the County to insist upon strict performance of any term, condition or covenant herein, shall not be considered a waiver of such breach or default or any subsequent breach or default of the terms, conditions and covenants herein. The remedies contained herein are cumulative and shall not limit or restrict any other remedy at law or in equity to which the County may be entitled.

14. Except as provided herein, the Municipality shall not assign, sublet, subcontract or otherwise dispose of this Agreement, or any right, duty or interest herein, without the prior express written approval of the County. Any purported delegation of duties, assignment of rights under this Agreement without the prior express written consent of the County is void. No assignment, subcontracting, subletting or other such disposition of this Agreement, either with or without such consent of the County, shall serve to relieve the Municipality of its obligations under this Agreement.

15. This Agreement shall be construed and enforced in accordance with the Laws of the State of New York.

16. This Agreement shall not be enforceable until signed by all parties and approved by the Office of the County Attorney.

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

THE COUNTY OF WESTCHESTER

BY:_____
GEORGE N. LONGWORTH
Commissioner – Sheriff of Public Safety

MUNICIPALTIY

BY:_____
Name & Title

Approved by the Westchester County Board of Legislators on the 30th day of March, 2016 by Act No. 39-2016.

Approved by the Westchester County Board of Acquisition and Contract on the 26th day of May, 2016.

Approved as to form and manner of execution

_____
Assistant County Attorney
County of Westchester

ACKNOWLEDGMENT

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

On the _____ day of _____ in the year 201 _____ before me, the undersigned, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

Date: _____ _____
Notary Public

RPL § 309-a; NY CPLR § 4538

CERTIFICATE OF AUTHORITY
(CORPORATION)

I, _____,
(Officer other than officer signing contract)

certify that I am the _____ of
(Title)
the _____
(Name of Corporation)

a corporation duly organized and in good standing under the _____ (Law under which organized, e.g., the New York Business Corporation Law) named in the foregoing agreement; that

_____
(Person executing agreement)

who signed said agreement on behalf of the _____
(Name of Corporation)

was, at the time of execution

_____
(Title of such person)

of the Corporation and that said agreement was duly signed for and on behalf of said Corporation by authority of its Board of Directors, thereunto duly authorized and that such authority is in full force and effect at the date hereof.

_____
(Signature)

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

On the _____ day of _____ in the year 201____ before me, the undersigned, a Notary Public in and for said State, _____personally appeared, personally known to me or proved to me on the basis of satisfactory evidence to be the officer described in and who executed the above certificate, who being by me duly sworn did depose and say that he/she resides at _____, and he/she is an officer of said corporation; that he/she is duly authorized to execute said certificate on behalf of said corporation, and that he/she signed his/her name thereto pursuant to such authority.

_____
Notary Public
Date

SCHEDULE A

STOP-DWI PATROL PROJECT

The STOP-DWI Patrol Project is an overtime, added, patrol effort to enforce the New York State Vehicle and Traffic Laws against intoxicated and impaired driving (DWI/DWAI) in Westchester County. Each participating municipality, through its police department, must submit the required documentation to claim reimbursement from the STOP-DWI Program. This is described below.

The Patrol Project requires that the STOP-DWI Patrol activity and assignment be in addition to the participating police department's normal and /or routine patrol activity and assignment. **It cannot be used to replace any regular, normal or routine patrol**. The additional patrol must be conducted during the critical DWI/DWAI hours of evening and nighttime as approved by the STOP-DWI Director. The STOP-DWI Patrol Project vehicle must bear the special logo and markings to increase public awareness of the enforcement effort. A police chief project director is appointed to work with the STOP-DWI Program in the operation of the patrol project. **ALL PATROLS AND SOBRIETY CHECKPOINTS MUST BE SCHEDULED AND APPROVED PRIOR TO CONDUCTING SAID OPERATION. THE MUNICIPALITIES' DWI PROJECT COORDINATOR MUST CALL THE COUNTY'S STOP-DWI OFFICE AND GET AN APPROVED CONTROL NUMBER. ONLY OPERATIONS WITH AN APPROVED CONTROL NUMBER WILL BE PROCESSED FOR PAYMENT.**

THE MAXIMUM AMOUNT PAYABLE UNDER THIS AGREEMENT IS $8,400.00 PER YEAR.

Sobriety Checkpoints may be conducted with the reimbursable funds and one or more quarters may be combined to fund this particular effort. Coordination with the STOP-DWI Program Director is required **before** the checkpoint is conducted.

Patrol Project Reimbursement Documentation Packet - The following four items are required for reimbursement under this program and **MUST** be forwarded to the STOP-DWI Office within two weeks of the end of each quarter for payment to be approved. Each Municipality is required to maintain copies of all submitted documents and have them available for examination for a minimum of two calendar years in addition to the current calendar year. This is to facilitate future audits.

A. **OFFICER Tracking Report**: This is to be completed and signed by the Police Officer assigned to a specific STOP-DWI Patrol. The form must also be signed by the Supervisor in charge for a specific STOP-DWI Patrol. All of the entries must be completed, including the date, times, number of hours, number of stops, tickets issued, arrests made before submission.
B. **PATROL Tracking Report Summary**: This is to be completed and signed by the Supervisor in charge for a specific STOP-DWI Patrol. The report summarizes the work of each officer assigned to particular STOP DWI patrol duty for a given date. The information should be a compilation of the individual Officer Tracking Report. Note – Please use this report ONLY if there is more than one officers assigned to the patrol.
C. **Payment Voucher**: A copy of the overtime report form used by the Municipality to pay each assigned officer must be included. Copy MUST show the assigned officer's name, title, number of hours, and assignment to solely to STOP-DWI Patrol. **AN AUTHORIZED INDIVIDUAL MUST SIGN THE SUBMITTED COPY AS**

CERTIFICATION THAT IT IS A TRUE AND ACCURATE COPY OF THE ORIGINAL AND THAT THE STOP-DWI PATROL ASSIGNMENTS WERE IN ADDITION TO ROUTINE PATROLS. The originals are to be kept by the submitting agency.

Vouchers MUST include your municipality's assigned "Vendor number." and "Account number." They must show that they are for the STOP-DWI Patrol Program and include the quarter and dates, officer's name, number of hours worked, officer's actual hourly rate and total payment for officer. The rate of reimbursement for officers assigned to STOP-DWI is the officer's actual hourly rate up to a maximum of $75.00 per hour.

D. **Quarterly Summary Report:** For reimbursement, each submission must have a Summary Report included. This Report, which indicates the activity of the Municipality for the quarter, will cover a specific period and should be submitted at the **END OF THE QUARTER**. This is a Summary of the **Patrol Tracking Report Summary** that is filled out for each STOP DWI Enforcement Patrol

Copies of the **OFFICER'S Patrol Tracking Report,** the **PATROL Tracking Report Summary**, as well as the **Payment Voucher** are to be attached to the completed **Quarterly Summary Report**. This complete reimbursement documentation packet is to be forwarded to:

Director, STOP-DWI
112 E. Post Road
3rd Floor
White Plains, New York 10601

ANY REIMBURSEMENT DOCUMENTATION PACKET FILED MORE THAN 30 DAYS AFTER THE CLOSE OF A QUARTER WILL NOT BE PAID UNLESS SPECIAL ARRANGEMENTS HAVE BEEN MADE WITH THE STOP-DWI PROGRAM DIRECTOR IN ADVANCE.

SCHEDULE B
STANDARD INSURANCE PROVISIONS
(MUNICIPALITY)

1. Prior to commencing work, the Municipality shall obtain at its own cost and expense the required insurance from insurance companies licensed in the State of New York, carrying a Best's financial rating of A or better, and shall provide evidence of such insurance to the County of Westchester, as may be required and approved by the Director of Risk Management of the County. The policies or certificates thereof shall provide that thirty days prior to cancellation or material change in the policy, notices of same shall be given to the Director of Risk Management of the County of Westchester by registered mail, return receipt requested, for all of the following stated insurance policies. All notices shall name the Municipality and identify the Agreement.

If at any time any of the policies required herein shall be or become unsatisfactory to the County, as to form or substance, or if a company issuing any such policy shall be or become unsatisfactory to the County, the Municipality shall upon notice to that effect from the County, promptly obtain a new policy, submit the same to the Department of Risk Management of the County of Westchester for approval and submit a certificate thereof. Upon failure of the Municipality to furnish, deliver and maintain such insurance, the Agreement, at the election of the County, may be declared suspended, discontinued or terminated. Failure of the Municipality to take out, maintain, or the taking out or maintenance of any required insurance, shall not relieve the Municipality from any liability under the Agreement, nor shall the insurance requirements be construed to conflict with or otherwise limit the contractual obligations of the Municipality concerning indemnification. All property losses shall be made payable to and adjusted with the County.

In the event that claims, for which the County may be liable, in excess of the insured amounts provided herein are filed by reason of any operations under the Agreement, the amount of excess of such claims or any portion thereof, may be withheld from payment due or to become due the Municipality until such time as the Municipality shall furnish such additional security covering such claims in form satisfactory to the County of Westchester.

2. The Municipality shall provide proof of the following coverage (if additional coverage is required for a specific agreement, those requirements will be described in the "Special Conditions" of the contract specifications):

(a) Workers' Compensation. Certificate form C-105.2 (9/07) or State Fund Insurance Company form U-26.3 is required for proof of compliance with the New York State Workers' Compensation Law. State Workers' Compensation Board form DB-120.1 is required for proof of compliance with the New York State Disability Benefits Law. Location of operation shall be "All locations in Westchester County, New York."

Where an applicant claims to not be required to carry either a Workers' Compensation Policy or Disability Benefits Policy, or both, the employer must complete NYS form CE-200, available to download at: www.wcb.state.ny.us (click on Employers/Businesses, then Business Permits/Licenses/Contracts to see instruction manual).

If the employer is self-insured for Worker's Compensation, he/she should present a certificate from the New York State Worker's Compensation Board evidencing that fact (Either SI-12, Certificate of Workers' Compensation Self-Insurance, or GSI-105.2, Certificate of Participation in Workers' Compensation Group Self-Insurance).

(b) Employer's Liability with minimum limit of $100,000.00.

(c) Commercial General Liability Insurance with a minimum limit of liability per occurrence of $1,000,000.00 for bodily injury and $100,000.00 for property damage or a combined single limit of $1,000,000.00 (c.s.l.), naming the County of Westchester as an additional insured. This insurance shall indicate the following coverages:

(i) Premises - Operations.
(ii) Broad Form Contractual.

(d) Automobile Liability Insurance with a minimum limit of liability per occurrence of $1,000,000.00 per occurrence for bodily injury and a minimum limit of $100,000.00 per occurrence for property damage or a combined single limit of $1,000,000.00 unless otherwise indicated in the contract specifications. This insurance shall include for bodily injury and property damage the following coverages:

(i) Owned automobiles.
(ii) Hired automobiles.
(iii) Non-owned automobiles.

3. All policies of the Municipality shall be endorsed to contain the following clauses:

(a) Insurers shall have no right to recovery or subrogation against the County of Westchester (including its employees and other agents and agencies), it being the intention of the parties that the insurance policies so effected shall protect both parties and be primary coverage for any and all losses covered by the above-described insurance.

(b) The clause "other insurance provisions" in a policy in which the County of Westchester is named as an insured, shall not apply to the County of Westchester.

(c) The insurance companies issuing the policy or policies shall have no recourse against the County of Westchester (including its agents and agencies as aforesaid) for payment of any premiums or for assessments under any form of policy.

(d) Any and all deductibles in the above described insurance polices shall be assumed by and be for the account of, and at the sole risk of, the Municipality.

SCHEDULE "C"
Westchester County Vendor Direct Program Frequently Asked Questions

1. WHAT ARE THE BENEFITS OF THE ELECTRONIC FUNDS TRANSFER (EFT) ASSOCIATED WITH THE VENDOR DIRECT PROGRAM?
There are several advantages to having your payments automatically deposited into your designated bank account via EFT:

Payments are secure – Paper checks can be lost in the mail or stolen, but money deposited directly into your bank account is more secure.

You save time – Money deposited into your bank account is automatic. You save the time of preparing and delivering the deposit to the bank. Additionally, the funds are immediately available to you.

2. ARE MY PAYMENTS GOING TO BE PROCESSED ON THE SAME SCHEDULE AS THEY WERE BEFORE VENDOR DIRECT?
Yes.

3. HOW QUICKLY WILL A PAYMENT BE DEPOSITED INTO MY ACCOUNT?
Payments are deposited two business days after the voucher/invoice is processed. Saturdays, Sundays, and legal holidays are not considered business days.

4. HOW WILL I KNOW WHEN THE PAYMENT IS IN MY BANK ACCOUNT AND WHAT IT IS FOR?
Under the Vendor Direct program you will receive an e-mail notification two days prior to the day the payment will be credited to your designated account. The e-mail notification will come in the form of a remittance advice with the same information that currently appears on your check stub, and will contain the date that the funds will be credited to your account.

5. WHAT IF THERE IS A DISCREPANCY IN THE AMOUNT RECEIVED?
Please contact your Westchester County representative as you would have in the past if there were a discrepancy on a check received.

6. WHAT IF I DO NOT RECEIVE THE MONEY IN MY DESIGNATED BANK ACCOUNT ON THE DATE INDICATED IN THE E-MAIL?
In the unlikely event that this occurs, please contact the Westchester County Accounts Payable Department at 914-995-4708.

7. WHAT MUST I DO IF I CHANGE MY BANK OR MY ACCOUNT NUMBER?
Whenever you change any information or close your account a new Vendor Direct Payment Authorization Form must be submitted. Please contact the Westchester County Accounts Payable Department at 914-995-4708 and we will e-mail you a new form.

8. WHEN COMPLETING THE PAYMENT AUTHORIZATION FORM, WHY MUST I HAVE IT SIGNED BY A BANK OFFICIAL IF I DON'T INCLUDE A VOIDED CHECK?
This is to ensure the authenticity of the account being set up to receive your payments.

Westchester gov.com

Westchester County • Department of Finance • Treasury Division

Electronic Funds Transfer (EFT)
Vendor Direct Payment Authorization Form

Authorization is: *(check one)*
- ☐ New
- ☐ Change

INSTRUCTIONS: Please complete both sections of this Authorization Form and attach a voided check. See the reverse side for more information and instructions.

Mail to: Westchester County, Department of Finance, Treasury Division, 148 Martine Avenue, White Plains, NY 10601
Attention: Vendor Direct

Section I - Vendor Information

1. Vendor Name:

2. Taxpayer ID Number or Social Security Number:

3. Vendor Primary Address

4. Contact Person Name: | Contact Person Telephone Number:

5. Vendor E-Mail Addresses for Remittance Notification:

6. Vendor Certification: *I have read and understand the Vendor Direct Payment Program and hereby authorize payments to be received by electronic funds transfer into the bank that I designate in Section II. I further understand that in the event that an erroneous electronic payment is sent, Westchester County reserves the right to reverse the electronic payment. In the event that a reversal cannot be implemented, Westchester County will utilize any other lawful means to retrieve payments to which the payee was not entitled.*

Authorized Signature | Print Name/Title | Date

Section II- Financial Institution Information

7. Bank Name:

8. Bank Address:

9. Routing Transit Number:

10. Account Type: (check one) ☐ Checking ☐ Savings

11. Bank Account Number: | 12. Bank Account Title:

13. Bank Contact Person Name: | Telephone Number:

14. FINANCIAL INSTITUTION CERTIFICATION (required **ONLY** if directing funds into a Savings Account **OR** if a voided check is not attached to this form): *I certify that the account number and type of account is maintained in the name of the vendor named above. As a representative of the named financial Institution, I certify that this financial Institution is ACH capable and agrees to receive and deposit payments to the account shown.*

Authorized Signature | Print Name / Title | Date

(Leave Blank - to be completed by Westchester County) - Vendor number assigned

Westchester County • Department of Finance • Treasury Division

Electronic Funds Transfer (EFT)
Vendor Direct Payment Authorization Form

GENERAL INSTRUCTIONS

Please complete both sections of the Vendor Direct Payment Authorization Form and forward the completed form (along with a voided check for the account to which you want your payments credited) to: Westchester County Department of Finance, 148 Martine Ave, Room 720, White Plains, NY 10601, Attention: Vendor Direct. Please see item 14 below regarding attachment of a voided check.

Section I - VENDOR INFORMATION

1. Provide the name of the vendor as it appears on the W-9 form.
2. Enter the vendor's Taxpayer ID number or Social Security Number as it appears on the W-9 form.
3. Enter the vendor's complete primary address (not a P.O. Box).
4. Provide the name and telephone number of the vendor's contact person.
5. Enter the business e-mail address for the remittance notification. THIS IS VERY IMPORTANT. This is the e-mail address that we will use to send you notification and remittance information two days prior to the payment being credited to your bank account. We suggest that you provide a group mailbox (if applicable) for your e-mail address. You may also designate multiple e-mail addresses.
6. Please have an authorized Payee/Company official sign and date the form and include his/her title.

Section II - FINANCIAL INSTITUTION INFORMATION

7. Provide bank's name.
8. Provide the complete address of your bank.
9. Enter your bank's 9 digit routing transit number.
10. Indicate the type of account (check one box only).
11. Enter the vendor's bank account number.
12. Enter the title of the vendor's account.
13. Provide the name and telephone number of your bank contact person.
14. If you are directing your payments to a Savings Account OR you can not attach a voided check for your checking account, this line needs to be completed and signed by an authorized bank official. IF YOU DO ATTACH A VOIDED CHECK FOR A CHECKING ACCOUNT, YOU MAY LEAVE THIS LINE BLANK.

RES - 08
BOT 11-21-2016

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: 11/21/2016

Item Type: Resolution

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	☒	☐	Public Hearing Required	☐	☒
Funding Source: Account #:			BID #2016-07 **Strategic Plan Priority Area** N/A		
	Yes	**No**			
Agreement	☒	☐	**Manager Priorities**		
Strategic Plan Related	☐	☒	Performance Management		

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

Resolution Awarding RFP # 2016-07 for Traffic and Transportation Engineering Professional Services

Summary

Background
On September 9, 2016, the Village of Port Chester issued a request for proposals ("RFP") seeking proposals for traffic & transportation engineering professional services (RFP #2016-07). This RFP sought consulting traffic engineering services to review proposals before the Planning Commission, Traffic Commission, and Board of Trustees, present findings at meetings as requested, and conduct traffic studies as requested by the Village's governing bodies.

By the due date of September 30, 2016, the Village received 11 responses. A review committee, comprised of staff representatives from the Planning and Engineering Departments, as well as Commissioners from the Planning and Traffic Commissions, rated and ranked the 11 submittals based on completeness and quality of proposal, qualifications, similar and/or local experience, strength of references, scope of expertise, and rates and fees. At their October 24, 2016 meeting, the Planning Commission was briefed on the process. Similarly, at their October 5, 2016 meeting, the Traffic Commission was briefed on the process.

After conducting this initial analysis, the review committee invited the three firms with the top scores as well, as the Village's existing traffic engineering consulting team, for in person interviews during the week of October 24, 2016.

Staff representatives from the Planning, Engineering, and Village Manager Departments, as well as a representative from the Planning Commission conducted in-person interviews of the following firms:

1) VHB
2) RBA
3) Adler Consulting
4) AKRF

Based upon their proposal and interview, the review committee felt that AKRF exhibited the highest qualifications of the four firms and would provide the best service to the Village. Therefore, the review committee recommends that that the Board of Trustees award RFP #2016-07 to AKRF to act as the Village's traffic consulting engineer for a period of five years.

Proposed Actions
• Adopt the resolution to retain AKRF for traffic & transportation engineering professional services

Attachments
• RFP • 11 RFP Responses

VILLAGE OF PORT CHESTER

REQUEST FOR PROPOSALS
FOR TRAFFIC AND TRANSPORTATION ENGINEERING PROFESSIONAL SERVICES
RFP # 2016-07

Date: September 9, 2016

Christopher D. Steers
Village Manager

REQUEST FOR PROPOSALS (RFP # 2016-07)
VILLAGE OF PORT CHESTER
TRAFFIC AND TRANSPORTATION ENGINEERING PROFESSIONAL SERVICES

The Village of Port Chester is seeking proposals for a creative professional traffic engineer or firm to provide support and expertise in the application of traffic engineering principles and practices to provide and enhance the safety and efficient movement of pedestrians, cyclists, and vehicular traffic of people and goods within the Village. This work is to be performed on an on-call service basis.

SCOPE OF SERVICES

Traffic engineering services will include, but are not limited to:

- Review new development projects involving traffic and transportation impact analyses that come before the Board of Trustees, Traffic Commission, and Planning Commission
- Participate in site visits with Village staff to understand existing traffic and transportation conditions, identify issues and opportunities, and discuss creative solutions
- Provide a set of written recommendations for enhancing vehicular, pedestrian, cycling, and/or alternate modes of transportation for each application or project
- Appear at meetings of the Board of Trustees, Planning Commission, Traffic Commission, and other Village boards or commissions to discuss applications, projects, and creative solutions
- Conduct or review traffic engineering, traffic analysis, and transportation planning studies or project specific traffic related issue analysis
- Provide comprehensive analyses of existing and projected traffic conditions, intersection design, parking lot design, and traffic/transportation data collection services
- Provide traffic control device studies and design (signs, signals, pavement markings, etc.)
- Perform pedestrian studies including those to provide safe routes to school
- Testify in court, if needed, as an expert witness

MINIMUM QUALIFICATIONS/REQUIREMENTS

The successful candidate must be a registered Professional Traffic Engineer with the State of New York and should have direct experience working with municipalities. Criteria that will be considered by the Village in its review of proposals will include, but is not limited to:

- At least five (5) years of experience working with municipalities in New York, especially planning boards
- Familiarity with NYSDOT, Westchester County, and local procedures
- General availability to respond to requests and attend meetings
- Anticipated general schedule and response time
- Communication and presentation skills
- References
- Fees

PROPOSAL CONTENT

The proposal should, at a minimum, contain the following information:

- **Cover Page** – Submit a signed coversheet on letterhead stationery that includes a statement that the proposal is submitted in response to RFP 2016-07: Traffic and Transportation Engineering Professional Services.
- **Qualifications** – Provide professional experience and work history, including a general summary description of the firm and specific qualifications with providing similar services.
- **Personnel** – Provide list and resumes of key personnel. The point person and person who will attend meetings should be specifically identified.
- **References** – Include the name, address, and telephone number of three (3) clients for whom similar services are or have recently been performed.
- **Fees** – The proposal should include hourly rates of the personnel to be assigned to the awarded contract and any expenses expected to be incurred. Specific hourly billing will be applied and no percent of any contract payment will be furnished and paid by the Village without backup billing showing hours worked, multipliers, and reimbursable expenses (reimbursable expenses will be charged at the actual cost; no multiplier will be allowed).

SUBMITTAL REQUIREMENTS

Proposals must be received no later than 10:00 AM on September 30, 2016 by the Village Clerk at the following address:

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

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, DVD, or flash drive. Please place a label on the envelope stating: "RFP 2016-07: Traffic and Transportation Engineering Professional 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 via the Village Clerk, received no later than three (3) business days prior to the submission deadline. Telephone (914) 939-2200/Fax (914) 937-3169/email: dthomas@portchesterny.com. 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 2016-07: Traffic and Transportation Engineering Professional Services”.

INTERVIEWS

The Village Manager, Board of Trustees, and/or Planning Commission may schedule interviews with prospective candidates to permit further evaluation of the candidate.

AWARD

The award will be made to the candidate that best meets the Board of Trustee’s and/or Planning Commission’s needs and requirements. The Village reserves its right to reject any and 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.

EXPENSES INCURRED BY RESPONDING CONSULTANT

The Village will NOT be responsible for any expenses or costs incurred by any responding consultant organization(s) at any time in preparing and submitting a proposal or requested supplemental information in response to this RFP.

Traffic & Transportation Engineering
Professional Services
RFP # 2016-07

Adler Consulting, Transportation Planning & Traffic Engineering, PLLC
235 Main Street
White Plains, NY 10601-2410
Tel: (914) 997-8510
Fax: (914) 997-7140
e-mail: bernie.adler@adler-consulting.com
www.adler-consulting.com

Adler Consulting, Transportation Planning & Traffic Engineering, PLLC
235 Main Street
White Plains, NY 10601-2401
Tel # (914) 997-8510
Fax # (914) 997-7140

September 30, 2016

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

Re: Request for Proposals
RFP 2016-07:
Traffic and Transportation Engineering Professional Services
Port Chester, New York

PROPOSAL FOR TRAFFIC ENGINEERING SERVICES

Dear Mr. Steers:

This proposal is in response to your request for Traffic and Transportation Engineering Professional Services in support of the Village of Port Chester. **Adler Consulting** is pleased to submit this Proposal to provide expert Traffic and Transportation Engineering Professional Services in the Village.

Adler Consulting provides outstanding technical skills in the evaluation of Traffic and Transportation Engineering challenges. The staff includes skilled professionals who are experienced at identifying and evaluating traffic impacts and preparing appropriate engineering solutions to resolve issues. **Adler Consulting** has considerable experience with the analysis of intersection operations and the development of innovative yet realistic plans to ameliorate deficiencies and improve operations.

Adler Consulting values the commitment of the members of the Port Chester Village Board, the Planning Commission and the Traffic Commission and their input addressing current traffic and parking issues and the critical role that they have in providing future directions for the Village. Accordingly, **Adler Consulting** will provide professional expertise and judgement but will honor the directions of the Village and provide utmost care to ensure the proposed directives are achieved to provide for the safe and efficient travel for the pedestrian and motorist.

Adler Consulting is dedicated to providing the highest quality Traffic and Transportation Engineering services to our clients. We respectfully advise our clients and represent them with professionalism, integrity and confidentiality to enable them to achieve their goals.

Adler Consulting is the best firm to provide these consulting services for the Village of Port Chester for the following reasons:

- Experience: The Staff of **Adler Consulting** has over 100 years of combined experience specifically in the fields of Traffic Engineering and Transportation Planning. Importantly, Bernard Adler, P.E., President, is the former Commissioner of Traffic for the City of White Plains and is intimately familiar with the many transportation issues in a municipality. Further, he has distinguished himself with excellence through his technical and executive achievements as recognized by the Institute of Transportation Engineers (ITE) and the Westchester County Chapter of the New York State Society of Professional Engineers (NSPE). Mr. Adler will be personally involved in all phases of the work.

  Michael P. O'Rourke, P.E. PTOE, Senior Associate will be responsible for the technical day-to-day responsibilities of the Project. Mr. O'Rourke's background and experience supplement and complement that of Mr. Adler.

- **Expertise**: **Adler Consulting** has unsurpassed credentials in the knowledge and practice of Traffic Engineering and Transportation Planning. Unlike other firms which provide various services as an adjunct to their routine business, **Adler Consulting** specializes in providing innovative and economically feasible solutions for the most challenging traffic engineering concern.

- **Proximity**: **Adler Consulting's** offices are conveniently located in White Plains which offers the Village the opportunity of having services provided with staff members available for personal reconnaissance and attendance at meetings.

- **Product**: Having provided similar services for other jurisdictional agencies, **Adler Consulting** can deliver a quality product while realizing substantial savings in time and expense.

- **Testimony**: Mr. Adler's unparalleled qualifications, specifically as they apply to the Traffic and Transportation Engineering, coupled with his expert communicative skills, make him the ideal candidate to make skillful presentations to the jurisdictional agencies of the Village of Port Chester.

Adler Consulting appreciates the opportunity of submitting this proposal and looks forward to working with you on this project and assures you of our personal attention and professional performance.

Sincerely,
Adler Consulting,
Transportation Planning & Traffic Engineering, PLLC

Bernard Adler, P.E.
President
encl.

Letter September 30, 2016.wpd

Qualifications

COMPANY QUALIFICATIONS

Adler Consulting was founded in 1991 by the firm's principal and president, Bernard Adler, P.E., FITE to provide Professional Engineering Services in the areas of Transportation Planning and Traffic Engineering. Conveniently located in White Plains, NY, **Adler Consulting** serves private developers and municipal agencies in New York, New Jersey and Connecticut. As the firm has grown, new staff have brought with them new knowledge and energy. The firm's experience and reputation has also been increased by active involvement in professional societies as well as by promoting continued personal education and development.

Bernard Adler, P.E., has been serving both the public and private sectors for over fifty (50) years. He established **Adler Consulting** in 1991 and personally performs analyses for and scrutinizes and the firm's work as well as appears before governmental agencies supporting the findings and conclusions of studies conducted by the Firm. He brings a unique perspective to the Firm's Clients gained from hands-on duties as a practitioner representing a government, in a private business providing engineering services for the development community and as an educator.

From 1979 through 1987, Mr. Adler was Commissioner of Traffic for the City of White Plains, New York, a time of its rapid expansion. In that capacity, he was responsible for the design, maintenance and operation of the City's central traffic control system and provided guidance to the Mayor and Common Council on matters affecting the welfare of the public with respect to traffic.

Mr. Adler is a Fellow of the Institute of Transportation Engineers (ITE), a past member of ITE's Board of Direction, a past President of the Metropolitan Section of ITE and has served on many committees at the International, District and Section levels. He served as General Chairman of ITE's 57th Annual Meeting held in New York City in 1987. Mr. Adler is also a member of other professional societies, the author of many published papers and formerly an Adjunct Assistant Professor of Civil Engineering at Manhattan College, Riverdale, NY.

Michael P. O'Rourke, P.E., PTOE, Senior Associate, brings a wealth of background and experience supplementing and complementing that of Mr. Adler. He has more than 39 years of Transportation Planning and Traffic Engineering experience, during which time he supervised and conducted: Traffic Engineering "Call-In" Services;

Environmental Impact Assessments; Transportation Planning Studies; Highway, Signing & Pavement Marking Design; Jurisdictional Consulting Services; Evaluation and Deployment of ITS technologies; and, Traffic Impact and Monitoring Studies for both the public and private sectors. Mr. O'Rourke's responsibilities with **Adler Consulting** include: evaluation of transportation and traffic impact mitigating measures associated with property/corridor development; design of impact mitigating measures; evaluation and deployment of new technology; and administration within the Firm.

Adler Consulting provides services in the areas of:

Traffic Impact Analyses
Traffic Safety Studies
Transportation Planning
Highway Corridor Studies
Intelligent Transportation Systems (ITS)
Environmental Impact Statements
Transportation Systems Management
Maintenance and Protection of Traffic
Parking Designs and Operations
Paratransit Operations
Elderly & Handicapped Mobility
Site Feasibility Analyses
Sign Design and Layout
Environmental Impact Statements
OSTA Certificates of Operation
Access & Circulation for HealthCare Facilities
Safe Routes to School
Congestion-Mitigation- Air-Quality
SAFETAP & CLASS
Federal Funding Procurement
Stimulus Funding
Traffic Signal Design
Parking Management Plans
Construction Traffic Management
On & off-street Parking Studies
Bus Priority Systems
Fire Pre-Emption Systems
Programs Pedestrian Analyses
Forensic Engineering
"1-R" Single-course Overlays
Bicycle Studies

Representative projects completed by **Adler Consulting** for Municipal Authorities are summarized on the following pages.

Adler Consulting's senior personnel bring almost one hundred (100) person years expertise in Transportation Planning and Traffic Engineering projects of major importance. The members of the Firm are recognized for their contribution to the profession and are adept in the methodology of their discipline. **Adler Consulting** provides maturity and technical skills to evaluate and resolve the most challenging Transportation Planning and Traffic Engineering problem and prides itself on its attributes of timely responsiveness, professionalism and personal attention to technical details.

REPRESENTATIVE PROJECTS - GOVERNMENT

Traffic Engineering Consulting Services, Village of Port Chester, NY

Since 2010 **Adler Consulting** has provided the Village of Port Chester, NY with traffic engineering services as the Consulting Traffic Engineer. Projects have included the on-going review of the proposed reuse of the United Hospital Site as a mixed use development; review of the traffic and pedestrian impacts of the proposed reconstruction of the Willett Avenue Bridge by Metro-North Commuter Railroad; evaluation of the traffic impacts of approximately 20 commercial and residential projects; and, testimony before the Planning Commission and the Village Board of Trustees.

Traffic Engineering Consulting Services, Town of Woodbury, NY

Since 2003 **Adler Consulting** has provided the Town of Woodbury, NY with traffic engineering services on an "as-needed" basis. Projects have included SEQRA and Site Plan reviews for the WP-3 (Suburban Junction) development, the Legacy Ridge development and the Interstate Commerce Center Site A project.

Traffic Engineering Consulting Services, Town of Clarkstown, NY

Adler Consulting has provided the Town of Clarkstown, NY with traffic engineering services on an "as-needed" basis since 2003. Projects have included the development of standards and threshold traffic volume requirements for the implementation of traffic calming projects on residential streets within the Town; design of pavement markings and roadway signage for traffic calming projects; "before-and-after" studies to evaluate the impacts of traffic calming on the surrounding neighborhood; and, the evaluation of traffic and pedestrian safety improvements in the Town.

Traffic Engineering Consulting Services, Town of Cortlandt, NY

Since 2002 **Adler Consulting** has provided the Town of Cortlandt, NY with traffic engineering services on an "as-needed" basis. Over 25 assignments have been performed including accident studies, signal and roadway improvement designs, as well as SEQRA reviews of projects large and small. The Town's Department of Technical Services turns almost exclusively to Adler Consulting for advice and direction on matters relating to traffic.

REPRESENTATIVE PROJECTS - GOVERNMENT

Route 9 Corridor Improvements, Tarrytown, NY
Adler Consulting was engaged by the Village of Tarrytown to review traffic operating conditions on Route 9 in the south end of the Village, to identify measures to improve conditions and to solicit funds with which to build the identified improvements.

Traffic Engineering Consulting Services, Village of Nyack, NY
Adler Consulting has provided the Village of Nyack, NY with traffic engineering services on an "as-needed" basis. Projects have included the adaptive reuse of older buildings in the Village's central business district as well as an expansion of the public library.

Traffic Engineering Consulting Services, County of Rockland, NY
Adler Consulting has provided Rockland County, NY with traffic engineering services on an "as-needed" basis. Over twenty assignments have been performed.

Route 9A Corridor Improvements, Ardsley, NY
Adler Consulting was engaged by the Village of Ardsley to review traffic operating conditions on Route 9A in the heart of the Village and to identify measures to improve deficient conditions.

Arch Street Corridor Traffic Study, Greenwich, CT
The Town of Greenwich, Connecticut contracted **Adler Consulting** to analyze the traffic flow characteristics and recommend mitigation to improve safety and efficiency.

Stamford Transportation Center, Stamford, CT
Adler Consulting is providing traffic engineering services as part of a large-scale project for ConnDOT which will double the capacity of the Transportation Center. Considerations include access, internal circulation and its impact on the adjacent street system.

REPRESENTATIVE PROJECTS - GOVERNMENT

West Washington Avenue Corridor Study, Pearl River, NY
Adler Consulting was retained by the County of Rockland to study the Washington Avenue Corridor in the Town of Orangetown and to propose traffic calming measures to reduce operating speed and to enhance the viability of the arterial as a residential corridor.

Fenimore Road Corridor, Mamaroneck, NY
Adler Consulting was retained by the Village of Mamaroneck to perform a traffic study on Fenimore Road to determine an appropriate roadway configuration to best provide safe and efficient traffic operating conditions.

Parking and Traffic Management Plan, Tarrytown, NY
Adler Consulting was engaged by the Village of Tarrytown to review traffic and parking operations within the Village's CBD and to find practical measures, which could be implemented to alleviate any identified traffic or parking deficiencies.

Bank Street Widening, White Plains, NY
Adler Consulting provided traffic engineering services for the City of White Plains including reconstruction of signals at three intersections and the preparation of Protection and Maintenance of Traffic plans for the corridor.

North Street Corridor, New Rochelle, NY
The City of New Rochelle retained **Adler Consulting** to review existing geometrics, traffic volumes and patterns and to propose roadway configurations to accommodate future flows of traffic.

Village Green Technical Study, Rye, NY
As subconsultant to Charles H. Sells, **Adler Consulting** investigated the potential traffic impacts associated with proposed changes to three existing facilities in the Village Green area.

REPRESENTATIVE PROJECTS - GOVERNMENT

Traffic Engineering Services, The City of Rye, NY

The City of Rye, New York retained **Adler Consulting** to provide in-depth examination of the traffic component of an application for a development in a neighboring community.

Traffic Engineering Services, Larchmont Village Planning Commission, Larchmont, NY

Adler Consulting provided Traffic Engineering Services consisting of access, circulation and parking considerations for the Planning Commission in their review of a proposed development.

Residential Subdivision, Harrison, NY

The County of Westchester retained **Adler Consulting** to prepare a detailed Traffic Impact Report and testify before the Planning Board relative to an affordable housing project.

Port Newark/Elizabeth Marine Terminal, NJ, Port Authority of New York & New Jersey

The Port Authority of New York and New Jersey included the services of Bernard Adler, P.E. as part of their Value Planning/Engineering effort to provide traffic engineering expertise in the review of an internal circulation/signing plan for the marine/trucking complex.

Traffic Signal Design, County of Orange, NY

Orange County retained **Adler Consulting** to design traffic signals for: the at-grade railroad crossing of a spur of CONRAIL and Neelytown Road in Montgomery, the relocation of CR 78 in Middletown, and the intersection of CR67/CR 50 in Wallkill, NY.

Traffic Signal Design, Pearl River, NY

For the Town of Orangetown, Adler Consulting designed a traffic signal installation at the intersection of West Washington Avenue and Center Street.

Personnel

PERSONNEL

Adler Consulting will be represented predominantly by Bernard Adler, P.E. who will serve as the Principal for this Project while the Project Manager will be Michael P. O'Rourke, P.E., PTOE. Mr. O'Rourke will serve as the point person and both Mr. Adler and Mr. O'Rourke will represent **Adler Consulting** at meetings with the Village and their representatives. The day-to day conduct of satisfying the Projects' needs will be provided by the support staff of the Firm. Resumes for Mr. Adler and Mr. O'Rourke are attached.

Bernard Adler, P.E., President of the Firm, has served both the public and private sectors for over fifty (50) years. He established **Adler Consulting** in 1991 and personally scrutinizes analyses and appears before governmental agencies supporting the findings and conclusions of studies conducted by the Firm. He brings a unique perspective to the Firm's Clients gained from hands-on duties as a practitioner representing a government, in a private business, providing engineering services for the development community and as an educator.

From 1979 through 1987, Mr. Adler was Commissioner of Traffic for the City of White Plains, New York, a time of its rapid expansion. In that capacity, he was responsible for the design, maintenance and operation of the City's central traffic control system and provided guidance to the Mayor and Common Council on matters affecting the welfare of the public with respect to traffic.

Mr. Adler is a Fellow of the Institute of Transportation Engineers (ITE), a past member of ITE's Board of Direction, a past President of the Metropolitan Section of ITE and has served on many committees at the International, District and Section levels. He served as General Chairman of ITE's 57th Annual Meeting held in New York City in 1987. Mr. Adler is also a member of other professional societies, the author of many published papers and, formerly, an Adjunct Assistant Professor of Civil Engineering at Manhattan College, Riverdale, NY.

With over thirty-nine (39) years of Transportation experience, Michael P. O'Rourke, P.E., PTOE, Senior Associate, serves with Mr. Adler as the firm's senior staff. Mr. O'Rourke is a Past President of ITE's Metropolitan Section of New York & New Jersey as well a Past Chairman of ITE's District One. For **Adler Consulting**, Mr. O'Rourke is responsible for evaluation of traffic, parking, and transportation impact analyses and mitigation measures associated with property/corridor development; design of impact mitigation measures; preparation of traffic signal and Maintenance and Protection of Traffic plans; evaluation and deployment of ITS technology; and, administration within the firm.

Bernard Adler, P. E., President

Professional Registration:

Professional Engineer
- New York
- New Jersey
- Connecticut

Education:

Stevens Inst. of Technology	- Mgmt. Sciences, Postgraduate Courses	
Long Island University	- MS, Management Engineering	1970
Polytechnic Inst. of Bklyn.	- MSEE, Electrical Engineering	1966
City College of New York	- BEE, Electrical Engineering	1962

Teaching:

Adjunct Assistant Professor of Civil Engineering, Manhattan College, Bronx, New York, 1982, 1983.

Professional Experience:

Principal, Adler Consulting, White Plains, NY, 1991 to present. Mr. Adler is responsible for the all the quality control as well as client and government liaison facets of the Firm's operation. The Firm provides professional services in the areas of Transportation Planning and Traffic Engineering. The expertise was gained from the wealth of experience in conducting numerous studies for the public and private sectors.

Senior Vice President, Raymond Keyes Associates, Inc., Tarrytown, N.Y., 1987 to 1991. Mr. Adler managed the firm's approximately 30-member staff of the Transportation/Traffic Engineering Division which primarily focused on the data collection, analysis, preparation of reports and making presentations before approving agencies concerning the present and post-development traffic conditions and the highway improvements required to accommodate development projects.

For the public sector, services included: corridor studies; network modeling; multimodal analyses; designs including plans, specifications and estimates (PS&E's); progression analyses; and, Transportation Development Districts. Mr. Adler was responsible for the efficient and timely production and quality control of services to ensure that all traffic designs and studies meet the highest professional standards.

As Senior Vice President, Mr. Adler served on the firm's Management Committee which makes decisions and provides input to the Board of Directors regarding future programs, budgets, accounting data and personnel matters.

Commissioner of Traffic, The City of White Plains, N.Y., 1979-1987. During a period of major redevelopment, Mr. Adler:

Implemented innovative programs, including: New York States first computerized network traffic control system; overhead street name signs; energy conservation programs; and, a fire preferential routing system.

Managed the design, installation, maintenance and operation of all traffic control devices for the control of pedestrian and vehicular traffic, including signs, signals and pavement markings.

Coordinated with other planning agencies of the City for traffic and transportation needs of the present and future.

Studied and recommended the location and use of on-street parking meters for regulation of traffic.

Advised the Mayor, Common Council and other agencies of the government as to the City's traffic requirements regarding the welfare of the public with respect to traffic.

Exercised supervision, jurisdiction and control of the Department of Traffic and its operations and functions, records and files of approximately 20 personnel and their discipline.

Directed and supervised the expenditure of all monies appropriated to the Department of Traffic.

Served as Secretary to the White Plains Traffic Commission.

Director, Traffic Signal Systems, Wilbur Smith and Associates, Inc., New Haven, Ct., 1978-1979. Responsible for planning and design of all traffic signal system efforts for the firm, including:

Implementation of a $4.5 million system for the City of White Plains, NY

Analysis and design of a master control system for 250 intersections in the City of New Haven CT

Plans and specifications for a digital system controlling approximately 200 signals in Arlington, VA

Manager, Intermodal Planning, Tri-State Regional Planning Commission, New York, N.Y., 1975-1978. Responsible for Transportation Systems Management plans within the New York Metropolitan Region. Developed strategies for improving the efficiency of transportation systems including traffic operations improvements, paratransit operations and bus priority systems.

Manager of Systems Consulting, Computran Systems Corporation, Hackensack, N.J., 1974-1975. Responsible for all traffic signal systems designs, feasibility studies, and research efforts including: a Traffic Surveillance and Control System, with incident management, for the Westway Corridor in New York City; a signal system design for Winston-Salem, NC; a feasibility study for Gainesville FL; and, UTCS software for an Essex County signal system in Newark, NJ.

Group Leader, Transportation Systems Division, AIL Division of Cutler-Hammer, Inc., Deer Park, N.Y., (Eaton Corp.) 1962-1973.

Developed a management system for a highway department, including planning, scheduling, organizing, monitoring, evaluating and budgeting.

Principal Investigator on a project for the FHWA, overseeing the design, fabrication, installation, and evaluation of a cooperative motorist-aid system, known as FLASH.

Program Manager for an NHTSA study evaluating vehicular headlighting systems.

Professional Organizations:

Fellow	Institute of Transportation Engineers (ITE)
Member	National Society of Professional Engineers
Member	Transportation Research Board:
	Motorists Services Committee, A3B05, 1970-1988
	Advisory Panel on "Urban Pedestrian Traffic Control" (17-11)
Life Member	The Institute of Electrical and Electronics Engineers, Inc.
President	Engineering School Alumni Association, CCNY, 2011-2013

ITE - METROPOLITAN SECTION OF NEW YORK & NEW JERSEY

Director	1986, 1987
President	1985
Vice President	1984
Secretary/Treasurer	1983
Chairman	Equal Opportunity Program Committee, 1977
Chairman	School Coordination Committee, 1976

ITE - INTERNATIONAL

Member	Board of Direction, 1986-1989
General Chairman	57th Annual Meeting, New York City, August 1987
Chairman	Annual Meeting Committee, 1988, 1989
Member	Philanthropic Steering and Advisory Committee, 1990/91
Member	1992 Nominations Committee
Member	Annual Meeting Committee, 1987
Member	Budget Committee, 1989
Member	International Districts (7 & 8) Committee, 1987
Member	Transportation Achievement Award Committee, 1986
Chairman	Systems Planning Division, Department 6, 1985
Assistant Chairman	1979-1980
Editor	CCSAG Newsletter, Volume 2, Number 4, December 1979

ITE - DISTRICT ONE

Chairman	Annual Meetings Committee, 1984
Chairman	1983 Annual Meeting
Chairman	Career Guidance Committee, 1981
Chairman	Technical Committee, 1978-1979

Awards and Listings:

"Alumni Service Award," CCNY Alumni Association, June 2013

"Outstanding Engineer in Government," Westchester Chapter, New York State Society of Professional Engineers, February 1981.

"Commendation for Design Excellence," for conduct of "Neighborhood Traffic Studies", national competition sponsored jointly by the U.S. Department of Transportation and the National Endowment for the Arts October, 1981.

Biography included in Who's Who in the East, 1983/1984, 1986/1987.

"Distinguished Service Award", District One, Institute of Transportation Engineers, 1986.

"Ivor S. Wisepart Transportation Engineer Award", Metropolitan Section of New York and New Jersey, Institute of Transportation Engineers, 1989

Expert Testimony

Testimony on a continuing basis before municipal governing bodies, including Town Councils, Planning Boards, and Zoning boards of Appeal in the presentation of client matters, primarily in connection with major real estate matters. Such testimony has consistently involved preparation of exhibits and personal testimony under oath, usually under the attorney handling the matter, and can be conservatively numbered at some 10-15 appearances a year for the past 20 years.

Testimony on an infrequent basis before various court jurisdictions in various States, involving particular matters relating to regular practice requiring court adjudication, e.g., action taken by a client to force a Planning Board to give proper review of an application.

Expert Witness with regard to traffic safety implications of the placement of newspaper vending machines in the right-of-way of New Jersey State Highways. Services included providing guidance to Attorneys for Newark Morning Ledger Company in the preparation for and during the conduct of depositions from NJDOT.

Expert Witness on traffic impacts of residential development on a State Highway. Services included appearance before the Planning Board of the Village of West Haverstraw, New York in support of applicant and preparation of Affidavit in support of the petition to the Supreme Court of the State of New York, County of Rockland.

Review of proceedings in regard to a traffic accident case against the City of White Plains. Services included review of design, installation and maintenance records in relation to a signalized intersection as a measure of its conformity with the New York State Manual of Uniform Traffic Control Devices and preparation of Affidavit in support of defense.

Session Moderator/Discussant:

Leadership Roundtable Panelist, Met Section Meeting, Newark, NJ, October 2013,

"Traffic Management of Major Developments: The Role of the Traffic Engineer," Met Section Meeting, Hastings-on-Hudson, New York, June 1989.

"Management of Parking Goods Movement", Strategies to Alleviate Traffic Congestion - A National Conference, ITE, San Diego, California, March 1987.

"Economic Development and Transportation", The Seventeenth Annual ITE District One Meeting, Ellenville, New York, May 1986.

"Cities and Trucks", the Sixteenth Annual ITE District One Meeting, Springfield, MA, May 1985.

Papers:

"A Fire Preferential Route System for White Plains, New York," presented at the Annual Meeting of the Transportation Research Board, January 1988.

"Traffic Signal Operations to Reduce Energy Consumption," presented at the 55th Annual Meeting of the Institute of Transportation Engineers, New Orleans, Louisiana, August 1985.

"Planning and Preliminary Design of the White Plains, NY Transportation Center," Urban Public Transportation Planning Issues, Transportation Research Record 877, Transportation Research Board, Washington, DC, 1982, pp. 114-122.

"Design for the White Plains Multi-Modal Transportation Center," presented at Transportation Group, Met Section ASCE, New York, May 1981.

"Traffic Engineering in the Year 2000," presented at the New England ITE Section Meeting, Warwick, Rhode Island, October 1980.

"Traffic Control Systems," presented at the Transportation Systems Management Regional Conference, sponsored by the U.S. Department of Transportation, Boston, Massachusetts, July 1980.

"Intergovernmental Coordination," presented at the New Jersey Transportation Conference, Mount Laurel, New Jersey, November 1976.

"Planning for Elderly and Handicapped Transportation," presented at the New Jersey Transportation Conference, Mount Laurel, New Jersey, November 1976.

"System Challenges of Traffic Incidents Management," Better Use of Existing Transportation Facilities, Special Report 153, Transportation Research Board, Washington, D.C., 1975.

"Evaluation of Three-Beam Vehicle Lighting System," Transportation Research Record 502, Washington, D.C., 1974.

"Evaluation of the First FLASH Installation," Highway Research Record 402, Washington, D.C., 1971, pp. 28-36.

"Legibility and Brightness in Sign Design," Highway Research Record 368, Washington, D.C., 1971, pp. 37-47.

"FLASH -- A Disabled Vehicle Detection System," presented at the Research Committee Meeting, International Bridge, Tunnel and Turnpike Association, Boston, Massachusetts, June 1970.

"Computer-Aided Sign Design," accepted for presentation at the Night Visibility Committee Meeting, Highway Research Board, January 1969.

"Analytic Determination of Sign Brightness," presented for the Committee Panel, National Cooperative Highway Research Program, Washington, D.C., April 1967.

Reports:

Annual Report of the Department of Traffic, Annual Report of the Traffic Commission, prepared each fiscal year for the Mayor and Common Council of the City of White Plains.

Systems Concept Report - Computerized Traffic Control, prepared for the City of New Haven, Connecticut, Wilbur Smith and Associates, Inc., May 1979.

Transportation Systems Management, 1977, Interim Technical Report 3336, TriState Regional Planning Commission, February 1978.

Special Efforts for the Elderly and Handicapped, Tri-State Regional Planning Commission, July 1979.

Urban Corridor Demonstration Program, Corridor Evaluation, Final Report, prepared for the Federal Highway Administration, July 1976.

Feasibility of an Exclusive Bus/Carpool Lane on New Jersey Route 3, Interim Report, prepared for the State of New Jersey, Department of Transportation, May 1975, PB #242/737/5WU.

Development of a Telemetered Traffic Counting System for the National Capital Region, prepared for the Metropolitan Washington Council of Governments, May 1975.

Traffic Surveillance and Control in the West Side Highway Corridor, Final Report, prepared for the New York State Department of Transportation, April 1974.

Three-Beam Headlight Evaluation, Final Report, prepared for the National Highway Traffic Safety Administration, January 1973.

Highway Operations Management, Final Report, prepared for the Town of Huntington Highway Department, June 1972.

FLASH -- A Cooperative Motorist Aid System, Final Report prepared for the U.S. Department of Transportation, April 1970.

FLASH -- Design and Installation, Interim Report, prepared for the U.S. Department of Transportation, April 1970.

Feasibility Study for a Transparent Acrylic Radome, prepared for the Department of Public Works, City of Chicago, May, 1968.

"Sign Design for Night Legibility," Development of Information Requirements and Transmission Techniques for Highway Users, NCHRP Report 123, NCHRP Project 3-11, 1971.

Low Cost Localizer, Final Report, prepared for the Federal Aviation Administration, SRDS, August 1965.

Category 111 Localizer Transmitter, Type TV-34X, Handbook of Instructions and Final Report, prepared for the Federal Aviation Administration, SRDS, August 1964 and May 1965.

Localizer Equipment and Remote Monitor and Control System, Volumes 1 and 11, prepared for the Federal Aviation Administration, July 1964.

Michael P. O'Rourke, P. E., PTOE, Senior Associate

Professional Registration:

Professional Engineer	New York, New Jersey, Connecticut
Professional Traffic Operations Engineer	Trans. Prof. Certification Board, Inc.

Education:

Manhattan College	B.E. (Civil Engineering)	May, 1976
Polytechnic University	M.S. (Transportation Plng & Trfc Engg)	May, 1977

Professional Experience:

Senior Associate, Adler Consulting, White Plains, NY, 2000 to present. Mr. O'Rourke is responsible for evaluation of traffic, parking and transportation impact analyses and mitigating measures associated with property/corridor development; design of impact mitigating measures; evaluation and deployment of ITS technology; and, administration within the Firm. Some of Mr. O'Rourke's key assignments included: Legionaries of Christ expansion; Development of Maintenance and Protection of Traffic Plans (MPT) on NY Route 9A; Empire City Master Plan; New Roc City, LeCount Square and Trump Plaza developments; Traffic Calming for the Towns of Clarkstown and Orangetown; and, Greenwich Hospital Parking Needs.

Associate, Eng-Wong,Taub & Associates, New York, NY, 1989 to 2000. Mr. O'Rourke supervised a team of engineers in performing: Environmental Impact Assessments; Transportation Planning Studies; Highway Design; and, Traffic Impact Studies. Some of Mr. O'Rourke's key assignments included:

Traffic Engineering "Call-In" Services for the Port Authority of New York & New Jersey; Newark Airport Landside Vehicular Traffic Surveys (1995 through 1999); Northern State Parkway Reconstruction; Routes 119 & 9A Highway Design Study; Cross Bronx Expressway Rehabilitation Study; Major Deegan Expressway Accident Analyses; Bronx and Northern Manhattan Arterials Study; White Plains Comprehensive Plan Update; Metro-North Commuter Railroad Parking Planning Services; Metro-North Commuter Railroad Strike Contingency Planning; Manhattan East Side Transit Alternatives Study; Hunters Point Waterfront Development Project EIS; Long Island City Local Network and Regional Access Transportation Study; Port Newark Signing Program - Stages I and II.

Principal Engineer, The RBA Group, Morristown, NJ, , 1987-1989. Some of the projects in which Mr. O'Rourke was involved included: Newark Airport 2000 Data Collection Program; JFK 2000 Data Collection Program - Traffic and Travel Time Data Collection and Videotape Traffic Monitoring; Site Impact Traffic Evaluation -- IMTT-Bayonne; Review of a Traffic Impact Statement for West Amwell Township; Site Impact Evaluation, Cranford Shopping Development; Washington Mews Planned Adult Citizen Community, Gloucester County, NJ; Mount Laurel Township Traffic Engineering;

Senior Engineer, Storch Associates, Westbury, NY, 1985-1987.

Engineer, Edwards & Kelcey, Livingston, NJ & New York, NY, 1980-1985.

Transportation Planner, Capital District Transportation Committee (CDTC), Albany, NY, 1977-1980.

Awards:

Ivor S. Weispart Engineer of the Year Award - ITE Met Section of NY & NJ
Harvey Boutwell Distinguished Service Award - ITE- Northeast District

Publications:

Co-authored "Status of Unsignalized Intersection Capacity Research in the United States", published in March 1988, at the International Workshop "Intersections Without Traffic Signals" in Bochum, West Germany.

Professional Organizations:

Fellow Institute of Transportation Engineers (ITE)
President Met Section, 1995
Chairman District One, 2000

Member American Society of Civil Engineers (ASCE)
Transportation Group Executive Committee, New York-New Jersey Section

Member Transportation Research Board
Committee AHB40 Highway Capacity and Quality of Service (Unsignalized Intersections Subcommittee and User Liaison Subcommittee)

References

REFERENCES

Thomas J. Soyk, P.E.
Deputy Commissioner of Traffic
The City of White Plains
255 Main Street
White Plains, NY 10601
(914) 422-1316

Kevin Roseman
Traffic Engineer
County of Westchester
148 Martine Avenue
White Plains, NY 10601
(914) 995-4084

Wayne Ballard, P.E., CSP
Superintendent of Public Works
Village of Bronxville
200 Pondfield Road
Bronxville, NY 10708
(914) 337-7338

Fees

Adler Consulting, Transportation Planning & Traffic Engineering, PLLC
235 Main Street Tel # (914) 997-8510
White Plains, NY 10601-2401 Fax # (914 997-7140

SCHEDULE OF MUNICIPAL TRAFFIC ENGINEERING FEES AND CHARGES

FEES

Services will be charged at the following hourly rate:

Mr. Adler	$215.
Mr. O'Rourke	$175.
Sr. Engineer	$130.
Engineer	$105.
Drafter	$ 75.
Technician	$ 55.
ATR Surveys	$ 500. per week per unit plus travel

The foregoing rates will remain in effect for six (6) months and thereafter until further notice.

REIMBURSABLE EXPENSES

The above fees for engineering services do not include the cost of out-of-pocket expenses, including: travel, meals and lodging, reproductions, telephone charges, messenger or delivery service charges, fees charged by agencies, maps, plans and similar materials. In addition, fees paid to outside firms providing specialized services, such as the collection of traffic volume data, are not included in the engineering fees above.

METHOD OF PAYMENT

An invoice will be submitted monthly or on completion of the Traffic Engineer's services. Payment is due within twenty (20) days of the statement. Payments received later than thirty (30) days from the date of the invoice, will be subject to a Late Fee calculated at an interest rate of 1.5 percent per month.

Adler Consulting, Transportation Planning & Traffic Engineering, PLLC
235 Main Street Tel # (914) 997-8510
White Plains, NY 10601-2401 Fax # (914 997-7140

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FEES

Services will be charged at the following hourly rate:

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AKRF

PROPOSAL

Date
September 30, 2016

ORIGINAL

Presented to
Village of Port Chester

For
RFP# 2016-07; Traffic & Transportation Engineering Professional Services

ENVIRONMENTAL * PLANNING * ENGINEERING * CONSULTANTS
AKRF
THE VALUE OF STRATEGIC THINKING®

34 SOUTH BROADWAY, SUITE 401
WHITE PLAINS, NY 10601

T) 914.949.7336
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September 30, 2016

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

Re: RFP# 2016-07; Traffic & Transportation Engineering Professional Services

Dear Mr. Steers:

AKRF, Inc. is pleased to submit this proposal in response to RFP 2016-07: Traffic and Transportation Engineering Professional Services to provide Traffic & Transportation Engineering Professional Services on an on-call basis to the Village of Port Chester. AKRF has extensive experience providing municipal transportation planning and traffic engineering services in the Hudson Valley. Our staff is dedicated to providing unique and innovative solutions and presenting these solutions through clear written documentation and oral communication. Our team also understands the importance of providing our guidance in a timely fashion to all of the stakeholders. AKRF has a deep bench of traffic engineers and professionals, which we will utilize to deliver our services on-time so that the Village and applicants can maintain their critical project schedules.

We understand that Port Chester, which is a densely-populated village with competing modes of transportation on its streets including pedestrians, cyclists, autos, taxis, delivery vehicles, and Bee-Line buses, cares about responsible growth, innovative transportation ideas, and serving its diverse population of residents, businesses and visitors. Working together with the Village, we will develop solutions that support the goals of safe and efficient transportation for all users. AKRF has also been involved in a wide variety of public outreach efforts with both public and private clients that have allowed conceptual designs to become better suited for the community's needs, expediting the implementation of transportation improvements.

We have assembled an outstanding leadership team for this assignment, providing depth of technical expertise in traffic and transportation along with outreach experience and local knowledge of the area. Members of the leadership team will attend all required meetings. **Michael Beattie, P.E., PTOE**, will serve as Project Manager. Mr. Beattie is a Senior Technical Director in AKRF's Traffic and Transportation Group and serves in a lead role for transportation-related technical work, well known and respected for his project management, traffic engineering, transportation planning, and municipal engineering capabilities. Along with specializing in the development of traffic microsimulation models, Mr. Beattie has experience performing and reviewing traffic impact analyses, and providing recommendations for enhancing multimodal transportation for municipalities, as demonstrated by his work for the City of New Rochelle. In addition to his technical expertise, one of Mr. Beattie's other main strengths is presenting highly technical material to a non-technical audience, including municipal boards and agencies as well as in support of public outreach efforts. He has performed work for clients from both the private and public sectors including NYSDOT, NYCDOT, the New York State Thruway Authority and various municipalities and counties.

Anthony Russo will serve as the Principle-in-Charge. Mr. Russo, a Vice President of the firm, has 32 years of experience in the field of traffic engineering and transportation planning. He has served as the Task Leader on many large-scale transportation studies, managed teams of professionals and subconsultants on complex and highly publicized projects, and participated in public presentations and informational forums. In addition to specializing in transportation planning and analysis, Mr. Russo's broad background includes work on green/sustainable traffic initiatives, pedestrian safety issues, and permitting. Mr. Russo currently serves as the Traffic and/or Planning Consultant for several New York State municipalities and his strengths include the ability to guide municipalities in coordinating with stakeholders throughout the planning, design and construction process.

Matthew T. Carmody, P.E., specializes in pedestrian and bicycle analysis and multimodal safety and design. Mr. Carmody has worked on numerous transportation studies throughout New York, New Jersey, and Connecticut, and his widespread experience includes traffic, parking, transit, bicycle, and pedestrian studies. In addition, Mr. Carmody has extensive experience in traffic safety, and has conducted crash analysis and mitigation studies, participated in the development of road safety audit guidelines, and managed Safe Routes to School engineering studies.

Marissa Tarallo, P.E. provides expertise in traffic operations and traffic engineering design. Ms. Tarallo is experienced in data collection, traffic analysis, and development of traffic microsimulation models. In addition, Ms. Tarallo specializes in traffic control device studies and design including intelligent transportation systems and is experienced with NYSDOT standards and specifications.

We hope our qualifications and experience with municipalities in New York meets your expectations and demonstrates our ability to serve as the on-call consultant for the Village of Port Chester. Should you have any questions, please feel free to contact me (914-922-2359). Thank you for this opportunity.

Sincerely,

Anthony P. Russo

Anthony Russo
Vice President

Michael Beattie, P.E., PTOE
Senior Technical Director

TABLE OF CONTENTS

Cover Letter

Qualifications

- Firm Overview
- Relevant Project Experience

Key Personnel

- Organizational Chart
- Resumes of Key Personnel

References

Fee

QUALIFICATIONS

FIRM OVERVIEW

AKRF, Inc. (with its affiliated company, AKRF Engineering, P.C.) is a multidisciplinary consulting firm specializing in engineering design, environmental review and municipal planning services. Founded in 1981, we bring together the talents of over 300 employees in 6 locations throughout the Northeast— New York City, the Hudson Valley, Long Island, New Jersey, Pennsylvania, and Maryland—to handle a wide variety of projects for public agencies, private clients, and municipalities. For over three decades, AKRF has developed a full range of services that include all aspects of traffic and transportation engineering, site/civil engineering, natural resources, landscape architecture and remedial engineering, in addition to a broad range of services relating to environmental review. We also possess extensive first-hand knowledge of city, state and federal environmental and permitting regulations.

Since our founding, AKRF has completed analyses for more than 3,000 projects for municipalities, colleges and universities, public and private schools, retail, commercial, residential and industrial developments, highways, hospitals, and other institutional uses. We have an unsurpassed record of projects that have progressed from design to construction and operation.

OUR PEOPLE

AKRF's people are key to our long record of success. Our professional staff—many of whom are recognized industry leaders with many years of experience—include traffic engineers, transportation planners, civil engineers, urban planners, landscape architects, economists, hazardous materials specialists and historians. We pool our multidisciplinary talent to perform strategy planning, offering our clients, from small villages to large public agencies, a single-point source to meet all their engineering, regulatory and planning needs.

TRAFFIC & TRANSPORTATION SERVICES

AKRF offers extensive traffic/transportation planning and engineering services, including traffic impact analysis, transit and pedestrian studies, parking assessments, vehicular and pedestrian safety studies, and strategy planning. AKRF's transportation engineers routinely and successfully complete small- to large-scale projects for municipalities, private developers, large institutions and local governments, ranging from large traffic data collection efforts and analyses to participation in agency and public reviews.

AKRF's engineers and transportation planners provide clients with the necessary expertise and creativity to achieve their project goals. Clients benefit from our decades of experience and long relationships with county, state, and federal agencies, as well as our familiarity with review regulations and approval processes. In addition, we employ state-of-the-art technology, including HCS, Synchro/SimTraffic, VISSIM, GIS, and web-based survey capabilities to provide the most precise and detailed information for accurate analysis.

Our experts are also leaders in environmental, planning, and permitting services for transportation initiatives ranging from site-specific enhancements to nationally recognized transportation infrastructure. The clients we serve benefit from our decades of experience and long relationships with city, state, and federal agencies, as well as our thorough familiarity with local, county, state, and federal regulations.

AKRF has extensive experience providing municipal transportation planning and traffic engineering services in the Hudson Valley. AKRF has successfully completed traffic, multimodal circulation, and pedestrian safety studies and designed and implemented signal improvements and traffic calming measures for multiple municipalities. Most recently for the City of New Rochelle, microsimulation was used to identify and evaluate proposed circulation changes and Complete Street design recommendations, and for the Town of Cortlandt, where AKRF is providing a variety of transportation planning and design services related to the Town's Sustainable Master Plan.

Key traffic and transportation services include:

- Complete Street and Traffic Calming Studies
- Data Collection
- Microsimulation Modeling
- Pedestrian and Bicycle Planning
- Traffic Study Peer Reviews
- Traffic and Pedestrian Safety Assessments
- Traffic Impact Studies
- Traffic Signal Design Services
- Roadway Design and Permitting

RELEVANT PROJECT EXPERIENCE

TOWN OF CORTLANDT, TRAFFIC ENGINEERING SERVICES

AKRF has assisted the Town of Cortlandt on numerous traffic engineering projects over the last 10+ years. Some of these projects include:

Cortlandt Medical Oriented District (MOD): AKRF was retained by the Town of Cortlandt to prepare a Due Diligence Traffic Study associated with the proposed Cortlandt Medical Oriented District (MOD) along the Route 202/35 corridor. AKRF performed trip generation surveys and estimated the levels of traffic associated with the proposed development plan including a hospital expansion, medical office space, hotel, retail and residential uses. Traffic levels for currently approved developments were added to existing traffic levels to determine the anticipated impacts (utilizing Synchro/SimTraffic software). The AKRF team then developed improvement measures for the corridor including geometric improvements such as roadway widening and restriping, signal improvements including retiming, phase changes, or upgrades to the existing signal system as well as installation of new signals, and the installation of a two lane roundabout. As critical to the overall success of the Project, AKRF met and coordinated with the potential developers, Town, County, and New York State Department of Transportation (NYSDOT) officials in order to build consensus for the proposed improvements needed to support the MOD development.

Cortlandt Crossing Traffic Signal Improvements: AKRF is providing design and permitting services for traffic signal improvements needed for the construction of the 36-acre Cortlandt Crossing retail development. The retail facility required two new traffic signals along the U.S. Route 6 corridor in coordination with the roadway improvements necessary to provide for sufficient traffic flow. In addition, the project included the design and installation of fire preemption devices and an adaptive signal control system for seven traffic signals along approximately 1.6 miles of U.S. Route 6. AKRF provided preliminary design documents for the proposed traffic signals and preemption devices based on NYSDOT specifications, met and coordinated with NYSDOT, provided response to comments, and is preparing the final design documents for construction. In addition, AKRF guided key stakeholders through the selection process for an adaptive system which maintained the use of NYSDOT's central management software and provided unique solutions to detection, communication, and pedestrian management constraints.

TOWN OF CORTLANDT TRAFFIC MITIGATION SPECIAL PERMIT (TMSP), CORTLANDT, NY

AKRF is developing a Traffic Mitigation Special Permit (TMSP) for the Town of Cortlandt to help address traffic and transportation issues. The intent of the TMSP is to consider the traffic, circulation, and quality of life impacts of growth along the three main traffic corridors in the Town and to provide a performance-based approach to traffic and access management associated with the development and redevelopment of properties in zoning districts abutting the three main traffic corridors.

It is the further purpose of the TMSP to provide a means by which the allowable uses and the arrangement and intensity of uses on a given parcel may be regulated, above and beyond District regulations, based on traffic-generated impacts on Town traffic management goals. It is also the purpose of the TMSP to improve site design and access management as well as to make roadway improvements during the development and redevelopment process, which are in keeping with the goals and objectives of the Town's Master Plan and the TMSP Generic Environmental Impact Statement (GEIS).

In addition, the intent of the TMSP is to improve safety, traffic and pedestrian flow, and implement land use and zoning policies promoting more measured and manageable traffic growth along the three main traffic corridors: Route 6, Route 202/35 and Route 9A.

SUSTAINABLE MASTER PLAN, CORTLANDT, NY

AKRF was retained to prepare a Consolidated Funding Application (CFA) grant under the NYSERDA Cleaner, Greener Communities (CGC) Program, Phase II Implementation Grant (Category 2: Planning & Technical Assistance – Round 2) for a Sustainable Comprehensive Plan for the Town of Cortlandt. The firm worked closely with Town of Cortlandt staff and involved stakeholders on a tight schedule to develop an outline and scope of work for a Sustainable Comprehensive Plan. To meet the requirements of the grant application, AKRF developed metrics for the Town of Cortlandt that could be used to measure the Town's progress towards implementation of the Comprehensive Plan's goals.

The Town received a $175,000 grant in the first round of NYSERDA grants providing funds to complete a Sustainable Comprehensive Plan. AKRF was hired by the Town of Cortlandt to develop the 2016 Cortlandt Sustainable Comprehensive Plan to provide a guide for sustainable future growth in Cortlandt, with a focus on mixed-use downtown areas, waterfront revitalization, transit-oriented development, and medical-oriented development. As part of this effort, AKRF met monthly with the Master Plan Committee to establish the goals, sustainable traffic and transportation policies, and metrics that formed the basis of the Comprehensive Plan. AKRF helped guide the development of sustainability principles representing the core elements of the Town's vision for sustainability. AKRF also led the public outreach component that included the development of an online survey and two public meetings. AKRF designed a visually appealing and engaging plan using InDesign and developed a logo for Envision Cortlandt, the plan's brand.

NEW ROCHELLE COMPLETE STREETS, NEW ROCHELLE, NY

AKRF was retained to complete a city-wide study to determine where changes to streets and roadways are desirable and to provide design documents to improved street design to encourage walking, cycling, and safety. Phase 1 of the study focused on collecting existing conditions data and presenting on GIS maps to inform the City and stakeholders the roadways with the greatest potential and needs for Complete Street Designs. Phase 2 will focus on walking audits with the stakeholders and development of conceptual level complete street plans and cross sections.

NEW ROCHELLE MICROSIMULATION CORRIDOR STUDY, NEW ROCHELLE, NY

AKRF was retained by the City of New Rochelle to identify and test opportunities and recommendations to improve circulation in various locations throughout the City. This included improving vehicular and pedestrian circulation near the New Rochelle Train Station, the conversion of street directions (one-way streets to two-way streets and vice versa), implementing turn restriction, creating pedestrian plazas, widening sidewalks, and providing a pedestrian crossing over I-95 via a pedestrian bridge. AKRF prepared microsimulation models of corridors in the study area utilizing Synchro and SimTraffic software. AKRF developed and calibrated/validated the existing models based on field observations and data collection and developed future volumes for proposed circulation changes. AKRF also prepared technical memorandums outlining results of various stages of the project, assessing the feasibility of the proposed circulation changes. In addition, AKRF developed average daily traffic, greenhouse gas emissions, vehicle miles traveled and average speed estimates to ensure compliance with FHWA funding for upgrading the existing signal system.

NEW ROCHELLE CFA, NEW ROCHELLE, NY

AKRF collaborated with the City of New Rochelle and prepared two (2) Consolidated Funding Applications (CFAs) to implement improved transportation infrastructure aimed towards achieving sustainability in the downtown core. Specifically, one of the CFA applications was for a 'green' parking garage, which included locations for electric vehicle charging stations, bicycle parking, space for car-sharing services, and an electric downtown shuttle drop off drive. The second application promoted traffic signalization upgrades to convert existing one-way streets into two-way streets with additional bicycle and pedestrian facilities in the downtown-train station area. Both of these applications are complementary to the downtown master plan rezoning amendments adopted by the City of New Rochelle for the large-scale redevelopment project sponsored by RDRXR. These grants, if realized, tie into the City's vision for upcoming complete street work to be completed by AKRF, as well as other public and private initiatives already underway that achieve New Rochelle's standing as a city for the future.

CITY OF NEW ROCHELLE DOWNTOWN RDXR REDEVELOPMENT STUDY, NEW ROCHELLE, NY

AKRF was retained to evaluate redevelopment feasibility within downtown New Rochelle. Using Synchro/SimTraffic software, AKRF was able to estimate the use of traffic associated with downtown redevelopment for a 47-intersection network of downtown New Rochelle. Traffic levels for currently approved developments were added to existing traffic levels to determine the anticipated impacts. The AKRF team then used this analysis as a basis for determining the practicality of additional proposed developments, and, finally, for determining further development that the downtown area could accommodate.

NEW ROCHELLE INTERMODAL TRAIN STATION IMPROVEMENTS, NEW ROCHELLE, NY

The firm was retained by the City of New Rochelle to provide planning services followed by preparation of an Environmental Impact Statement (EIS) for proposed improvements to create an integrated multimodal facility at the New Rochelle Train Station. The proposed project includes a multilevel parking garage, realignment of the circulation system and increased intermodal opportunities for commuters, including improved connections to intercity and local buses, Amtrak, local train services, and the surrounding downtown area. The environmental analysis includes transit ridership, traffic effects, parking and pedestrian flows and safety; a visual impact analysis focused on potential effects on the visual character of the neighborhood; and the station's effect on community life in general. In addition, the firm coordinated with SHPO to ensure that the proposed station improvements are in keeping with its historic character.

BARAUD ROAD TRAFFIC CALMING STUDY, NEW ROCHELLE, NY

The firm has been retained to perform a traffic calming study on Baraud Road as well as other venues in New Rochelle. The work involves the analysis of intersection operations, speed data, pedestrian circulation, roadway geometry, signage, and pavement markings. Recommendations will be made to deter "cut through" traffic, reduce speed, change driver behavior, and improve the quality of life for residents in the area.

NEW NY BRIDGE SHARED-USE PATH, NYACK, NY

AKRF prepared a shared-use path study for the New NY Bridge in Nyack, NY. AKRF was responsible for the development of and oversight of surveys of similar facilities and the development of pedestrian, bicycle, and parking demand associated with the shared-use path. In addition, AKRF provided an assessment of different interchange configurations to accommodate the increase in pedestrian and bicycle demand.

NYACK BROADWAY TAP STREETSCAPE PROJECT, NYACK, NY

As part of a multidisciplinary team, AKRF is providing traffic engineering, transportation planning, green infrastructure design, and public outreach services for this ongoing design and construction project on Broadway and Franklin Streets in the Village of Nyack. Our roles include transit and bike route planning, applying NYSDOT Highway Design Manual standards to corner bulbouts and other traffic calming design features, and providing pedestrian and bicycle infrastructure inventories. We are also collaborating with the design team on green stormwater practices and determining the feasibility of implementing green infrastructure design.

TRANSPORTATION IMPROVEMENT DISTRICT, TOWN OF SOUTHEAST, NY

As traffic consultant for the Town of Southeast, AKRF regularly reviews traffic, air quality, and noise components of impact studies. As part of a study of the formation of a Transportation Improvement District (TID) to fund roadway improvements for commercial development for the Town of Southeast, AKRF performed capacity analyses using both Highway Capacity Software and Synchro/SimTraffic software. Using SimTraffic, AKRF's traffic engineers created animated traffic flow simulations of the roadway network. In addition, AKRF authored a report to present traffic and land use study findings, identify the roadway alternatives within the TID jurisdiction, and the potential costs.

TOWN OF CLARKSTOWN, DOVER, FISHKILL AND SOUTHEAST TRAFFIC CONSULTANT, NY

As the Town Traffic Consultant, AKRF's reviews site plans and environmental assessments from a traffic standpoint to ensure that capacity analyses, parking, site access and egress, and internal site circulation issues are adequately and correctly addressed in reports that are submitted to the Town. This involves close coordination with the county and state Departments of Transportation to ensure that all proposed roadway improvements are included in the studies submitted to the Town.

ROCKLAND COUNTY NY HIGHWAY GARAGE DESIGN, TOWN OF CLARKSTOWN, NY

Rockland County proposed to build a modern, state-of-the-art transportation/storage/repair facility to house the Highway Department's administration, operation, engineering and drainage divisions on 24 acres of land situated on the border between Clarkstown and the Village of Chestnut Ridge, in the Town of Ramapo. The facility, which would also serve as the County's backup emergency operations center, would meet the highway department's operational needs for the next 50 years. AKRF prepared an Environmental Assessment (EA) to analyze the impacts of a proposed garage facility for the Rockland County Highway Department in Clarkstown, NY. AKRF performed geometric and signal data collection, and intersection capacity analysis for existing and future traffic conditions in the area using Highway Capacity Software. AKRF also reported the data collection and analysis results in text and tabular form within the traffic chapter of the EA.

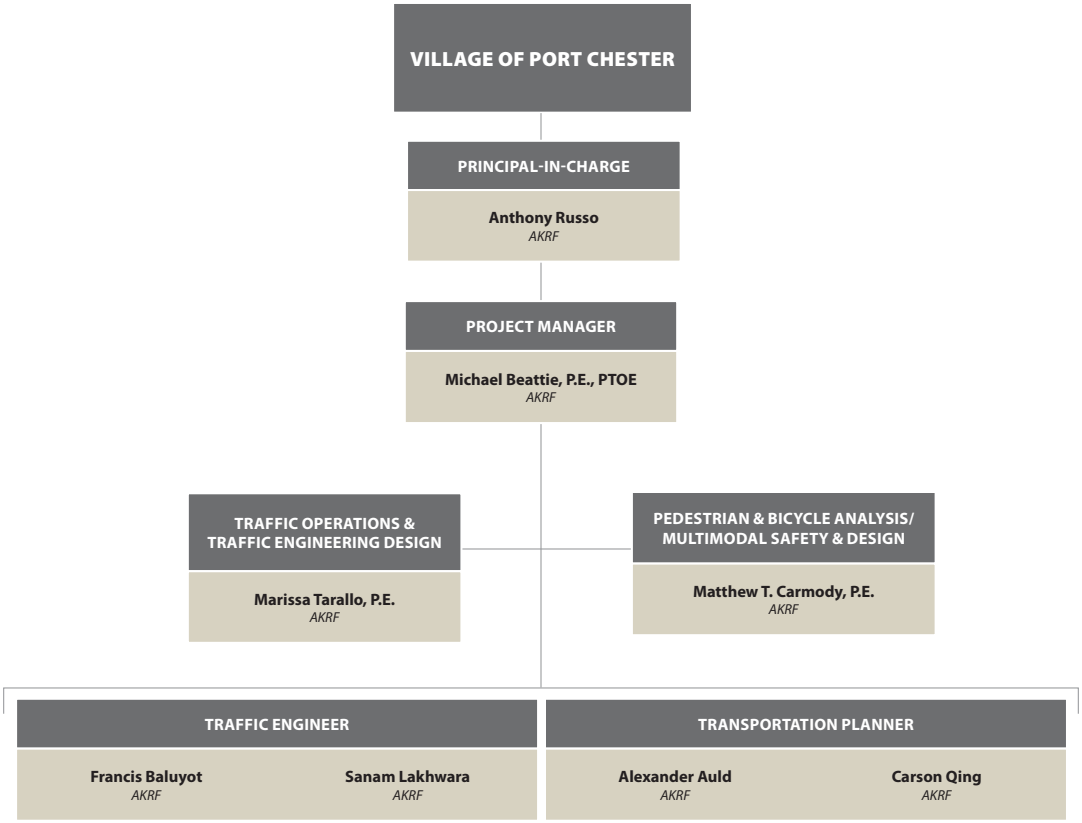
PELHAM MANOR PLANNING SERVICES, PELHAM MANOR, NY

For approximately fifteen years, AKRF has been the planning consultant for the Village of Pelham Manor. Our services have included the development of intersection improvements to New York State and Westchester County Roads; updates to the Village's zoning regulations that facilitated the transformation of a blighted manufacturing district into a downtown retail and business district; and site plan reviews of major applications. In 2012, the Village of Pelham Manor received a Planning Achievement Award from the Westchester Municipal Planning Federation for its Business District Revitalization. AKRF is proud to have supported the Village of Pelham Manor through the implementation of this effort by providing land use, zoning, and SEQRA services. As part of the construction of Fairway and the Pelham Manor Shopping Plaza roadway improvements AKRF lead the effort to relocate a bus stop along US Route 1 at its intersection with Pelham Parkway. AKRF met with the Westchester County Department of Transportation to discuss bus shelter, geometric and curbside loading/unloading design standards. AKRF coordinated the new design with both the applicant's traffic engineers and the New York Department of Transportation (NYSDOT).

Currently, AKRF is coordinating a precedent setting inter-municipal land use and redevelopment initiative between the Village of Pelham Manor and the City of Mount Vernon centered on the restoration of Eastchester Creek.

KEY PERSONNEL

Organizational Chart



ANTHONY P. RUSSO

VICE PRESIDENT

Mr. Russo, a Vice President of the firm, has 32 years of experience in the field of traffic engineering and transportation planning. Some of his current and recent assignments include conducting comprehensive analyses of the traffic, parking, mass transportation, and pedestrian impacts.

He has served as the Task Leader on many large-scale transportation studies, managed teams of professionals and subconsultants on complex and highly publicized projects, and participated in public presentations and informational forums. For over a decade, he has worked extensively with the Town of Cortlandt on new zoning initiatives, EIS reviews, traffic flow, and pedestrian safety issues. In addition to specializing in transportation planning and analysis, Mr. Russo's broad background includes work on green/sustainable traffic initiatives, pedestrian safety issues, and permitting. He has coordinated and managed numerous planning and environmental review projects throughout New York City and Westchester County, and currently serves as the Traffic and/or Planning Consultant for several New York State municipalities. Mr. Russo's strengths include the ability to guide municipalities in coordinating with stakeholders throughout the planning, design and construction process.

BACKGROUND

Education

MBA, Concentration in Management Information Systems (MIS), Manhattan College, 1990

B.E., Civil Engineering, Manhattan College, 1986

Professional Memberships

Member, Institute of Transportation Engineers (ITE)

Member, American Society of Civil Engineers (ASCE)

RELEVANT PROJECTS

Town of Cortlandt, Traffic Engineering Services, Cortlandt, NY

As Project Manager, Mr. Russo assisted the Town in developing a Traffic Mitigation Special Permit (TMSP) for the Town of Cortlandt to help address traffic and transportation concerns. The intent of the TMSP is to consider the traffic, circulation, and quality of life impacts of growth along three main traffic corridors (Route 6, Route 202/35 and Route 9A). Mr. Russo helped develop a performance based approach to traffic and access management associated with the development and redevelopment of properties in zoning districts abutting the three main traffic corridors. This approach will provide a means by which the allowable uses and the arrangement and intensity of uses on a given parcel may be regulated, above and beyond district regulations, based on traffic-generated impacts on Town traffic management goals. It is also the purpose of the TMSP to improve site design and access management, as well as to make roadway improvements during the development and redevelopment process, in keeping with the goals and objectives of the Town's Master Plan and the TMSP Generic Environmental Impact Statement (GEIS). In addition, the intent of the TMSP is to improve safety, traffic and pedestrian flow, and implement land use and zoning policies promoting more measured and manageable traffic growth.

On behalf of the Town of Cortlandt, Mr. Russo served on the planning concept committee for a proposed sports complex and residential subdivision to be constructed in the Town of Cortlandt. Mr. Russo served as moderator during several meetings with the developer and community representatives appointed by the Town Supervisor. Key issues discussed and assessed were visual, traffic, noise, community character and natural resource impacts.

Sustainable Master Plan, Cortlandt, NY

AKRF was retained to prepare a Consolidated Funding Application (CFA) grant under the NYSERDA Cleaner, Greener Communities (CGC) Program, Phase II Implementation Grant (Category 2: Planning & Technical Assistance – Round 2) for a Sustainable Comprehensive Plan for the Town of Cortlandt. The firm worked closely with Town of Cortlandt staff and involved stakeholders on a tight schedule to develop an outline and scope of work for a Sustainable Comprehensive Plan. To meet the requirements of the grant application, AKRF developed metrics for the Town of Cortlandt that could be used to measure the Town's progress towards implementation of the Comprehensive Plan's goals.

The Town received a $175,000 grant in the first round of NYSERDA grants providing funds to complete a Sustainable Comprehensive Plan. AKRF was hired by the Town of Cortlandt to develop the 2016 Cortlandt Sustainable Comprehensive Plan to provide a guide for sustainable future growth in Cortlandt, with a focus on mixed-use downtown areas, waterfront revitalization, transit-oriented development, and medical-oriented development.

Mr. Russo worked with the Master Planning committee to develop sustainable traffic and transportation policies.

Cortlandt Medical Oriented District (MOD), Town of Cortlandt, NY

AKRF was retained by the Town of Cortlandt to prepare a Due Diligence Traffic Study associated with the proposed Cortlandt Medical Oriented District (MOD) along the Route 202/35 corridor. AKRF performed trip generation surveys and estimated the levels of traffic associated with the proposed development plan which were added to existing traffic levels to determine anticipated impacts. The AKRF team then developed improvement measures for the corridor including geometric improvements. As Principle-in-Charge, Mr. Russo guided coordination between the Town, potential developers and New York State Department of Transportation (NYSDOT) officials in order to build consensus for the proposed improvements needed to support the MOD development.

Cortlandt Crossing Traffic Signal Improvements, Town of Cortlandt, NY

AKRF is providing design and permitting services for traffic signal improvements needed for the construction of the 36-acre Cortlandt Crossing retail development. The retail facility required two new traffic signals along the Route 6 corridor in coordination with the roadway improvements necessary to provide for sufficient traffic flow. In addition, the project included the design and installation of fire preemption devices and an adaptive signal control system for seven traffic signals along approximately 1.6 miles of U.S. Route 6. As Principle-in-Charge, Mr. Russo guided the project through the Town Board and NYSDOT review process. Mr. Russo conducted numerous stakeholders and public agency meetings to build consensus regarding the approach that should be taken in order to address project related impacts. He coordinated the land donation process for several property owners along US Route 6 needed to create the new NYSDOT ROW line associated with the proposed roadway improvements, and obtained the NYSDOT Use & Occupancy permits for all new utilities associated with the proposed project that would be located in the NYSDOT Row.

In addition, as part of the road widening, he oversaw obtaining New York State Department of Conservation and US Army Corp of Engineers permits for the encroachment into the wetlands related to culvert and rip rap improvements.

Rockland County NY Highway Garage Design, Town of Clarkstown, NY

Rockland County proposes to build a modern, state-of-the-art transportation/storage/repair facility to house the Highway Department's administration, operation, engineering and drainage divisions on 24 acres of land situated on the border between Clarkstown and the Village of Chestnut Ridge, in the Town of Ramapo. The facility, which would also serve as the County's backup emergency operations center, would meet the highway department's operational needs for the next 50 years.. As project manager for the Environmental Assessment (EA) performed for this project, Mr. Russo coordinated the review of the environmental studies with Rockland County and served as task leader for the preparation of the Traffic Impact Study.

Town of Dover, Fishkill and Southeast Traffic Consultant, NY

As the Town Traffic Consultant, Mr. Russo's responsibilities include reviewing site plans and environmental assessments from a traffic standpoint to ensure that capacity analyses, parking, site access and egress, and internal site circulation issues are adequately and correctly addressed in reports that are submitted to the Town. This involves close coordination with the county and state Departments of Transportation to ensure that all proposed roadway improvements are included in the studies submitted to the Town.

Annsville Circle Pedestrian Improvements, Cortlandt, NY

AKRF assisted the Town of Cortlandt in preparing a proposal for a New York State Department of Transportation (NYSDOT) grant funding the construction of a project to improve pedestrians' safety and access in the immediate area of the Annsville Traffic Circle. As part of the vehicular transportation system, this circle functions as an intersection connecting two major regional routes. It eliminates the necessity for a signalized intersection. However, the complexity of the traffic patterns and the roadway's high design-speeds result in a confusing and dangerous environment for pedestrians and bicyclists.

As Traffic and Transportation Task Leader, Mr. Russo contributed a variety of traffic calming tools to the design concept. These additions will slow the speed of traffic and provide a separated pathway for pedestrians and bicycles traveling north-east along the Annsville Creek. He also recommended two at-grade pedestrian crossings of the roadway to the northeast and southwest of the circle. The design includes a parking area and a rest area adjacent to an existing structure, which is to be renovated as a separate project and used as a public facility.

Traffic Circulation and Gateways to the City's Downtown, New Rochelle, NY

As a forward thinking effort to support the City's growth as a destination and desirable place to live, work and play and building on past and contemporary efforts, this study developed strategies for increasing pedestrian, bicycle, and transit access; developing welcoming gateways; and solidifying connections to the City's downtown area. As a sub-consultant to Nelson Nygaard, AKRF assisted in the assessment of a complete street design approach on corridor operations along Main and Huguenot Streets and around the train station/bus depot area. Tasks included identifying potential capacity, circulation, and safety issues. AKRF assisted in the development of sketch solutions for problematic areas studied and the development of immediate, medium-term, and long term solutions to address these issues. Mr. Russo served as Project Manager responsible for overseeing all aspects of this project.

New Rochelle Microsimulation Corridor Study, New Rochelle, NY

Following up on Traffic, Circulation and Gateway recommendations contained in the City of New Rochelle's Downtown Study, AKRF is evaluating the proposed roadway circulation changes at various locations (including the main corridors of Main and Huguenot Streets) throughout the City of New Rochelle through the use of traffic simulation (Synchro/SimTraffic) supplemented with stand-alone intersection analyses. This comprehensive and multi-faceted effort to reshape the transportation circulation system has been a priority for many progressive communities and cities across the nation and would result in the City of New Rochelle enhancing multiple modes of transportation (vehicular, transit, walking and biking) creating a more sustainable community and a more inviting area to visit. Mr. Russo served as Project Manager responsible for overseeing all aspects of this project.

City of New Rochelle Downtown Redevelopment Study, New Rochelle, NY

AKRF was retained to evaluate redevelopment feasibility within downtown New Rochelle. Using Synchro/SimTraffic software, AKRF was able to estimate the use of traffic associated with downtown redevelopment for a 47-intersection network of downtown New Rochelle and the Route 1 corridor. Traffic levels for currently approved developments were added to existing traffic levels to determine the anticipated impacts. The AKRF team then used this analysis as a basis for determining the practicality of additional proposed developments, and, finally, for determining further development that the downtown area could accommodate. Mr. Russo served as Traffic and Transportation Task Leader.

MICHAEL BEATTIE, P.E., PTOE

SENIOR TECHNICAL DIRECTOR

Michael Beattie is a Senior Technical Director in AKRF's Transportation Group. He has 13 years of prior professional experience and is a certified Professional Engineer (P.E.) and a Professional Traffic Operations Engineer (PTOE). Michael serves in a lead role for transportation-related technical work, including traffic data collection, data reduction, capacity analyses, and the preparation of traffic and transit studies. He prepares technical summaries of analysis results, develops trip generation estimates, and prepares traffic assignments. He also performs fieldwork, including surveys for on-street and off-street parking utilization, geometric measurements, and signal timings for parking usage and services. He is highly skilled in the use of Highway Capacity Software, Synchro/SimTraffic, VISSIM, and other traffic analysis software. Additionally, his experience includes traffic signal timing and optimization, site access and circulation studies, and evaluation of transportation improvement phasing. In addition to his technical expertise, Michael's strengths include presenting highly technical material to a non-technical audience for municipalities, agencies or in support of public outreach efforts.

Prior to joining AKRF, Mr. Beattie was a Senior Transportation Engineer/ Project Manager at Fehr & Peers Transportation Consultants where he was served in a lead role providing detailed traffic operations analysis of complex freeway interchanges and arterial corridors, as well as transportation impact, circulation and parking studies.

BACKGROUND

Education

M.S., Transportation Engineering, University of California - Berkeley, 2003

B.S., Civil Engineering, Rensselaer Polytechnic Institute, 2002

Licenses & Certifications

Professional Engineer (PE) – State of New York

Professional Engineer (PE) – State of California

Professional Traffic Operations Engineer (PTOE)

Professional Memberships

Member, Institute of Transportation Engineers (ITE)

Member, American Society of Civil Engineers (ASCE)

RELEVANT EXPERIENCE

New Rochelle Circulation Microsimulation Study, New Rochelle, NY

AKRF was retained by the City of New Rochelle to identify and test opportunities and recommendations to improve circulation in various locations throughout the City. This included improving vehicular and pedestrian circulation near the New Rochelle Train, the conversion of street directions (one-way streets to two-way streets and vice versa), implementing turn restriction, creating pedestrian plazas, widening sidewalks, and providing a pedestrian crossing over I-95 via a pedestrian bridge. Mr. Beattie served as Project Manager on this project, responsible for project scope, schedule, budget and documentation. He also led the data collection effort and detailed traffic operations analysis of corridors and intersections using the SYNCHRO/SimTraffic software package.

RDRXR Masterplan Redevelopment Study, New Rochelle, NY

AKRF was retained to assess possible impacts from the proposed RDRXR masterplan development in New Rochelle, NY. Mr. Beattie led the technical analysis which involved preparing a detailed traffic volume network for existing and future conditions with and without the project, developing trip generation estimates for the proposed project, and performing capacity analysis. Mr. Beattie served as Project Manager on this project, responsible for project scope, schedule, budget

and documentation. He also led the data detailed traffic operations analysis of corridors and intersections using the SYNCHRO/SimTraffic software package.

Traffic Circulation and Gateways to the City's Downtown, New Rochelle, NY

As a forward thinking effort to support the City's growth as a destination and desirable place to live, work and play and building on past and contemporary efforts, this study developed strategies for increasing pedestrian, bicycle, and transit access; developing welcoming gateways; and solidifying connections to the City's downtown area. As a sub-consultant to Nelson Nygaard, AKRF assisted in the assessment of a complete street design approach on corridor operations along Main and Huguenot Streets and around the train station/bus depot area. Tasks included identifying potential capacity, circulation, and safety issues. AKRF assisted in the development of sketch solutions for problematic areas studied and the development of immediate, medium-term, and long term solutions to address these issues. Mr. Beattie served as Project Engineer responsible for overseeing the traffic analysis associated with roadway improvements.

French American School of New York, White Plains, NY

AKRF prepared an Environmental Impact Statement (EIS) to assess possible impacts from the proposed French American School of New York campus in White Plains, NY. Mr. Beattie led the technical analysis which involved preparing a detailed traffic volume network for existing and future conditions with and without the project, developing trip generation estimates for the proposed project, and performing capacity analysis. Mr. Beattie utilized Synchro and SimTraffic software to determine significant adverse traffic impacts. In addition, he is also analyzed the site access and on-site circulation using the VISSIM simulation software to determine the most viable option for school drop-off and pick-up locations.

Traffic Calming - North Hempstead, Long Island

AKRF was retained to identify and mitigate the cut-through traffic through the Greenvale and the Manhassett neighborhoods in North Hempstead. License plate surveys were used to identify the number of cut-through vehicles and the cut-through paths during weekday and weekend peak periods. AKRF identified traffic calming measures including turn restrictions, traffic circles, and one-lane chokers and developed conceptual designs to present to the Town planners and public. In addition, AKRF led a public presentation and charrette to present the recommendations and receive feedback from the local community. Mr. Beattie served as Project Manager on this project, overseeing the data collection effort and the identification and design of the traffic calming measures. Mr Beattie also led the public presentation of the traffic calming findings and recommendations.

Adelaar Resort (Formerly known as Concord Resort), Thompson, NY

AKRF prepared an Environmental Impact Statement (EIS) to assess possible impacts from the proposed Adelaar Resort in Thompsonville, NY. The resort would include an 18-hole golf course, a racino and harness racing track, hotels, a residential village with a mix of unit types including condos, apartments, townhouses and detached single family homes, a civic center, a medical home, an active adult residential community, an entertainment district with cinema and supporting retail, an RV park, and a multi-use trail system with abundant open space. Mr. Beattie led the technical analysis which involved preparing a signal warrant analysis and a detailed traffic volume network for existing and future conditions with and without the project, developing trip generation estimates for the proposed project, and performing capacity analysis. Mr. Beattie is utilized Synchro and SimTraffic software to determine significant adverse traffic impacts. In addition, Mr. Beattie utilized the VISSIM software to develop conceptual mitigation plans to improve interchange and roadway operating conditions.

MATTHEW T. CARMODY, P.E.

SENIOR TECHNICAL DIRECTOR

Matt Carmody recently joined AKRF as a Senior Technical Director with experience in the management and performance of traffic engineering and transportation planning services. He has worked on numerous transportation studies throughout New York, New Jersey, and Connecticut, and his widespread experience includes traffic, parking, transit, bicycle, and pedestrian studies. Mr. Carmody specializes in traffic safety, and he has conducted crash analysis and mitigation studies, participated in the development of road safety audit guidelines, and managed Safe Routes to School engineering studies.

BACKGROUND

Education

B.S. Civil Engineering, Clemson University, 1998

Licenses & Certifications

New York P.E. Lic. #081939

Professional Memberships

ITE

ASCE

RELEVANT EXPERIENCE

Nyack Broadway TAP Streetscape Project, Nyack, NY

As part of a multidisciplinary team, Mr. Carmody is the project manager for this ongoing design and construction project on Broadway and Franklin Streets in the Village of Nyack. Mr. Carmody serves as the project traffic engineer and transportation planner, with roles diverse as public outreach, transit and bike route planning, and applying NYSDOT Highway Design Manual standards to corner bulbouts and other traffic calming design features. This project is being funded by the Transportation Alternatives Program, which is administered by NYSDOT.

Marymount School of New York, New York, NY

Mr. Carmody was task leader for traffic and pedestrian studies to assist the design team on providing a potential drop-off area and truck loading dock at their proposed new facility on E. 97th Street between Park and Lexington Avenues. Also led traffic and pedestrian counts, dwell time surveys, and projections for future vehicular traffic including hourly ins and outs to the site.

Rockland County Department of Planning and Transit Consulting Services, Rockland and Westchester Counties, NY

Mr. Carmody is a technical resource in ongoing work to assist Rockland County with its purchase and operation of the planned Lower Hudson Transit Link BRT project on the I-87/I-287 corridor and across the New NY Bridge. NYSDOT has funded AKRF's involvement in consulting Rockland County, which includes coordinating with multiple agencies, reviewing and commenting on technical studies and documents, and developing bus ridership forecasting. Matt helps Rockland County's planning and transit staff coordinate with other Rockland County departments, NYSDOT, Westchester County, FTA, FHWA, NHTSA, and municipalities.

Building a Better Broadway Complete Streets Design, Ulster County Transportation Council, Kingston, NY

While at another firm, Mr. Carmody was the Traffic and Safety Task Leader for a Complete Streets corridor plan on the central one-mile stretch of Broadway between the historic Stockade District and Rondout neighborhood in the City of Kingston. He analyzed crash data to identify high pedestrian, bicycle, and vehicle crash locations, which will aid in the

identification of safety issues. He created and managed the project Twitter account, and sent several tweets announcing meetings, updating followers on the project's progress, and imbedding links to the project website. He led a walkability audit from Liberty Street to Chester Street with a diverse group of stakeholders including members of City Council, the Ulster County Transportation Council, and City of Kingston Engineering Department to illustrate existing pedestrian facilities such as midblock crosswalks, pedestrian signals, and ADA accessible curb ramps; identify opportunities for additional bicycle and pedestrian infrastructure; observe traffic during school dismissal; and assess potential locations for pedestrian plazas, pocket parks, and new community gathering spaces. He worked with the project team and subconsultants, Technical Advisory Committee, and client to develop Complete Streets improvements on Broadway including alternative parking concepts such as angled back-in parking, road diets, bicycle route markings and signage, reconfiguring intersections, and traffic calming. He also managed a Synchro traffic modeling effort to test the feasibility of alternative improvement scenarios, and provide tables showing parking gained or lost as a result of safety and mobility improvements. Mr. Carmody was involved in the presentation of the project's progress to the Technical Advisory Committee and the public at several meetings throughout the project.

Upper Route 9G Corridor Management Plan, Poughkeepsie-Dutchess County Transportation Council, Red Hook, NY

While at another firm, Mr. Carmody was the Project Manager for a Complete Streets corridor plan involving NY State Route 9G, County Route 78/Broadway and County Route 103/River Road-Annandale Road in the Town of Red Hook, NY in Dutchess County. The corridors experience high speeds and a rate of fatalities twice the Statewide average. He analyzed crash data to identify high pedestrian, bicycle, and vehicle crash locations, which will aid in the identification of safety issues. He led a stakeholder interview day consisting of four Q&A sessions attended by members of the Town of Red Hook, Village of Tivoli, Bard College, New York State Department of Transportation, Village of Red Hook, New York State Police, Dutchess County Sherriff, Village of Red Hook Police Department, and local bicycle and pedestrian advocates. The project included analysis and conceptual design to propose pedestrian facilities such as crosswalks, pedestrian signals, and ADA accessible curb ramps; identify opportunities for additional bicycle and pedestrian infrastructure; use GIS mapping to determine rights-of-way and environmentally sensitive areas; traffic calming; and lighting improvements. He worked with the project team and subconsultant, Advisory Committee, and client to develop Complete Streets improvements on the three corridors such as roundabouts, bicycle route markings and signage, reconfiguring intersections, and adding turn lanes. Other tasks he managed are a Road Safety Audit and origin-destination studies administered to pedestrians and bicyclists. Mr. Carmody presented the project's progress to the Advisory Committee and the public at several meetings throughout the project.

Town of Yorktown Comprehensive Plan, Yorktown, NY

While at another firm, Mr. Carmody participated in traffic and transportation evaluations and recommendations within a new master plan for the Town of Yorktown, encompassing roadway capacity improvement actions, traffic calming and safety actions, and transit options. He mapped existing and future baseline conditions; participated in public outreach events; developed transportation improvement alternatives to enhance vehicle, bicycle, and pedestrian safety; and developed roadway management actions to mitigate the effects of future development. He also prepared the "Transportation" chapter of the draft and final generic environmental impact statements. Mr. Carmody conducted supplemental analyses in a later follow-up assignment.

Village of Nyack Sustainable Nyack Action Plan, Nyack, NY

While at another firm, Mr. Carmody was task leader for transportation planning on this report. Working on behalf of NYSERDA under the Cleaner Greener Communities program, Matt consulted the Village on sustainable transportation options, including ferries, buses, walking, and biking. He researched previous studies, met with the Village's Mayor, Administrator, Sustainability Coordinator, and other stakeholders, and presented these options, which were included in the 2015-2016 Sustainable Nyack Action Plan document. Completed in 2015.

MARISSA TARALLO, P.E.

SENIOR TRAFFIC ENGINEER

Marissa Tarallo is a Senior Project Engineer who has served as lead project engineer for various development projects for both public agencies and private developers including traffic data collection and reduction, capacity analyses, and recommending mitigation measures to improve circulation and traffic flow. She also performs fieldwork, including surveys for on-street and off-street parking utilization, geometric measurements, signal timing and phasing, and traffic flow observations. Ms. Tarallo has developed numerous microsimulation models for a variety of projects including traffic signal phasing improvements and optimization and is skilled in the use of Highway Capacity Software, Synchro/SimTraffic, VISSIM and AutoCAD. In addition to her planning experience, Ms. Tarallo specializes in traffic signal design for roadway improvement projects, including preemption, signal interconnect and adaptive signal control systems.

BACKGROUND

Education

B.S., Civil Engineering, L.C. Smith College of Engineering and Computer Science, Syracuse University, 2011

Licenses & Certifications

Professional Engineer – State of New York

Professional Memberships

Member, Institute of Transportation Engineers (ITE)

Member, American Society of Civil Engineers (ASCE)

RELEVANT EXPERIENCE

Cortlandt Crossing Traffic Signal Improvements, Town of Cortlandt, NY

AKRF is providing design and permitting services for traffic signal improvements needed for the construction of the 36-acre Cortlandt Crossing retail development. The retail facility required two new traffic signals along the Route 6 corridor in coordination with the roadway improvements necessary to provide for sufficient traffic flow. In addition, the project included the design and installation of fire preemption devices and an adaptive signal control system for seven traffic signals along approximately 1.6 miles of U.S. Route 6. Ms. Tarallo, serving as lead engineer, provided preliminary design documents for the proposed traffic signals and preemption devices based on NYSDOT specifications, met and coordinated with NYSDOT, provided response to comments, and is preparing the final design documents for construction. In addition, Ms. Tarallo guided key stakeholders through the selection process for an adaptive system which maintained the use of NYSDOT's central management software and provided unique solutions to detection, communication, and pedestrian management constraints.

Cortlandt Medical Oriented District (MOD), Town of Cortlandt, NY

AKRF was retained by the Town of Cortlandt to prepare a Due Diligence Traffic Study associated with the proposed Cortlandt Medical Oriented District (MOD) along the Route 202/35 corridor. AKRF performed trip generation surveys and estimated the levels of traffic associated with the proposed development plan which were added to existing traffic levels to determine anticipated impacts. The AKRF team then developed improvement measures for the corridor including geometric improvements. Ms. Tarallo, serving as deputy project manager, oversaw the trip generation and traffic analysis development. She developed recommendations for improvements to the corridor including geometric improvements, such as roadway restriping and widening, and signal improvements, including preparation of signal warrants for the installation of new traffic signals. In addition, Ms. Tarallo met and coordinated with potential developers, Town and NYSDOT officials in order to build consensus for the proposed improvements.

New Rochelle Microsimulation, New Rochelle, NY

AKRF was retained by the City of New Rochelle to identify and test opportunities and recommendations to improve circulation in various locations throughout the City. This included improving vehicular and pedestrian circulation near the New Rochelle Train, the conversion of street directions (one-way streets to two-way streets and vice versa), implementing turn restriction, creating pedestrian plazas, widening sidewalks, and providing a pedestrian crossing over I-95 via a pedestrian bridge. Ms. Tarallo prepared microsimulation models of corridors in the study area utilizing Synchro and SimTraffic software. She developed and calibrated/validated the existing models based on field observations and data collection and developed future volumes for proposed circulation changes. Ms. Tarallo also assisted in the preparation of technical memorandums outlining results of various stages of the project, and assessing the feasibility of the proposed circulation changes.

Adelaar Resort (Formerly known as Concord Resort), Thompson, NY

AKRF prepared an Environmental Impact Statement (EIS) to assess possible impacts from the proposed Adelaar Resort in Thompsonville, NY. The resort would include an 18-hole golf course, a casino and harness racing track, hotels, a residential village with a mix of unit types including condos, apartments, townhouses and detached single family homes, a civic center, a medical home, an active adult residential community, an entertainment district with cinema and supporting retail, an RV park, and a multi-use trail system with abundant open space. Ms. Tarallo performed traffic volume network setup and balancing for existing, future no build, and future build traffic conditions, prepared traffic volume figures, and performed capacity analysis utilizing Synchro and SimTraffic software to determine significant adverse traffic impacts. In addition, Ms. Tarallo performed a signal warrant analysis and designed the traffic signals for the project's main entrance and at the interchange leading to the project site. Ms. Tarallo coordinated with town, county and NYSDOT officials to assure the signal design met the operational and construction requirements of the various stakeholders.

Mercy College Traffic Signal Design, Dobbs Ferry, NY

AKRF was retained to develop the traffic signal improvements needed to complete the Mercy College Dormitory and to gain necessary approvals from NYSDOT with coordination from both the Village of Dobbs Ferry and Irvington. Ms. Tarallo is responsible for preparation of the signal warrant analysis, the design of the new traffic signal including removal of the existing infrastructure, updating of the system for improved safety and operations, and quantifying new equipment for installation compliant with NYSDOT standards and specifications. Ms. Tarallo is preparing the final design plans, encompassing both civil engineering and traffic engineering principles, to be issued for construction.

French American School of New York, White Plains, NY

AKRF is preparing an Environmental Impact Statement (EIS) to assess possible impacts from the proposed campus of the French American School of New York. Ms. Tarallo will perform traffic volume network setup and balancing for existing, future no build, and future build traffic conditions, prepare traffic volume figures, develop trip generation estimates for the proposed project, and perform capacity analysis utilizing Synchro software to determine significant adverse traffic impacts. In addition, Ms. Tarallo is assisting in analyzing the site access and on-site circulation using the VISSIM simulation software to determine the most viable option for school drop-of and pick up locations.

Kingsbrige Armory EIS, Bronx, NY

AKRF prepared an EIS for redevelopment of the Kingsbridge Armory, a historic landmark, with approximately 605,370 square feet of new uses and approximately 400 parking spaces. The proposed project would redevelop the Kingsbridge Armory with entertainment uses, community facilities, a fitness club, and retail and restaurant space. Ms. Tarallo assisted in coordinating the transportation related analysis efforts for the Draft and Final EIS including preparing the traffic capacity analysis utilizing HCS2000 software to determine significant adverse traffic impacted and transportation related chapters. She also developed measures to mitigate transportation impacts associated with the proposed project including geometric and signal timing improvements and a Traffic Management Plan for event conditions utilizing Variable Message Signs (VMS) and Traffic Enforcement Agents (TEAs). In addition, Ms. Tarallo actively participated in agency review meetings and prepared responses to comments.

ALEXANDER R. AULD

SENIOR TRANSPORTATION PLANNER

Alexander R. Auld is a Senior Transportation Planner with over 15 years of experience, specializing in the coordination of traffic data collection, data reduction, capacity analysis, and the preparation of traffic impact, traffic corridor, and parking utilization studies. He is highly skilled in the use of Synchro/SimTraffic traffic analysis software and Highway Capacity Software (HCS) and performs most of the technical transportation analyses for the firm's White Plains office. He develops trip and parking generation estimates, prepares traffic assignments, and prepares technical reports of analysis results. He also performs field work collecting geometric measurements and signal timings and conducting parking surveys. Mr. Auld also assists in the firm's air quality analyses as these relate to transportation.

BACKGROUND

Education

B.S., Civil Engineering (Transportation Concentration), University of Delaware, 1994

Professional Memberships

Institute of Transportation Engineers

Mr. Auld has worked on traffic and environmental impact studies of all sizes for both public and private sector clients, including municipalities, public agencies, medical facilities, school districts, universities, and private developers. He has worked on studies throughout the metropolitan New York area, including New York City, Long Island, Connecticut, and the Hudson Valley, as well as studies in upstate New York, Maryland, and West Virginia.

RELEVANT EXPERIENCE

Town of Cortlandt Traffic Mitigation Special Permit, Town of Cortlandt, NY

The Town of Cortlandt retained AKRF to examine traffic conditions along three major corridors in the Town, Route 6, Route 202/35 and Route 9A both with and without the proposed Traffic Mitigation Special Permit (TMSP), which would regulate the type of land uses and the location and intensity of those uses on a given parcel, above and beyond District regulations, based on traffic generated impacts and Town traffic management goals.

Mr. Auld performed an extensive Synchro analysis for the three corridors, which included approximately 30 intersections, and presented the SimTraffic animation of the Synchro results to the Town. He also authored all text for the traffic study, and coordinated the assembly of the text, tables, and figures. He summarized New York State Department of Transportation (NYSDOT) accident data for the study area roadways and intersections. Based on his evaluation, AKRF recommended traffic improvement measures along the study area corridors.

Transportation Improvement District, Town of Southeast, NY

As traffic consultant for the Town of Southeast, Mr. Auld regularly reviews traffic, air quality, and noise components of impact studies. As part of a study of the formation of a Transportation Improvement District (TID) to fund roadway improvements for commercial development for the Town of Southeast, Mr. Auld performed capacity analyses using both Highway Capacity Software and Synchro/SimTraffic software. Using SimTraffic, Mr. Auld created animated traffic flow simulations of the roadway network. AKRF authored a report to present traffic and land use study findings, identify the roadway alternatives within the TID jurisdiction, and the potential costs.

New Rochelle Circulation Microsimulation Study, New Rochelle, NY

AKRF was retained by the City of New Rochelle to identify and test opportunities and recommendations to improve circulation in various locations throughout the City. This included improving vehicular and pedestrian circulation near the New Rochelle Train, the conversion of street directions (one-way streets to two-way streets and vice versa), implementing turn restriction, creating pedestrian plazas, widening sidewalks, and providing a pedestrian crossing over I-95 via a pedestrian bridge. Mr. Auld was involved in much of the data collection effort and performed detailed traffic operations analysis of corridors and intersections using the SYNCHRO/SimTraffic software package.

City of New Rochelle Downtown Density Bonus (DDB) Amendments, New Rochelle, New York

AKRF prepared a Generic Environmental Impact Statement (GEIS) to analyze existing operating conditions, the effect of various proposed development projects, and the capacity of the roadway network to accommodate the traffic generated by additional downtown development allowed by the proposed amendments to the DDB overlay districts. Mr. Auld performed detailed traffic capacity analysis and traffic queuing analysis using Synchro/SimTraffic analysis software within the core downtown New Rochelle area with a focus on the Main Street, Huguenot Street, and North Avenue corridors.

Alexander Street Urban Renewal Area (URA), Yonkers, New York

AKRF prepared a Generic Environmental Impact Statement (GEIS) to analyze the impacts of the Alexander Street Master Plan proposed by the City of Yonkers. The Alexander Street Master Plan outlines the City's vision for the waterfront area near Alexander Street in downtown Yonkers. Mr. Auld performed a complete capacity analysis of approximately 50 study area intersections for existing and future traffic conditions using Highway Capacity Software.

Town of Rhinebeck, Dutchess County, New York

Mr. Auld performed traffic data reduction, traffic capacity and queuing analysis using Highway Capacity Software, speed and safety analyses, and presented comprehensive recommendations for traffic and roadway safety improvements for three separate traffic studies for the Town of Rhinebeck: the Astor Flats Traditional Neighborhood Development Traffic Impact Study; the Hamlet of Rhinecliff Traffic Safety Study; and the Mt. Rutsen Road Traffic Safety Study.

Adelaar Resort (Formerly known as Concord Resort), Thompson, NY

AKRF prepared an Environmental Impact Statement (EIS) to assess possible impacts from the proposed Adelaar Resort in Thompsonville, NY. The resort would include an 18-hole golf course, a racino and harness racing track, hotels, a residential village with a mix of unit types including condos, apartments, townhouses and detached single family homes, a civic center, a medical home, an active adult residential community, an entertainment district with cinema and supporting retail, an RV park, and a multi-use trail system with abundant open space. Mr. Auld utilized Synchro software to perform capacity analyses and determine significant adverse traffic impacts. Mr. Auld also assisted in analyzing the operation of conceptual mitigation plans for a highway interchange redesign using the VISSIM simulation software. In addition, Mr. Auld is assisting in the management of the NYSDOT Highway Work Permit process.

French American School of New York, White Plains, NY

AKRF is preparing an Environmental Impact Statement (EIS) to assess possible impacts from the proposed campus of the French American School of New York. Mr. Auld is performing traffic volume network setup and balancing for existing, future no build, and future build traffic conditions, preparing traffic volume figures, developing and performing capacity analyses utilizing Synchro software to determine significant adverse traffic impacts. Mr. Auld is also performing several sensitivity analyses utilizing Synchro software to assess projected traffic conditions under different student population scenarios and different transportation modal split scenarios for student and staff arrivals and departures. In addition, Mr. Auld is assisting in analyzing the on-site circulation using the VISSIM simulation software to determine the most viable option for school drop-off and pick up locations.

CARSON QING

TRANSPORTATION ANALYST

Carson Qing is a Transportation Analyst in AKRF's Transportation Group. Mr. Qing is responsible for transportation-related technical work, including data collection, data reduction, capacity analyses, travel demand projections, and traffic, transit, and pedestrian studies. He is skilled in the use of HCS, Synchro, ArcGIS, AutoCAD, and SPSS. Mr. Qing has a diverse, multidisciplinary background with technical work experience that has supported not just transportation planning and analysis at AKRF, but has also supported economic, demographic, and land use studies.

BACKGROUND

Education

Master's of Urban Planning, New York University Wagner School of Public Service, 2011-13

B.A., Economics. Minor: Statistics. University of Michigan. 2007-10

Professional Memberships

Member, Institute of Transportation Engineers (ITE)

RELEVANT EXPERIENCE

Cortlandt Medical Oriented District (MOD), Town of Cortlandt, NY

AKRF was retained by the Town of Cortlandt to prepare a Due Diligence Traffic Study associated with the proposed Cortlandt Medical Oriented District (MOD) along the Route 202/35 corridor. AKRF performed trip generation surveys and estimated the levels of traffic associated with the proposed development plan which were added to existing traffic levels to determine anticipated impacts. The AKRF team then developed improvement measures for the corridor including geometric improvements. Mr. Qing was responsible for developing an analysis of traffic operations using Synchro for the Route 202/35 corridor for existing conditions and under the proposed development plan.

New Rochelle Microsimulation, New Rochelle, NY

AKRF was retained by the city of New Rochelle to develop a traffic simulation model that would assess traffic operations on several major corridors under a proposed change to its downtown traffic circulation, where Main Street and Huguenot Street were to be converted from one-way streets to two-way. Mr. Qing was responsible for developing an analysis of traffic operations using Synchro for the Memorial Highway and Division Avenue corridor under the proposed traffic circulation pattern.

Adelaar Resort (Formerly known as Concord Resort), Thompson, NY

AKRF was retained by Monticello Raceway Management to prepare a casino application to the New York State Gaming Commission, which proposed the construction of a casino and resort facility in the town of Thompson in Sullivan County. As part of the application, AKRF was tasked with developing an economic exhibit that would project growth in worker population to the region under low, medium, and high-revenue scenarios for the proposed facility. Mr. Qing was responsible for developing a regional employment model that determined the potential influx in workers under these scenarios, and assessed whether the existing capacity in the local and regional housing market and school facilities could absorb the projected population growth.

FRANCIS M. BALUYOT

PROJECT ENGINEER

Francis Baluyot is a transportation analyst with ten years of experience and is a certified Engineer-in-Training (EIT). His areas of concentration include traffic data collection, data reduction, capacity analyses, and recommending mitigation measures to alleviate significant adverse impacts. Mr. Baluyot prepares traffic and transit studies following guidelines in the Highway Capacity Manual and the New York City Environmental Quality Review (CEQR) technical manual. He has been a lead analyst for various development projects for both public agencies and private developers and is proficient with the methodologies and application of traffic engineering computer models, including Highway Capacity Software (HCS) and Synchro, and is highly skilled in AutoCAD.

BACKGROUND

Education

B.S. Civil Engineering, Virginia Tech, 2005

Licenses & Certifications

Engineer-In-Training (EIT), State of Virginia, 2005

10-Hour OSHA Certified

RELEVANT EXPERIENCE

Traffic Calming in North Hempstead, NY

AKRF was retained to identify and mitigate the cut-through traffic through the Greenvale and the Manhasset neighborhoods in North Hempstead. License plate surveys were used to identify the number of cut-through vehicles and the cut-through paths during weekday and weekend peak periods. Mr. Baluyot determined where traffic calming measures such as turn restrictions, traffic circles, and one-lane chokers could be implemented in North Hempstead to help mitigate cut-through traffic, and coordinated production of the schematic plans.

School Construction Authority – PS 335, Queens, NY

The NYC School Construction Authority proposed the site selection, acquisition, acceptance of construction funding, and construction of a new Primary Schools (PS) in Queens, NY. Mr. Baluyot assisted in the preparation of the transportation scopes and the traffic data collection plans. He also prepared the trip generation and the relevant transportation analyses as well as the Transportation Chapters.

Bronx Psychiatric Redevelopment, Bronx, NY

AKRF is preparing this Environmental Impact Statement (EIS) to facilitate the redevelopment of a portion of the NYS Office of Mental Health Bronx Psychiatric Center campus in the Morris Park section of the Bronx. In total, approximately 1.5 million square feet of commercial office space for business, professional, and medical facilities are planned for development. This large amount of commercial space will be supported by a hotel, a trade school, retail stores, open space, and new parking garages. Mr. Baluyot is the traffic analyst responsible for preparing the EIS's travel demand projections and related traffic impact analyses.

550 Washington Street (St. John's Terminal), New York, NY

AKRF is preparing this Environmental Impact Statement (EIS) to facilitate the redevelopment of the St. John' Terminal Building at 550 Washington Street with a mix of residential and commercial uses in Manhattan Community District 2. The proposed actions would also include purchasing floor area that would provide funding for critical infrastructure repairs to Pier 40 in Hudson River Park. Mr. Baluyot is the traffic analyst responsible for preparing the EIS's travel demand projections and related traffic impact analyses.

SANAM LAKHWARA

PROJECT ENGINEER

Ms. Lakhwara recently joined AKRF's Traffic Department as a Transportation Analyst. She is proficient in HCS 2010, SYNCHRO, AIMSUN, AutoCad, ERDAS Imagine, ARC GIS, Visual Basic 6.0, SQL, and SPSS.

BACKGROUND

Education

M.S., Transportation Planning and Engineering, NYU School of Engineering, New York, NY 2016

B.Tech., Civil Engineering, National Institute of Technology Karnataka, Surathkal, India, 2014

RELEVANT EXPERIENCE

Traffic Circulation and Gateways to the City's Downtown, New Rochelle, NY

As a forward thinking effort to support the City's growth as a destination and desirable place to live, work and play and building on past and contemporary efforts, this study developed strategies for increasing pedestrian, bicycle, and transit access; developing welcoming gateways; and solidifying connections to the City's downtown area. As a sub-consultant to Nelson Nygaard, AKRF assisted in the assessment of a complete street design approach on corridor operations along Main and Huguenot Streets and around the train station/bus depot area. Tasks included identifying potential capacity, circulation, and safety issues. AKRF assisted in the development of sketch solutions for problematic areas studied and the development of immediate, medium-term, and long term solutions to address these issues. Ms. Lakhwara conducted field work and collected existing conditions data for major corridors of the city. She drafted a matrix of existing conditions and created maps showing facilities and conditions using GIS. Ms. Lakhwara also facilitated with mitigation measures and writing a memo for one of the selected streets, and worked finalized the list of selected corridors and present findings and recommendations to the city and the stakeholders.

Riverside Galleria EIS, Staten Island, NY

AKRF is preparing an EIS for redevelopment of a 17-acre side along the Arthur Kill waterfront in Western Staten Island with approximately 589,620 square feet mixed-use commercial center and approximately 1,700 parking spaces. The proposed project would redevelop the project site with destination and smaller scale retail, supermarket, restaurant, cinema, and small office use. Ms. Lakhwara is in charge of drawing and plotting some mitigation schematics using AutoCAD.

REFERENCES

REFERENCES

Town of Cortlandt

Mr. Chris Kehoe
Assistant to Deputy Director of Planning
Town of Cortlandt
Town Hall, 1 Heady Street
Cortland Manor, NY 10566
Phone: (914) 734-1080

City of New Rochelle

Mr. Luiz C. Aragon
Commissioner of Development
City of New Rochelle
515 North Ave.
New Rochelle, NY 10801
Phone: (914) 654-2185

NYSDOT Traffic Safety & Mobility Group

Ms. Maureen Kuinlan, P.E.
Traffic Signal Engineer in Charge
NYSDOT Traffic Safety & Mobility Group
4 Burnett Boulevard
Poughkeepsie, NY 12603
Phone: (845) 437-5143

FEE

AKRF HOURLY RATE SCHEDULE	
EMPLOYEE CATEGORY	**HOURLY RATE**
Senior Officer	$210
Officer	$200
Senior Technical Director	$195
Technical Director	$185
Senior Professional	$165
Professional II	$135
Professional I	$125
Technical II	$115
Technical I	$90

Notes:
Out of pocket expenses will be billed at 1.10 times actual cost.
These rates are effective through December 31, 2016

AKRF, Inc.
Environmental Planning Consultants
34 South Broadway
Suite 401
White Plains, NY 10601
tel: 914 949-7336
fax: 914 949-7559
www.akrf.com

2017 Billing Rates – Port Chester

Employee Category	Applicant's Fee Schedule(1)	Village Fee Schedule(2)
Officer	$210	$205
Senior Technical Director	$205	$200
Technical Director	$195	$195
Senior Professional	$175	$175
Professional II	$140	$140
Professional I	$130	$130
Technical II	$120	$120
Technical I	$95	$95

(1) Out of pocket expenses will be billed at 1.10 times actual cost.
(2) Out of pocket expenses will be billed at actual cost.

PROPOSAL FOR PORT CHESTER TRAFFIC AND TRANSPORTATION ENGINEERING PROFESSIONAL SERVICES

Port Chester, New York

September 30, 2016

BFJ Planning

PLANNING
URBAN DESIGN
ENVIRONMENTAL ANALYSIS
REAL ESTATE CONSULTING
TRANSPORTATION PLANNING

BFJ Planning

PLANNING
URBAN DESIGN
ENVIRONMENTAL ANALYSIS
REAL ESTATE CONSULTING
TRANSPORTATION PLANNING

September 30, 2016

Village of Port Chester
Village Clerk's Office
222 Grace Church Street, Suite 150
Port Chester, NY 10573
Attn: Christopher D. Cheers, Village Manager

Subject: Port Chester Traffic And Transportation Engineering Professional Services RFP

Ladies and Gentlemen:

BFJ Planning, in association with Gibbons, Esposito & Boyce Engineers, P.C. (GEB), is pleased to submit this proposal in response to the Village's RFP 2016-07: Traffic and Transportation Engineering Professional Services. BFJ intially did not plan to respond to the Village's RFP because it asks for engineering professional services and as you may know, BFJ is a planning consultant firm. However, after carefully review of the RFP and the scope of services, we concluded that the great majority (probably more than 90%) of the services that the Village is looking for are planning services that are within BFJ's domain. Transportation planning, traffic circulation studies, traffic impact studies, and parking studies are areas of BFJ's expertise.

BFJ Planning provides similar transportation and traffic services as listed in the RFP to the Town of Ballston, NY; the Borough of Madison, NJ; the City of South Burlington, VT; and Princeton University, NJ. We have attached samples of traffic reviews that we undertook for these clients in Appendix B. In addition, we provide general planning consulting services, including transportation and traffic consulting to a variety of municipalities in the State of New York. BFJ is currently on retainer by the municipalities of Tuckahoe, Mamaroneck (Village), Briarcliff Manor, New Rochelle and Pleasantville. BFJ is also a key consultant member on the Arup Team for the Engineering Services Agreement with the City of New York Department of Transportation. Under this agreement, we have conducted a parking study to implement muni meters for commercial parking in lower Manhattan and recently completed a parking and goods movement study that recommended changes to truck signage, routes, and parking regulations in the Williamsburg area of Brooklyn.

BFJ has the required expertise and experience in dealing with the complex transportation issues that the Village of Port Chester faces: traffic impact assessments for dense and mixed-use environments; an understanding of transportation and parking behavior in downtown areas where we want to encourage more walking or park-and-walk behavior; and design solutions that consider infrastructure constraints. We can advise the Village on adopting effective and realistic mitigation strategies to minimize parking and traffic impacts.

For the few "pure engineering" assignments listed in the RFP, we have partnered with GEB engineers who have extensive experience in the more technical and construction aspects of intersection and roadway design. GEB brings to the team very solid expertise in intersection design, traffic signal design and all other engineering aspects that may arise as part of this service assignment.

To conclude, the BFJ/GEB team brings you the best of both worlds: the highly qualified and creative transportation planning expertise, as well as numerous years of solid traffic engineering expertise. The following sections describe our capabilities in more detail, as well as our references and billing rates. We should also mention that BFJ does not have any conflicts of interest and we do not foresee any conflicts of interest in providing professional services to the Village.

CHARLOTTE
CHICAGO
NEW YORK CITY
PITTSBURGH
STAMFORD

PAUL BUCKHURST ARIBA, AICP
FRANK S. FISH FAICP
GEORGES JACQUEMART PE, AICP
SUSAN FAVATE, AICP
SARAH YACKEL, AICP

BUCKHURST FISH
& JACQUEMART, INC.
115 FIFTH AVENUE
NEW YORK, NY 10003
T. 212.353.7474
F. 212.353.7494

WWW.BFJPLANNING.COM

Please do not hesitate to contact me if you need further information (telephone 212-353-7477 or email g.jacquemart@bfjplanning.com). We are looking forward to the opportunity to work for the Village of Port Chester.

Sincerely,

Georges Jacquemart, P.E., AICP
Principal

PORT CHESTER TRAFFIC AND TRANSPORTATION ENGINEERING PROFESSIONAL SERVICES

Port Chester, New York

September 30, 2016

Georges Jacquemart, PE, AICP
Principal
G.Jacquemart@bfjplanning.com
212.353.7477

BFJ Planning

Table of Contents

Cover Letter

1.0 Qualifications

2.0 Personnel

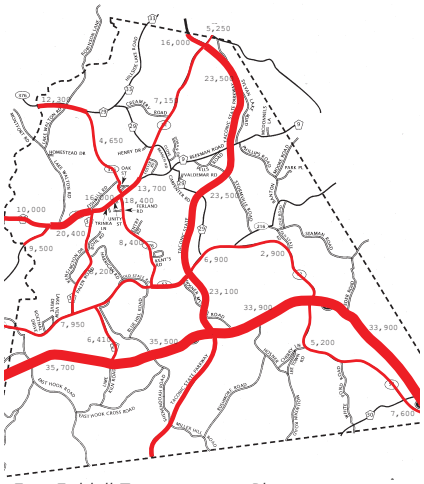
3.0 Fees

Appendix A - Reference Letter

Appendix B- Samples of Relevant Traffic Reviews

1.0 Qualifications

1.0 Qualifications



East Fishkill Transportation Plan

Wilton Center Plan, Connecticut

ITAU Residential Development, San Paulo, Brazil

Transportation Planning Qualifications

BFJ's professional staff has extensive experience and capabilities in the fields of transportation planning and traffic circulation. With several traffic engineers and transportation planners on staff, the firm undertakes a variety of transportation assignments including traffic circulation and impact studies, infrastructure capacity and performance analyses, safety studies, traffic calming efforts, parking programs, transit studies, and multi-modal transportation planning efforts. BFJ's expertise combines transportation and other planning elements, such as land use, environment, and economic stability.

TRAFFIC CIRCULATION AND IMPACT STUDIES

These studies analyze impacts on transportation of commercial, residential, industrial, institutional, and/or highway developments in urban, suburban, or rural environments. In urban areas, BFJ also evaluates the impacts on pedestrian congestion and transit systems. A major focus of these studies is the development of mitigation measures to avoid or minimize unacceptable impacts. Most of these studies include extensive public participation programs and presentation of expert testimony to elected officials.

BFJ has undertaken traffic impact studies for the following sampled clients:

- Schering-Plough, Kenilworth and Union, New Jersey
- Princeton University, Princeton, New Jersey
- the Stanwich School, Rye Brook, New York
- IBM, East Fishkill, New York
- Casinos proposed in Bridgeport and Danbury, Connecticut; and Southampton, New York.

Transportation plans have been prepared for towns or neighborhoods as part of BFJ's comprehensive planning work. Such plans typically develop long-term visions for transportation networks, improving the efficiency of existing networks, introducing other transportation modes, and managing traffic demand. All relevant transportation modes are included in these plans.

Recent transportation plans include those developed for:

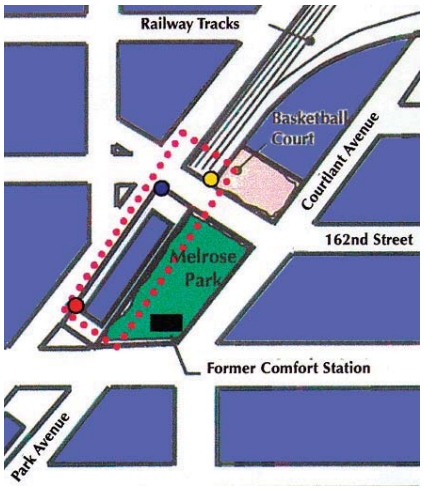
- New Canaan, Stamford, and Bethel, Connecticut
- New Rochelle, Rotterdam, New York
- Perth Amboy, New Jersey
- Kirchberg, Luxembourg
- Science City neighborhood, Beijing, China
- Hanoi, Vietnam
- Downtown Akron, Ohio

BFJ has also assisted numerous architecture firms in the design of traffic circulation, parking, loading, and pedestrian systems for large development projects. Relevant projects include:

- Museum of Modern Art, Luxembourg
- The Corning Glass Visitor Center, Corning, New York
- Downtown Brooklyn MetroTech Center, New York
- Shanghai retail/office complex, China

1.0 Qualifications

Park and Walk Sign, Manchester Center, Vermont



Melrose Station, Bronx, New York

Panama-Colon Corridor Multi-Modal Transportation Study

Transportation Planning Qualifications

PARKING STUDIES AND PROGRAMS

Parking is often a controversial element of urban development plans. Adequate parking is often seen as vital to successful downtown or commercial development, but it is also viewed as a generator of traffic and pollution. BFJ can address these issues and develop solutions to parking problems through the following studies and programs:

- Comprehensive parking demand and supply studies, including parking management recommendations for Garden City and Rockville Centre in Long Island, New York; Rye, New York; Yonkers, New York; Nyack, New York; and Collinsville, Connecticut.
- Parking management and shared-parking programs for major mixed-use developments in Stamford, Connecticut; Princeton, New Jersey; and the Canary Wharf/London Docklands Project in England.
- Parking surveys and studies for the Bronx Zoo, Princeton University, the College of Staten Island, and Trinity College. In Manchester Center, Vermont, BFJ developed the original concept for the Park-and-Walk system implemented in conjunction with various traffic and pedestrian circulation improvements.

MULTI-MODAL TRANSPORTATION PLANNING

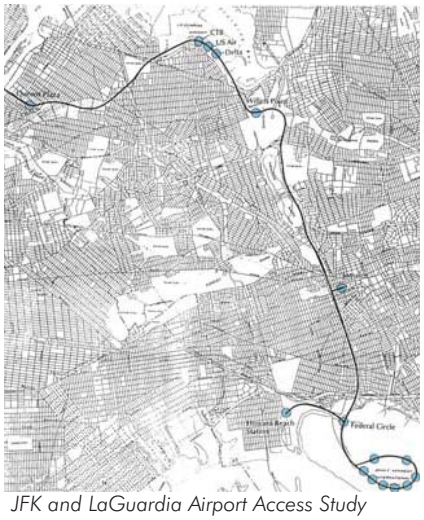
Multi-modal transportation planning studies are concerned with the interface of different transportation modes and intermodal facilities, such as parking structures, railroad stations, ports, ferry terminals or subway stations, and also compare and evaluate alternative transportation modes for a corridor or a region. BFJ has substantial professional experience in multi-modal transportation planning, with planning and engineering qualifications in all modes of ground transportation, including vehicular, pedestrian, and bus and rail transit.

BFJ's diverse experience in multi-modal planning includes:

- Hub Integration Study for five major Long Island Rail Road stations, New York
- Huntington LIRR Station area master plan, New York
- the station area plan for Rutherford, New Jersey
- Long range multi-modal plans for three counties in Vermont
- Multi-Modal Transportation Study for Panama-Colon Corridor, Panama
- the Paterson Auto-Restricted Zone Study, New Jersey
- the New York Botanical Garden/Bronx Zoo Connection Study, New York
- Grand Central Terminal, New York
- Park and Ride/Express Bus Study for Capital District Transportation Authority, Albany, New York

TRANSIT PLANNING AND DESIGN

BFJ undertakes planning and evaluation of bus and rail transit systems as well as paratransit operations. The firm's specific expertise and past experience includes data collection efforts, alternative evaluation studies, service assessments of particular lines or entire systems, passenger projections, market studies, costs and revenue estimations, productivity analyses, and conceptual designs of stations and terminals.



JFK and LaGuardia Airport Access Study

New York City Pedestrian Safety Studies

Columbia University Traffic Calming Study

Transportation Planning Qualifications

The following projects attest to BFJ's extensive and multi-disciplinary transit planning and design experience:

- Retainer contract with the New York Metropolitan Transportation Authority (MTA) New York, New York
- Origin-destination surveys of Express Bus passengers, Staten Island, New York
- Revitalization program for the Metro-North Melrose Station, Bronx, New York
- Evaluation of the airport access project for JFK and LaGuardia, New York, New York
- Benefit analysis of Quincy Station on the Old Colony Rail Line, Quincy, Massachusetts
- Marketing study for the Franklin Avenue Shuttle, New York, New York

PEDESTRIAN AND BICYCLE PLANNING

BFJ prepares a range of bicycle and pedestrian studies for public agencies, institutions, and private clients. These studies deal with various facility and alignment options, demand estimates, safety analyses, and rails-to-trails plans. BFJ's staff is familiar with the planning and design issues related to various bicycle and pedestrian facilities, and has successfully integrated cost-effective improvements for pedestrians and bicyclists in its plans.

Relevant projects include:

- The Windham Region Bicycle and Pedestrian Plan, Vermont
- Pedestrian safety studies for the Manhattan Borough President's office and for a school safety program in the Bronx, New York
- Rails-with-Trails Plan along the Connecticut River, southeastern Vermont
- Battery Park Bikeway Design Study

UNIQUE AREAS OF BFJ TRANSPORTATION EXPERTISE

BFJ's unique combination of skills and worldwide experience has allowed the firm to develop several transportation specializations.

Complete Streets/Road Diets

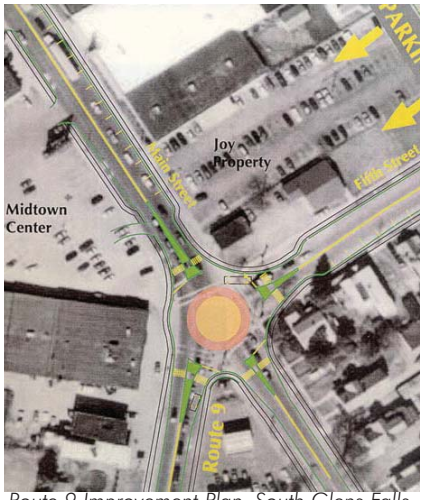
Many projects require Complete Street best practices to be used in every phase of planning and development. Complete streets are those which are comfortable, liveable, and safe for pedestrians, bicyclists, transit riders, people with disabilities, as well as motorists. BFJ has worked with numerous communities to improve roads with sidewalks, bike lanes, special bus lanes, bus stops, crossing opportunities, median islands, pedestrian signals, curb extensions, narrower travel lanes, roundabouts, and more.

BFJ also designed "Road Diet" configurations for streets determined to have sufficient capacity to convert a lane. The converted space can then be used for other travel modes such as bike lanes. Effective Road Diet design improves safety while maintaining efficient vehicular movement.

1.0 Qualifications

Route 9 Corridor Study, Hyde Park, New York

Roundabout, Princeton, New Jersey



Route 9 Improvement Plan, South Glens Falls, New York

Transportation Planning Qualifications

Relevant projects include:

- Complete Street and Road Diet designs along Route 15 Corridor, Essex, Vermont
- Road Diet Design for Boston Post Road, Rye, New York
- Road Diet Design for Broadway, Hastings-on-Hudson, New York

Access Management Studies

Access Management studies are performed to reduce traffic conflicts and improve safety along commercial arterials. Such improvements are often difficult to achieve in the short term, but can have substantial benefits in the long term. Traffic flow capacity and safety, as well as ease of circulation for pedestrians can increase significantly with access management.

BFJ has undertaken access management studies as part of master plan efforts in:

- Bethel, Connecticut
- East Fishkill, New York
- Queensbury, New York (Route 9/149)
- Southwestern Connecticut (Route 1), including preparation of *A Guide to Driveway Consolidation*

Traffic Calming

The need to improve the quality of life in residential neighborhoods and downtown areas has involved BFJ in numerous traffic calming and pedestrian improvement studies. Traffic calming strategies minimize the negative impacts created by traffic intrusion into residential neighborhoods or other areas with dense pedestrian activity, by reducing traffic speeds or limiting vehicular freedom in a neighborhood.

BFJ has undertaken the following traffic calming work:

- Route 30 Traffic Calming Program in southeastern Vermont
- Traffic Calming Procedures Manual for State Highways, Vermont
- Traffic calming projects, Stamford and New Canaan, Connecticut
- Scarsdale and Nyack, New York
- Linglestown, Pennsylvania

Modern Roundabouts

BFJ, one of the top U.S. roundabout consultants, uses modern roundabouts as effective traffic-control and traffic-calming tools. Unlike traffic signals, Modern roundabouts force all vehicles to slow down as they drive through the roundabout. modern roundabouts have been successful in reducing vehicle crashes throughout the world.In the U.S., single-lane modern roundabouts have reduced injury crashes by more than 70 percent. Roundabouts have high capacities with short delays. BFJ has undertaken roundabout feasibility and performance studies throughout the country and overseas including New York, New Jersey, Connecticut, Vermont, New Hampshire, Texas, Alaska, Quebec, and Luxembourg.

1.0 Qualifications

FIRM BIO

Gibbons, Esposito & Boyce Engineers, P.C. (GEB) is a full service engineering consulting firm encompassing the areas of construction management, construction monitoring, estimating, scheduling, design, planning and real estate due diligence. Our wide range of experience includes highways, utilities, sewers, water mains, bridges, traffic engineering and environmental projects. Our multi-faceted talented staff of resident engineers, construction managers, design engineers, CPM schedulers, project cost estimator, technical writers, technicians and NICET certified inspectors, work together to beneficially direct resources on behalf of our clients. Representative clients include:

- Nassau County Department of Public Works
- Suffolk County Department of Public Works
- Westchester County Department of Public Works
- Town of Brookhaven
- Town of Islip
- Town of Huntington
- Town of Oyster Bay
- Town of North Hempstead
- NYS Thruway Authority
- NYC Department of Transportation, Bureau of Bridges
- NYC Department of Design & Construction
- NYS Department of Transportation
- NYS Department of Parks & Recreation and Conservation
- Local towns and municipalities.

GEB has been committed to providing excellence in design, planning and construction management services to the metropolitan New York area for over 40 years. Our firm's principals have over 100 years of combined professional experience providing construction inspection and design services for an array of clients including the Nassau County Department of Public Works.

GEB has a construction management and inspection team of over 40 personnel to draw upon in order to meet the demands of our clients. Top quality management is the key to successful completion of any project in today's industry and GEB takes a systematic approach to every project to provide the quality assurance and quality control our clients deserve.

1.0 Qualifications

Traffic Engineering

The staff of GEB is experienced in all areas of Traffic Engineering and has the ability to Provide Engineering expertise in these areas. Our Expertise includes:

Traffic Studies

- Prepare a review of all current and future traffic volumes (including AADT, DHV, and vehicle mix)
- Prepare Level of Service Analysis (for existing and future years)
- Speed and Delay Studies
- Accident Studies
- Traffic Studies
- Traffic Impact Analysis

Traffic Signal Design

- Prepare detailed traffic signal plans including signal pole design, signal head layout and vehicle detection systems.
- Prepare sequence tables and signal programming information
- Prepare wiring diagrams

Traffic Signal Timing

- Review of traffic signal timing programs
- Provide expertise in signal timing for both individual intersections and coordinated signal systems
- Use of the latest signal timing software including Highway Capacity Program, Transyt, Passer, Synchro and TEAPAC.

Guide Sign Design

- Prepare guide sign plans including layout plans and sign text data sheets in accordance with MUTCD and local guidelines.
- Prepare foundation and structure design for overhead signs
- Prepare wind load calculations for span mounted signs.

Pavement Markings Design

- Prepare guide sign plans including layout plans and sign text data sheets in accordance with MUTCD and local guidelines.
- Prepare foundation and structure design for overhead signs

1.0 Qualifications

The following matrix demonstrates how the members of the BFJ/GEB team can address the service requirements that we can foresee for this assignment. The team includes very experienced professionals (see the resumes in the following section) that can address all service requests that the Village may have. In most cases we have more than one professional that can work on the specific assignment. The team also has extensive experience working with (and for) NYSDOT.

Key Qualifications and Capabilities of BFJ Team Members

	G. Jacquemart P.E., AICP	**L. Rennee**	**P. Cimino** P.E.	**M. Hoffman** P.E.
Years of Experience	40	5	40	33
NYSDOT Experience and familiarity	X		X	X
Review traffic/transportation impact studies for new developments	X	X	X	X
Participate in site visits	X	X	X	X
Prepare written recommendations	X	X	X	X
Testify at Village Boards/Commissions	X	X	X	X
Testify in Court	X		X	
Conduct or review traffic analyses, traffic projections or project related analyses	X	X	X	
Conduct or review parking lot designs	X	X	X	
Evaluate intersection designs	X		X	X
Provide traffic control warrant studies	X	X	X	X
Provide or review intersection control designs (signs, signals)			X	X
Signing, chanellization, pavement markings				X
Accident investigations, collision diagrams				X
Perform pedestrian studies	X	X	X	
Conduct AutoTurn analyses (heavy vehicle turn paths)		X		X
Provide GIS mapping support		X		

1.0 Qualifications

References

Below are three clients for whom BFJ provides transportation planning and traffic impact services on a retainer basis. As previously mentioned, BFJ provides these services to other municipalities as part of a more comprehensive planning service package. These include Tuckahoe, Mamaroneck (Village), Briar Cliff Manor, New Rochelle and Pleasantville.

Town of Ballston:
BFJ works as a subconsultant to C. T. Male Associates who is the main planning and engineering consultant to the Town of Ballston. BFJ's client is therefore C. T. Male (Kathryn Serra).

Kathryn Serra
50 Century Hill Drive
Latham, NY 12110
T: (518) 786-7651
E: k.serra@ctmale.com

City of South Burlington:
The City of South Burlington has a Traffic Overlay District regulation, as well as a traffic impact fee system. BFJ is on retainer by the City to review the applications, recommend whether they meet the requirements, and identify mitigation measures should be considered. A reference letter in included in Appendix A.

Paul Conner, AICP, MCIP
Director of Planning and Zoning
575 Dorset Street
South Burlington, VT 05403
T: (802) 846-4106

Borough of Madison:

Ray Codey
Hartley Dodge Memorial
50 Kings Road
Madison, NJ 07940
T: (973) 593-3038
E: codeyr@rosenet.org

For GEB, we provide the following reference:

Mr. Richard Iadevaio, Jr., Superintendent of Highways& Drainage
Nassau County DPW, Division of Engineering
(516) 571-6824
riadevaio@nassaucountyny.gov

2.0 Personnel

Georges Jacquemart, PE, AICP

Principal

Role: Principal in Charge

Georges Jacquemart is a principal of BFJ and directs the firm's transportation work. Mr. Jacquemart has extensive experience in managing and undertaking traffic impact and circulation studies as well as projects related to transit planning, parking, and bicycle and pedestrian circulation. He worked on assignments for a variety of clients in North and South America, Europe, Asia and Africa.

Prior to becoming a principal of BFJ, Mr. Jacquemart was the principal of Jacquemart Associates, Inc., a New York-based transportation planning and traffic engineering firm. He had previously been Associate Vice President and Regional Manager of PRC Voorhees (Alan M. Voorhees & Associates).

Education

Master of Science, Urban Planning, Stanford University
Post Graduate Courses, Systems Analysis, Federal Polytechnic School of Lausanne, Switzerland
Civil Engineering Diploma, Transportation, Federal Polytechnic School of Lausanne, Switzerland

Memberships

Mr. Jacquemart is a licensed civil and traffic engineer in California, and a licensed engineer in New York, New Jersey, and Luxembourg. He is a member of the American Institute of Certified Planners and the Transportation Research Board.

Teaching and Professional Development

Pratt Institute; Adjunct Professor of Transportation Planning (1986-current)
New York University, Robert Wagner School of Public Service; Adjunct Professor of Transportation Planning (2002-2008)
Princeton University Woodrow Wilson School of Public and International Affairs; Guest Speaker
Columbia University School of Architecture, Planning and Preservation; Guest Speaker
University of Sao Paulo; Guest Speaker

Publications

"NCHRP Synthesis 264: Modern Roundabout Practice in the United States," National Cooperative Highway Research Program, Transportation Research Board, National Research Council, Washington, 1998.
Co-author. *Roundabouts: An Informational Guide*. Federal Highway Administration, June 2000.
"Chapter 8: Roundabouts," *Toolbox on Intersection Safety and Design*. Institute of Transportation Engineers and FHWA, September 2004.
"Alternative Approaches to Estimating Internal Traffic Capture of Mixed-Use Projects," ITE Journal, November 2011 Institute of Transportation Engineers.
"Determining the Ideal Location for Pedestrian Crossings at Signalized Intersections," ITE Journal, September 2012, Institute of Transportation Engineers.

Selected Experience

Downtown Waterville Revitalization Plan
Waterville, Maine
Conducted parking utilization and traffic circulation study to determine impact of proposed redevelopments projects in Downtown Waterville. Created detailed schematics for street improvements to support placemaking, such as the redesign of major intersections to increase accessibility.

Town of Ballston Traffic Impact Reviews
Ballston, New York
Evaluated traffic impacts studies and associated mitigation measures for all major developments in Ballston

City of South Burlington Traffic Overlay District Reviews
South Burlington, Vermont
Analyzed traffic generation forecasts in relation to the City's access management code and recommended traffic mitigation measures.

Bloomfield Station Area Development
Bloomfield, New Jersey
Traffic circulation plan and impact study and to assist in the development

Georges Jacquemart, PE, AICP
Principal
Role: Principal in Charge

Selected Experience (continued)

of the parking plan. A new garage was proposed to serve the retail customers, the commuters and some of the residents. The development plan and traffic study were approved by the Township.

Traffic Study Reviews
Madison, New Jersey
BFJ was retained by the Borough of Madison, NJ to review all major applications in terms of traffic and parking impacts.

Princeton University Traffic and Parking Studies
Princeton, New Jersey
Ongoing traffic and parking consultation since 1988, including traffic impact analysis, assistance with the strategic master plan, and development of a circulation and parking plan.

Long Island Rail Road Transportation Hub Study
Long Island, New York
Study to develop concept plans for five LIRR hub stations, with a goal of increasing suburban mobility.

60 S. Broadway Traffic Impact Study
White Plains, New York
Analyzed traffic impacts at 18 intersections in Downtown White Plains and proposed integration measures. Project was approved.

Palmer Square Traffic and Parking Impacts
Princeton, New Jersey
Traffic and parking study for this mixed-use development. Shared parking strategies were adopted by the Borough.

New Jersey Turnpike Extension Traffic Impact Study
New Jersey
Evaluation of the impacts of the proposed Turnpike Extension. Future traffic conditions with and without the extension were analyzed to determine town-wide traffic impacts and local impacts associated with a new interchange.

Rocade Impact Study
Luxembourg
Analysis of the traffic impacts of a major redevelopment program of the Rocade corridor. Multiple changes planned for the area made this study particularly complex.

Schering-Plough Corporation Traffic Impact Studies
New Jersey
Providing this company with traffic planning services for 15 years, services have centered around traffic impacts associated with the expansion of various sites in New Jersey, notably their Kenilworth site.

Stamford Retail/Industrial Rezoning Traffic Analysis
Stamford, Connecticut
Comprehensive traffic impact analysis to assist the City in their evaluation of potential rezoning strategies for about 65 acres of land.

Union Carbide Headquarters Site Traffic Study
Danbury, Connecticut
Evaluation of the traffic impacts of different development scenarios of a proposed development on their 611 acre headquarters site.

IKEA Traffic Study Review
New Rochelle, New York
Analysis of the DEIS for the proposed IKEA store, which included potential traffic impacts, damage to community character, and air quality and noise levels. Major flaws in the traffic impact analysis were discovered.

Scarsdale Traffic Calming Study for Boulevard
Village of Scarsdale, New York
Traffic calming study for a residential street that experienced high volumes of traffic and speeding vehicles.

Lauren Rennée

Role: Transportation Planner

Lauren Rennée has worked on a variety of planning projects for public and private sector clients. She has experience with every phase of the study process from data collection in the field to final report preparation. In addition, she is trained in geospatial analysis. Ms. Rennée concentrated her graduate studies in transportation planning and policy with a focus in public transit, pedestrian and bicycle planning.

Education

Master of Urban and Regional Planning, Luskin School of Public Affairs, University of California, Los Angeles, 2012
Bachelor of Arts, Political Science, Columbia University, 2009

Skills

Adobe Creative Suite (Illustrator, Photoshop, InDesign), ArcGIS, SketchUp, AutoCad, AutoTurn, Synchro Studio, SPSS

Selected Experience

North Williamsburg Transportation Study
New York, New York
Coordinated extensive survey effort to inventory on and off-street parking locations and regulations in Williamsburg and Greenpoint, Brookyn. Collected utilization data and documented illegal parking to assess performance of parking supply. Assembled data into GIS database and provided recommendations to address parking shortfalls for various user groups.

Downtown Waterville Revitalization Plan
Waterville, Maine
Conducted parking utilization and traffic circulation study to determine impact of proposed redevelopments projects in Downtown Waterville. Created detailed schematics for street improvements to support placemaking, such as the redesign of major intersections to increase accessibility.

Nyack Master Plan
Nyack, New York
Analyzed existing conditions and developed goals and recommendations for the transportation section of the Master Plan update. The recommendations focus on improvements to pedestrian and bicycle facilities to encourage use of alternative transportation modes.

Princeton University 2026 Campus Framework Plan
Princeton, New Jersey
Conducted research and geospatial analysis of local and regional transportation conditions for Campus Framework Plan. Informed TDM strategy by geo-coding home-to-work data of commuting population and determined current and future public transit service areas.

New Rochelle Comprehensive Plan
New Rochelle, New York
Analyzed existing conditions and developed goals and recommendations for the transportation section of the Comprehensive Plan update. The chapter focuses on the use of complete streets treatments to improve connectivity between pedestrian generators and addresses circulation issues around the City's transit hub and largest employment center.

Master Plan Circulation Element
Perth Amboy, New Jersey
Prepared an update to the City's Circulation Element to develop recommendations and strategies to help revitalize the downtown, enhance sustainability and improve interconnectedness throughout the City and region. Key recommendations included strategies for complete streets, selected roadway improvements and changes to parking regulations. The study was also coordinated with a citywide Bicycle and Pedestrian Plan prepared by a separate consultant team.

Mercy College Travel Demand Management Plan
Dobbs Ferry, New York
Analyzed travel behavior of student, faculty and staff to determine issues and opportunties for campus TDM plan. This involved geo-coding was

Lauren Rennée
Role: Transportation Planner

Selected Experience (Continued)

commuting population, spatial analysis of regional transportation network, and administering an online travel survey.

60 S. Broadway Rezoning and Site Plan
White Plains, New York
Conducted traffic impact study for proposed redevelopment of the Westchester Pavilion site from a mall to a mixed-use development. Assisted with the design of parking and loading areas and the redesign of surrounding intersections.

3560 Broadway Environmental Review
New York, New York
Prepared Environmental Assessment Statement and traffic impact study for development in West Harlem. Conducted a detailed pedestrian analysis of sidewalks, crosswalks and corner reservoirs. Surveyed pedestrian elements and prepared detailed schematics of pedestrian elements and GIS-based maps.

SoHo Broadway Business Improvement District Mapping
New York, New York
Conducted comprehensive sidewalk survey of all fixtures, curb signage, and doorway locations within district. Prepared schematics in CAD and produced package of GIS data. Created maps of vending regulations for each block based on survey data for BID to use for enforcement.

Ballard Road Corridor Traffic Impact Studies
Wilton, New York
Conducted traffic impact study for two separate distribution center developments along industrial corridor off of I-87. Managed traffic counts and created Synchro model to conduct capacity analysis and determine mitigation measures.

Princeton University Arts and Transit Plaza Traffic Monitoring Program
Princeton, New Jersey
Coordinated periodic traffic counts to determine to monitor traffic conditions as phases of the Arts & Transit Plaza are completed. Prepared reports comparing findings with previous traffic volume data.

Financial District Paid Commercial Parking Evaluation
New York, New York
Provided technical assistance in conjunction with NYCDOT's Paid Commercial Parking (PCP) program. Surveyed the sidewalk conditions and parking regulations of 100 block faces in the Financial District. Compiled and analyzed survey results to recommend the siting and installation of new muni-meters and signage for commercial parking zones.

Cheshire Public School Facility Master Plan
Cheshire, Connecticut
Performed transportation analysis to evaluate student journey to school trends and assess impact from proposed development on school bus services. The study consisted of cleaning, geocoding and joining student data and creating a network analysis model to determine transportation load factors for each school in the district by travel mode.

57 Alexander Traffic Impact Study
Yonkers, New York
Conducted traffic impact study for residential development along Hudson Waterfront. Project consisted of an evaluation of previous studies and detailed analysis of future traffic generation.

MacLean Street Parking Study
Princeton, New Jersey
Analyzed parking and traffic conditions in residential section of downtown Princeton, NJ. Conducted an on-street parking occupancy survey and resident interviews to determine the actual parking demand for a proposed development.

MATTHEW T. HOFFMAN, P.E.
Project Engineer

Education
Bachelors of Engineering | Stony Brook University

Active Registration
Professional Engineer, NY

Professional Affiliations
American Society of Civil Engineers

NYS Association of Transportation Engineers

Awards/Recognition
FHWA Environmental Excellence Award | *NY Route 347 Project*

NYSDOT Excellence in Engineering Award | *Roslyn Viaduct Replacement Project*

NYSDOT Excellence in Engineering Award | *Region 10 Dolomite Emergency Resurfacing Projects*

NYSDOT Certificate of Recognition | *Sagtikos Bridge Emergency*

NYSDOT Certificate of Recognition | *LIE HOV Project*

Mr. Hoffman brings 33 years of experience in the field of Civil Engineering with Region 10 of the New York State Department of Transportation (NYSDOT), including twenty-five years of experience in the supervision of NYSDOT staff and management of consultants. His areas of expertise include: NYSDOT Policies and Procedures; NYSDOT Design Procedures; Standards and Specifications; PS & E Production; ensuring delivery of projects on schedule and budget; design approval documents, including EIS's; quality control/quality assurance of design products; design build, including evaluation of submissions from proposer firms; consultant contract development and negotiations; consultant evaluation and selection; conducting public hearings and meetings; interaction with elected officials, public agencies and citizens; interaction and coordination with the FHWA; construction support; and providing "Expert Witness" testimony in claims cases.

Mr. Hoffman has managed a variety of major projects for NYSDOT including:

- Roslyn Viaduct Replacement
- Long Island Expressway HOV Lane: Exits 32-40 and Exits 57-64
- NY Route 347 Corridor Reconstruction: Northern State Pkwy to NY 25A
- Long Island Tourist Information Center (LITIC)
- NY Route 110 Reconstruction: LIE to Northern State Pkwy
- Long Island Truck – Rail Intermodal (LITRIM)
- Computer Associates Access Improvements
- Bridge Parapet Replacement Projects
- Bridge Rehabilitation Projects

Town of Hempstead Engineering: Royle Street Drainage – Contract Administrator: Project involved determining feasible alternatives for drainage improvements for an outlet pipe at the eastern terminus of Royle Street. Topographic survey, base-mapping and drainage easements were obtained. Alternatives included installing a new drainage pipe to convey stormwater via a closed system to an existing culvert at Lakeview Road.

Westchester County Department of Public Works and Transportation: (Transportation Contract No. 15-513) Tuckahoe Road (CR36) Rehabilitation Winnebago Road to Bronx River Parkway, City of Yonkers, NY - Contract Administrator: The project rehabilitated Tuckahoe Road (Westchester County Route No. 36) from Winnebago Road to the Bronx River Parkway, a distance of 0.17 miles in the City of Yonkers, at an estimated cost of $330,000. The project work included: milling existing asphalt concrete pavement overlay; concrete pavement repairs; filling and sealing joints and cracks; resurfacing with asphalt concrete; installation of new pavement markings; replacing traffic signal loops; installation of ADA compliant sidewalk ramps; repairing catch basins; replacing catch basin frames and grates; replacing damaged curb & driveways; reviewing roadside safety & drainage conditions. Work Zone Traffic Control Plans were detailed to perform construction during off peak weekday hours utilizing lane shifts and one lane roadway operations.

GEB ENGINEERS

MATTHEW T. HOFFMAN, P.E.
Project Engineer

NYSDOT, Region 10 – Civil Engineer 3 – Regional Design QA/QC Engineer: Supervise staff overseeing quality control and quality assurance on project development projects in NYSDOT Region 10. Manage staff responsible for review and approval documents, preliminary and advanced detail plan reviews and processing of PS & E materials. Oversee permit reviews, guiderail warrant investigations, value engineering studies and coordinate regional review of proposed changes to NYSDOT procedures, policies and specifications. Supervise Regional Pricing Engineer, Regional Special Specification Coordinator, Regional Drainage Engineer and Regional Utility Engineer.

NYSDOT, Region 10 – Civil Engineer 3: Design Supervisor: Responsible for the supervision of Consultant Managers and Squad Leaders engaged in all phases for routine to complex projects. Regularly monitor project development to verify technical correctness of plans, accuracy of project timeline and compliance with project budget. Utilize available resources to meet program and project goals. Represent NYSDOT in meetings and interactions with public officials, citizens groups and individual citizens. Develop and present project overviews at public hearings and meetings. Coordinate with regional and Main Office functional units. Coordinate with Federal, State and Local agencies. Oversee the development of Consultant Scope of Services and lead contract negotiations with consultant firms. Routinely tasked to serve on Consultant Selection Committees. Ensure continual development, training and education of staff to maximize productivity. Responsible for development of RFQ's and RFP's for NY Route 347 projects as well as conducting information meetings for prospective proposing firms. Chaired Roslyn Viaduct task force; task force met during development of Roslyn Viaduct Replacement project to gather public suggestions on the project design. Responsible for maintenance of NY Route 347 Management Plan and Finance Plan per the FHWA requirements for Major Project (over $500m).

NYSDOT, Region 10 – Civil Engineer 2: Design Squad Leader: Primarily responsible for supervision of NYSDOT engineering staff and consultant designers engaged in final design of routine to complex projects. Completed projects include:

- Southern State Parkway R & P: Cross Island Parkway to Hempstead Avenue
- LIE TSM Improvements: Exits 30 to 64 (Consultant Design)
- NY 27 R & P: New York City Line to Franklin Avenue
- Traffic Counter-Flow Prevention on All Limited Access Highways: Nassau & Suffolk
- LIE HOE Lighting: Exits 49-57 (Consultant Design)
- NY 27 R & P: Hicks Street to Sixth Street
- NY 27 R & P: Horseblock Road to William Floyd Parkway
- NY 101 R & P: NY25A to Harbor Road
- NY 454 Reconstruction at Old Willets Path Intersection
- Northern State Parkway Rehabilitation and Resurfacing: LIE to NY 454
- Maintenance of Traffic During Sagtikos Bridge Emergency
- Emergency Dolomite Resurfacing Projects
- NY 27 R & P: Connetquot Avenue to Pond Road
- NY 27 Shoulder Reconstruction: Phyllis Drive to Horseblock Road
- MPT for Emergency Goose Creek Mabey Bridge
- NY 27 Service Road 3R: Belmont Avenue to NY 231

PHILIP S. CIMINO, P.E.
Chief Engineer

Education
Masters Studies,
University of Connecticut

Bachelor of Science,
Civil Engineering / City
College of the City
University of New York

Active Registration
Professional Engineer

Professional Affiliations
New York State
Association of Traffic
Safety Boards – past
Division Chairman

Institute of
Transportation
Engineers

ANG Civil Engineers
Association

American Consulting
Engineers Council

National Society of
Professional Engineers

PSC Engineering – Principal: Responsible for all activities of the firm. Provided a wide array of services centered within transportation planning and engineering. Provided building renovation/cost analyses and site infrastructure review, highway, ramp, and intersection design, roundabout design, traffic control signal and coordinated signal system design, and actuated low bridge advance warning systems. Assisted various town and villages with infrastructure, transportation and safety issues. Assisted various consulting firms with building design and damage mitigation, traffic control signal design, and infrastructure inspection. Provided review of consultant design and inspection of projects for various towns and villages. Provided traffic and transportation planning services to developers for traffic improvements, levels of service analyses, expert testimony and site planning.

Town of Islip - Town Engineer: Direct the inspection of all contracted work on public buildings, recreational facilities, parking lots, traffic lights and controlled studies of waste disposal facilities. Direct the review of site improvement plans for sub-divisions. Recommend acceptance or revision of sub-division layouts. Provide up-to-date zoning maps for public use and for reference by other departments for tax purposes. Supervises inspections performed by the engineering department and makes recommendations regarding acceptance of improvements. Supervise consultants' engineering activities pertaining to roads, bridges and drainage structures. Investigate and processes complaints relating to roads, grading and drainage.

Conduct surveys to establish lines and grades in engineering projects for other agencies. Act in an engineering advisory capacity to the Town Board or other town agencies. Provide engineering design for roadway, parking lots, street lighting, traffic control signals, signing and pavement markings.

ConnDOT - Associate Transportation Engineer: Designed segments of interstate and state highways, geometric improvements at intersections, traffic control signals, interstate and state highway signing, and pavement markings. Reviewed consultant contract submittals for roadway and traffic control signal improvements. Inspected various state roadway, bridge and traffic control signal construction projects. Analyzed accident histories at intersections, along roadways and at railroad grade crossings; recommended improvements; established priorities using benefit/cost; and designed improvements.

Storch Engineers - Chief Engineer: Managed large traffic control signal design projects. Instructed on traffic control signal design, roadway geometry, signing and pavement marking improvements. Assisted several town traffic engineering departments with structural office and technical engineering advice. Provided contract development and technical assistance to associate consultant offices.

GEB ENGINEERS

PHILIP S. CIMINO, P.E.
Chief Engineer

PRC Voorhees - Chief Engineer: In-charge of remote office responsible for the physical inventory of traffic control signal equipment at signalized intersections, recommended improvements needed to bring signals into compliance, and design of central computerized coordinated signal systems for all traffic control signals in the New York boroughs of Brooklyn and Queens.

Voorhees Engineering - Engineering Trainee: Checked structural building design and piling calculations. Field checked building structure and suitability for expansion.

U.S. Air Force/Air National Guard - Rank of Major: Engineering officer in charge of roadway, building and runway infrastructure. Reviewed consultant submittals, supervised design and maintenance projects. Subsequently, Commander of Prime Beef Team with responsibility to initiate and construct bare base and runway facilities for forward aircraft operations. StanEval Officer responsible for inspections of base operations, training and readiness.

3.0 Fees

3.0 Fees

Fees

The underlying multiplier of the billing rates are 2.8 for BFJ and 2.7 for GEB.

BFJ does not apply a multiplier to reimbursables.

BFJ:

Georges Jacquemart:	$235.00
Lauren Rennée:	$115.00

GEB:

Phil Cimino:	$230.00
Matthew Hoffman, PE:	$148.50

Appendix A

southburlington
PLANNING & ZONING

Thursday June 30, 2016

To Whomever It May Concern:

This is to confirm that starting in 2007 BFJ Planning and specifically its Principal Mr. Georges Jacquemart, P.E., AICP has been acting as a traffic engineering advisor to the City of South Burlington, VT. His responsibilities include the review of the major development applications in the City's Traffic Overlay Zones to assess their traffic generation and proposed mitigation measures. In that context he also appeared as an expert witness on behalf of the City of South Burlington in cases before the Vermont Environmental Court and has been instrumental in representing the City's interests. BFJ Planning also assists the City in reviewing traffic impact studies for major developments proposed outside of the Traffic Overlay District. The City of South Burlington is very pleased with BFJ's services.

Please feel free to contact me at my email address at pconner@sburl.com if you have any questions.

Sincerely

Paul Conner, AICP, MCIP
Director of Planning & Zoning

575 Dorset Street South Burlington, VT 05403 tel 802.846.4106 fax 802.846.4101 www.sburl.com

Appendix B

BFJ Planning

MEMORANDUM

Date:	March 10, 2016
Project Name:	CVS Pharmacy – NY Route 50/Lake Hill Road
Subject:	Review of Jan 7 Traffic Assessment
From:	Georges Jacquemart
Contact Information:	T. 212.353.7477 E. G.Jacquemart@bfjplanning.com
	Lauren Rennée T.212.353.7484 E. l.rennee@bfjplanning.com
To:	Kathryn Serra, P.E., Project Engineer C.T. Male Associates T. 518.786.7651 E. k.serra@ctmale.com

BFJ has reviewed Creighton Manning's (CM) Traffic Assessment for the proposed CVS Pharmacy, dated January 7, 2016 and a school bus trip assessment memo, dated March 2, 2016. The project consists of the construction of a new 13,225 square foot pharmacy/store on the northwest corner of the intersection of Saratoga Road (NY Route 50) and Lake Hill Road (Saratoga County Route 58). This store would replace the existing CVS Pharmacy on Saratoga Road, located approximately 500 feet south of the intersection. This memo comments on the study's assumptions and requests additional information and revisions.

1. Existing Conditions

The results of the ATR counts from December 2015 justify that the worst operating conditions occur during the PM peak period. However, the turning movement counts used as the baseline volumes were collected nearly 11 months prior, in January 2015. The following table compares volumes from both counts at the two ATR collection points: north side of Saratoga Road and west side of Lake Hill Road.

Count Date and Type	Saratoga Road (N)			Lake Hill Road (W)		
	NB	SB	Total	EB	WB	Total
January 20 2015 Turning Movement Counts	521	412	933	307	510	817
December 3-9 2015 ATR Counts	576	445	1021	340	456	796
% Change	11%	8%	9%	11%	-11%	-3%

The ATR counts recorded an 8% increase in traffic at the intersection's southbound approach and an 11% increase at the eastbound approach. These are not reflected in the study's baseline volumes used in the Synchro analysis. BFJ recommends the turning movement volumes from January 2015 are adjusted to reflect volumes collected in December 2015.

2. Trip Generation

BFJ has verified the trip generation for the CVS Pharmacy uses the recommended rate from ITE Trip Generation Manual for this land use. CM has chosen to use a more conservative pass-by traffic deduction of 40% than the ITE average of 49%, a decision that BFJ supports given the small sample of available data.

3. Future Traffic Volumes

It is not clear based on the narrative provided on Page 5 exactly where the approved Lake Hill Road Gas Station is located and how many additional trips it will generate. BFJ recommends that CM indicate the location of this development on the study area map and provide a graphic showing additional vehicle traffic generated from the gas station.

4. Synchro Analysis

BFJ has reviewed the inputs for the Synchro capacity analysis and believes that the westbound left turn movement was incorrectly coded as Dallas Permitted plus Protected. Despite the left turn signal head, the westbound approach does not have a left-turn lane nor louvered signals. This incorrect "turn type" likely impacts the phasing assumptions and LOS calculation for the intersection. BFJ recommends that CM expand their discussion of signal operations in the Existing Conditions section to clarify the operation of the westbound approach and location of detectors.

5. Mitigation

CM recommends the Town and State grant an exemption to the requirement to mitigate impacts arguing that the project will produce less trips than NYSDOT Region 1's 100 peak direction trip threshold. This threshold was adopted by NYSDOT based on recommended practices from ITE. However, ITE recommends this as general guideline and acknowledges that studies are necessary for developments generating fewer than 100 trips in areas that are already experiencing traffic issues. The study intersection fits that criteria.

BFJ recommends CM remove the following language on Page 5:

> *The analysis results showing minor impact to the overall intersection confirm the NYSDOT and ITE volume threshold policies. No mitigation is recommended after site development.*

The Level of Service analysis shows additional vehicles generated from the project cause a significant increase in delay at the northbound left turn lane. BFJ recommends that CM investigate whether improvements to signal phasing and timing could mitigate this 46% increase in delay time from 31.3 to 45.8 seconds.

6. School Traffic

BFJ has reviewed CM's March 2, 2016 memo addressing concerns regarding school traffic during the peak hours. We believe CM sufficiently proves that CVS's peak hour will not coincide with afternoon school dismissal.

BFJ Planning

MEMORANDUM

Date:	May 15, 2015
To:	The Borough of Madison Planning Board CC. Raymond M. Codey, Borough Administrator; Robert E. Vogel, P.E.., Borough Engineer; Susan G. Blickstein, AICP/PP,PhD, Planning Consultant;
From: **Contact Information:**	Georges Jacquemart **T.** 212.353.7477 **F.** 212.353.7494 **E.** G.Jacquemart@bfjplanning.com
Subject:	Review of the amended parking management plans dated 5/13/15 for the KRE Madison NJ Urban Renewal Application.

We reviewed the amended Parking Management Plan (Sheet 1 of 1 revised 5/13/15) prepared by Bohler Engineering, as well as the Parking Management Plan Narrative also prepared by Bohler Engineering and dated May 1, 2015.

We acknowledge the revisions and improvements that have been undertaken since our meeting on Monday May 11.

The plan proposes 232 spaces exclusively reserved for residents (numbered spaces) plus 60 spaces to be shared by guests, restaurant patrons, community room visitors and residents during the peak residential demand i.e. between 10 PM and 7 AM. The parking supply ratios for reserved spaces only are 2.0 per apartment for the condominium Buildings C/D, 1.63 for Building A and 1.6 for Building B. BFJ believes that these ratios are high for a TOD development, and that such a supply does not need any additional use of the shared spaces by the residents. If we include the 60 shared spaces in the residential supply – they will all be available during the night hours when the residential demand peaks, the total residential ratio for the project would be 2.16 spaces per apartment. The applicant believes that the market for this project requires the number of parking spaces supplied and that the residents will need to use some of the shared spaces during night hours.

We propose four general principles for the parking management plan for this project:

1. Organize and manage the parking system such that about 60 spaces can be available on site to the restaurant and community room during those hours when both of these uses could be active (all evenings and weekend lunch time)
2. Adopt policies and programs that offer travel options and manage the parking resources in an efficient manner
3. Fill up the garages under Buildings B and C/D as much as possible by the residents and their visitors so that the spaces on the main entrance (22 spaces) plus the spaces on the Green Village Road aisle (38 spaces) can be made available for restaurant and community room activities. And plan for a scenario where some of the spaces under Building A may be used for the restaurant or community room.
4. Monitor future parking occupancies and, in case there is an excess of parking spaces, allow the Borough to lease some of the excess spaces to rail commuters.

BFJ Planning

MEMORANDUM

In view of these principles, we recommend the following changes and additions to the plan:

a. The 2-hour parking regulation along the main entrance drive needs to be effective from 9 AM to 10 PM, otherwise the residents or visitors of the development could park there during periods when the restaurant is busy. The 10 AM to 7 PM limitation proposed by the applicant would allow a resident or guest to park on the main drive until 12 noon and starting at 5 PM, clearly in conflict with the restaurant's busy hours. The 10 PM limitation allows a resident or visitor to arrive at 8 PM and to park there all night long. The sign should also say "Monday thru Sunday" to make it clear that this restriction is effective seven days a week (assuming that the restaurant will operate 7 days per week).
b. The applicant should also consider a time limitation for the spaces along the Green Village Road drive to prevent commuters form parking there. In that case the 2-Hour parking limit could be in effect from 9 AM to 7 PM, unless the restaurant requires greater availability of parking on that drive as well.
c. We recommend that the applicant provides 2 parking spaces along the Green Village Road driveway for shared cars (Zip cars or Enterprise car sharing). The applicant should negotiate this with the car sharing organization and should advertise this to future tenants and condo owners. The presence of shared cars on the site will be an important amenity to the future residents and will affect the car ownership ratio.
d. It is our understanding that the condominium owners in Buildings C and D will not have title to parking spaces but that they will be assigned 2 parking spaces each on level 2 under Buildings C/D. We recommend that the right to the 2 parking spaces be unbundled from the price of the condominium and that the condominium owners pay for each of the spaces they want to use or that they lease them on a monthly basis (they would then pay for the parking spaces monthly together with their maintenance charges). These strategies will generate points for the LEED designation of this project. The unbundling of parking for Buildings C and D, combined with the shared cars will tend to reduce car ownership below the 2 cars/apartment ratio. Any unused spaces on level 2 could then be used by residents of building A or by visitors to Buildings C/D.
e. The tenants in Buildings A and B should also be charged on a monthly basis for the use of 1 or 2 parking spaces and those charges should be added to their monthly rental bill. These tenants should also be made aware of the regulations for the shared spaces, specifically of the 2-hour maximum parking rule up to 10 PM.
f. To provide flexibility for use of the spaces under Building A (possibly by restaurant or community room users) we recommend the following assignment priorities: 1) Building B residents should first be assigned under Building B, next on level 1 under Buildings C/D. 2) Building A residents should first be assigned to level 1 under C/D then under Building A. The restaurant employees should be assigned to park under Building A. The restaurant employees will have access to that parking area anyway because it represents the back of the restaurant.
g. We recommend that parking occupancies in the garages and the outside shared spaces be monitored and reported to the Borough on an annual basis. The applicant should confirm and report car ownership ratios by type of apartment. If the occupancies for the 38 spaces along the Green Village Road drive are regularly underutilized during the 7 AM to 7 PM hours, the key commuter hours, the Borough should be authorized to lease these spaces to rail commuters.

The applicant should explain whether the parking area under Building A will be mechanically ventilated or whether it satisfies the requirement for natural ventilation, i.e. the rule that 50% of half the sides be open.

BFJ Planning

MEMORANDUM

Date:	August 18, 2014
To:	Raymond M. Codey, Borough Administrator; Robert E. Vogel, P.E.., Borough Engineer; Astri J. Baillie, Council Member; Susan G. Blickstein, AICP/PP,PhD, Planning Consultant
From:	Georges Jacquemart
Contact Information:	**T.** 212.353.7477 **F.** 212.353.7494 **E.** G.Jacquemart@bfjplanning.com
Subject:	Review of 2014 Honeywell Site 2014 GDP Report and Traffic Impact Study (DRAFT for internal review purposes)

Review of 2014 General Development Plan for 101 Columbia Road, Township of Morris

This GDP essentially proposes to subdivide the property into 4 development parcels plus one open space parcel. There would be two office parcels and two residential parcels as follows:

- Office/Lab Parcel A, 16.8 acres, 185,000 SF to be retained by Honeywell
- Office/Lab Parcel B, 64.2 acres, 715,000 SF to be redeveloped as new class A office or laboratory by the applicant (Rockefeller Group)
- Residential West Parcel, 28.2 acres with 71 townhouse units to be developed by a third party
- Residential East Parcel, 37.5 acres with 164 townhouse units to be developed by a third party

The GDP plan also proposes a network of private roads that connect the 4 parcels to public highways. One of the existing roads is to be disconnected. The following are our comments and concerns:

1. The plan utilizes the setback areas to satisfy a portion of its 10% open space requirement (See figure 5). This is contrary to the intent of the setback and open space requirements. Placing the open space into the setback areas of development parcels may negate the benefit of a setback and restrict the use of the open space area.
2. It is not clear from the circulation plan that each of the 4 parcels would have direct access to the 3 major public highways serving the site, as the property has today. For example, the discontinuation of the existing road in the northwest area may discourage or even prevent traffic generated in Parcel A from using internal roads (Road B) to get to and from Madison Ave/Rte 124. Based on Figures 5 and 6, one could conclude that all traffic generated in Parcel A has only one access point, Road C off Columbia Road. This would mean that a vehicle with a destination in Parcel A and an origin in Madison would have to drive up Park Avenue and make a left onto Columbia Road, or drive up Rte 124 to Normandy Parkway and then to Columbia Road to get to Parcel A. Such a circulation pattern has significant negative traffic impacts compared to today's condition where we have one large parcel with direct connections to all 3 public highways. A similar question could be raised for the new Road R off Columbia Road in Figure 6. It should be noted that the Traffic Impact Study prepared by Langan for this application (Appendix 7 of the GDP Plan Report) assumes for the purposes of traffic distribution that each parcel and all traffic generators have direct connections to all three public roads, as the Honeywell site has today. The GDP circulation element needs to reflect the assumption

of 1 traffic zone with a more comprehensive street network, or the traffic study needs to be corrected and needs to treat the site as separate traffic zones, each with its own distribution pattern. A more comprehensive and flexible street network will also make it easier to serve the future developments with shuttle services.

3. By creating residential zones on this parcel there is an opportunity to create a "community" where to some degree people can live and work in the same zone, and where we can reduce the external traffic generation. However, that requires a more integrated land-use and circulation plan, with a greater density of walkways and bicycle paths.
4. A GDP plan of this magnitude needs to have a Transportation Demand Management (TDM) element that shows how the applicant will reduce traffic impacts through a more comprehensive circulation element, a greater integration of the land uses, a commitment to shuttle services, pedestrian and bicycle improvements, car sharing (like Zip Car) and other measures. Currently, the plan only shows a walking path along Road B (Figure 6).

Review of Appendix 7 Traffic Impact Study by Langan Engineering and Environmental Services, Inc.

General Comments:

The May 29, 2014 Langan study (appendix 7 of the GDP Report) basically concludes that the proposed plan does not have any negative traffic impacts because it generates about the same amount of traffic as the re-occupancy of the existing buildings would generate. On one hand, the Langan study does recognize that 6 traffic movements at the intersection of Columbia Turnpike and Park Avenue operate at levels of service E or F today (Table 5 page 15) and that these conditions will worsen substantially with either the re-occupancy of the existing buildings or the proposed project. The study also recognizes the beneficial effects of the new ramp connection to/from eastbound Route 24 (shown in Tables 5 and 6). On the other hand, it states that the redevelopment of the site does not require the Rte 24 ramp realignment project (bottom of page ii) and the applicant does not offer any monetary contribution toward its implementation. This is contradictory and misleading.

While the study mentions extensively the new ramp connections to/from Route 24 as a Morris County project, and it refers to it as a "future Route 24 ramp project by Morris County" (page iv), it barely mentions that this project is not funded and is not scheduled in any improvement plan, neither a County plan, nor a State plan. Similarly, the Langan study recognizes that the traffic conditions will worsen substantially (overall levels of service F) at the intersections of Madison Avenue with Normandy Parkway and with Kahn Road/Old Glen Road with either the re-occupancy of the existing buildings or the proposed project, but it does not propose any improvements, other than mentioning the approach widenings that have been suggested in the Louis Berger Study prepared for Morris County. The Langan report explains these short-term and long-term improvements from the Louis Berger Study and shows the beneficial effects on traffic conditions at these two intersections, but fails to mention that these improvements are not budgeted by the County and, in the case of the intersection of Madison Avenue and Kahn Road, will probably require right-of-way acquisition.

To conclude, we feel that the Langan study is misleading in tone and content because its summary Tables 5 and 6, which indicate that traffic levels of service would improve, rely on new ramp and intersection widening projects that are neither funded nor programmed. The columns in Tables 5 and 6 entitled "With Bypass Road" and "With Improvements Identified in Regional Report" should be discarded, since they assume investments

that are not programmed nor funded.

Given the substantial traffic delays projected at the northerly intersections in Morris Township, we can expect a greater percentage of project traffic to circulate to and from the south. The Langan study assumes that 9% of the project's office traffic will circulate to and from the center of Madison (5% via Park Ave and 4% via Madison Ave, see Figure 11) and that 3% of the residential traffic will circulate to and from downtown Madison. These percentages will likely be higher if the above traffic conditions are not improved. The Langan study needs to analyze traffic conditions at some of the key intersections in Madison, such as Park and Ridgedale Avenue, Park and North Street, Park and Chateau Thierry Avenue, and Madison Avenue and Danforth Road.

Another major short-coming of the Langan study is the assumption that Parcel A, with the 185,000 square feet of office space to be retained by Honeywell, will be occupied by 105 employees only. Whereas this may be the plan for the near-term, an employee density that low – 1,762 square feet per employee – is not realistic nor sustainable in the long term. Historically, the Honeywell employee density at this site was about 5 times higher than that, and the current general trend is toward even higher office densities. The GDP application is not for 105 employees in Parcel A but for maintaining 185,000 square feet of office/research lab. The traffic impact study must reflect the traffic generation of 185,000 square feet of office space, which is substantially higher that the generation of 105 employees.

The following is a list of more minor issues in the Langan report:

1. On page 19 first paragraph, last sentence: the text mentions a lower delay under the build condition for both peak hours; Tables 5 and 6 show a slightly higher delay
2. On page 21 second paragraph, the delay in the pm peak hour is slightly higher, not lower
3. On page 21 fifth paragraph, the delay in the pm peak hour is slightly higher, not lower
4. In Figure 18 we believe that with the Rte 24 ramp connection there will be some residential traffic driving up Park Avenue and making a left turn into Road B, rather than driving up Madison Avenue to reach their residential destinations and as shown in Figure 17 without the Rte 24 ramp connection. Presumably a northbound left-turn lane will be provided if this new intersection gets built. This may be true also for the traffic distribution in Figure 12 in comparison to Figure 11.
5. We question the traffic distribution in Figure 12 along Eastbound Columbia Road turning right into West Honeywell Drive and turning right into East Honeywell Drive. It seems that the percentages turning into East Honeywell Drive should be higher since there is substantially more office floor area along East Honeywell Drive. The same is true in the reverse direction for the westbound left turns into these two driveways.

Zamft, Eric

From: Georges Jacquemart <g.jacquemart@bfjplanning.com>
Sent: Monday, November 07, 2016 12:33 PM
To: Sherman, Andrea
Cc: Zamft, Eric
Subject: RE: RFP Response: Additional Fee Information

Hello Andrea, we have two billing rates that we use (besides higher rates that we use as expert witnesses in court): standard billing rates that we use for private clients, and public rates that we use for our municipal clients and non-profit organizations. The rates we quoted to you are our public rates, since the Village would be the client even if the funds are reimbursed by the applicant. We use the same rates for other municipal clients where we perform these review services and occasionally work on a project directly for the municipality.
I think that a key criteria in this selection , and a criteria that is difficult to assess, is the fact that our reviews are objective and to the point. We focus on the items that are important to the Village, and do not spend time on items that are not relevant. I mention this because we have been in situations in the past where the reviewing consultant spend more money than it took to undertake the underlying traffic study.
Please let us know if you have any other questions.
Best regards
Georges

Georges Jacquemart, P.E., AICP
Principal

BFJ Planning
115 FIFTH AVENUE
NEW YORK, NY 10003
T. 212.353.7477
F. 212.353.7494
E: g.jacquemart@bfjplanning.com

WWW.BFJPLANNING.COM

From: Sherman, Andrea [mailto:ASherman@portchesterny.com]
Sent: Monday, November 07, 2016 9:43 AM
To: Georges Jacquemart
Cc: Zamft, Eric
Subject: RE: RFP Response: Additional Fee Information

Good Morning Georges,

Thank you for sending along this additional information. To clarify, are your hourly fees the same regardless of whether the project is initiated by an applicant or a municipality?

Thanks,
Andrea

Andrea Sherman
Assistant Planner

THE Chazen COMPANIES®

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Engineers ♦ Land Surveyors ♦ Planners ♦ Environmental & Safety Professionals ♦ Landscape Architects

VILLAGE OF PORT CHESTER

Traffic and Transportation Engineering Professional Services

RFP #2016-07

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

Proposal Contact:
The Chazen Companies
Tom Johnson, P.E., PTOE
Transportation Services Manager
21 Fox Street
Poughkeepsie, NY 12601

September 30, 2016

Proposal # PT16-004

THE Chazen COMPANIES®
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HUDSON VALLEY
21 Fox Street
Poughkeepsie, NY 12601
P: 845.454.3980

CAPITAL DISTRICT
547 River Street
Troy, NY 12180
P: 518.273.0055

NORTH COUNTRY
375 Bay Road
Queensbury, NY 12804
P: 518.812.0513

CENTRAL NEW YORK
721 E. Genesee Street
Syracuse, NY 13210
P: 315.251.1013

NASHVILLE
3200 West End Ave., Ste. 500
Nashville, TN 37203
P: 615.783.1628

Correspondence from the Hudson Valley Office

September 28, 2016

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

Re: Traffic and Transportation Engineering Professional Services, RFP #2016-07
Chazen Proposal No. PT16-004

Dear Mr. Steers:

The Chazen Companies (Chazen) are pleased to present our Proposal to the Village of Port Chester for *Professional Traffic and Transportation Engineering Services*. We believe we are well-suited to serve the Village in this capacity considering the experience of our team, and most importantly, our long history of serving municipalities in the manner requested by the Village of Port Chester. This experience will be a value to the Village when considering the transformational needs faced by the Village with continued redevelopment on vacant properties such as the hospital campus, induced growth as the Village continues to be attractive to the influx of Millennials.

Our services are tailored to meet the needs of our clients; we believe that Port Chester can benefit for the following reasons:

- Chazen is a full service consulting firm with a staff of 120 professionals and we can deliver projects in a timely manner. We provide municipal engineering and planning services to more than a dozen municipalities throughout the Hudson Valley region, including the Westchester County municipalities of Peekskill, New Rochelle, and Mamaroneck.
- Thomas Johnson, P.E., PTOE will lead all Traffic and Transportation Engineering services. Tom has over 30-years' experience assisting municipalities throughout NYS with their Traffic and Transportation Engineering needs. He has led the preparation of traffic impact analyses, transportation planning studies, complete street evaluations, and site specific safety/signal evaluations.
- Our transportation engineering and planning experience includes comprehensive system wide growth evaluation of the Luther Forest Technology Campus (Malta NY), site specific impact studies for hospitals and institutions, and development of corridor plans that have resulted in successful pedestrian transformations (Route 9 Lake George). We are Complete Street experts and advocates.
- We have reviewed hundreds of projects and dozens of Environmental Impact Statements (EIS) for a variety of controversial projects, including residential, commercial and industrial projects. We understand how to work with the development community and to create and protect a record that will withstand litigation.

Our proposal highlights our experience and skills to provide the Traffic and Transportation Engineering services that the Village desires. We are confident that we can provide the Village with timely, cost effective, and high-quality service. We look forward to developing a relationship with the Village of Port Chester.

Sincerely,

Tom Johnson, P.E., PTOE
Transportation Services Manager

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Contact Information

The Chazen Companies
Chazen Engineering, Land Surveying & Landscape Architecture Co., D.P.C.
Chazen Environmental Services, Inc.
Chazen Engineering Consultants, LLC (Tennessee)

Contact: Thomas R. Johnson, P.E., PTOE, Transportation Services
Direct: 518.266.7369
Email: tjohnson@chazencompanies.com

HUDSON VALLEY	CAPITAL DISTRICT	NORTH COUNTRY	CENTRAL NEW YORK	NASHVILLE, TN
21 Fox Street	547 River Street	375 Bay Road	721 E. Genesee Street	3200 West End Ave., Ste. 500
Poughkeepsie, NY 12601	Troy, NY 12180	Queensbury, NY 12804	Syracuse, NY 13210	Nashville, TN 37203
P: 845.454.3980	P: 518.273.0055	P: 518.812.0513	P: 315.251.1013	P: 615.783.1628
F: 845.454.4026	F: 518.273.8391	F: 518.812.2205	F: 518.273.8391	F: 518.273.8391

Form of Business
Design Professional Corporation

Ownership of Business:

Senior Principals:

Richard H. Chazen, P.E.
Daniel W. Stone, P.E.
Mark A. Kastner, P.E., President
Steven J. Alex, L.S., Vice President, Land Surveying
Joseph M. Lanaro, P.E., Vice President, Engineering
Christopher Round, AICP, Vice President, Planning Services
Russell Urban-Mead, CPG, LEED® AP, Vice President, Environmental Services
Lauren Gillett, PHR, Vice President, Human Resources
Stuart Mesinger, AICP, Vice President, Land Development

Principals:

James Connors, P.E., Senior Director, Land Development
Roger Keating, P.E., LEED® AP, Director, Land Development
James "Andy" Rymph, RLA, LEED® AP, Director, Landscape Architecture
Peter Romano, P.E., Director, Land Development
Chris Lapine, P.E., LEED® AP, Director, Land Development
Eric Johnson, P.E., LEED® AP, Director, Municipal Engineering
Sean M. Doty, P.E., LEED® AP, Manager, Municipal Engineering
Barbara Beall, PWS, LEED® AP, Director, Natural Resources
Ed Larkin, PE, LEED® AP, Manager, Code Compliance and Inspection
Arlette St. Romain, Director, Environmental Services
Bruce Wells, LS, Director, Land Surveying
George Cronk, P.E. Director, Municipal Engineering
Larry Boudreau, RLA, Director, Land Development

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Table of Contents

1. Firm Introduction
2. Core Competencies
3. Qualifications
4. Project Team
5. References
6. Fee

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1. Firm Introduction

ALBANY BUSINESS REVIEW

BPtW

2015 BEST PLACES TO WORK

Firm Introduction

The Chazen Companies was founded in the historic Hudson Valley region of New York in 1947. We provide engineering, land surveying, planning, environmental and safety consulting, landscape architecture and construction services to clients throughout the Northeast. We focus on creating effective, long-term partnerships while delivering world class levels of performance from our offices in the Hudson Valley, Capital District, North Country, Central New York and Nashville, Tennessee.

Chazen is an employee-owned firm representing municipalities, agencies, developers, landowners, utilities, institutions, industries and not-for-profits. Many of our staff are LEED® certified. We closely review emerging technologies and practices to ensure that our clients are introduced to high-value, reliable, cost-effective practices. From project concept to completion, we collaborate closely with clients, taking a customized approach to every project.

Chazen provides communities with municipal engineering and planning services and specializes in supporting local boards during the review of applications, both small and large. We have been providing these services to communities for some of the most significant projects that have come to the region in the last decade.

AREAS OF PRACTICE

- Brownfield Redevelopment
- Civil Engineering
- Code Compliance
- Construction Observation and Inspection
- Ecological Studies
- Environmental Remediation
- Environmental Risk Management and Asset Protection
- Environmental Site Assessments
- Forensic Investigations
- Geographic Information Systems
- Geotechnical Engineering
- Grantsmanship
- Land Surveying
- Land Use and Comprehensive Planning
- Landscape Architecture
- Parks and Recreation Planning and Design
- Public Participation
- Regulatory Compliance and Permitting
- SEQRA and NEPA Compliance
- Site Planning and Design
- Solid Waste Management
- Stormwater Management
- Structural Engineering
- Transportation Planning and Engineering
- Utility Engineering
- Visual Impact Assessment and Simulation
- Wastewater Collection, Treatment and Disposal
- Water Resource Development
- Water Supply, Treatment and Distribution
- Wetland Delineation and Permitting
- Zoning Approvals and Permitting

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2. Core Competencies

Transportation and Traffic Engineering

Chazen's transportation engineering team designs and offers alternatives that help provide safe and efficient movement of traffic through addressing multi-modal transportation needs. Our transportation planning process combines the science of information analysis with the art of obtaining public participation, prioritizing needs, forecasting future conditions and visualizing innovative solutions. Our range of Transportation Engineering Services include:

- Traffic Data Collection and Surveys
- Traffic Impact and Feasibility Studies
- Site Access and Circulation Studies
- Expert SEQRA Reviews
- Traffic Signal Analysis and Designs
- Roadside Sign Inventory and Evaluations
- Traffic Safety and Accident Analyses
- Traffic Modeling and Simulations
- Parking Studies
- Intersection, Highway and Freeway Analyses
- Intersection and Roadway Design
- Intelligent Transportation Systems
- Work Zone Traffic Control Plans
- Right-of-way Acquisition Activities

Engineering

Chazen's engineering group offers a variety of technical and professional services that serve many clients within a diverse group of markets. Our clients benefit by working with a team of professionals that are responsive to ever-changing technical environments and the convenience of working with one firm to fulfill most project related needs. Our range of Engineering Services includes:

- Municipal Planning and Engineering
- Civil/Site Planning and Development
- Stormwater Management (local, community and regional)
- Water Supply, Treatment and Distribution
- Wastewater Collection, Treatment and Disposal
- Highway/Transportation Planning and Design
- Subsurface Interpretation and Foundation Systems
- Structural Systems (Building and Special Structures)
- Solid Waste Management Facilities
- Utility Systems
- Construction Engineering and Administration
- Forensic Investigations (Condition Assessments, Investigations, Expert Witness Testimony)

Transportation Planning

Chazen's planning group helps communities visualize their future through creative land use strategies. We currently serve as consulting planners and engineers to a number of municipal planning, zoning and Town and Village Boards. In addition to reviewing development proposals for our municipal clients, we are experts in preparing comprehensive plans, waterfront revitalization plans, zoning ordinances, and related land use tools tailored to local circumstances. We are also experienced in preparing a wide range of non-regulatory tools to help implement local planning goals and objectives, including community design guidelines, recreation and open space plans, economic development strategies, natural resource inventories, transportation plans, and capital improvement plans. Our Planning Services include:

- Comprehensive Plans and Master Plans
- Environmental Impact Statements
- Corridor and Area-wide Studies
- Context-Sensitive & Complete Streets Integration
- Bicycle, Pedestrian and Trail Planning
- Multi-modal Transportation Plans
- Access Management & Access Permitting
- Traffic Calming Evaluations

2. Core Competencies

Environmental

Chazen's environmental services group has been providing turnkey environmental consulting services to our municipal, commercial, industrial, and institutional clients for over 20 years. Whether your project is as straight-forward as a due diligence evaluation of property or as complex as the investigation and remediation of chemical impacts to soil, sediment, and water, you need a consultant that understands the scientific principles and regulatory requirements, and is able to leverage this knowledge against the project objectives. The Environmental Services group assists our clients with:

- Environmental Due Diligence/Property Transaction Support
- Regulatory Compliance, Permitting and Auditing
- Environmental Risk Management and Asset Protection
- Flora, Fauna and Habitat Assessment
- Wetlands Survey, Assessment and Mitigation Plans
- Water Resource Management
- Brownfield Site Redevelopment Strategy
- Remedial Site Investigation, Delineation and Design
- Field Services- GPR, Soil and Groundwater Investigation, ACM and Pb Paint Surveys
- Site Remediation
- Energy Alternative Support
- Environmental Stewardship and Sustainability

Landscape Architecture

Chazen's landscape architecture group works closely with clients and team members to combine the art of landscaping with the reality of site development. Chazen's landscape architects are assembled to produce creative and functional ideas for a wide variety of clients and projects. We combine the art of landscape design with site development to create distinctive architectural solutions for any project type. Our professionally accredited and accomplished staff collaborates with in-house groups to design and implement exceptional finished products. Our Landscape Architecture group provides services such as:

- Feasibility Studies
- Site Design/Schematic Design
- Land Analysis
- Land Use Analysis
- Planting Design
- Public Presentations
- Parks & Recreation Design
- Site Inventories and Assessments
- Pedestrian and Traffic Circulation Systems
- Parking Studies
- Visual Assessments and Simulations
- Viewshed Analyses
- Wetland Mitigation
- Site Lighting Plans

Land Surveying

Chazen's land surveying group provides clients with professional land surveying services that utilize state-of-the-art technology and modern equipment. Our professional land surveyors combine unique quality assurance processes with knowledge and experience to offer a diverse range of survey and mapping products. Our computerized data collection systems, robotic total stations and GPS (Global Positioning Systems) capabilities translate to a project that is delivered on time and on budget, while maintaining the high quality expected by our clients. Land Survey Services include:

- Subdivision, Residential Title and Property Line Surveys
- ALTA/ACSM Land Title Surveys
- Topographic Surveys
- Construction Layout
- GPS Surveying, Static and RTK
- Right-of-Way Mapping
- Digital Terrain Modeling
- Photogrammetric Control Surveys
- Land Records Research
- 3D High Definition Laser Scanning

2. Core Competencies

Construction Services

Chazen's construction services group assists our clients in turning design into reality. Working closely with our other service groups or an outside designer, our inspection staff will strive to meet the true intent of the design and fulfill the client's needs while ensuring a quality, timely, cost effective product. The Construction Services team assists with:

- Construction Inspection and Administration
- Review of shop drawings and material submissions
- Budgeting and cost controls
- Field Engineering and Survey
- Scheduling
- Stormwater inspection
- Maintenance and Protection of Traffic
- Constructability reviews
- Analysis and mitigation of claims and "extras"

Health and Safety

Chazen's health and safety group provides environmental health and safety services to the industrial, environmental, utility and municipal industries. Our offerings range from on-site safety talks to comprehensive environmental, health and safety audits. Our experienced instructors can customize a class to efficiently and thoroughly train your staff for all aspects of general site safety and project specific topics. In 2013, Saratoga Safety was acquired by The Chazen Companies and is now their wholly owned subsidiary doing business as Saratoga Safety, LLC. In addition to our main training facility in Troy, we will come to your facility to conduct training or can arrange training at our Poughkeepsie office.

Our services include:

- All aspects of Hazardous Materials, Construction, and First Aid/CPR Training
- Corporate H&S Manuals
- Project Specific Safety Plans and Checklists
- Site and PPE Audits
- Industrial Hygiene Monitoring and Services

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We have collected representative examples of our experience in performing reviews of large scale land development projects, conducting traffic impact studies, preparing transportation plans (including creative solutions to address multi-modal needs), as well as signal design and pedestrian studies. We have term agreements with a number of communities to provide these services and we are listed on the NYSDOT Local Design Services Agreement (LSDA) in Region 7.

PROJECT REVIEWS

HAMPSHIRE COUNTRY CLUB ENVIRONMENTAL REVIEW, VILLAGE OF MAMARONECK

Chazen is currently assisting the Village of Mamaroneck Planning Board with the SEQRA and site plan review of a proposed 105-unit unit residential development on the site of the Hampshire Country Club. The project is highly controversial and is subject to intense public scrutiny. Major issues include development in a coastal floodplain, traffic, pedestrian access, ecological impacts, visibility and visual appearance, fiscal and demographic impacts, soil contamination, and stormwater management. The project also involves review for compliance with a number of local ordinances and planning documents including the Village's Floodplain Ordinance, Architectural Review Standards, Local Waterfront Revitalization Plan and Comprehensive Plan. Chazen is assisting with all aspects of the review including drafting the scoping document and representing the Planning Board while the applicant's consultants conduct field work. Chazen will conduct completeness and technical reviews of the DEIS and prepare the Findings Statement for the Planning Board.

LUTHER FOREST TECHNOLOGY CAMPUS/ADVANCED MICRO DEVICES/GLOBALFOUNDRIES FAB 8.1/FAB 8.2

Chazen has been assisting the Saratoga County Towns of Stillwater and Malta with SEQRA and site plan review of a series of projects that now constitute approximately 2 Million square feet of manufacturing, R&D and administrative space and a $20 billion investment and which is the largest construction/economic development project in the US.

Between 2001 and 2003, Chazen worked with the Town Board of the Town of Stillwater to create a Planned Development District (PDD) for the Luther Forest Technology Campus (LFTC). The Campus is a 1,200-acre technology park in the Towns of Malta and Stillwater intended to attract microchip fabrication and related businesses. Chazen subsequently worked with Malta's consultants to draft the scope for the project's Generic Environmental Impact Statement (GEIS), reviewed the GEIS and drafted the Town's PDD for the project. Chazen was also instrumental in revenue sharing and infrastructure development negotiations between the Towns and the project sponsor. Infrastructure development included extension of water, sewer and power lines to the project site, as well as road improvements, including several major upgrades and the construction of a new bypass from Northway Exit 11. The road improvements have been implemented in a phased manner as project build-out occurs.

In 2006, Chazen began working for the Town of Malta (in addition to Stillwater). At that time Advanced Micro Devices (AMD) proposed to amend the PDD zoning in both towns so that it could locate a manufacturing plant in the Park that would meet its specifications. Chazen prepared a supplemental GEIS (SGEIS) scope, reviewed the SGEIS and then worked with both towns to amend their PDDs. AMD then agreed to locate in the Park. AMD subsequently spun off its manufacturing interests to GLOBALFOUNDRIES, Inc., which subsequently constructed the manufacturing plant.

Construction commenced in 2009, and the Town of Malta requested that Chazen provide planning, engineering and construction inspection support to ensure seamless execution of the project. Chazen assisted the Planning Board in its site plan review of the project. The initial construction phase support included a project ombudsman who is responsible for monitoring overall project compliance with the campus planned development district regulations, SEQRA thresholds and local plan approvals and conditions. Chazen recently assisted the Town in review of Fab 8.2 which will add 400,000 square feet of manufacturing space to the campus. Chazen is currently assisting the Town in the SEQRA review of a package of proposed revisions to the PDD laws.

TRAFFIC IMPACT ANALYSES

TOWN OF MALTA TOWNWIDE GENERIC ENVIRONMENTAL IMPACT STATEMENT

Malta, NY

Chazen is currently working with the Town of Malta in preparing an update to the Town's Townwide Generic Environmental Impact Statement (GEIS). A draft update has been completed and is currently in the Town review process. The scope of work includes preparation of a buildout analysis utilizing the Town's recently update zoning scheme, development of two alternate growth scenarios and preparation of a Townwide traffic impact analysis examining 32 intersections and related highway segments. The GEIS will identify both traditional mitigation measures and alternate transportation strategies to accommodate growth. The GEIS scope also includes examination of the town's recreation and open spaces resources, trails, and infrastructure. The GEIS will include an update to the town's fee in lieu of mitigation measures.

VASSAR BROTHERS MEDICAL CENTER

Poughkeepsie, NY

Vassar Brothers Medical Center (VBMC) recently received approval for an expansion that includes a new inpatient pavilion in the southwest corner of the VBMC campus. Totaling 696,440 gross square feet (gsf), the new addition will bridge Livingston Street, and house 264 private patient rooms, new emergency department, 30 critical care beds, loading dock, central plant expansion, interventional suite, conference center, café, helipad, and new hospital inpatient lobby. The new VBMC campus will be developed into four distinct and separate zones – inpatient, outpatient, service, and emergency. Chazen completed a Traffic Impact Study and Parking Study to identify the traffic and parking improvement needs of the expansion as well as full civil site design and SEQRA services.

HEALTH QUEST NORTHERN DUTCHESS HOSPITAL EXPANSION

Rhinebeck, NY

Northern Dutchess Hospital in the Village of Rhinebeck, NY includes a three story 87,000 square foot hospital addition and is expected to open in 2016. Chazen prepared the Stormwater Pollution Prevention Plan, Engineering Report, and Site and Landscaping Plan, and Traffic Impact Analysis as well as designed water, sanitary sewer, and storm utility infrastructure.

Design challenges included the parking reconfiguration and expansion of existing parking lots throughout the hospital campus, providing adequate pedestrian and vehicular access during and after construction, rerouting and expanding existing utilities, protecting and enhancing existing landscaping and the public approval process.

HUDSON VALLEY HOSPITAL CENTER, CORTLANDT, NY

Chazen conducted a full campus as-built survey, civil engineering and landscape architectural components for a major expansion of the Hudson Valley Hospital Center in Cortlandt, NY. The project included a 60,000 square foot 3-story medical office building, 15,000 square foot 2-story north wing addition, 60,000 square foot 4-story south wing addition and 45,000 square foot 3-story parking garage and site circulation improvements. Chazen was responsible for water, sewer, stormwater and utility relocations, traffic projections for the expansion, reconfiguration of highway entrance configurations to improve automobile circulation patterns, ground level parking redesign to address the new hospital building exit design and landscape improvements designed to complement the proposed architecture.

ST. PETER'S HOSPITAL MASTER FACILITIES EXPANSION AND TRAFFIC STUDIES, ALBANY, NY

The project includes the construction of a new six-story tower, as well as the creation of upwards of 1,000 new parking spaces in an expanded parking garage that was completed in 2008. The hospital renovated and replaced more than 500,000 square feet of existing diagnostic and treatment facilities. The total number of beds remain at 442, but 70 percent of them were converted into private rooms.

Chazen was the lead planning and site design consultants on this project. Our first responsibilities included organizing all project consultants for the development of the projects' Draft and Final Environmental Impact Statements. Associated studies included detailed Traffic Impact Studies, water and wastewater studies, site circulation studies and neighborhood growth impact studies.

During the second phase of the project Chazen's completed a campus wide redevelopment master plan and implementation strategy. Components of this work included a complete redesign of on-site roadway and related pedestrian circulation systems, development of a new parking management system and modification of various components of nearly all on-site utilities. Chazen continues to provide periodic design and construction services to the hospital.

ST. FRANCIS HOSPITAL PARKING AND TRAFFIC IMPACT ANALYSIS, POUGHKEEPSIE, NY

Chazen conducted a campus-wide Parking Analysis, a Parking and Access Management Plan, and a Traffic Impact Study (TIS) for the St. Francis Hospital site in the Town of Poughkeepsie. These activities were associated with the development of an 80,000 sq. ft. Medical Arts Pavilion facility within the campus. The parking analysis required intensive data collection including daily parking occupancy counts in multiple parking areas and classification of parking space supply and demand and its relationship to category of hospital service.

Additional Traffic Impact Analyses

- Continental Commons Mixed Use Development, Fishkill, NY
  Traffic study of the Route 9 corridor adjacent to I-84 for retail and hotel uses.
- Grove Street Assisted Living Center, Lloyd, NY
  Traffic assessment for expansion of facility to accommodate additional beds.
- Smorgasburg, Kingston, NY
  Traffic, parking, and circulation assessment for large-scale Farmers Market on a former industrial site.
- Dutchess County Justice & Transition Center, Poughkeepsie, NY
  Traffic study for a new correctional facility.
- Great Barrington Mixed-Use Development, Great Barrington, MA
  Traffic study for mixed-use development of retail, office, and residential uses.
- Maple Leaf Child Care Center, Halfmoon, NY.
  Traffic study for a 200-student day care facility.

TRANSPORTATION/CORRIDOR PLANNING

LAKE GEORGE ROUTE 9 GATEWAY PLAN

Lake George, NY

Travelers visiting the Town of Lake George enter the area from US Route 9 as they Exit I-87 (the Northway). The existing wide travel lanes, lack of access control, cluttered signage, and the absence of pedestrian and landscape features do not create an attractive entrance to the Lake George region, and does not offer much protection in the way of best management stormwater practices along the gateway. Acknowledging the importance of the gateway, the Town of Lake George hired Chazen to assist the community in developing a new vision for Route 9 with the establishment of the Route 9 Gateway Plan.

The resulting plan has been widely accepted by business and citizens alike and has since been awarded $545,000 from the NYS EFC Green Infrastructure Grant Program (GIGP) for initial construction. Chazen is currently designing stormwater retrofits with green infrastructure practices to address stormwater quality along Route 9. The plan includes tree trenches with stormwater infiltrators, bio-retention areas, porous sidewalks and green medians. Stormwater currently collected within the NYS Route 9 right of way and routed to West Brook will be intercepted and routed to these green practices along the corridor and plantings will utilize native species.

MALTA ROUND LAKE CORRIDOR PLAN

Malta, NY

Since 2009, Saratoga County has experienced a 21 percent increase in population. Much of this growth can be attributed to the area's high quality of life and to such economic initiatives as GLOBALFOUNDRIES. While there are many benefits associated with this growth, increased traffic demand on local roadways has been problematic in some locations. One area of concern has been Interstate 87's Exit 11 Round Lake Road corridor. Facing a 30 percent increase in traffic over the next decade, Malta asked Chazen to help prepare a complete streets plan for the corridor that would complement the area's existing small-scale commercial and residential neighborhood characteristics.

Adopted as a comprehensive plan amendment, the Malta Round Lake Road Corridor Plan has been added to the Capital District Transportation Committee's (CDTC) Transportation Improvement Plan (TIP), which is used to allocate federal transportation funding. Since being added to the TIP, the project has been awarded $4.75 million in funding. Portions of the project were also awarded $250,000 of Safe Routes to School funding. The plan included improved and expanded sidewalks, bike lanes (with access to the County's Zim Smith Bike trail), bus stops, planted medians, single lane roundabouts, controlled access and wayfinding signage.

COLD SPRINGS ROAD CORRIDOR RECONSTRUCTION
Stillwater, NY

Chazen was the project administrator, town designated engineer and supporting technical consultant assisting the Town of Stillwater with the re-development of approximately 6.3 miles of roadway, including Cold Springs Road, Fitch Road, Farley Road and Elmore Robinson Road (NYSDOT PIN #1757.53). Technical elements included subsurface exploration and interpretive analysis in support of roadway reconstruction, utility inventory, coordination and relocation planning, and technical support to the highway design team, including the development of the storm water management plan and SWPPP for linear application. Chazen developed the Design Report for SEQRA coverage, which evaluated impacts to surface waters and wetlands, a Toler analysis, evaluated ecological impacts, Chazen's surveying services included establishing primary project control employing static GPS methods and secondary control using conventional surveying equipment and techniques. Chazen will be managing construction, supporting contract administration, as well as construction inspection (SWPPP inspection and environmental monitoring).

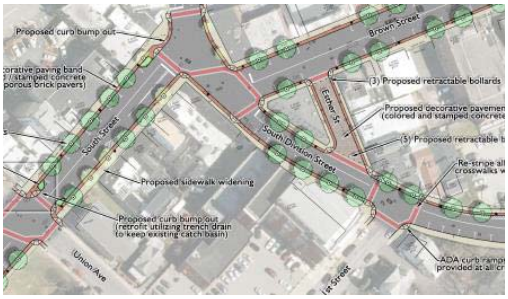
CDTC/EAST GREENBUSH ROUTE 4 ZONING AND DESIGN GUIDELINES
Malta, NY

Chazen was successful in obtaining funding for the development of mixed use zoning and design guidelines along Stillwater US Route 4 corridor and Hudson River waterfront. Ultimately, the zoning is intended to encourage economic revitalization within the Town's historic Riverside neighborhood and encourage use of the Hudson River.

STREETSCAPE

PEEKSKILL BROWN, SOUTH AND SOUTH DIVISION STREETS
Peekskill, NY

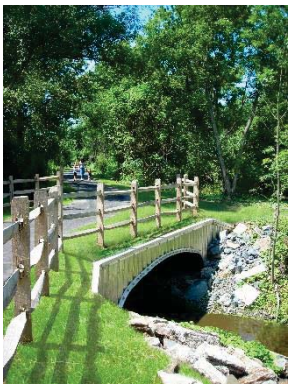
Chazen is currently working with the City for preparation of streetscape improvement plans for South, South Division and Brown Streets in downtown Peekskill. A detailed topographic and boundary survey has been prepared and Chazen is currently producing final design plans for the streetscape corridors. Highlighted elements of the project will include new curbing, pedestrian sidewalks and decorative surface treatments, new crosswalks/bump-outs for traffic calming, new pedestrian scale lighting, pedestrian signal upgrades, street trees, signage and street furnishings. The project is being developed in two phases with the second phase of construction occurring in 2016.



TRAIL/PEDESTRIAN PLANNING

HISTORIC STILLWATER MULTI-USE TRAIL

Town of Stillwater, NY



The first phase of the trail project was substantially complete in 2007 creating a 1.1-mile, 10-foot wide multi-use trail along the existing railroad bed corridor in the Town of Stillwater, Saratoga County, NY. Design elements of the project included, overlook/rest areas on platforms extending out from the rail bed, a Con-span culver crossing, decorative fencing, wayfinding signage, interpretative signage to highlight the natural and historic resources; as well as trailhead improvements including site furnishings, plantings at the trailheads, and period lighting fixtures. The project provided $370,000 from NYSDOT Multi-modal monies with the remainder from local sources. Chazen's responsibilities included grant administration, design, preparation of contract documents, permitting through NYSDEC as well as construction oversight.

The latest phase of the trail was constructed in 2014. This new trail section is an extension of the previous 1.1-mile section and starts at the former northern terminus of the trail network at the southern end of Railroad Avenue and runs north as a new 6' wide asphalt path along the eastern side of the road until a point about 600 feet south of the intersection with Campbell Road where it enters the woods to the east. Once in the woods, it becomes a stone dust path winding along the existing topography and includes two wooden pedestrian bridge crossings over existing wetlands. At its northern end, the trail exits the woods at a new gravel parking area and trail head along Campbell Road and includes new landscaping and signage, as well as split-rail fencing and picnic table areas. A link to the existing pedestrian sidewalks along Route 4 is also provided via a new stretch of concrete sidewalks on the southern side of Campbell Road.

KAAL POINT PARK SUSPENDED WALKWAY

City of Poughkeepsie, NY

Chazen recently developed conceptual design, a project summary report including regulatory and permitting analysis and an opinion of probable cost for a proposed suspended walkway and associated park improvements in the City of Poughkeepsie just north of the Mid-Hudson Bridge. The suspended walkway would be located over the Hudson River on the west side of Kaal Rock Point Park and connect back to the north into Waryas Park, and south into Kaal Rock Park. Chazen has designed the project to be consistent with the City's local waterfront revitalization plan.

CREATING HEALTHY PLACES TO LIVE, WORK AND PLAY

Warren and Washington County, NY

Creating Healthy Places to Live, Work and Play is a Glens Falls Hospital Health Promotion Center initiative that is funded by the New York State Department of Health. Chazen worked with the Creating Healthy Places to Live, Work and Play program to help promote complete streets initiatives throughout Warren and Washington Counties with resources to support the understanding and implementation of planning and design of complete streets.

Chazen conducted a series of hands-on complete streets workshops that focus on how select pedestrian and transportation improvements can facilitate healthy living choices and opportunities. Workshops were conducted in Warren and Washington County communities. Concept plans to address urgent needs were prepared for the Towns of Warrensburg and Kingsbury as well as the Village of Hudson Falls. The Town of Warrensburg also adopted updated street design standards and a Complete Streets policy as a result of the activities.

MUNICIPAL TERM AGREEMENTS

CITY OF PEEKSKILL

Westchester County, NY

Chazen has been the designated engineer to the City of Peekskill since 2013. We staff the Planning Commission as their professional engineering consultant. Chazen also provides engineering, planning, environmental, grantsmanship and other professional services for individual projects advanced by the City. Notable projects recently completed/near completion for the City include Fleischmann Pier, Brown Street Revitalization, Hollowbrook Dam and Lower South Street Brownfields Program.

As part of our consulting services to the Planning Commission, we provide the engineering reviews for applications before the board including but not limited to minor/major subdivisions, lot line adjustments, special use permits, site plan applications and planned development districts.

Chazen also provide construction inspection services. Chazen has provided plan review and specialized project oversight, including structural and building code compliance.

Capital Projects:

- Lincoln Depot Plaza Phase I
- Lincoln Depot Plaza Phase 2
- Peekskill Landing Waterfront
- Fleischmann Pier Waterfront
- Brown Street Revitalization
- Division Street Revitalization
- Wiccopee Reservoir Engineering Analysis
- EPA CSO Consent Order
- Fort Hill Trails Grant
- City Water Supply Grant
- Hollowbrook Dam Engineering Analysis
- RF Metering RFP
- Nelson Parking Garage Structural Review
- Lower South Street Brownfield Program
- Paramount Theater
- Corporate Drive Landfill
- City Hall UST
- Flood Certification

Planning Board Reviews (Since 2013):

- South Division St
- 1031-1037 Main Street 100 Unit Buildings
- 2 John Walsh Blvd Holiday Inn
- Morgando Residence
- 55 Hudson Restaurant
- Stop and Shop Fuel Cell
- Lake View Drive Apartment
- 419 Washington Bus Storage
- 9-11 Broad Street
- One Park Place Mix Use
- Crystal Bay Marina
- Fort Hill Planned Neighborhood
- 922 Main Street Artist Lofts
- Spectra Algonquin Gas Line

TOWN OF MALTA
Saratoga County, NY

Chazen has been the designated engineer and planner to the Town of Malta since 2006. We staff the Town Board, Planning Board and Zoning Board of Appeals as their professional planning and engineering consultant. Chazen also provides engineering, planning, environmental, grantsmanship and other professional services for individual projects advanced by the Town. Notable projects recently completed/near completion for the Town include completion of the Downtown Rezoning Master Plan as well as the technical review of the GLOBALFOUNDRIE/LFTCEDC PDD Amendment.

Chazen provides other various engineering services to the Town including the developing of standards and specifications of highways and drainage systems, assisting with annual MS4 compliance, design of pedestrian/roadway systems, and conducting plan reviews for the building department.

As part of our consulting services to the Planning Board, we provide the engineering and planning reviews for applications before the board including but not limited to minor/major subdivisions, lot line adjustments, special use permits, site plan applications and planned development districts. Further, Chazen assists the Town in review of projects against the Town's unique formed based code.

Chazen also provide construction inspection services for all planning projects that propose conveyance of infrastructure to the Town. We ensure the project's infrastructure is installed in accordance with the approved plans and we also provide engineering certifications to completed work.

GLOBALFOUNDRIES FAB8 Code Reviews / Inspection and Site Plan Review / SEQRA Compliance

Ellsworth Commons Mixed-Use Development

Capital Projects:

- Maltaville Water District Feasibility Study
- Updates to Town Highway / Drainage Specifications
- US Route 9 Sidewalk Improvements Design, Permitting & Construction Services
- Parade Ground Village Sidewalk Improvements Design, Permitting & Construction Services
- Round Lake Preserve EPF Grant Application, Concept Plan & Estimate
- Round Lake Preserve Wetland & Habitat Assessment
- Ruhle Road Pedestrian Bridge Bi-annual Inspections
- East Line Road Recreational Facilities Traffic Impact Study and Parking Management Plan
- Round Lake Road Corridor Study
- Downtown Master Plan Update & Rezone Recommendations
- GLOBALFOUNDRIES Fab8 Building Code Reviews / Inspections
- Old Post Road Culver Rehabilitation
- East High Street Culvert Rehabilitation
- Bellflower Road Drainage Improvements
- Brownell Road Drainage Improvements

Planning Board Reviews (Since 2009):

- Lake View Landing 140 Lot Major Subdivision
- Cramer Road 72 Lot Major (Conservation) Subdivision
- LFTCEDC Power Lines Site Plan
- LFTCEDC Power Substation Site Plan
- LFTCEDC / AMD GEIS, FEIS, PDD & Site Plan Review
- LFTCEDC / AMD Minor Subdivision
- Blacksmith Square Mixed Use Development Special Use Permit / Site Plan
- Ellsworth Commons Mixed Use Development Architecture Standards Review
- Saratoga Hospital Medical Campus Site Plan Review
- Saratoga Lofts Apartment Project
- Park Place Apartment Project
- Woodfield Residential Subdivision
- LFTCEDC Construction Logistics Plan
- Panera Bread Site Plan
- Home2 Suites Site Plan
- Shecky Subdivision
- Maple Forest Subdivision

ADDITIONAL MUNICIPAL TERM CONTRACTS

Municipal governments that we currently have term contracts as a designated engineer or planner are as follows:

Town of Bethlehem, Albany County
Town Designated Engineer / Planner
2010 – 2015

Town of Queensbury, Warren County
Town Designated Engineer / Planner to Planning Board
2011 – Present

Lake George Park Commission
Designated Engineer to Commission
2011 – Present

Village of Fort Edward, Washington County
Village Designated Engineer
2011 – Present

Town of Lake George, Warren County
Town Designated Engineer / Planner to Planning Board
2012 – Present

Town of Milton, Saratoga County
Town Designated Engineer
2014 – Present

Washington County
County Planner (contract)
2011 – Present

Town of Lake Luzerne, Warren County
Town Designated Engineer / Planner to Planning Board
2006 – Present

Town of Niskayuna, Schenectady County
Town Designated Engineer / Planner to Planning Board
1998 – 2011

Town of Rotterdam, Schenectady County
Town Designated Engineer / Planner to Planning Board
1999 – 2011, 2014, 2015

City of Peekskill, Westchester County
Town Designated Engineer
2014 - Present

SIGNAL DESIGN/EVALUATION

CRANDALL/ORVILLE STREET SIGNAL EVALUATION

Glens Falls, NY

Chazen performed an intersection safety and operational evaluation of this local roadway through an on-call Traffic Engineering term agreement with the local MPO, Adirondack/Glens Falls Transportation Council. The study resulted in the City of Glens Falls removing the traffic signal and adding stop signs to the intersection.

CRANDALL/SHERMAN AVENUE SIGNAL EVALUATION

Glens Falls, NY

Chazen performed an intersection operation evaluation including traffic signal warrant analysis and operational analysis of both signalized and unsignalized intersection operations through an on-call Traffic Engineering term agreement with the local MPO, Adirondack/Glens Falls Transportation Council.

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4. Project Team

At Chazen, we believe that our staff is our most valuable asset. Our professionals are licensed and certified, and we encourage them to continuously advance their skills throughout their careers.

The following are brief biographies of project staff:

Christopher Round, AICP, Senior Principal, Vice President, Planning Services

Role: Principal-in-Charge

Mr. Round has extensive experience providing land use planning and environmental services to local communities and private clients. He leads Chazen's Planning Services Group where he also manages private land development projects, preparation of Environmental Impact Statements, and development of municipal comprehensive plans/land use regulations. He also serves as town planner to several municipalities and has assisted numerous communities with capital improvement projects/plans, municipal infrastructure planning/fundings/permitting, and economic development related functions. He has a strong understanding of SEQRA, municipal operations, infrastructure funding sources and project management.

Thomas R. Johnson, P.E., PTOE

Role: Project Manager

Mr. Johnson is the Transportation Services Manager in the firm's Engineering Services Group. He is a Registered Professional Engineer in the State of New York as well as six other states. Mr. Johnson is also a Certified Professional Traffic Operations Engineer (PTOE). He has 30 years of experience acting as the Town Designated Engineer on traffic matters for many municipalities. Mr. Johnson has worked with clients and on projects throughout New York State as well as the neighboring states of Vermont, New Hampshire, Maine, Connecticut, Pennsylvania, and New Jersey.

His work also encompasses providing expert SEQRA and Technical reviews, safety studies, parking evaluations, access and circulation studies, and traffic signal designs; completing the traffic engineering for infrastructure projects; and presenting project information to elected officials, boards, agencies, and the general public.

Paul W. Cummings, AICP, LEED® AP, Planner

Role: Planning

Mr. Cummings will manage transportation planning efforts. He is an experienced professional with a background in community and environmental planning, public participation, and technical analysis techniques. Mr. Cummings has a strong complete streets planning resume. He has recently finalized complete streets related projects in Lake George, Potsdam, Newcomb, Speculator, Malta and East Greenbush. His work in Lake George, Potsdam, and Malta has helped secure over $5.75 million in grants.

Edwin A. Droz, Transportation Engineer

Role: Transportation Engineering

Mr. Droz will lead the day-to-day efforts in data collection, analysis, and report compilation efforts for the project. Mr. Droz has over 10 years of experience in the traffic engineering field with NYSDOT, Creighton Manning Engineers, WSP-SELLS and Chazen. Mr. Droz has conducted and reviewed various transportation studies including traffic impact studies, parking studies, access feasibility assessments, and traffic signal design. Mr. Droz has extensive experience with traffic operational software such as Synchro and HCS, Trip Generation by McTrans, and HAS Software 3.0 for accident analysis.

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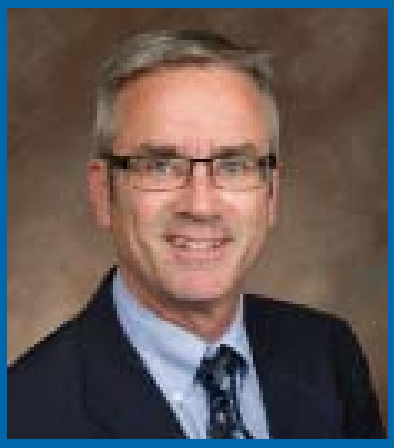

EDUCATION

BS Environmental Studies, College of Environmental Science Forestry Syracuse, NY

REGISTRATION

American Institute of Certified Planners (AICP) CPN 021934

AFFILIATIONS

American Planning Association (APA)

APA Economic Development Division

Capital District Planning Association

Queensbury Land Conservancy

TRAINING

Strategic Planning for Economic Development

Real Estate Development & Reuse

CHRISTOPHER ROUND, AICP

Senior Principal, Vice President, Planning Services

Mr. Round has over 25 years of experience in providing land use planning and environmental services to local government, institutions and private clients. As Vice-President of Planning he is responsible for the overall operations of the Chazen's Planning service line and the management of complex interdisciplinary projects. Mr. Round is experienced in the development of municipal plans and land use regulations, public participation and outreach efforts as well as securing grant funds for public and private entities. Prior to joining the Chazen Companies, Mr. Round served as the Director of Community Development for Queensbury, New York.

PROJECT EXPERIENCE

- **Speculator Hamlet Revitalization Plan**
  Speculator, NY
  Worked with community to develop a strategy to improve local business climate through development of improved tourism/infrastructure and local organizational framework.
  Role: Principal-in-Charge

- **Town of Lake George Route 9 Gateway Plan**
  Lake George, NY
  Developed a vision for the Lake George NYS Route 9 corridor, which serves as a critical gateway to the Lake George and Adirondack regions.
  Role: Principal-in-Charge

- **Town of Stillwater Comprehensive Plan**
  Stillwater, NY
  Prepared a community master plan that was/is utilized to address long-term community needs.
  Role: Principal-in-Charge

- **Stillwater GEIS**
  Stillwater, NY
  Prepared a long term evaluation of growth of the Town and how this growth could impact open space, agriculture lands, infrastructure and transportation systems. Developed a fee-in-lieu of mitigation program to manage growth and address impacts.
  Role: Principal-in-Charge

- **Glens Falls South Street Streetscape Plan**
  Glens Falls, NY
  Preparation of comprehensive/master plans, corridor plans, land use regulations, buildout analyses/growth projections, capital improvement plans, and infrastructure funding and permitting.
  Role: Principal-in-Charge

- **Town of Queensbury Comprehensive Plan**
  Queensbury, NY
  Preparation of comprehensive/master plans, corridor plans, land use regulations, buildout analyses/growth projections, capital improvement plans, and infrastructure funding and permitting.
  Role: Principal-in-Charge

- **Potsdam Downtown and Waterfront Revitalization Plan**
  Potsdam, NY
  Preparation of a NYSDOS Local Waterfront and Downtown Revitalization Plan and developed successful grant funding applications to the NYSDOS Inland Waterways Program for its historic downtown and Raquette River waterfront.
  Role: Principal-in-Charge

- **Hudson River/Champlain Feeder Canal Inter-Municipal Local Waterfront Revitalization Plan**
  Queensbury, NY
  Preparation of a NYSDOS Local Waterfront and Downtown Revitalization Plan and developed successful grant funding applications to the NYSDOS Inland Waterways Program for its historic downtown and Raquette River waterfront.
  Role: Principal-in-Charge

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THOMAS R. JOHNSON, P.E., PTOE

Transportation Services Manager

Mr. Johnson is the Transportation Services Manager in the firm's Engineering Services Group. He is a Registered Professional Engineer in the State of New York as well as six other states. Mr. Johnson is also a Certified Professional Traffic Operations Engineer (PTOE). He has 30 years of experience acting as the Town Designated Engineer on traffic matters for many municipalities. Mr. Johnson has worked with clients and on projects throughout New York State as well as the neighboring states of Vermont, New Hampshire, Maine, Connecticut, Pennsylvania, and New Jersey.

His work also encompasses providing expert SEQRA and Technical reviews, safety studies, parking evaluations, access and circulation studies, and traffic signal designs; completing the traffic engineering for infrastructure projects; and presenting project information to elected officials, boards, agencies, and the general public.

EDUCATION

B.S., Civil Engineering, 1986,
Clarkson University

REGISTRATION

Registered Professional Engineer - New York, New Jersey, Connecticut, Pennsylvania, New Hampshire, Maine, Vermont

Certified Professional Traffic Operations Engineer (PTOE)

AFFILIATIONS

Member – Institute of Transportation Engineers (ITE)

Member – American Society of Highway Engineers (ASHE)

Member – New York State Association of Transportation Engineers (NYSATE)

PROJECT EXPERIENCE

- **Malta Town-wide GEIS**
  Malta, NY
  Transportation analysis of future growth and improvements needed for that growth.
  Role: Senior Traffic Engineer

- **Expert SEQRA and Technical Reviews**
  New Rochelle, Peekskill, New Castle, Cold Spring, Mamaroneck, Newburgh, Colonie, Malta, Poughkeepsie, NY
  Review of Traffic Impact Studies for land use projects.
  Role: Principal Traffic Engineer

- **Term Agreement for Traffic Engineering Services**
  Syracuse, NY
  Traffic Engineering Services for this On-Call Service Agreement with completion of over 200 assignments.
  Role: Senior Traffic Engineer

- **Jay Street Corridor Study**
  Schenectady, NY
  Traffic engineering for a Complete Street, multi-modal corridor.
  Role: Senior Traffic Engineer

- **Syracuse Connective Corridor**
  Syracuse, NY
  Signal replacements and pedestrian upgrades at 16 intersections.
  Role: Managing Traffic Engineer

- **Routes 100 and 139 Safety Evaluation Study**
  Somers, NY
  Traffic engineering for analyzing the accident history and countermeasures.
  Role: Project Manager

- **Oak Hill Mine**
  Lewis, NY
  Traffic study with expert testimony provided at an Adjudicatory Hearing.
  Role: Project Engineer

- **Transportation Assessment for Bayfront Redevelopment**
  Jersey City, NJ
  Analysis of a large-scale development to transform a brownfield site into a pedestrian friendly urban neighborhood.
  Role: Senior Traffic Engineer

- **Van Schaick Island Transportation and Revitalization Plan**
  Cohoes, NY
  Transit Oriented Development study with Multi-modal/Transit Plan.
  Role: Project Manager

- **Traffic Engineering Services**
  Colonie, NY
  Provide wide-ranging services for this multi-year On-Call Service Agreement.
  Role: Project Manager

PAUL W. CUMMINGS, AICP, LEED® AP

Senior Planner

Mr. Cummings' professional background focuses on community revitalization, environmental resource protection, and transportation planning. He has produced a series of downtown and hamlet planning initiatives that are sensitive to local context and grounded in practical implementation measures. He enjoys using visualization tools to make plans easy to read and understand. Mr. Cummings has broad experience in economic development strategies, conservation based planning, municipal funding programs, land use review and approval procedures, and public participation and meeting facilitation,. He holds a National Charrette Institute (NCI) certification. He is an experienced grant writer and is proficient in the use of GIS and data management technologies.

EDUCATION

Master of Urban and Regional Planning, Environmental Planning and Community Development, University at Albany, 2007

Bachelor of Arts, Political Science, Siena College, 2001

European Politics and British Law, Regents College, 2000 (Study Abroad Program)

REGISTRATION

American Institute of Certified Planners (AICP)

MEMBERSHIPS/AFFILIATIONS

National Charrette Institute Certification

American Planning Association

LEED® Accredited Professional

PROJECT EXPERIENCE

- **Newcomb Smart Growth Hamlet Plan**
  Newcomb, NY
  Assisted Newcomb in exploring desired site design standards that could be incorporated throughout the corridor.
  Role: Planner/Project Manager

- **Town of Newcomb Comprehensive Plan**
  Newcomb, NY
  Assisted Newcomb in creating a comprehensive plan seeking to build on the Town's assets.
  Role: Project Planner

- **Speculator Hamlet Revitalization Plan**
  Speculator, NY
  Assisted Speculator with the development of a revitalization Strategy.
  Role: Project Planner

- **Stillwater/Hudson River Waterfront Revitalization Plan**
  Stillwater, NY
  Local waterfront revitalization plan to identify improvements for the Community's waterfront and comprehensive plan update.
  Role: Senior Planner

- **Village of Potsdam Downtown and Waterfront Revitalization Plan**
  Potsdam, NY
  Developed a comprehensive strategy to revitalize the Village's downtown and waterfront.
  Role: Project Manager/Senior Planner

- **Blueway Trail Guide**
  Potsdam, NY
  Assisted with the development of a "Blueway Trail" guide for the Raquette River corridor.
  Role: Planner

- **East Greenbush Columbia Turnpike & Troy Road Design Guidelines**
  East Greenbush, NY
  Developed a Corridor Concept Plan and Design Guidelines; a practical and implementable guide to revitalizing the corridors through improved land use, site design, and enhanced pedestrian amenities.
  Role: Planner/Project Manager

- **Town of Malta Downtown Plan**
  Malta, NY
  Developed a comprehensive plan amendment and zoning strategies to promote a mixed use pedestrian oriented, downtown that will reflect the community's overall vision.
  Role: Senior Planner

- **Town of Lake George Route 9 Gateway Plan**
  Lake George, NY
  Developed a vision for the Lake George NYS Route 9 corridor, which serves as a critical gateway to the Lake George and Adirondack regions.
  Role: Planner

EDWIN A. DROZ

Transportation Engineer

Mr. Droz is a transportation engineer with over 12 years of progressively responsible experience. His responsibilities include data collection, trip generation, growth rate analysis, sight distance analysis, signal warrants analysis, level of service analysis, gap analysis, priority investigation locations (PIL) and accident analysis. Prior to joining Chazen, Mr. Droz worked at the NYS Department of Transportation.

EDUCATION

B.S., Civil Engineering, 2003, Rensselaer Polytechnic Institute, Troy, New York

AFFILIATIONS

Institute of Transportation Engineers (ITE) – Member 39617

Society of Hispanic Professional Engineers – Alumni

La Unidad Latina Lambda Upsilon Lambda Fraternity, Inc. (LUL) – Alumni Advisor

YMCA Black & Latino Achiever – 2006 Professional Adult Achiever (Recognized by the State of NY Executive Chamber (Governor), Rensselaer County Legislature, NY State Senate and Rensselaer County Executive)

TRAINING

"Land Use Leads Transportation Requirements" – ITE (2009)

"Traffic Simulation Modeling' – ITE (2009)

"VISSIM Intro" – PTV Vision (2008)

"NHI 142036 – Public Involvement in the Decision Make Process" – US DOT/Federal Highway Administration (2007)

PROJECT EXPERIENCE

- **St. Peter's Hospital Signal Design**
  Albany, NY
  Assisted in completing construction plans, specifications, and engineer's estimates for the upgrading and/or replacement of five traffic signals in conjunction with the City of Albany Traffic Division. Plans were completed to the latest NYSDOT and City of Albany specifications for traffic signal equipment, signing and pavement markings.
  Role: Transportation Engineer

- **New Rochelle Traffic Signals**
  New Rochelle, NY
  Replacement of 13 traffic control signals on Pelham Road in the City of New Rochelle. Additionally, QA & QC was provided for the design of upgrades and/or replacement of an additional 24 signals along the Main Street corridor.
  Role: Transportation Engineer

- **Cross Westchester Expressway**
  Westchester County, NY
  Developed and determined safety improvements for MPT (Maintenance and Protection of Traffic) plans including creating and maintaining a network model for the project area, analyzing the data, and drafting the traffic sections.
  Role: Transportation Engineer

- **YMCA Facility**
  Monroe, NY
  Analysis of the impact of a proposed 15-20,000 Square Feet facility performed for existing, no-build, and two build conditions alternatives. The analysis consisted of six intersections in the vicinity of the site including determination of a background traffic growth rate in the vicinity of the project and trip generation for the proposed development. The Final Report also included an accident analysis evaluation at the two main roads in the vicinity of the project. The results of the analysis were presented in a report suitable for submission to reviewing agencies.
  Role: Transportation Engineer

- **Wallkill Speed Reduction Study**
  Walkill, NY
  Conducted and analyzed the speed reduction study to evaluate residents' request for reducing speed limits at four roads in the Town of Wallkill. The potential for reducing the speed limit on these roads was determined by documenting the existing physical roadway conditions, amount and type of development on the roads and installing multiple Automatic Traffic Recorders (ATRs) along all the study roadways.
  Role: Transportation Engineer

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5. References

Please feel free to contact the following references for whom we have done work for:

City of Peekskill
Jean Friedman
Director of Planning
Peekskill City Hall
840 Main Street
Peekskill, NY 10566
P: 914.734.4218
E: jfriedman@cityofpeekskill.com

Village of Mamaroneck
Richard Slingerland
Village Manager
Village Hall of the Regatta
123 Mamaroneck Avenue
Mamaroneck, NY 10543
P: 914.777.7703
E: RSlingerland@vomny.org

Town of Malta
Anthony Tozzi
Director of Planning
2450 Route 9
Malta, NY 12020
P: 518.899.2685
E: atozzi@malta-town.org

Client Comments

Here is what our clients are saying about us.

- *"VERY THOROUGH, GOOD COMMUNICATION SKILLS, GOOD COORDINATION WITH SUB CONSULTANTS AND CLIENT-MET VERY AGGRESSIVE SCHEDULE."*
- *"COOPERATIVE AND COMMUNICATIVE THROUGHOUT THE ENTIRE PROGRAM PHASE. I WOULD RECOMMEND THEM FOR FUTURE ASSIGNMENTS."*
- *"CHAZEN TREATS THE TOWN AS AN "A" CLIENT AND PROVIDES THE RESPONSIVENESS THAT THE TOWN EXPECTS; WE ARE NOT GETTING THAT LEVEL OF SERVICE FROM OUR OTHER CONSULTANTS."*
- *"THE DATA AND INFO THAT YOU HAVE PROVIDED SHEDS A NEW LIGHT ONTO THIS PROJECT AND HOW WE SHOULD PROCEED. I WISH THAT I HAD YOU ON BOARD YEARS AGO."*
- *"THE WORK THAT THE CHAZEN COMPANIES AND OUR COMMITTEE VOLUNTEERS HAVE DONE SO FAR IN SERVICE OF THE BEST PLAN OUTCOME IS QUITE LAUDABLE. IT IS A CHALLENGE TO INCORPORATE THE MANY STRANDS THAT COMPRISE A COMMUNITY SUCH AS OURS....AND COME UP WITH A VISION THAT CAN BE DONE IN WORKABLE, AFFORDABLE PIECES."*
- *"TEAM DID A GREAT JOB GETTING THE CONTRACT READY FOR BIDDING, INCLUDING AN ESTIMATE THAT WAS ABLE TO BE BROUGHT DIRECTLY INTO OUR SITE SEAMLESSLY."*
- *"CONSULANT WAS COMMUNICATIVE AND TIMELY IN SUBMISSION. "GOOD COORDINATION WITH APPROVING AGENCIES."*

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6. Fee

Our standard fee schedule follows. Mr. Johnson who will be the project manager bills at $145.00 per hour.

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THE Chazen COMPANIES

BILLING RATE SCHEDULE
EFFECTIVE JANUARY 2016

BILLING TITLE	HOURLY RATE
Senior Professional	**$195**
Professionals	
Engineers, Geologists, Hydrogeologists, Planners, Landscape Architects, GIS Analysts, Biologists, Environmental Scientists, Surveyors	
Professional V	**$180**
Professional IV	**$165**
Professional III	**$155**
Professional II	**$145**
Professional I	**$135**
Assistant Professionals	
Engineers, Geologists, Hydrogeologists, Planners, Landscape Architects, GIS Analysts, Biologists, Environmental Scientists, Surveyors, CADD Specialists	
Assistant Professional V	**$125**
Assistant Professional IV	**$115**
Assistant Professional III	**$110**
Assistant Professional II	**$105**
Assistant Professional I	**$100**
Technicians	
Engineers, Geologists, Planners, Landscape Architects, GIS, Biologists, Environmental Scientists, Survey Field Crew, CADD Specialists, Field Staff	
Technician V	**$95**
Technician IV	**$90**
Technician III	**$85**
Technician II	**$80**
Technician I	**$75**
Project Administrator II	**$70**
Project Administrator I	**$65**
Survey Crew	**$170**

Labor charges include administrative services, telephone, US mail and facsimiles.

DIRECT COSTS: Reimbursable expenses are in addition to personnel charges and include expenditures made in the interest of the project for the expenses as listed below:

- Reproduction of reports, drawings, photocopies and blueprints
- Messenger and express service deliveries
- Travel, tolls, and overnight expenses. Auto use will be charged at IRS standard business mileage rate.
- Maps, photographs, ordinances, plans and other documents directly related to and necessary to complete contractual obligations.

SUBCONTRACTORS: Subcontractors work will be billed at actual cost plus 10%.

SENIOR PRINCIPALS: Should your project require the services of a Richard Chazen or Dan Stone they will be billed at a rate of $250 per hour.

COURT PROCEEDINGS: All requests for appearance before a Judge or other Officer of the court will be billed on a per diem basis at a rate of $2,300 per day, plus direct expenses. Other litigation support will be billed at a rate of $285 per hour, plus direct expenses.

BILLING: Project costs will be billed monthly. Invoices are payable upon receipt. Invoices not paid within 30 days will be assessed a finance charge of 1.5% per month.

THE Chazen COMPANIES®

Proud to Be Employee Owned

chazencompanies.com 888.539.9073

HUDSON VALLEY
21 Fox Street
Poughkeepsie, NY 12601
P: 845.454.3980
F: 845.454.4026

CAPITAL DISTRICT
547 River Road
Troy, NY 12801
P: 518.273.0055
F: 518.273.8391

NORTH COUNTRY
375 Bay Road
Queensbury, NY 12804
P: 518.812.0513
F: 518.812.2205

CENTRAL NEW YORK
721 E. Genesee Street
Syracuse, NY 13214
P: 315.251.1013
F: 518.273.8391

NASHVILLE, TN
3200 West End Ave., Ste. 500
Nashville, TN 37203
P: 615.783.1628
F: 518.273.8391

THE Chazen COMPANIES

MUNICIPAL BILLING RATE SCHEDULE
EFFECTIVE JANUARY 2016

BILLING TITLE	HOURLY RATE
Senior Professional	**$175.50**

Professionals

Engineers, Geologists, Hydrogeologists, Planners, Landscape Architects, GIS Analysts, Biologists, Environmental Scientists, Surveyors

Professional V	**$162.00**
Professional IV	**$148.50**
Professional III	**$139.50**
Professional II	**$130.50**
Professional I	**$121.50**

Assistant Professionals

Engineers, Geologists, Hydrogeologists, Planners, Landscape Architects, GIS Analysts, Biologists, Environmental Scientists, Surveyors, CADD Specialists

Assistant Professional V	**$112.50**
Assistant Professional IV	**$103.50**
Assistant Professional III	**$99.00**
Assistant Professional II	**$94.50**
Assistant Professional I	**$90.00**

Technicians

Engineers, Geologists, Planners, Landscape Architects, GIS, Biologists, Environmental Scientists, Survey Field Crew, CADD Specialists, Field Staff

Technician V	**$85.50**
Technician IV	**$81.00**
Technician III	**$76.50**
Technician II	**$72.00**
Technician I	**$67.50**

Project Administrator II	**$63.00**
Project Administrator I	**$58.50**

Survey Crew	**$153.00**

Labor charges include administrative services, telephone, US mail and facsimiles.

DIRECT COSTS: Reimbursable expenses are in addition to personnel charges and include expenditures made in the interest of the project for the expenses as listed below:

- Reproduction of reports, drawings, photocopies and blueprints
- Messenger and express service deliveries
- Travel, tolls, and overnight expenses. Auto use will be charged at IRS standard business mileage rate.
- Maps, photographs, ordinances, plans and other documents directly related to and necessary to complete contractual obligations.

SUBCONTRACTORS: Subcontractors work will be billed at actual cost plus 10%.

SENIOR PRINCIPALS: Should your project require the services of Richard Chazen or Dan Stone they will be billed at a rate of $225 per hour.

COURT PROCEEDINGS: All requests for appearance before a Judge or other Officer of the court will be billed on a per diem basis at a rate of $2,070 per day, plus direct expenses. Other litigation support will be billed at a rate of $256.50 per hour, plus direct expenses.

BILLING: Project costs will be billed monthly. Invoices are payable upon receipt. Invoices not paid within 30 days will be assessed a finance charge of 1.5% per month.

VILLAGE OF PORT CHESTER

Traffic and Transportation Engineering Professional Services

RFP #2016-07

Submitted to:
Village of Port Chester
Village Clerk's Office
222 Grace Church Street, Suite 150
Port Chester, NY 10573
Attn: Christopher D. Steers, Village Manager

Creighton Manning
2 Winners Circle | Albany | New York | 12205

September 30, 2016

Table of Contents

Cover Page 1

Qualifications 2

- Services 3
- Similar Project Experience 5
- Familiarity with NYSDOT, County and Local Procedures 6
- Availability 6
- General Schedule and Response Time 6
- Workload Management 6
- Quality Assurance 7

Personnel 8

- Key Staff 8

References 18

Fees 19

ENGINEERS
PLANNERS
SURVEYORS

Creighton Manning

September 29, 2016

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

RE: RFP 2016-07: Traffic and Transportation Engineering Professional Services

Dear Mr. Steers:

How the Village of Port Chester's transportation facilities are designed, built and maintained is directly related to the quality of life in the community. Creighton Manning Engineering, LLP has the necessary expertise in traffic engineering to enhance the Village's transportation system to efficiently and safely move pedestrians, cyclists, and vehicular traffic. Your selection of Creighton Manning would have the following advantages:

- ✓ **Capability:** Creighton Manning provides comprehensive transportation services, from planning, operations analysis, design and inspection of multi-modal transportation systems. The firm's traffic engineering and planning services provide municipalities with a clear understanding of a development's potential traffic impact, and creative solutions to mitigate the impact. The firm has a reputation for delivering high quality traffic engineering services to local municipalities and state agencies based on over 50 years in the business.

- ✓ **Experienced Staff:** Ken Wersted, PE, PTOE is a Project Manager specializing in the area of traffic engineering and transportation planning. He is a professional engineer and a nationally certified professional traffic operations engineer with more than 19 years of experience. Ken is a Town designated traffic engineer and attends the Planning Board meetings each month in Newburgh, reviews site plan applications with respect to potential traffic impacts, provides written comments and advises the Board. He is one of 30 licensed professional engineers with expertise in transportation engineering available to the Village.

- ✓ **Communication:** One of the hallmarks of our firm is communication. We will work closely with Village staff to understand your goals, including budget and schedule, on each project and regularly communicate progress, issues and resolutions.

- ✓ **Familiarity:** Creighton Manning is one of Westchester County's pre-qualified on-call engineers to provide transportation engineering services for county-funded projects. We are also the prime consultant on several NYSDOT term agreements for traffic engineering services in the Region 8 area, which includes Westchester County. We are very familiar with the area and local procedures.

Please contact me at 518.689.1814 with any questions regarding our experience and qualifications.

Sincerely,
Creighton Manning Engineering, LLP

Shelly Johnston

Shelly A. Johnston, PE, Partner

2 Winners Circle
Albany, NY 12205
518.446.0396 (p)
518.446.0397 (f)
www.cmellp.com

Qualifications

Creighton Manning Engineering, LLP is a transportation engineering, planning and surveying firm headquartered in Albany, NY. The firm has been providing professional transportation services to municipalities throughout New York State since 1965, and has a well-established reputation for technical expertise in transportation planning and traffic engineering. Professional services offered by the firm that may be relevant to the Village of Port Chester include the following:

- Planning Board reviews including compliance with SEQR, local regulations, and municipal standards
- Traffic Engineering, including traffic signal and ITS design
- Traffic and parking studies and evaluations including sign requests, and speed limit assessments
- Highway design, including complete streets features such as sidewalks and lighting
- Bridge Design, including pedestrian bridge design
- Public Involvement
- Environmental Studies
- Work Zone Traffic Control
- Survey and Mapping
- Environmental Permitting
- Public Utility Design
- Construction Support and Inspection

"The (Creighton Manning) team is highly qualified, innovative and thorough, and exhibits strong design capabilities."

- NYSDOT

Certification as a Professional Traffic Operations Engineer (PTOE) is a clear demonstration of requisite knowledge, skill and ability in the specialized application of traffic engineering. There are three PTOEs and additional experienced managers at Creighton Manning who have relevant experience in the review of new development projects involving traffic and transportation impact analyses. The firm has the depth and breadth of staff resources to plan, analyze, design and implement a range of surface transportation improvement projects. Senior staff maintain a thorough understanding of NYSDOT policies, standards and specifications. The firm has 70 employees including 30 licensed professionals and continues to grow while maintaining our specialization in transportation services. The firm is fully authorized to provide engineering and land surveying services in New York State.

Creighton Manning's design philosophy and project approach is simple. It is based on the guiding principles of giving the client what they want if it can be delivered within acceptable engineering standards and is safe for all modes of transportation. This foundation is supported by being creative with our engineering solutions and being proactive with our implementation. Creighton Manning understands that every project is unique. The setting and character of the area, the values of the community, the needs of multi-modal highway users, and the challenges and opportunities are unique factors that our Team must consider with any project. The Creighton Manning team, including the Village and other stakeholders, are faced with the task of balancing the need for an identified improvement with the need to safely integrate the project into the surrounding natural and built environment.

Services

Traffic Engineering and Planning

Creighton Manning offers a diverse range of traffic engineering and planning services. The firm has a staff of 10 traffic engineers including three nationally certified Professional Traffic Operations Engineers (PTOE). This group has developed around individual strengths and passions, resulting in a team that works well together providing our municipal clients with an outstanding service.

Creighton Manning's professional engineers and planners have extensive experience and capabilities in transportation planning and multi-modal design to create facilities that are safe and efficient for all users.

The firm has established a reputation for delivering high quality traffic engineering services to public agencies, metropolitan planning organizations, , municipalities, developers, town planners, architects, and other engineering consultants. Creighton Manning's traffic assessments provide clients with recommendations regarding a development's impact to safety and efficiency to the surrounding road network. We also provide advice on the proposed development layout, on-site circulation, and the connections to existing roadways.

Creighton Manning's traffic engineering services provided to municipalities includes:

- Planning Board reviews
- Traffic signal design
- Transportation and land use linkage studies
- Intersection evaluations

Plan Review

Creighton Manning has provided engineering review services to Planning Boards and Town Boards in numerous municipalities across the eastern part of the State. In some municipalities, like the Town of Newburgh and the Town of Ulster, this has been a long standing relationship where we have supported the town on a monthly basis for many years. In other municipalities such as the towns of Halfmoon, Rotterdam, and Niskayuna, we are retained on an as-needed basis to assist the municipality with the review of a site plan application. Representative projects and clients for whom Creighton Manning provided consulting and professional services to the municipality with regard to site plan applications, or planned development district applications, and provided written comments and recommendations, include the following:

- Town of Bethlehem – *Axbridge/Huntersfield*
- City of Rensselaer – de Laet's Landing
- City of Troy - *RPI East Campus Athletic Village*
- City of Saratoga Springs – *Rip Van Dam Hotel*
- City of Kingston – *The Landing Mixed Use*
- Town of Rotterdam – *Dunkin Donuts*
- Town of Kinderhook – *Hannaford Plaza*
- Town of Newburgh – *Mid-Valley Mall*
- Town of Ulster – *Quick Check*

Transportation Infrastructure Design

Unlike other municipal engineering firms, Creighton Manning provides particular expertise in the design of transportation infrastructure including highways, sidewalks, trails, bridges, roundabouts, and traffic signals. We are one of New York State Department of Transportation's preferred consultants and on the NYS County Highway Superintendent's pre-qualified list of engineering firms. The firm was also recently designated to perform updates to NYSDOT's Strategic Highway Safety Plan, a statewide safety plan that establishes statewide goals, objectives, and key emphasis areas for safety improvement.

Sidewalk/Bicycle Facilities and Transportation Enhancement

Transportation enhancements projects have unique challenges that typically include constrained funding, limited right-of-way and high public interest. Creighton Manning will assist the Village with both the technical design requirements, including presentation of alternatives, as well as the coordination and presentation to interested community groups and involved stakeholders.

Intersection Improvements

Creighton Manning has planned, evaluated, designed and progressed through construction numerous intersection improvement projects including new traffic signals, ADA compliant sidewalks and crosswalks, and capacity improvements such as turning lanes. Creighton Manning also offers a unique expertise in roundabout design in both urban and suburban settings. The 18 roundabouts Creighton Manning designed were all in accordance with the NYSDOT Highway Design Manual and in consultation with NYSDOT. These projects include:

- Aviation Road/Dixon Road/Farr Lane Intersection; Town of Queensbury, NY (2014)
- Round Lake Road Corridor (two intersections), Town of Malta, NY (2014)
- US Route 4/Mannix Road Intersection; Town of East Greenbush, NY (2013)
- Fuller Road/Washington Avenue Intersection; City of Albany, NY (2012)
- Couse Corners Intersection Reconstruction, Town of East Greenbush, NY (2011)
- NY Route 85, Slingerlands Bypass (four roundabouts), Town of Bethlehem, NY (2008)
- Centennial Circle, City of Glens Falls, NY (2007)

Work Zone Traffic Control

Work Zone Traffic Control is a significant issue not only for vehicular traffic but also for pedestrians and bicyclists. A well-designed WZTC plan will minimize the impact of construction on the public while reducing adverse impacts on adjacent property owners. An efficient WZTC plan will also shorten the construction schedule and improve safety for the contractor and the traveling public. Creighton Manning has significant WZTC experience for NYSDOT and municipal highway and bridge projects. Successful strategies have included staged construction; alternating one-way traffic; closure with detours; and temporary structures. Creighton Manning's expertise in traffic engineering and WZTC design will be a direct benefit to projects under this contract. This experience includes:

- NYSDOT Patroon Island Bridge, I-90 over Hudson River and the I-90/I-787 Interchange, Cities of Albany and Rensselaer, NY PIN 1528.68
- Fuller Road/Washington Avenue Intersection, City of Albany, NY PIN 1757.31

Public Participation

Creighton Manning has completed numerous projects that have required public involvement and the ability to utilize the feedback to help blend engineering, municipal, and citizens' concerns into a consensus decision. The Firm's community participation has ranged from individual meetings with affected property owners, to small presentations to town boards and technical presentation at large-scale public hearings. With a properly structured public participation process, officials, interest groups and the general public will be afforded opportunities to voice their concerns and needs.

Similar Project Experience

Creighton Manning has directly applicable experience with municipal on-call agreements. We understand the importance of prompt response to task orders, maintaining clear and effective communication, and working with the stipulated budget and schedule. Following are brief descriptions of relevant on-call contracts.

Town of Newburgh (2000-2016): Creighton Manning is the town-designated traffic engineer for the Planning Board in the Town of Newburgh. Responsibilities include review of site plans and applicant's traffic studies for reasonableness, accuracy, and completeness; prepare technical comment letters; attend Planning Board meetings; and coordinate with the town, applicant, and involved agencies.

City of Saratoga Springs On-Call Professional Services Agreement (2012-2016): Creighton Manning provides professional engineering and planning services on an on-call basis for the City of Saratoga Springs. Under this contract we have provided SEQR review services for a proposed hotel development and designed traffic signals. We have also provided consulting services related to pedestrian safety and access.

Town of Bethlehem (2004-2016): Creighton Manning provided technical engineering services for the Town of Bethlehem concerning intersection traffic control in primarily residential neighborhoods. Services included intersection traffic control recommendations for entire developments as well as responding to individual intersection control requests raised by citizens. The scope of work included field data collection including short-term traffic counts and sight distance measurements, where appropriate, and providing intersection traffic control recommendations summarized in technical memos and attending Board meetings.

Town of Rotterdam On-Call Professional Engineering Services (2014-2016): Creighton Manning is one of 11 firms to provide professional engineering services on an as-needed basis for the Town of Rotterdam. The Supervisor and/or the Chairman of the Planning Commission are authorized to negotiate a contract based on the specific needs of the Town. Creighton Manning has provided review of traffic impact studies.

City of Rensselaer On-Call Professional Services Agreement (2012-2016): Creighton Manning provides professional engineering and planning services on an on-call basis for various municipal projects in the City of Rensselaer. Under this contract we have secured numerous grants for the City, provided engineering and inspection services for multiple water and sewer infrastructure replacement projects, designed a multi-use trail and provided SEQR review services.

Saratoga County Term Agreement, Saratoga County, NY (2014-2016): Creighton Manning served as the Saratoga County Department of Public Works' on-call engineers to respond to emergency situations that arise within the County. Typical project scopes included bridge and culvert inspections, surveying, development of structural repair concepts, preparation of detailed design plans and part-time construction inspection.

Adirondack/Glens Falls Transportation Council (A/GFTC) On-Call Contract (2012-2014): Creighton Manning provided transportation planning and engineering services to the Council on an as-needed basis to enhance regular MPO activities. A/GFTC uses these agreements and assigns work either in cooperation with area municipalities for selected projects or to assist A/GFTC staff with data collection or design review. Tasks on this contract have included traffic studies, intersection safety studies and pedestrian/bicycle studies.

Familiarity with NYSDOT, County and Local Procedures

Creighton Manning has provided traffic engineering, design, and construction inspection services to NYSDOT, County, and local municipal projects that vary in size and scope. Many of these projects require strict conformance to the NYSDOT Design Manual and NYSDOT Procedures for Locally Administered Federal Aid Projects (PLAFAP) Manual. We have a proven track record of complying with all applicable Federal, State and local regulations. We have relevant project experience in Westchester County and have worked successfully under the guidance of NYSDOT Region Eight's Local Projects Group to deliver projects that comply with the Federal and State regulations, policies and procedures. Relevant on-call contracts that demonstrate our qualifications to provide traffic engineering services to the Village of Port Chester:

"Creighton Manning is highly recommended for future traffic planning and analyses work with the Department."

- NYSDOT

- NYSDOT Regional Design Service Agreement (RDSA), Region 8 which includes Westchester County
- Westchester County Pre-qualified Engineering Firm
- NYSDOT Traffic Engineering Area Backdrop Contract which includes the Hudson Valley and Westchester Co
- NYS County Highway Superintendents Association Pre-qualified List of Engineering Firms in Region 8

Availability

Creighton Manning can easily accommodate this on-call agreement within the existing and active projects being completed by the firm. CM's administrative practices and technical resources enable the firm to respond rapidly to clients' requests when circumstances dictate.

General Schedule and Response Time

Creighton Manning knows that delays mean additional costs – both direct and indirect through cost escalation/inflation. The Project Manager will prepare a project schedule at the beginning of each assignment. As projects evolve, we will provide a monthly progress summary including schedule updates. Billings will be submitted on a monthly basis to the Village. Any additional work requested by the Village will be handled with a formal request made by the Creighton Manning Project Manager to determine additional scope and budget required to complete the request. The Village of Port Chester can rely on Creighton Manning to provide timely, cost-effective, and technically sound engineering services.

Workload Management

Creighton Manning's primary workload management technique is weekly staff meetings to assess staff utilization, assess project progress and coordinate priorities. We hold weekly coordination meetings for high priority projects and track progress against project milestones. In addition, project managers monitor project progress using desktop software, Ajera, to manage budgets and staff time. Communication is the key to properly managing workload and Creighton Manning has staff available to assist the Village of Port Chester with a variety of projects while maintaining various project schedules and budgets.

Quality Assurance

Creighton Manning uses specific QA/QC procedures to insure a quality product and has a company culture focused on communication which addresses potential schedule and budget issues. Specific QA/QC procedures include, but are not limited to:

- Quality Control Checklists
- Detailed independent check of compliance with Company policies and procedures.
- Detailed independent check of compliance with NEPA and SEQR requirements.
- Detailed independent check of compliance with Design Standards.
- Detailed independent check of all computations.
- Detailed independent check of project design drawings for compliance with Company Standard Details and design calculations.
- Quality Assurance certification of compliance
- Quality Control Training

Personnel

The key to any successful project is having qualified and experienced personnel at all levels staffing the job. Experienced staff members are able to guide a project through all the various phases and anticipate any obstacles that may arise to potentially affect the successful and timely completion of the project. The qualifications and experience of the key personnel who may be assigned to the Village review projects are summarized below. The Village can be assured that the key personnel are supported by a large staff of design engineers with particular expertise in highway and street design, sidewalks, pedestrian accommodations including ADA improvements, traffic signals, signs and pavement markings. Creighton Manning has a staff of over 70 professionals to facilitate the completion of a variety of transportation projects.

Key Staff

Kenneth Wersted, PE, PTOE is a Senior Traffic Engineer with 19 years of experience conducting and reviewing traffic studies including parking studies, safety analysis, traffic impact analysis, and operations analysis, and designing traffic signals. Ken will be the point of contact for the Village of Port Chester and will meetings. He has represented numerous municipalities in the technical review of new development projects, traffic impact studies, and environmental impact statements. These municipalities include the Cities of Saratoga Springs and Newburgh, Towns of Newburgh, Ulster, New Paltz, Rosendale, Hurley, Montgomery, and Wawayanda and Village of Monroe.

Mark Sargent, PE is a Senior Traffic Engineer with more than 30 years of experience in both the public and private sectors. He has managed a range of multi-modal transportation projects from planning and engineering studies through preliminary and final design. He has facilitated public and advisory agency coordination on a variety of complex projects. His recent experience includes planning, design, and public participation for a road diet on Madison Avenue in Albany that incorporates complete streets features such as a dedicated bicycle lane, sidewalks, and transit accommodations.

Wendy Holsberger, PE, PTOE is a Project Manager and a nationally certified professional traffic operations engineer. She has 24 years of experience conducting traffic impact studies for development projects. Her recent experience includes review of traffic impact studies for development projects proposed in the City of Saratoga Springs, and the Town of Rotterdam.

Mark Nadolny is a Traffic Engineer with 14 years of experience conducting traffic impact studies. His expertise is in the area of travel demand modeling, traffic operations analysis, GIS applications, and traffic simulations in transportation projects. He has a particular expertise in the analysis of modern roundabouts.

Alanna Moran, IE is a Traffic Engineer with 12 years of experience reviewing and conducting traffic impact studies, designing traffic signal systems, and preparing corridor studies and completing traffic safety studies. She supervised data collection including traffic counts, travel speeds, sight distance, pavement markings, and other existing conditions.

Kenneth Wersted, PE, PTOE

Senior Traffic Engineer

PROFESSIONAL EXPERIENCE SUMMARY

Ken is a Senior Transportation Engineer with 19 years of experience, specializing in traffic engineering and traffic operations analysis. His particular expertise is in the area of traffic safety, traffic signal design, transportation modeling, and traffic impact studies.

RELEVANT PROJECT EXPERIENCE

Technical Review, Town of Newburgh, NY. Senior Traffic Engineer responsible for various Technical Reviews acting as the Town's designated traffic engineering consultant. Responsibilities include review of site plans and applicant's traffic studies for reasonableness, accuracy, and completeness, coordination with NYSDOT and the Town, and attending Planning Board meetings. Projects include residential subdivisions, commercial, retail, and industrial developments. *(2002–Present)*

Pedestrian Crossing Analysis and Design, City of Schenectady, NY. Project Manager responsible for managing the analysis and design of a pedestrian crossing at a transit stop that serves the County Department of Social Services. Ken was responsible for analyzing the potential number of pedestrian crossings, the impact to through traffic, and the development of pedestrian accommodations to improve access to the DSS building while coordinating with the local transit agency and city engineers. The design included the use of advance warning signs, solar powered flashing beacons, and pavement and striping treatments. *(2008)*

Routes 100 & 139 Safety Evaluation, Town of Somers, NY. Traffic Engineer responsible for analyzing the accident history and operating conditions for this NYSDOT project. There was a high frequency of rear-end, sideswipe, and left-turn accidents along this commuter corridor. Ken was responsible for completing all the traffic engineering tasks including data collection, safety analysis, capacity analysis, recommendations, and a cost-benefit analysis of the improvement alternatives.

Washington and Franklin Street Traffic Signal Design, City of Saratoga Springs, NY. Project Manager responsible for traffic engineering and design of a new traffic signal located at Washington Street and Franklin Street intersection. The design included phasing, operation, wiring diagrams, and detector tables, as well as maintenance and protection of traffic plan. The design complied with the NYSDOT standards and specifications, and Manual of Uniform Traffic Control Devices. *(2014)*

Sunnyview Rehabilitation Center / Ellis Hospital Parking Study, City of Schenectady, NY. Traffic Engineer for the parking needs evaluation for two hospitals. He developed recommendations to accommodate short- and long-term parking needs including reconfiguring and expansion of parking lots, and construction of parking structures.

Professional Registration:

- *Professional Engineer (NY)*
- *Professional Traffic Operations Engineer*

Total Years of Experience: 19

Years with firm: 19

Education:

- *B.S., Civil Engineering, 1999, Rochester Institute of Technology*
- *A.A.S., Civil Engineering, 1994,Hudson Valley Community College*

Professional Affiliations:

- *Institute of Transportation Engineers (ITE)*

Mark A. Sargent, PE

Senior Traffic Engineer

PROFESSIONAL EXPERIENCE SUMMARY

Mark's transportation work experience spans 30 years in both the public and private sectors. He has managed a range of multi-modal surface transportation projects from planning and engineering studies through Preliminary and Final Design. Mark has facilitated public and advisory agency coordination on a variety of projects including system and demand management, planning studies, parking studies, corridor studies, technical reviews and highway design projects.

RELEVANT PROJECT EXPERIENCE

NYSDOT Area Backdrop Contract for Traffic Engineering and Planning Services. Senior Traffic Engineer responsible for a variety of Traffic Engineering Services for NYSDOT on this five-year term agreement. Engineering tasks included traffic impact studies, corridor studies, level of service analysis, crash/safety analysis, development of transportation alternatives, access management, and traffic signal design. *(2011)*

Madison Avenue Road Diet Feasibility Study, City of Albany, NY. Project Manager responsible for a study to determine the most effective multi-modal lane configuration for Madison Avenue. The study analyzed three alternatives for safe and efficient mobility for passenger vehicles, transit, pedestrians and bicycles. The project includes transportation safety assessments; level of service; simulation modeling; speed and delay; improvement plans, public participation and cost estimating.

Exit 17 / US Route 9 Corridor Study, Town of Moreau, NY. Project Manager responsible for developing a regional transportation and land use analysis for the Exit 17 / U.S. Route 9 corridor. The project included analysis of existing conditions and capacities, growth projections, and formulating land use recommendations and conceptual design alternatives. Multimodal accommodations, safety improvements, access management, cost effectiveness, and public support were all critical to the successful completion of the study.

Marlboro Hamlet Area Transportation Plan, Town of Marlborough, NY. Project Manager for a study that identified and evaluated potential land use and transportation improvements that focused on pedestrian/ bicycle accommodations, traffic operations, economic vitality, and preserving the historic character of the community.

NYSDOT Sign Design. Project Manager for a three-year term agreement with NYSDOT to perform sign design services in Region 8. The scope of work includes Preliminary and Final Design of highway signs including text, legend, location and foundation design, survey and mapping, and overhead sign structure design.

Professional Registration:

- *Professional Engineer (NY)*

Total Years of Experience: 30

Education:

- *M.S., Transportation Engineering, 1998, Rensselaer Polytechnic Institute*
- *B.A. Geography, 1984, University of New Hampshire*

Professional Affiliations:

- *Member, Institute of Transportation Engineers*
- *Officer, Institute of Transportation Engineers*

Wendy C. Holsberger, PE, PTOE

Senior Traffic Engineer

PROFESSIONAL EXPERIENCE SUMMARY

Wendy has diverse experience as a traffic engineer, conducting traffic impact studies and parking studies, SEQRA, and making presentations to Planning Board meetings. She also has experience conducting air quality, noise quality, and energy analyses for transportation-related projects for both public and private clients.

RELEVANT PROJECT EXPERIENCE

Route 5 Pedestrian Safety Study, Albany, NY. Project Engineer responsible for conducting a pedestrian safety study on the 15 mile corridor as part of a NYSDOT contract. The study included data collection of vehicular and pedestrian traffic, signing and striping inventory, equipment inventory, and an accident analysis. Detailed analysis included phasing and timing of traffic signals, modification/addition of pedestrian accommodations, evaluation of center medians, and signing and striping upgrades throughout the corridor. Wendy coordinated and presented to the NYSDOT, municipalities, and local safety committees. *(2013-2014)*

Exit 20 Corridor Management Plan, Town of Queensbury, NY. Senior Traffic Engineer responsible for the operational analysis of the Route 9 corridor near I-87 Exit 20. The project included access management and land use recommendations, improved accommodations for pedestrians, bicyclists, and public transit, congestion and accident mitigation strategies, and assessment of feasible interchange reconfigurations.

City Center Parking Garage, Saratoga Springs, NY. Project Manager responsible for a traffic impact study for a 600-car parking garage proposed by the Saratoga Springs City Center Authority. The traffic study included capacity analysis and an evaluation of site circulation. (*2015)*

ITS Signals on Washington and Western Avenues, City of Albany, NY. Senior Project Engineer responsible for intersection analysis, accident analysis, evaluation of pedestrian needs, and coordination of traffic signal timings to reconstruct 44 traffic signals. She assisted with signal designs.

GlobalFoundries Expansion, Town of Malta, NY. Project Manager responsible for preparing a traffic impact study for a two million square foot expansion at GlobalFoundries. The traffic study included trip generation and level of service analysis of 22 intersections, preparing the traffic sections of the Supplemental Generic Environmental Impact Statement, and presenting at Town Board meetings.

The Nevele Resort, Ellenville, NY. Project Manager responsible for a traffic impact study for the redevelopment of the Nevele Resort to include a 150,000 SF casino, 500 room hotel, golf course and spa. The traffic study evaluated the impact of the project on Route 209 and included capacity analysis, accident analysis, and signal warrant and turn lane evaluations.

Professional Registration:

- *Professional Engineer (NY)*
- *Certified Professional Traffic Operations Engineer*

Total Years of Experience: 25

Education:

- *B.S., Civil Engineering, 1990 Worcester Polytechnic Institute*

Professional Affiliations:

- *Member, Institute of Transportation Engineers*

Mark Nadolny

Project Engineer

PROFESSIONAL EXPERIENCE SUMMARY

Mark is a Project Engineer who specializes in traffic engineering and transportation planning. His expertise is in the area of travel demand modeling, traffic operations analysis, GIS applications, and traffic simulations in transportation projects. He has applied these skills to a variety of transportation planning projects for public sector clients including the New York State Department of Transportation (NYSDOT), metropolitan planning organizations, and municipalities. He has also been responsible for preparing numerous traffic impact studies for private sector clients across New York State.

RELEVANT PROJECT EXPERIENCE

Marlboro Hamlet Area Transportation Plan, Town of Marlborough, NY. Project Engineer for the *Marlboro Hamlet Area Transportation Plan*, which identified and evaluated potential transportation improvements that focused on pedestrian/bicycle accommodations, traffic operations, economic vitality, and preserving the historic character of the community. SYNCHRO models were developed to analyze traffic operations at the signalized intersections in the corridor. *(2008)*

Exit 20 Corridor Management Plan, Town of Queensbury, NY. Project Engineer responsible in conducting a corridor study on US Route 9. He was responsible for developing small and large scale corridor alternatives to improve traffic circulation through the corridor while maintaining a business and pedestrian friendly atmosphere. *(2008-2010)*

US Route 4 and Mannix Road Intersection, Town of East Greenbush, Rensselaer County, New York (PIN 1757.99). Project Engineer responsible for accident analysis and intersection operations analysis to determine level of service for the design alternatives. The purpose of the project was to reduce congestion and improve safety at the US Route 4 and Mannix Road intersection while calming traffic. *Completion Date: 2011, Project Cost: $2.0 Million.*

Couse Corners Intersection Reconstruction, Town of East Greenbush, NY. Project Engineer responsible for the traffic analysis for the reconstruction of an intersection to a two-lane roundabout. Project tasks analysis of existing and proposed conditions using the Synchro, Vissim, and Sidra software packages. The results were documented and presented in the Final Design Report. *Completion Date: 2011, Project Cost: $2.2 Million.*

Church Street Reconstruction, City of Saratoga Springs, NY. Project Engineer responsible for traffic analysis including level of service analysis for signalized, unsignalized and roundabout intersections, queuing analysis, and an accident analysis. The Project reconstructed 0.5 miles of roadway including sidewalks, traffic signal, and a two-way left turn lane.

Total Years of Experience: 16

Years with Firm: 16

Education:

- *B.A., Geography, 2000, State University of New York at Geneseo*

Professional Affiliations:

- *Institute of Transportation Engineers (ITE), Associate Member*

Alanna Moran, IE

Transportation Planner

PROFESSIONAL EXPERIENCE SUMMARY

Alanna has 14 years of transportation planning and traffic engineering experience. She has specific experience in the review and preparation of generic environmental impact statements, public involvement, parking studies, traffic impact studies, corridor studies and air quality analysis. Her expertise includes traffic operational analysis utilizing Highway Capacity Software, SYNCHRO, and SimTraffic.

RELEVANT PROJECT EXPERIENCE

RPI East Campus Athletic Village, City of Troy, NY. Project Engineer responsible for reviewing an Environmental Impact Statement for construction of a 7,500 seat outdoor stadium, 2,000 seat indoor stadium and athletic administration complex at Rensselaer Polytechnic Institute. Review services included evaluation of pedestrian routing and accommodations, roadway network impacts, and parking impacts associated with the East Campus Athletic Village through all stages of the review process from completeness and technical review through adoption of the Findings Statement.

The Landing Technical Review, City of Kingston, NY. Project Engineer responsible for reviewing an Environmental Impact Statement (EIS) for a large-scale proposed mixed-use residential and commercial development with over 2,000 residential units and 200,000 square feet of commercial space located along the Hudson River. Review services included assisting with the scoping document, reviewing the Environmental Impact Statement for completeness, providing technical review comments, and attending team and public meetings.

Sailor's Cove on the Hudson, City of Kingston, NY. Project Engineer responsible for reviewing an Environmental Impact Statement for a proposed mixed-use residential and commercial development located along the Hudson River. Review services included assisting with the scoping document, reviewing the Environmental Impact Statement for completeness, providing technical review comments, and attending project review team and public meetings.

Routes 5 & 30: Traffic Reconfiguration and Signal Improvements, City of Amsterdam, NY. Project Engineer responsible for traffic operations analysis and safety analysis to investigate changing the one-way traffic patterns on Route 5 and Route 30 to two-way. The project included design of the 11 traffic signal replacements. *(2010)*

Route 5 Transit Gateway Study, City of Schenectady, NY. Transportation Planner for a CDTC linkage study to develop a long range land use and transportation plan for the western gateway of the City. Ms. Moran was responsible for transportation elements of the study such as transit accommodations and coordination with the NY5 BRT, pedestrian access, safety, intersection operations and parking.

Professional Registration:

- *Intern Engineer (NY)*

Total Years of Experience: 14

Years with Firm: 14

Education:

- *B.S., Civil Engineering, 2002, Rensselaer Polytechnic Institute*

Professional Affiliations:

- *Institute of Transportation Engineers, Member*
- *American Planning Association, Member*

Kristie L. Di Cocco, PE

Project Engineer

PROFESSIONAL EXPERIENCE SUMMARY

Kristie has 11 years of diverse transportation engineering experience including public involvement, trail design, complete streets, highway design, and traffic engineering. She has experience developing and evaluating alternatives and facilitating public information meetings. She is a licensed professional engineer.

RELEVANT PROJECT EXPERIENCE

Round Lake Road Traffic and Mobility Improvement, Malta, NY. Project Engineer for this Safe Routes to School project responsible for preliminary through final design of streetscape improvements including sidewalk, bicycle accommodations, streetlights, and two roundabouts. The project included significant public participation to develop the most feasible and economic alternatives to improve mobility for all modes. *$4.5 million (2013-2015)*

NYSDOT Region 9 Accident Analysis, Sullivan and Schoharie Counties, NY. Traffic Engineer responsible for existing conditions inventory and analysis of crash data for five sections of highway for a NYSDOT Traffic Engineering Term Agreement Task. Countermeasure were developed to address the pattern of crashes.

Madison Avenue Road Diet, City of Albany, Albany County, NY. Project Engineer responsible for concept plans and preliminary and final design phases to develop an effective multi-modal cross-section for the Madison Avenue corridor between Lark Street and S. Allen Street to safely accommodate cyclists. Alternatives that were evaluated included conventional and separated bike lane options. *(2015-2016)*

US Route 4 and Mannix Road Intersection (PIN 1757.99), Rensselaer County, NY. As Project Engineer for this Federal-aid project, Ms. Di Cocco was responsible for concept planning, public involvement, and final design. The project included the reconstruction of an unsignalized intersection to a two-lane roundabout, reconstruction of Mannix Road, ramp widening, the addition of sidewalks, access modifications, and the coordination with the NYSDOT and local stakeholders in the overall project development and compliance. Construction was completed in the fall of 2013. *$2.2 million (2010-2012)*

Reconstruction/Rehabilitation of Abeel Street (NY Route 213) (PIN 8760.28), City of Kingston, NY. Project Engineer for reconstruction of Abeel Street, responsible for design of roadway alignments to minimize impacts. The project also included the installation of closed drainage, relocation of water and sewer facilities, bluestone sidewalks, and the replacement of two traffic signals. Construction for Phase I was completed in 2013 with Phase II expected to begin in 2017. *$3.4 million (2010-Present)*

Professional Registration:

- *Professional Engineer (NY)*

Total Years of Experience: 11

Years with Firm: 10

Education:

- *B.S., Civil Engineering, 2005, State University of New York at Buffalo*

Professional Affiliations:

- *Professional Member, SWE*
- *Member, American Society of Highway Engineers*
- *Coursework Program Evaluator, The Practicing Institute of Engineering, Inc.*

Daniel P. Reynolds, IE

Traffic Engineer

PROFESSIONAL EXPERIENCE SUMMARY

Dan has ten years of diverse experience including data collection and analysis for traffic impact studies, planning and implementing special event transportation plans, design of traffic signals, and construction inspection. Specific projects and responsibilities include the following:

RELEVANT PROJECT EXPERIENCE

ITS Signal Project on Washington and Western Avenues, City of Albany, NY; PIN 1756.63, $5.5 million. Assistant Project Engineer responsible for this Locally Administered Federal Aid project to reconstruct 42 traffic signals. The signal system will be designed to provide multiple coordination plans and traffic control in the corridor. The project design incorporates items such as modern signal controllers, LED signal indications, pedestrian detection and countdown timers, and emergency pre-emption equipment. Responsibilities include designing and implementing an extensive traffic data collection plan which included: AM, Off-Peak and PM traffic counts at each of the 42 intersections, Several Automatic Traffic Recorder installations, intersection diagrams and photos and travel time runs, designing traffic signal layouts, developing plans, and preparation of the project estimate. *(on-going)*

ITS Signal Design New Scotland Ave, City of Albany, NY; PIN 1758.04. Project Engineer for a Federal Aid signal project involving the replacement and upgrade of 18 traffic signals in the City of Albany. These intersections are tied into the City's communication system. Responsibilities include designing and implementing an extensive traffic data collection plan, designing traffic signal layouts, and plans. *(2013):*

School Zone Driver Feedback-City of Albany, NY, PIN 1758.01. Assistant Project Engineer responsible for the development of design plans and estimate for this Federal Aid project for the installation of 23 speed-limit driver feedback signs. The project involved extensive coordination with City of Albany Traffic Engineering personnel to identify locations for sign installations and numerous field visits to establish the limits of the School Zones to comply with the MUTCD and NYS Supplement. *(2011-2012)*

Watervliet Avenue Pedestrian Signal Improvements, City of Albany, NY. Project Engineer responsible for the development of design plans for pedestrian signal upgrades at the Watervliet Avenue/Commerce Avenue intersection. A new supermarket was being built in the southwest quadrant of this intersection and pedestrian poles/heads, crosswalks and sidewalk improvements were designed in order to accommodate the future pedestrian impacts at the intersection. *(2012)*

Professional Registration:

- *Intern Engineer (NY)*

Total Years of Experience: 10

Years with firm: 10

Education:

- *B.S., Engineering and Management, 2005, Clarkson University*

Professional Affiliations:

- *Institute of Transportation Engineers (ITE)*
- *International Municipal Signal Association*

Ami Parikh

Assistant Transportation Planner

PROFESSIONAL EXPERIENCE SUMMARY

Ami is an Assistant Project Planner who specializes in transportation planning. She is adept at GIS applications in transportation planning, using SPSS predictive analytics software and desk-top environmental screenings. She has experience as a transportation analyst for NYSDOT where she assisted the Planning and Program Management group secure funding, progress implementation for various transportation projects, and data analysis, evaluation, and scheduling of proposed capital projects.

RELEVANT PROJECT EXPERIENCE

CDTA River Corridor Bus Rapid Transit Alternatives Analysis and Preliminary Engineering, Albany, Rensselaer and Saratoga Counties, NY. Transportation Planner for the Bus Rapid Transit Alternatives Analysis in the Hudson River Corridor from Albany to Troy that focused on route alternatives, identifying, locating and costing BRT stations, and desirable and feasible transit priority. Ami was responsible for GIS mapping, environmental screenings and developing corridor maps. The Alternatives Analysis resulted in a Locally Preferred Alternative to be progressed through Environmental Clearance and Final Design phases. *(2014)*

Route 7 Comprehensive Pedestrian Safety Study (PIN 1306.80), City of Troy, NY. Assistant Project Planner for the corridor safety study, with a focus on pedestrian safety along the 1.2 mile corridor with seven signalized intersections. The project involved the evaluation of pedestrian accidents and trends, and preparation countermeasures for further consideration. Ami was responsible for crash analysis and identification of contributing factors and trends for potential correction. *(2013-2015)*

I-787 Livable Corridor Planning Study, City of Albany, NY. Assistant Project Planner for the I-787 corridor planning study. The study will identify cost effective infrastructure concepts of the I-787 corridor that support downtown economic development and revitalization efforts. Ami is responsible for GIS mapping for multi-modal linkages to improve walking, biking and transit access to the water front. *(2014-2015)*

Saratoga Regional Traffic Study, Town of Malta, Saratoga County, NY. Assistant Project Planner for a regional transportation study to identify the multi-modal mitigation measures and implementation steps needed to accommodate growth in Saratoga County specifically centered around I-87 Exits 11 and 12. Ami was heavily involved in researching project implementation strategies and potential traditional and non-traditional project funding options. *(2014-2015)*

Total Years of Experience: 7

Years with Firm: 3

Education:

- *Master's in Urban and Regional Planning, University at Albany, 2009*

Professional Affiliations:

- *American Planning Association, Member*

Daniel Quiri, IE

Assistant Project Engineer

PROFESSIONAL EXPERIENCE SUMMARY

Dan is an Assistant Project Engineer with three years of experience. He has provided engineering and technical support services for traffic impact studies, safety studies, corridor studies, sign design, traffic signal design and highway improvement projects.

RELEVANT PROJECT EXPERIENCE

- Taconic State Parkway Sign Upgrade
- South Troy Industrial Park Road
- Washington / Western BRT Alternatives Analysis
- Hudson Avenue Rehabilitation
- Route 5 Pedestrian Safety Study
- Route 7 Pedestrian Safety Study - D031036 PIN 1306.80.101
- NY146 Traffic Analysis (PIN 1085.42)
- I-890 Exit 4 Access (PIN 1525.36)
- Route 85 Reconstruction (PIN 1125.18)
- Saratoga County Regional Traffic Study
- I-86 Overhead/Ground Mounted Signs
- Design of Route 5 Pedestrian Safety Improvements (PIN 1034.24)
- CDTA River Corridor Improvements
- Osborne Road Design and Construction Inspection
- Washington/Western Avenue Signals
- Construction Inspection for Route 4 Reconstruction

Professional Registration:

- *Intern Engineer (NY)*

Total Years of Experience: 3

Years with Firm: 3

Education:

- *B.S., Civil Engineering, 2013, Rensselaer Polytechnic Institute*

References

John Ewasutyn, Planning Board Chairman
Town of Newburgh, NY
(845) 564-7804 | planningboard@townofnewburgh.org
Creighton Manning provides traffic engineering review services for site plan applications made to the Town of Newburgh Planning Board. CM has been providing these services for more than 15 years.

Mary Secreto, Planning Board
Town of Ulster, NY
(845) 340-3885 | planningzoning@townofulster.org
Creighton Manning has provided traffic engineering review services for development projects proposed in the Town of Ulster for more than 10 years. These services include review of traffic impact studies, preparing comment letters, coordinating with the Town and other interested agencies, and attending planning board meetings.

Mike Calimano, Planning Board Chairman
Town of New Paltz, NY
(845) 255-0102 ext. 115 | mcalimano@townofnewpaltz.org
Creighton Manning provides traffic engineering review services for development projects proposed in the Town of New Paltz. These services include review of traffic impact studies, preparing comment letters, coordinating with the Town and other interested agencies, and attending planning board meetings.

Fees

The following are Creighton Manning's standard hourly rates:

TITLE	HOURLY BILLING RATE
Principal-in-Charge	$190
Group Leader/Senior Project Manager	$155
Project Manager	$140
Senior Engineer	$120
Senior Project Engineer/Junior Project Manager	$110
Landscape Architect	$110
Project Engineer	$100
Assistant Project Engineer	$85
Senior CADD Technician	$105
CADD Technician	$80
Engineering Technician	$70
Chief of Survey	$150
Survey Analyst	$115
Survey Party Chief	$84
Survey Party Chief – Prevailing Wage	$140
Survey Instrument Person	$75
Survey Instrument Person – Prevailing Wage	$119
Inspector IV	$125
Inspector III	$100
Inspector II	$80
Administrative Assistant	$60

Expenses:
Reimbursable expenses will be charged at the actual cost; no multiplier will be applied.

Mileage will be billed at the rate established by the IRS in effect at the time of the travel. Currently, the standard mileage rate for the use of a car, van, or pickup truck is 57.5 cents per mile.

Direct expenses will be billed at cost to the Village. Such expenses could include but are not limited to highway tolls, overnight shipping, and materials testing.

Fees

Creighton Manning's standard hourly rates for review of submittals to the planning or zoning boards and field project review for which the Town is reimbursed by the applicant (i.e., escrow fee schedule) are summarized in the Table 1:

TABLE 1 - ESCROW FEE SCHEDULE

TITLE	HOURLY BILLING RATE
Group Leader/Senior Project Manager	$155
Project Manager	$140
Senior Engineer	$120
Senior Project Engineer/Junior Project Manager	$110
Landscape Architect	$110
Project Engineer	$100
Assistant Project Engineer	$85
Engineering Technician	$70
Chief of Survey	$150
Survey Analyst	$115
Survey Party Chief – Prevailing Wage	$140
Survey Instrument Person – Prevailing Wage	$119
Inspector IV	$125
Inspector III	$100
Inspector II	$80

Creighton Manning's standard hourly rates for use on Village-directed projects (i.e., municipal fee schedule) are shown in Table 2:

TABLE 2 – MUNICIPAL FEE SCHEDULE

TITLE	HOURLY BILLING RATE
Group Leader/Senior Project Manager	$130
Project Manager	$115
Senior Engineer	$100
Senior Project Engineer/Junior Project Manager	$90
Landscape Architect	$90
Project Engineer	$85
Assistant Project Engineer	$70
Senior CADD Technician	$105
CADD Technician	$88
Engineering Technician	$60
Chief of Survey	$125
Survey Analyst	$95
Survey Party Chief – Prevailing Wage	$140
Survey Instrument Person – Prevailing Wage	$119
Inspector IV	$125
Inspector III	$100
Inspector II	$80
Administrative Assistant	$50

Expenses:

Reimbursable expenses will be charged at the actual cost; no multiplier will be applied. Such expenses could include but are not limited to highway tolls, overnight shipping, and materials testing.

Mileage will be billed at the rate established by the IRS in effect at the time of the travel. Currently, the standard mileage rate for the use of a car, van, or pickup truck is 57.5 cents per mile.

Site Planning
Civil Engineering
Landscape Architecture
Land Surveying
Transportation Engineering
Environmental Studies
Entitlements
Construction Services
3D Visualization
Laser Scanning

September 23, 2016

Mr. Christopher D. Steers, Village Manager
Village of Port Chester
Village Clerk's Office
22 Grace Church Street, Suite 150
Port Chester, NY 10573

RE: Request for Proposals (RFP # 2016-07)
Village of Port Chester, NY

Proposal for Traffic and Transportation Engineering Professional Services

Dear Mr. Steers:

We have prepared this proposal consistent with your RFP 2016-07 to evaluate specific traffic in the Village of Port Chester.

I. SCOPE OF SERVICES

Our traffic engineering services will include, but are not limited to:

- Review new development projects involving traffic and transportation impact analyses that come before the Board of Trustees, Traffic Commission, and Planning Commission

- Participate in site visits with Village staff to understand existing traffic and transportation conditions, identify issues and opportunities, and discuss creative solutions

- Provide a set of written recommendations for enhancing vehicular, pedestrian, cycling, and/or alternate modes of transportation for each application or project

- Appear at meetings of the Board of Trustees, Planning Commission, Traffic Commission, and other Village boards or commissions to discuss applications, projects, and creative solutions

- Conduct or review traffic engineering, traffic analysis, and transportation planning studies or project specific traffic related issue analysis

- Provide comprehensive analyses of existing and projected traffic conditions, intersection design, parking lot design, and traffic/transportation data collection services

- Provide traffic control device studies and design (signs, signals, pavement markings, etc.)

- Perform pedestrian studies including those to provide safe routes to school

- Testify in court, if needed, as an expert witness

II. QUALIFICATIONS

JMC is a team of approximately 50 professional site planners, civil and traffic engineers, land surveyors, landscape architects and environmental specialists and have been practicing in New York and many other states since 1980. We excel at providing prompt, personal and professional services to our clients and we will adjust our schedules and work overtime to meet your needs when required.

We have prepared traffic and parking studies for redevelopment projects in Port Chester. We have been the traffic consultant to the Town of Poughkeepsie Planning Board for the past 13 years. We have provided similar review and/or design services for other municipalities, including Mount Vernon, Larchmont, Harrison, Hyde Park, Tarrytown and others.

We consistently prepare roadway improvement plans for projects along NYSDOT, County and municipal roadways, including new roads and road widening, traffic signals, drainage, sidewalks, etc. For example, we designed approximately $10,000,000.00 in road improvements along I-87, the Cross County Parkway and City streets in association with the Cross County Shopping Center expansion in Yonkers, which involved coordination with NYSDOT, WCDOT, NYSTA and the City of Yonkers.

III. PERSONNEL

I (Richard Pearson) and Marc Petroro will be the primary engineers associated with the project. I have more than 32 years of experience with planning, organizing, designing and reviewing projects of similar scope. I will be the point of contact and will make most presentations. I have made thousands of presentations to Planning Boards and other municipal boards. Our resumes are attached.

IV. REFERENCES

A reference is attached from the City of Yonkers which was provided for a recent project which we were hired by the Village of Tarrytown.

The Town of Poughkeepsie Planning Department can discuss the consulting work that we have performed for the Poughkeepsie Planning Board over the past 13 years, yet does not provide written recommendations. Eric Hollman, Town Planner, can be contacted at (845) 485-3658. Eric Zamft, Director of your Department of Planning & Economic Development has worked with our office prior to joining the Village staff. We trust Eric will speak favorably regarding JMC.

V. SCHEDULE OF FEES

We will be pleased to provide services to you during the course of our work on a payroll basis in accordance with the attached Schedule of Fees and Charges, 12/14. My time will be billed as an Associate.

We thank the Village for considering our services and will make ourselves available to meet with you as desired.

Sincerely,

JMC Planning Engineering Landscape Architecture & Land Surveying, PLLC

Richard J. Pearson, PE, PTOE
Senior Associate Principal

Encls: Resumes
Reference
Schedule of Fees and Charges, 12/14

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Richard J. Pearson, PE, PTOE

Senior Associate Principal

Mr. Pearson is a Senior Associate Principal of the firm, a Licensed Professional Engineer in New York, Pennsylvania, Connecticut and Massachusetts, a licensed Traffic Engineer in California and a Certified Professional Traffic Operations Engineer. He has more than 30 years of experience in civil and traffic engineering, land planning and project management.

Since joining the firm in 1984, Mr. Pearson's responsibilities include supervising the preparation of traffic and parking studies, site plan approval drawings, roadway improvement and traffic signal plans. He has provided traffic and parking consultant services for various municipal planning boards for more than 15 years. He is also experienced in site development feasibility studies, zoning and subdivision regulations, environmental impact statements, site planning and engineering, sewage disposal systems, cost estimating and construction observation. He also provides expert witness testimony and related services.

Mr. Pearson is a Fellow of the Institute of Transportation Engineers (ITE) and is also a member of the National Society of Professional Engineers, The Urban Land Institute and The International Council of Shopping Centers. He is a member of the Board of Directors for the Westchester Municipal Planning Federation (WMPF).

A 1982 graduate of Colorado State University, Mr. Pearson holds a Bachelor of Science degree in Natural Resources Management. He has continued advanced studies in civil and traffic engineering at the University of Wisconsin, Polytechnic University, Northwestern University, Central Florida University, Georgia Tech University, The Center for Professional Advancement and McTrans. He has conducted beta testing of the HCS traffic software developed by McTrans associated with the 1997 and 2000 Highway Capacity Manuals.

914.273.5225 | rpearson@jmcpllc.com

Marc Petroro, PE

Project Manager

Mr. Petroro is a Project Manager and Licensed Professional Engineer with experience in civil engineering, traffic engineering, highway design, site planning, and construction related services.

Since joining the firm in 2007, Mr. Petroro's responsibilities include the design and preparation of site plan approval drawings, construction documents, road improvements and traffic signal plans, traffic studies, and construction observation.

A 2007 graduate of the University of Delaware, Mr. Petroro holds a Bachelor of Science Degree in Civil Engineering. He is a member of the Institute of Transportation Engineers (ITE) and is also a member of the American Society of Civil Engineers (ASCE).

914.273.5225 | mpetroro@jmcpllc.com

MIKE SPANO
MAYOR

PAUL N. SUMMERFIELD, P.E.
CITY ENGINEER

40 SOUTH BROADWAY
CITY HALL – 5th FLOOR
YONKERS, NY 10701-3872

TEL (914) 377-6739
FAX (914) 377-6922

DEPARTMENT OF ENGINEERING
TRAFFIC ENGINEERING DIVISION
CITY OF YONKERS

July 6, 2016

Mr. Michael Blau
Village Administrator
Village of Tarrytown
One Depot Plaza
Tarrytown, NY 10591

RE: JMC Reference

Dear Mr. Blau,

This reference letter has been provided at the request of JMC in response to your RFP relative to Evaluation of Traffic Mitigation Concepts. JMC provided traffic engineering review services to the City of Yonkers in 2013 relative to traffic operations in the vicinity of the Cross County Shopping Center at Central Park Avenue, Mile Square Road and Vredenburgh Avenue. The study evaluated existing conditions and potential traffic pattern modifications at various signalized intersections. We were pleased with the JMC analysis.

We have also reviewed numerous traffic studies and design plans prepared by JMC for traffic signals and road improvements over many years, including recent projects.

Please call me at (914)377-6739 if you have any questions.

Sincerely,

City of Yonkers

Dominic Micka
Director of Traffic Engineering

Site Planning
Civil Engineering
Landscape Architecture
Land Surveying
Transportation Engineering

Environmental Studies
Entitlements
Construction Services
3D Visualization
Laser Scanning

SCHEDULE OF FEES AND CHARGES, 12/14

CATEGORY	HOURLY RATES
Principal	240.00
Associate	215.00
Surveyor	200.00
Senior Project Manager/Senior Engineer/Senior Landscape Architect	200.00
Project Manager/Engineer/Landscape Architect	180.00
Design Manager	160.00
3D Model Designer	145.00
Construction Coordinator	135.00
Senior Survey Technician	135.00
Senior Designer	135.00
Designer 2	115.00
Survey Technician	95.00
Designer	95.00
CAD Tech	85.00
Laser Scanner Equipment	45.00
Clerical	45.00

Hourly charges for court appearances to present expert testimony will be 1.5 times those stated above.

REIMBURSABLE EXPENSES

All out of pocket expenses incurred in connection with this project will be billed at cost plus 10%. Such expenses include travel reimbursement, subsistence, tolls, facsimile charges, reproductions, internet document hosting, messenger or delivery service charges, subconsultant charges, underground utility markout services charges, test pit excavation charges, postage, fees charged by agencies, maps, plans, photographic materials, ordinances and other similar materials.

METHOD OF PAYMENT

An Invoice will be submitted monthly during the period of this contract and/or on completion of services, covering the preceding month's work. Payment shall be due upon receipt of the Invoice. A charge of 1 1/2% per month will be due on all Invoices not paid within 30 days.

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SCHEDULE OF FEES AND CHARGES, 11/14

CATEGORY	HOURLY RATES
Principal	225.00
Associate	200.00
Surveyor	190.00
Senior Project Manager/Senior Engineer/Senior Landscape Architect	190.00
Project Manager/Engineer/Landscape Architect	175.00
Design Manager	150.00
3D Model Designer	140.00
Construction Coordinator	125.00
Senior Survey Technician	125.00
Senior Designer	125.00
Designer 2	105.00
Survey Technician	85.00
Designer	85.00
CAD Tech	75.00
Laser Scanner Equipment	40.00
Clerical	40.00

Hourly charges for court appearances and to present expert testimony will be 1.5 times those stated above.

REIMBURSABLE EXPENSES

All out of pocket expenses incurred in connection with this project will be billed at cost plus 10%. Such expenses include travel reimbursement, subsistence, tolls, facsimile charges, reproductions, internet document hosting, messenger or delivery service charges, subconsultant charges, underground utility markout services charges, test pit excavation charges, postage, fees charged by agencies, maps, plans, photographic materials, ordinances and other similar materials.

METHOD OF PAYMENT

An Invoice will be submitted monthly during the period of this contract and/or on completion of services, covering the preceding month's work. Payment shall be due upon receipt of the Invoice. A charge of 1 1/2% per month will be due on all Invoices not paid within 30 days.

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Village of Port Chester

Traffic and Transportation Engineering Professional Services

RFP # 2016-07

September 2016

NELSON & POPE
ENGINEERS & SURVEYORS

572 Walt Whitman Road
Melville, NY 11747
Phone: 631.427.5665 | Fax: 631.427.5620
www.nelsonpope.com

NELSON & POPE
ENGINEERS & SURVEYORS

VICTOR BERT, P.E. • JOSEPH R. EPIFANIA, P.E. • ROBERT G. NELSON JR., P.E. • THOMAS F. LEMBO, P.E.
GARY S. BECKER, P.E. • GREGORY D. PETERMAN, P.L.S • ERIC J. McFERRAN, P.E. • THOMAS C. DIXON, P.E.

572 WALT WHITMAN ROAD, MELVILLE NY 11747-2188
(631) 427-5665 • FAX (631)427-5620 • NELSONPOPE.COM

September 29, 2016

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

RE: RFP # 2016-07: Traffic and Transportation Engineering Professional Services

Dear Mr. Steers,

N&P Engineers & Land Surveyor PLLC, d/b/a as Nelson & Pope, Engineers & Surveyors (N&P) is pleased to submit the accompanying proposal to provide Traffic and Transportation Professional Engineering Services. The N&P team is an exceptional candidate to provide services under this on–call contract and our proposal response details our qualifications and capabilities. N&P along with our sub-consultant, Traffic Data Bank (TDB) has extensive experience in performing the services required. In short, this experience includes but is not limited to:

- Intersection, roadway and corridor traffic studies, mitigation and improvements
- Traffic calming studies and design
- Traffic safety evaluation and impact studies
- Complete Streets, Multi-modal Concepts, Design and Construction Estimates
- Knowledge and Familiarity with NYSDOT Specifications and Procedures

This unique combination of experience along with the team organizational strength and knowledge will assist the Village in successfully completing projects within budget and on schedule under this contract.

Thank you for the opportunity to submit our qualifications. We appreciate your consideration of our firm for this contract. N&P is prepared to commence work upon receipt of written authorization and looks forward to assisting the Village in meeting the goals of this contract. If you have any questions or concerns regarding this proposal, please do not hesitate to contact me or Joseph G. Pecora, PE, PTOE. Mr. Pecora can be reached at (631) 427-5665/e-mail jpecora@nelsonpope.com.

Yours truly,
NELSON & POPE

Eric J. McFerran, P.E.
Partner

Table of Contents

Section I: Qualifications & Related Experience 1

Introduction 1
Related Expertise and Project Examples 2

Section II Key Personnel 12

Project Team Organizational Chart 12

Section III: References 15

Section IV: Fees 16

Appendices

Appendix A ..... Resumes of Key Personnel

SECTION I: QUALIFICATIONS & RELATED EXPERIENCE

Introduction

N&P Engineers & Land Surveyor PLLC, d/b/a as Nelson & Pope, Engineers & Surveyors (N&P) is an established multi-disciplined civil engineering and surveying partnership located in Melville, Town of Huntington, Suffolk County, New York. Our Firm has been serving municipal and private clients in Nassau and Suffolk Counties since 1954. The firm provides a full range of services including: highway design; waterfront engineering; land surveying; construction inspection; site development; sanitary disposal and water supply design; traffic engineering; transportation planning; land use design and planning; and environmental engineering.

Through years of quality service to our clients, the firm has grown in both reputation and size. N&P now employs over 80 technical and support staff and includes experienced teams of dedicated professionals with diversified expertise. The management and staff have the diversified expertise and direct knowledge of the Long Island land development framework, environmental systems, governmental structure and infrastructure network. All of the firm's principals, as well as many of the staff, are New York State licensed Professional Engineers and/or Land Surveyors. Many of our firm's full time employees have advanced degrees in such areas as traffic engineering, transportation engineering, civil engineering, environmental sciences, construction management, and sanitary engineering.

N&P is highly qualified to provide traffic engineering and analysis; technical support; surveying; construction contract administration support; resident inspection; and administrative support necessary to successfully complete a wide range of traffic and highway projects. Engineering services provided by N&P encompass the disciplines of:

- Highway Engineering
- Traffic Engineering & Analysis
- Park Facilities & Athletic Fields
- Site Development Engineering
- Drainage Studies
- Planning & Zoning
- Landscape Architecture
- Waterfront Engineering
- Sanitary and Water Supply Engineering
- Environmental Engineering
- Stormwater Management Plans (SWPPP's)
- MEP Engineering
- Bidding and Contract Administration
- Construction Observation
- Construction Management Assistance
- Permitting
- Sustainable Development and LEED®
- Grant Research & Processing
- Sustainable Infrastructure Design
- Local, State & Federal Permitting
- Computerized Traffic Modeling

N&P also provides comprehensive land and existing condition surveying services. Technical support, computations and supervision is provided by office staff and is supported by our field personnel who use state-of-the-art field survey equipment. Surveying services progressed by N&P include the following:

- Boundary and Route Surveying
- Soundings & Hydrographic Surveying
- Topographic Surveying
- Preparation of Mapping & Charts
- Land Division Mapping
- Acquisition Mapping
- Flood Plain & Coastal Erosion Surveying & Mapping
- Photogrammetric Control Surveying
- Control Surveying
- Marina & Waterfront Surveys
- Wetland Mapping
- Monumenting
- Construction Layout
- As-Constructed Surveys
- GIS/GPS Surveying

TRANSPORTATION ENGINEERING is one of the firm's largest specialties. Since the 1950's, N&P has been providing professional engineering and surveying services across Long Island and throughout New York Metropolitan area. The firm has extensive experience and knowledge with the required standards, specifications, policies, general design and operational philosophies to undertake a project of this nature. Typical traffic projects in which N&P has successfully provided engineering services for the have included:

- Intersection, roadway and corridor traffic studies
- Traffic calming studies and design
- Traffic safety evaluation
- Traffic impact studies
- Speed awareness studies and design
- Transportation planning
- Highway design and engineering
- Roundabout design and analysis
- Accident history analysis
- Analysis and computer simulation
- Warrant studies
- Signal and interconnection design
- Roadway signing and pavement marking design
- Construction contract administration
- Management services and resident inspectors
- Expert Testimony
- Appearance at Town/Village Meetings

Traffic Databank, LLC (TDB), is a full-service traffic and transportation engineering firm incorporated in 2006 and certified as a **Minority Owned and Disadvantaged Owned Business Enterprise (M/DBE)**. They will assist in the area of traffic data collection. TDB has provided traffic and transportation engineering services including extensive parking and traffic data collection, analyses and studies in New York State. Data collection has included parking accumulation/demand/supply/occupancy counts, vehicle occupancy-volume counts, vehicle classification counts, turning movement counts, pedestrian counts, license plate counts,

speed counts, gap counts, visual imaging, road audit and detailed field reconnaissance services to a cross section of public and private clients in New York, New Jersey, Pennsylvania and Maryland. TDB's key staff has extensive experience in parking and transportation planning to develop pragmatic solutions to ameliorate parking and traffic impacts including using demand management and state of the art approaches such as Intelligent Transportation Systems, Road Diet and Traffic Calming. TDB has previously worked with N&P on numerous traffic projects and they will perform data collection/traffic counts for the team as necessary.

Related Expertise and Project Examples

N&P has performed complete street studies and prepared multi-modal concepts working with local towns and villages to create community gathering places through creation of community focal points including safe areas for pedestrians and cyclists. This has included preparation of Traffic Oriented Development (TOD) Growth Plans, corridor studies, highway/intersection studies which included development of long and short-term improvements; traffic calming studies and implementation of mitigation measures; traffic signal design and preparation of construction bid documents. N&P has progressed engineering planning and design, as well as construction support and inspection services, for the New York State Department of Transportation (NYSDOT Permits), and various other Town and Village agencies. N&P has advanced a number of projects which entailed upgrading intersections, along with other traffic related improvements in order to accommodate pedestrians, bicyclists and vehicular traffic safely and efficiently, along with construction support and inspection services. N&P is extremely familiar with the engineering standards, requirements and specifications of various municipalities including the New York State Dept. of Transportation and Locally Administered Federal Aid Projects.

Based on the team's prior experience, the N&P team meets the qualifications necessary to provide the Village of Port Chester with the on-call services required. The following projects have been selected to show the team's similar experience and demonstrate our expertise.

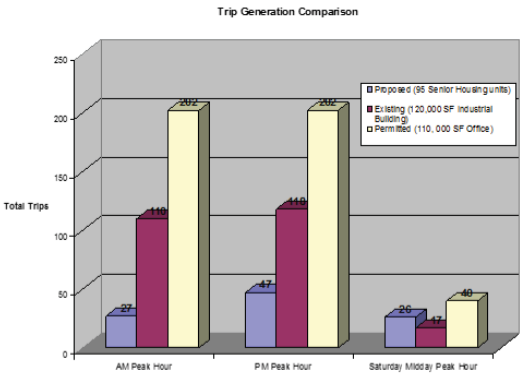
Riverside Brownfield Opportunity Area (BOA) Comprehensive Traffic Impact Study
Town of Southampton, NY

As part of the Riverside Brownfield Opportunity Area (BOA) Study, the Town of Southampton requested Nelson & Pope to conduct a comprehensive traffic impact study for Riverside to identify any traffic impacts that will be created by a full build out scenario as outlined in their proposed plan and identify potential mitigation measures that would successfully improve traffic operations within the study that would have minimal impact to the community.

Relevant Project Components: Traffic Data Collection, Inventory of Existing Conditions, Accident Analysis, Traffic Generation and Distribution, SYNCHRO Traffic Analysis of Existing and Future Conditions, Development of Short & Long-Term Improvements, Analyses of Short & Long-Term Improvements, Preparation of Traffic Study Report

Traffic & Parking Assessments for Various Land Uses, Nassau & Suffolk Counties

Nelson & Pope conducted various traffic and parking assessments for both private and municipal clients in Nassau and Suffolk Counties. These studies consisted of parking and trip generation estimates of proposed uses and compared to the parking and trip generation characteristics of permitted uses as per current zoning.



Relevant Project Components: Accident Analyses of Roadways in Study Area, Parking and Trip Generation Estimate for Proposed Land Uses from the Institute of Transportation Engineers (ITE) Trip Generation Hand Book, Parking and Trip Generation Estimates as per Current Zoning, Parking and Trip Generation Comparison for Proposed Use and Permitted Use, Prepare Letter Report for Submission to Municipalities Involved Detailing our Trip Generation Analyses, Appear at Town/Village Meetings

Downtown Farmingdale Traffic Impact Study, Village of Farmingdale, NY

Nelson & Pope conducted a detailed cumulative Traffic Impact Study for Downtown Farmingdale as part of the Village's Downtown Master Plan. N&P identified traffic impacts that would be created by the Village's preferred build-out scenario, and developed mitigation measures based on a detailed assessment of the current and future deficiencies associated with geometry, traffic control, signal operations, existing and future capacity limitations to successfully improve traffic operations within the downtown area with minimal impact to the community.

Relevant Project Components: Traffic Data Collection, Inventory of Existing Conditions, Accident Analysis, Traffic Generation and Distribution, SYNCHRO Traffic Analysis of Existing and Future Conditions, Development of Short & Long-Term Improvements, Analyses of Short & Long-Term Improvements, Preparation of Traffic Study Report

Downtown Copiague Traffic Impact Study, Town of Babylon

As part of its on-going Downtown Copiague Vision Plan, Nelson & Pope conducted a Cumulative Traffic Impact Study for downtown Copiague and identified traffic impacts that will be created by the proposed full build out plan outlined in the Town of Babylon environmental impact statement and identified potential mitigation measures that will successfully improve traffic operations within the downtown area with minimal impact to the community. In addition, N&P conducted a Parking Study. The focus of the

parking study included twenty nine (29) parking lots and seven (7) roadways where on-street parking is permitted within the Downtown area. The objective of the parking study was to inventory the parking supply in the study area, identify the peak parking periods and associated peak occupancy by location and provide recommendations for parking improvements if necessary. The study analyzed the information regarding parking utilization in the study area and estimate current parking demand for a basis of determining parking adequacy for the future build out scenario as proposed project site plans get submitted to the Town by applicants for approval.

Relevant Project Components: Field inspection to obtain inventory of on-street, public and private parking areas, Parking accumulation counts, Results of parking utilization were analyzed and current peak parking demand estimated

Broadway Traffic Calming, Massapequa, NY

For the Town of Oyster Bay, Nelson & Pope performed a vehicular and pedestrian safety study of 3.23-mile corridor extending from Hicksville Road in Massapequa to Boundary Avenue in North Massapequa. The study included problem identification, traffic volume and movement data collection, extensive field inventory, signal operation data collection and an overall operations analysis. N&P developed and evaluated both short and long-term measures to increase safety for motorists, bicyclists, and pedestrians as part of the NYSDOT Local Safe Streets Traffic Calming program. Recommendations were presented to the community at a public information meeting.

Relevant Project Components: Traffic Data Collection, Traffic Projections & Analysis, Signal Operation Analysis, Inventory of Existing Conditions, Topographic Survey, Development & Analysis of Short & Long-Term Alternatives, Traffic Calming Design, Pedestrian Safety, Bicycle Lanes, Preliminary Design, Plans & Specifications, Engineer's Estimate of Cost of Construction, Public Outreach

Intersection Improvements/Roundabout Design, Towns of Riverhead/Southampton, NY

Nelson & Pope was retained by the Suffolk County Department of Public Works to design improvements to the intersections of CR 51, East Moriches-Riverhead Road @ CR 94, Center Drive and CR 63, Old East Moriches-Riverhead Road @ CR 104, Quogue-Riverhead Road & NYS 24, Flanders Road. This project entails upgrading the above intersections through the reconfiguration of the existing traffic circle into a modern roundabout, along with other traffic related improvements in order to accommodate bicyclists, pedestrians and vehicular traffic safely and efficiently. N&P prepared numerous conceptual alternatives to meet the goals of various design criteria including the elimination of one leg of the roundabout and avoiding major property

acquisition. These conceptual alternatives included: Oval shaped roundabouts, Side-by-side roundabouts, Roundabouts with new adjacent intersections to eliminate a leg and Two-lane "turbo" roundabouts. Working with the Town of Southampton and in conjunction with the alternatives eliminating one leg of the roundabout, N&P prepared concept plans and land-use analysis for the construction of a new roadway through Riverside and potential development for a new commercial downtown area. N&P incorporated green infrastructure into the project utilizing multiple bio-retention areas between CR 94 and CR63 and between CR63 and CR104. In addition, an infiltration system was design in the center of the roundabout.

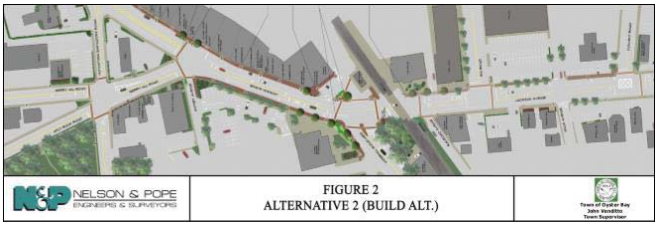
Relevant Project Components: Capacity/Accident Analysis Utilizing, Vissim Software, Conceptual Design, Topographic Survey and Mapping, Community Outreach, Preliminary and Final Design, Drainage Facilities, SEQRA Classification, SWPPP for Stormwater Permit

Nassau County Department of Public Works "On-Call" Traffic Engineering Services

The N&P Team is currently providing traffic engineering, design and technical assistance to the Nassau County Department of Public Works Traffic Section through the On-Call Traffic Services Agreement. Services include, but are not limited to:

- Compliant and traffic control device requests investigations
- In-house technical and engineering support staff
- Construction management assistance and monitoring of construction activities
- Analysis and studies

Syosset Streetscape and Walkability Improvement Project, Town of Oyster Bay



Nelson & Pope has been retained by the Town of Oyster Bay for a project to improve pedestrian walkability, accessibility and safety in the heavily congested downtown Syosset commercial area. Project includes new pedestrian crosswalks and upgrade of existing pedestrian crossings; installation of decorative pavers at pedestrian crossings; creation of pedestrian safe havens; installation of decorative lighting; creation of green spaces through the planting of street trees and planters; replacement of large areas of concrete sidewalk with decorative paving stones and the installation of benches, trash receptacles & directional signage.

Relevant Project Components: Topographic Survey & Mapping, Roadway Plan and Profile, Preliminary & Final Design, Public Outreach, Pedestrian Crosswalks, Signal Enhancements, Pedestrian Safe Havens, Decorative Pavers, Decorative Street Lighting, Street Furniture, Specifications, Engineer's Cost Estimate, Bid Phase Services, Construction Support Services, Design Approval Document (DAD), Project Systems Engineering Analysis Report (PSEAR)

City of Glen Cove Professional Services "On-Call" Agreements Special Consultant, Civil, Site, Survey and Construction Management

Nelson & Pope serves a Special Consultant to the City's Planning Boards and provides has been providing On-Call technical services to the City of Glen Cove's Department of Public Works for engineering and technical services related to infrastructure, traffic, park and other public facility improvements.

Hauppauge Industrial Park Transportation Planning Study, Hauppauge, NY

Nelson & Pope, in association with Eng-Wong, Taub & Associates, recently completed a transportation planning study for the Hauppauge Industrial Park in the Town of Smithtown. The study consisted of an extensive analysis of thirty-nine (39) intersections within the industrial park as well as the adjacent arterials to identify existing and future deficiencies and develop short and long-range, realistically executable plans to improve the current physical and/or traffic operational deficiencies in the project area.

Relevant Project Components: Traffic Data Collection, Speed Data Collection, Field Observations & Inventory of Existing Conditions, Origin and Destination Study, SYNCHRO Traffic Analysis, Accident Analysis, Development of Short & Long Range Improvements, Preparation of Transportation Planning, Study Report

PARKING ANALYSIS MALL EXPANSION, Garden City, NY

Presently, the basis and requirement for calculating the number of spaces required for Regional Shopping Malls is the same as other "big box" or standalone single tenant retail uses, and does not account for shared trips (a user visiting multiple stores during a single trip) that are common for Regional Shopping Mall uses. A separate parking allocation is currently required for restaurants, even though many of the restaurant uses in the malls support the customers visiting the mall for retail shopping purposes. In a multiuse development like a regional shopping mall there is a symbiotic relationship between the multiple entities that comprise the shopping mall. There may be some single purpose trips made to the shopping mall, however, a significant portion of the trips to the shopping mall will result in multiple visits to various entities of the mall. Trips to the stores, restaurants, movie theaters create the opportunity for multi-purpose trips and thus shared parking. Given this interaction, the shopping malls need for parking must be viewed not as a standalone use but one cohesive mixture of retail resulting in a combined parking generation rate that will be lower than one would calculate if the shopping mall was viewed as only individual uses within the site.

A parking assessment was completed for the Green Acers Mall in the Valley Stream and Roosevelt Field Mall to determine the existing peak parking demand. The purpose of the analysis was to estimate the peak parking demand at these regional malls and develop parking rates.

Relevant Project Components: Field inventory of the existing parking spaces in the two regional malls, Conducted parking counts to determine peak parking demand, Analyzed data to determine parking rates

Nassau County Department of Public Works "On-Call" Technical Service Agreements

The N&P Team has been providing additional On-Call technical services to the NCDPW. The Team has provided engineering, surveying, architectural and environmental technical services to the Highway & Civil Engineering Section, Traffic Engineering Section, Buildings & Grounds Section and the Departments of Parks & Recreation.

Jackson Avenue Transportation Planning Study, Syosset, NY

Nelson & Pope was retained by the Nassau County Department of Public Works to conduct a transportation study of the Downtown Syosset area with regard to existing traffic conditions and operations. N&P collected and analyzed data and developed various alternatives that would relieve congestion and improve safety.

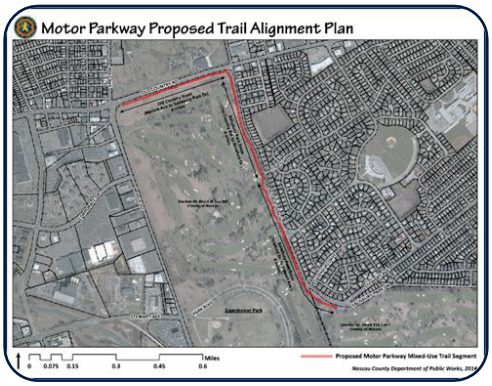
Relevant Project Components: Level of Service Analysis, Public Participation and Outreach, Development of Future Volumes, Traffic Data Collection, Accident Analysis, Traffic Impact Evaluation, Signal Warrant Analysis, Prepare Study Report, Develop Short/Long-Term Improvements, SYNCHRO Analysis

Berry Hill Road/Renee Road Traffic Study, Town of Oyster Bay

The primary objective of this traffic study was to determine the potential use of Renee Road, a local residential street used as a cut-through route to avoid other congested roadways in Downtown Syosset, and identify remedies that may decrease cut-through traffic on this local roadway. Nelson & Pope performed an extensive evaluation which included capacity analysis at intersections, with and without proposed improvements, and re-routing of traffic based upon recommended turn restrictions. We developed innovative yet feasible alternatives to achieve the Town's objective of successfully reducing this cut-through traffic activity on Renee Road and hence improve traffic flow and safety on Renee Road.

Relevant Project Components: Traffic Data Collection, Inventory of Existing Conditions, License Plate Survey, Capacity Analysis, SYNCHRO and HCS Traffic Analysis, Development of Mitigation Measures, Preparation of Traffic Study Report

Long Island Motor Parkway Mixed-Use Trail, Nassau County



NCDPW adopted the Motor Parkway Trail Vision Plan, an initiative to restore and enhance important transportation connections through Nassau County and adapting to new environmentally-friendly and healthy forms of transportation. The restored trail will provide an important alternative transportation link between communities, open space, education and cultural institutions, and employment centers for those wishing to walk or bike through Nassau County to these destinations. Nelson and Pope was selected to provide professional engineering services for the preparation of a comprehensive design report and engineering documents for the Long Island Motor Parkway Mixed Use Trail: Old Country Road-Salisbury Park Drive Segment.

Town of Brookhaven Neighborhood Traffic Safety Study, Port Jefferson Station/Coram West, NY

Nelson & Pope was retained by the Town of Brookhaven Division of Traffic Safety to prepare a neighborhood traffic safety study (NTSS) for an area located in the hamlets of Port Jefferson Station and Coram; east of Old Town Road, west of NYS Route 112, north of CR 83 and south of NYS Route 347. The objective of the study was to identify traffic related safety concerns in the study area and recommend improvements.

Relevant Project Components: Traffic Data Collection, Speed Data, Accident Analysis, Field Observations & Inventory, Analysis of Traffic Safety Concerns of the Local Communities, Review of the Town of Brookhaven Code, Book, Develop Traffic Safety Recommendations, Develop Maintenance and Work Orders, Preparation of a Neighborhood Traffic Safety Study Report

Port Washington Multi-Level Parking Structure Traffic Impact Study, North Hempstead, N

Nelson & Pope was retained by the Town of North Hempstead to perform a traffic impact study for a proposed parking structure in Port Washington, Nassau County, NY. The study area consisted of eight intersections and three corridors. The main objective of the study was to perform an extensive evaluation of traffic impacts that may be created by the proposed parking structure and develop innovative yet cost effective and feasible mitigation measures.

Relevant Project Components: Traffic Data Collection, Inventory of Existing Conditions, Identification of Non-Standard Features, SYNCHRO Intersection Queue Analysis, Existing Conditions Analysis, No Build Analysis, Development of Parking Structure Plans, Analyses of Impact Created by Proposed Parking Structure, Identify Mitigation Measures, Prepare Traffic Impact Study Report

Downtown Riverfront Redevelopment, Riverhead, NY

As part of this project, N&P prepared a Traffic Oriented Development (TOD) Growth Plan which analyzed the developments proposed at the potential brownfield sites that were provided by NP&V to determine the traffic impacts that may be associated with their development and provide possible mitigation. N&P was responsible for the transportation (traffic, transit, bikes and pedestrians) and parking analysis components of the study. In this TOD study, N&P conducted traffic analyses at several intersections within the study area to identify traffic impacts associated with TOD plans. A detailed parking and transit study was also undertaken to determine the adequacy of parking and transit. Measures to mitigate traffic, parking and transit impacts were developed and analyzed.

Relevant Project Components: Inventory of Existing Conditions, Existing Traffic Data/Accident Data Analysis, Existing Traffic Flow Analysis, Identification of Intersection Impacts, Capacity Analysis, Parking/Transit Analysis, TOD Growth Plan, Traffic Modeling, Public Transport Plan, Pedestrian Bike Plan

Southampton Village Parking Study, Southampton, Suffolk County, NY

Nelson & Pope was retained by the Village of Southampton to perform a parking study of the primary lots and on-street parking areas in the downtown area of the Village of Southampton. The study identified the peak parking periods and associated peak occupancy by location, calculated the average parking duration and turnover by location and provided recommendations to improve parking efficiency within the Village.

Relevant Project Components: Inventory of Municipal Parking Areas, Inventory of On-Street Parking Areas, Collection of Parking Accumulation Data, Collection of Parking Duration and Turnover Data (license plate survey), Identify Peak Parking Demand, Calculate Average Parking Duration and Turnover, Identify Locations with Operational Issues, Develop Alternatives to Address Parking Issues, Preparation of Parking Study Report

PAVEMENT MARKING IMPROVEMENTS, VARIOUS LOCATIONS Nassau County, NY

N&P provided Nassau County Department of Public Works with construction observation and support services for these federal aid (ARRA Funding) projects. The Pavement Marking Improvement projects were three separate federal aid projects that included the removal and reinstallation of pavement markings (ex. long lines, stop bars, crosswalks, arrows) on roads throughout the County in conjunction with the Nassau County roadway resurfacing program. The Inspectors were responsible for the daily coordination with the contractor and the Nassau

County Traffic Engineering Division, measurements, recording of quantities, the preparation of the daily MURK reports and supervision of the County's contractor for compliance with the plans, specifications and NCDPW/NYSDOT standards. A Resident Engineer was assigned to the job to oversee the inspectors and to ensure contract compliance and quality assurance for all ARRA, FHWA and NYSDOT procedural and documentation requirements.

Relevant Project Components: Resident Construction Observation, Measurement of Quantities, Materials Testing, Shop Drawing and Submittal Review, Review of Contractor Claims for Payment, Review of Change Orders, Monitoring of Contract Schedule, Coordinate with Community, Utilities , and Municipal Agencies, NYSDOT/FHWA Standards for County Reimbursement

Traffic Databank Project Examples

Hauppauge Industrial Park Survey, Sub-consultant to Nelson & Pope

Study included traffic surveys for residents and businesses in the area to understand demographics as well as traffic concerns as a tool for planning. Additionally, traffic data was collected at 44 locations to document existing traffic patterns by mode to be used in the overall analysis of the supply side from user perspective and actual traffic conditions.

NYSDOT, Short Counts Contract – 8 Regions 2014/2015, New York State

Mobilizing within 7 days of Notice to Proceed, Traffic Databank is conducting traffic data collection at more than 7,500 locations in 8 regions of the State of New York using Automatic Traffic Recorders. Data is collected weekly and submitted in NYSDOT format each week. NYSDOT reviews data and accepts/rejects each data point based on data quality and the firm holds at 98% Acceptance Rate as of March 2015. Contact: Andrew Chatterton NYSDOT (518) 485-5769

MetLife Stadium Traffic and Transit Study

Transit (rail and bus) Occupancy counts to identify travel patterns to/from major events at the MetLife Stadium and adjacent stadia. Counts identified the decision making characteristics for transit passengers to select rail cars or buses at peak periods. Study included traffic surveys at 45 locations to capture traffic patterns by motorists and pedestrians to/from the stadia area as well.

NYSDOT/PANYNJ, Grand Central Parkway Corridor Study, Sub-consultant to PB Queens, NY

Mobilizing within 72 hours, Traffic Databank conducted traffic counts, field inventories and travel surveys at 209 study locations to determine existing capacity for traffic and utilization of roadway network in Queens proximate to LaGuardia Airport by auto, bus transit, pedestrians, and light-heavy trucks. Video technology (Miovision) was used to collect classification and

turning movement counts as well as pedestrian counts. Automatic traffic recorders were installed for 7-9 days to obtain 24-hr/daily traffic patterns. Travel delay runs were conducted using GPS technology. Project completed and delivered within 21 days.

NYC Department of City Planning, East Midtown Redevelopment, Sub-consultant to PB, New York City

Within 3 days, Traffic Databank conducted traffic data collection at 36 study locations to identify the demand for car, bus, and other traffic utilizing the tunnel from both the NYC and NJ sides as a tool for planning construction closures to reconstruct the Helix (NJ access). Video technology (Miovision) was used to collect classification and turning movement amd pedestrian counts. Automatic traffic recorders were installed for 7-9 days to obtain 24-hr/daily traffic patterns. Project completed and delivered within 14 days.

NYC Department of City Planning, East Midtown Redevelopment, Sub-consultant to PB, New York City

Mobilizing within 72 hours, Traffic Databank conducted traffic counts at 158 study locations to identify trip characteristics by cars, pedestrians, taxi, bus and other modes as part of a 20 year planning study for East Midtown Manhanttan. Video technology (Miovision) was used to collect classification and turning movement counts as well as pedestrian counts. Automatic traffic recorders were installed for 7-9 days to obtain 24-hr/daily traffic patterns. Project completed and delivered within 14 days.

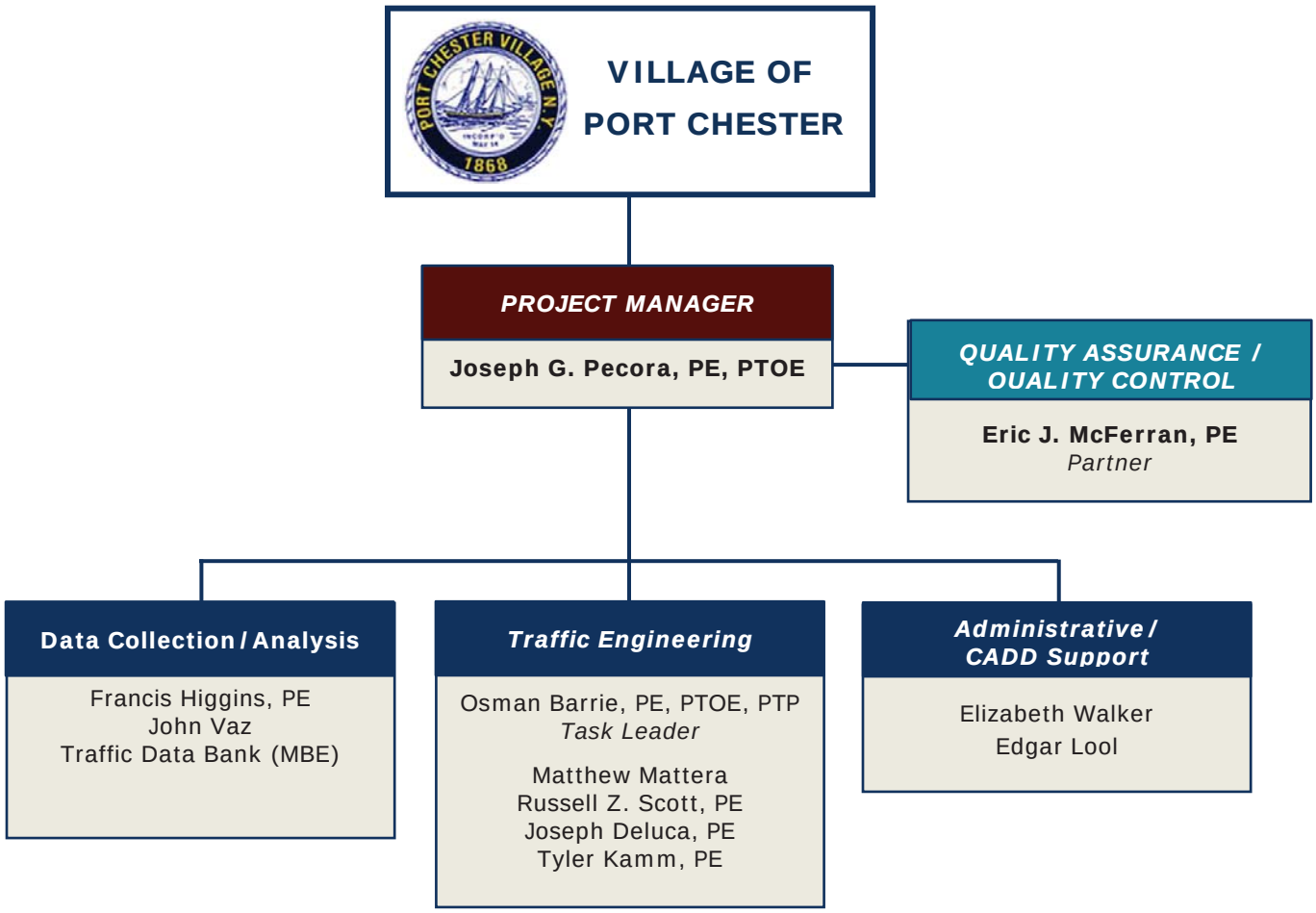
DASNY, New York City Facility Truck Circulation Study, Sub-consultant to HDR
Brooklyn, Queens, Manhattan - NY

Within 16 days, Traffic Databank conducted traffic counts at 86 study locations to identify traffic patterns proximate to DASNY operations' centers to identify the traffic, noise and pollution impacts of DASNY trucks on neighborhoods. Data collected included video turning movement counts, pedestrian counts, travel-delay runs using GPS technology, spot speed counts, automatic traffic recorder counts, and vehicle classification including documenting DASNY trucks on the study networks. Project completed and delivered within 14 days.

SECTION II KEY PERSONNEL

Project Team Organizational Chart

The team assembled by **Nelson & Pope (N&P)** has extensive project experience and specific expertise with the tasks, which will be required to meet the requirements of the Town's Request for Proposals. The individuals responsible for each of the specific areas are identified in the Project Team Organizational Chart shown to the right.



Nelson & Pope (N&P) utilizes the Project Manager concept with respect to the project team organization. Under this concept a Project Manager is assigned to the project and has the overall day-to-day responsibility of managing, overseeing and scheduling of the project. The Project Manager reports to the Supervising Partner. **Joseph G. Pecora, PE, PTOE** will serve as the Project Manager for this project with **Eric J. McFerran, P.E.**, providing project oversight and quality control/assurance as the Supervising Partner. The Organizational Chart outlines our Project Manager concept with respect to the hierarchy of coordination between the Town and N&P's team. The Project Manager serves as the single point of contact for the Town, and coordinates the efforts of all in-house staff and sub-consultants if required. Personnel Bios for key staff are provided below.

Joseph G. Pecora, PE, PTOE, will serve as Project Manager. Mr. Pecora has over 43 years' experience in transportation engineering, planning, and operations in the public sector. Mr. Pecora was the Chief Transportation Engineer for Nassau County serving as Director of Traffic Engineering, prior to being appointed the Commissioner of Public Works for Nassau County. Mr. Pecora was also responsible for the operation and maintenance of the County's Centralized Computer Traffic System. As Director of Traffic Engineering, Mr. Pecora was responsible for managing and implementing the County's transportation program while at the same time being sensitive to the needs and concerns of both the residences and elected public officials.

Eric J. McFerran, PE, the Supervising Partner of N&P's Transportation Department, will provide general project oversight and QA/QC. Mr. McFerran has been involved in the preparation of studies and construction drawings and specifications for private and municipal roadway, traffic, and site development projects. The projects have included complete roadway reconstruction, traffic studies, traffic calming, traffic signal and roadway modification plans for Suffolk County, Nassau County, New York State Department of Transportation, private development clients, and local towns and villages. Mr. McFerran provides technical assistance, quality assurance and direct supervision to Division Heads, Project Managers and Project Engineers. He is well versed with NYSDOT specifications and procedures, as well as the Locally Administered Federal Aid Procedures Manual. Mr. McFerran has extensive experience and familiarity with municipal requirements and will be invaluable in ensuring that the Project Team progresses their efforts towards achieving the Villages goals and objectives for this contract.

Osman Barrie, PE, PTOE, **PTP,** has over 15 years of experience in traffic engineering, transportation planning, transit planning and civil engineering for both private and public/municipal projects. Specific experience involves managing and performing traffic and transportation planning studies including traffic impact and assessment studies, corridor/area traffic studies, accident analyses, traffic signal warrant analyses, parking assessment studies, concept designs and roadway design/analyses. Mr. Barrie and the engineering staff assisting him have vast experience in use of computer programs such as HCS, SYNCHRO 7, VISSIM, RODEL and AutoCAD.

Matthew Mattera has over ten years of experience in traffic engineering and civil engineering for both private and public/municipal projects. Specific experience involves performing traffic and transportation planning studies including traffic impact and assessment studies, parking assessment studies, traffic signal warrant analyses, accident analyses, traffic signal plans, pavement marking plans, maintenance and protection of traffic plans, and concept designs.

Russell Z. Scott, PE, has over 14 years' experience in traffic and civil engineering for projects under the New York State Department of Transportation, Nassau County Department of Public Works, Suffolk County Department of Public Works, private development clients, local Towns and Villages. Mr. Scott has a vast amount of knowledge involving the preparation of preliminary and final design and contract documents for roadway and drainage improvement projects. Projects typically under the direction of Mr. Scott have included conceptual layout, alignment computations, roadway improvements, drainage design, traffic signal design, roundabout design, green infrastructure, grading design and quantity take-off and estimating. Mr. Scott has worked on and managed a number of projects similar to the scope identified in this RFP.

Joseph DeLuca, PE and **Tyler Kamm, PE** both have over 8 years of experience and assist in the all phases of the design, they provide support to project engineers including compiling of documents, preparation of conceptual, preliminary and final design drawings, assisting in development of alternatives and assisting in design functions, and construction inspection assistance.

Victor Ochieng, PE, of Traffic Databank provides project management and traffic engineering expertise to this traffic and transit data collection & data management organization. Mr. Ochieng has over 21 years of transportation engineering experience, which includes transportation system analyses, design and planning, to identify and enhance capacity for various modes as well as intermodal transportation for private and public clients in New York, New Jersey, Pennsylvania, and Maryland.

Resumes for key personnel are provided in ***Appendix A***.

SECTION III: REFERENCES

Similar Projects

Aryeh Lemberger
Unit Head, Traffic Engineering Unit, Planner III
Nassau County Department of Public Works
1194 Prospect Avenue
Westbury, NY 11590
(516) 571-9332

Gary Awe
Director of Traffic
Town of Hempstead
1580 Merrick Road
Merrick, NY 11566
(516) 378.2260

William Hillman, PE
Chief Engineer
Suffolk County Department of Public Works
335 Yaphank Avenue
Yaphank, New York 11980
(631) 852-4010

SECTION IV: FEES

The following is the Wage Rate Schedule. The table below reflects the hourly billing rate schedule for employees anticipated to be involved in the project as of September 2016, burdened with a multiplier of 2.65 (unless otherwise noted) and a maximum billing rate (including multiplier) of $200 per hour per person.

Last Name	First Name	Labor Category	Billing Rate
Barrie	Osman	Project Manager	$156
DeLuca	Joseph	Engineer	$97
Higgins	Francis	Senior Engineer	$121
James	Robert	Project Engineer	$103
Kamm	Tyler	Engineer	$97
Lool	Edgar	Engineering Technician	$86
Mattera	Matthew	Project Engineer	$104
McFerran	Eric	Partner	$200
Pecora	Joseph	Associate	$179
Scott	Russell	Associate	$181
Vaz	John	Sr Engineering Technician	$89
Walker	Elizabeth	Senior Administrative Assistant	$94

APPENDIX A

RESUMES OF KEY PERSONNEL

NELSON & POPE
ENGINEERS & SURVEYORS

Joseph G. Pecora, P.E., P.T.O.E.

Transportation & Municipal Site Department

Education:
BSEE, Brooklyn Polytechnic Institute

Registration/Certifications:
Professional Engineer: New York, Florida

Professional Traffic Engineer: California

Professional Traffic Operations Engineer

Years with This Firm: 8

Years with Other Firms: 35

Affiliations:
Institute of Transportation Engineers (ITE)

National Committee on Uniform Traffic Control Devices (MUTCD)

American Public Works Association

Professional Profile

Mr. Pecora has over 43 years' experience in transportation engineering, planning, and operations in the public sector. Mr. Pecora was the Chief Transportation Engineer for Nassau County serving as Director of Traffic Engineering, prior to being appointed the Commissioner of Public Works for Nassau County. Mr. Pecora was also responsible for the operation and maintenance of the County's Centralized Computer Traffic System.

The Traffic Engineering Office was also responsible for the signing and marking of approximately 2,200 lane miles of roadways as well as the operation and maintenance of various street lighting for the County facilities and bridges. As Director of Traffic Engineering, Mr. Pecora was responsible for managing and implementing the County's transportation program while at the same time being sensitive to the needs and concerns of both the residences and elected public officials.

As Commissioner of Public Works for Nassau County, Mr. Pecora managed the Divisions of Highways and General Engineering, Road Maintenance, Sanitation, Building, Traffic Engineering and Administration that comprised the Department of Public Works. This involved a staff of approximately 950, with an operating budget of $80 million and a capital construction budget of $100 million.

Mr. Pecora has served on the National Committee on Uniform Traffic Control Devices (MUTCD) since 1992. He was involved in writing the 2000, 2003 and 2009 editions of the Manual on Uniform Traffic Control Devices and is currently involved in writing the 2016 edition.

Experience

Nassau County

Nassau County "On-Call" Traffic Engineering Services
Mr. Pecora is the Project Manager for the Nassau County "On-Call" Traffic Engineering Services project. This contract provides for all phases of traffic engineering including signs, signals, markings, studies and supplemental staff services and inspection.

Nassau County Computer Traffic Signal
These projects involve traffic signal design and interconnection for various roadways throughout Nassau County. The projects included the development of traffic signal plans, specifications, and construction cost estimates.

Traffic Corridor Studies, Nassau County
These projects included complete documentation of existing traffic volumes, parking operations, roadway and intersection configuration, traffic signal planning and timing, accident records and existing land uses with proposed development.

Sign Management System, Nassau County
Mr. Pecora implemented the first sign management program for Nassau County. The sign management system provides for the inventory, management and maintenance of approximately 15,000 signs under the County's jurisdiction. The system uses a pen-based computer that ties into the County's GIS base map.

Traffic Signal Timing Progression Studies, Nassau County
Mr. Pecora supervised and implemented traffic signal timing studies along various roadways within Nassau County. The studies included traffic counts and analysis to develop timing plans along various road corridors.

Suffolk County

Improvements at the Intersections of CR 51 @ CR 94 and CR 63 @ CR 104/NYS 24, Riverhead
Mr. Pecora is the Traffic Task Leader for this intersection improvement project which entails the reconfiguration of the existing traffic circle into a modern roundabout along with other related traffic improvements. The project entails analyzing traffic counts and data, creating and applying growth factors to the traffic data and, using VISSIM software, determining the lane configurations needed to achieve an acceptable level of service for a modern roundabout in an effort to address traffic congestion and safety concerns in the downtown Riverhead area.

Hauppauge Industrial Park Traffic Study, Hauppauge
Project Manager for a Transportation Planning Study of the Hauppauge Industrial Park. The primary objective of the project was to develop short and long-range realistically executable plans to improve the current physical and/or traffic operational deficiencies in the project area, specifically the routes taken to various origins/destinations, identify the causes of congestion, and evaluate how the congested locations can be mitigated to improve the overall traffic flow within the study area.

Long Island Expressway Service Roads MUTCD Compliance
Project Manager for this project which consisted of a pavement and roadway study of 25 miles of the LIE North and South Service Roads. The project involved field verification of pavement markings and inventory of approximately 1200 signs, preparation of a report evaluating all existing pavement markings and signs in conformance with MUTCD and report of all signs and pavement markings requiring modifications in the final report.

Town of Oyster Bay

Town Beach Study
Project Manager for a traffic study to address existing traffic concerns in the Town Beach parking lot and access points. The study examined alternatives to improve traffic flow through the congested parking lot access and to determine what improvements can be made to both ingress and egress to the Town's park.

Downtown Syosset Study
Project Manager for a traffic study to address existing traffic concerns in the downtown area of Syosset. The study examined alternatives to improve traffic flow through the congested five-leg intersection formed by Jackson Avenue, Berry Hill Road, Split Rock Road, East Woods Road and Cold Spring Road. The study included data collection, analysis and the development and evaluation of design alternatives.

Broadway Traffic Calming
Project Manager for a study of Broadway in Massapequa which identified various traffic calming measures that could be implemented to reduce speed and improve traffic safety along this arterial roadway. One of the measures adopted by the Town was the installation of speed awareness devices. This part of the project involved the design, placement and construction of 10 such devices.

Town of Hempstead

Town of Hempstead "On-Call" Traffic Engineering Services
Mr. Pecora is the Project Manager for the Town of Hempstead "On-Call" Traffic Engineering Services project. This contract provides assistance to the Town in all traffic related issues, i.e., signs, markings, studies and traffic assessments.

Institutional

Turtle Hook Middle School Traffic Study, Uniondale
This project involved a complete study of both the on-site and off-site school traffic circulations, in order to improve operations at the Turtle Hook Middle School. The project involved off-site improvements to the surrounding roadways and also included a traffic study to determine the need for a left-turn arrow at the school's entrance.

NELSON & POPE
ENGINEERS & SURVEYORS

Eric J. McFerran, P.E.

Transportation & Municipal Site Department

Education:
BSCE, Civil Engineering, University of Rhode Island

Registration/Certifications:
Professional Engineer: New York

Years With This Firm: 21

Years with Other Firms: 0

Professional Affiliations:
American Society of Civil Engineers (ASCE)

Institute of Transportation Engineers (ITE)

National Society of Professional Engineers (NSPE)

New York State Association of Transportation Engineers (NYSATE)

Professional Profile

As the Supervising Partner of the Transportation & Municipal Site Department, Mr. McFerran has been involved in the preparation of construction drawings and specifications for private and municipal roadway, traffic and site development projects. The projects have included transportation, waterfront, stormwater drainage, utility and site improvements for Suffolk County, Nassau County, New York State Department of Transportation, private development clients, and local Towns and Villages. Mr. McFerran provides technical assistance, quality assurance and direct supervision to Division Heads, Project Managers and Project Engineers.

Selected Experience

Infrastructure Improvement and Reconstruction
Planning, design and project oversight for the preparation of contract and construction documents and technical assistance for infrastructure design projects beginning with the planning phase and continuing through implementation.

- Improvements to Roundabout at CR 51 @ CR 94 and CR 63 @ CR 104/NYS 24, Riverhead (SCDPW): Reconfiguration of existing traffic signal into a modern roundabout, along with other traffic related improvements;
- Sidewalks at Various Locations in Suffolk County (SCDPW): Construction of new sidewalk and curb, drainage, traffic signal modifications and pavement markings
- West Meadow Creek Stormwater Management for Various Roadways (T/O Brookhaven): Stormwater mitigation for a tributary area of approximately 24 acres;
- Amagansett Drive Storm Drainage Mitigation (T/O Brookhaven): Study to define tributary areas and various alternatives for water quality treatment, along with design of drainage devices, slope stabilization/outfall protection and NYSDEC permitting;
- Reconstruction of CR 7, Wicks Road, Town of Islip (SCDPW): Pavement rehabilitation, curb and sidewalk construction, drainage and traffic signal upgrades;
- Stormwater Remediation on CR 96, Great East Neck Road, Babylon (SCDPW): Design study for plan to remediate quality and quality of stormwater runoff from County systems into unimproved drainage swale;
- CR 16, Terry Road Improvements, Smithtown (SCDPW): Realignment of approximately 3,000 ft. of Terry Road @ NYS 347 to provide adequate lane configuration and traffic control;
- Francis Gabreski Airport Entrance Road Reconstruction, Westhampton (SCDPW): Development of roadway and drainage infrastructure improvements;
- CR 111, Port Jefferson-Westhampton Road @ LIE, Town of Brookhaven (SCDPW): Preliminary and final design for modifications to this heavily congested intersection;
- CR 99, Woodside Avenue Corridor Study, Patchogue (SCDPW): Comprehensive study to improve safety for pedestrians/vehicles and calm traffic along corridor;

- CR 111, Port Jefferson-Westhampton Road/Eastport Manor Road Intersection Improvements, Eastport (SCDPW): Widening of Eastport Manor Road, construction of acceleration and deceleration lanes along CR 111, along with traffic signal design;
- CR 67, Long Island Motor Parkway, Islandia (SCDPW): Roadway and drainage improvements for two miles of roadway;
- Hempstead Avenue Improvements, West Hempstead (NCDPW): Drainage study resulting in drainage, curb, sidewalk and pavement improvements;
- Middle Neck Road Drainage Improvements (NCDPW): Study and design services to address deficiencies in the existing drainage system;
- Glen Cove Road & Northern Boulevard Intersection Improvements, Greenvale (NCDPW): Design services for intersection, drainage, pavement, traffic signal and pavement marking improvements;
- Lincoln Boulevard/NYS 454 Intersection Improvements, Hauppauge (NYSDOT): Widening of intersection, along with installation of new traffic signal;
- Meadowbrook State Parkway Collector Distributor Road (NYSDOT): Extension of northbound collector-distributor road, Stewart Avenue Bridge and relocation of Resource Recovery Plant's access road;
- Syosset Streetscape and Walkability Project (T/O Oyster Bay): Project entails improving pedestrian walkability, accessibility and safety in a heavily congested downtown commercial area;
- Libby Avenue & Peachtree Lane Area Improvements, Hicksville (T/O Oyster Bay): Roadway and drainage improvements for residential streets in Hicksville;
- Jerusalem Avenue, Massapequa (T/O Oyster Bay): Rehabilitation consisting of drainage structure upgrade, pavement condition survey and recommended remediation solution;
- High Farms Road Phase I and II, Glen Head (TOBAY): Rehabilitation of roadway from Glen Cove Road to Brookville Lane.
- Clinton-Rose/Washington Avenue Area, Roosevelt (T/O Hempstead): Roadway and drainage improvements for three miles of residential streets;
- Street Lighting/Beautification of East Meadow Avenue, Hempstead (T/O Hempstead): Decorative sidewalks, tree pits, street lighting, driveway reconstruction, decorative clock and curbing;

Traffic and Street Lighting

Planning, design and project oversight for the study, design and preparation of contract and construction documents and technical assistance from planning through implementation.

- Energy Efficient Street Lighting Study (T/O Brookhaven): Extensive study of potential energy efficient lighting alternatives throughout the Town;
- On-Call Traffic Signal Design Services, Nassau/Suffolk Counties, T/O Brookhaven: Projects entail study phase through signal installation;
- Red Light Violation Camera System (SCDPW): Program was implemented to reduce the number of violations and red-light violation related accidents throughout the County.

Construction Inspection Services

Project oversight for construction observation and field testing for a variety of public works and private development projects. Project types include sanitary, roadway & drainage, traffic signals and municipal parks. Inspectors' duties include daily measurements of installed quantities and quality assurance for contractor's compliance with plans and specifications, tracking quantity overruns, reviewing contractor submittals and contractor payment claims.

- Emergency Repairs to Various Bridges, Suffolk County (SCDPW): Repair to girder web and flange plates and bearing stiffener/connection plates at or adjacent to the center of bearing which were severely deteriorated.
- Rehabilitation of CR 97, Nicolls Road Bridges, Towns of Brookhaven and Islip (SCDPW): Includes extensive repair to the bridges over Furrows Road, Long Island Railroad and Long Island Avenue;
- Intersection Improvements on CR 13, Fifth Avenue, Town of Islip (SCDPW): Installation of drainage structures, curb, sidewalk and driveway aprons; installation and/or modification of traffic signal equipment; pavement markings and signage;
- Intersection Improvements on CR 31 @ CR 104, Town of Riverhead (SCDPW): Reconfiguration of existing traffic circle into a modern roundabout along with other traffic related improvements in downtown Riverhead area;
- Rehabilitation of CR 17, Carleton Avenue, Central Islip (SCDPW): Federally aided project which entailed the rehabilitation of 1.2 miles of roadway;
- Reconstruction of CR 80, Montauk Highway, Shirley/Mastic (SCDPW): Federally aided project which entailed reconstruction of 1.7 miles of heavily congested roadway in order to improve vehicular and pedestrian safety, continuous curb and sidewalk, drainage, new/rebuild traffic signals;
- Reconstruction of CR 80, Montauk Highway, Patchogue (SCDPW): Reconstruction entailed utility installation/relocation; drainage; curb and sidewalk, asphalt pavement and traffic signal improvements;
- Pavement Resurfacing of the North and South Service Roads of the LIE at Various Locations (ARRA Funding) (SCDPW): Projects included drainage repair, full-depth asphalt repair; resurfacing, guide rail repair, signing and pavement markings;
- Hempstead Avenue (NCDPW): Extensive utility relocations; storm drainage systems; concrete curb & sidewalk; asphalt pavement; traffic signal interconnect and pavement markings;
- The Promenade, Glen Head (T/O Oyster Bay): Pavement repairs, pavement replacement and drainage improvements in an extremely hilly section of Glen Head.

NELSON & POPE
ENGINEERS & SURVEYORS

Osman Barrie, P.E., P.T.P., P.T.O.E.

Transportation & Municipal Site Department

Education:
ME - Civil Engineering (Transportation Engineering), City College of the City University of New York

MSCE — Water Resources Engineering, University of Dar Es Salaam, Tanzania

BSCE - Civil Engineering, University of Sierra Leone

Registration/Certifications:
Professional Engineer — New York and New Jersey

Professional Transportation Planner

Professional Traffic Operations Engineer

Years with This Firm: 10

Years with Other Firms: 7

Professional Affiliations:
Institute of Transportation Engineers, Member

American Society of Civil Engineers (ASCE)

Sierra Leone Institute of Engineers, Member

Professional Profile

Mr. Barrie has more than 15 years' experience in traffic engineering, transportation planning, transit planning and civil engineering for both private and public/municipal projects. Specific experience involves managing and performing traffic and transportation planning studies including traffic impact and assessment studies, accident analyses, traffic signal warrant analyses, parking assessment studies, concept designs and internal roadway design/analyses as well as conducted traffic reviews for diverse developments for a number of Townships in New Jersey. Mr. Barrie has vast experience in use of computer programs such as HCS, SYNCHRO 7 and AutoCAD.

Experience

Downtown Copiague Traffic Impact Study, Town of Babylon
As part of its on-going Downtown Copiague Vision Plan, Mr. Barrie was part of the Nelson & Pope team that conducted a Cumulative Traffic Impact Study for downtown Copiague and identified traffic impacts that will be created by the proposed full build out plan outlined in the Town of Babylon environmental impact statement and identified potential mitigation measures that will successfully improve traffic operation within the downtown area with minimal impact to the community.

Downtown Farmingdale Traffic Impact Study, Incorporated Village of Farmingdale
Mr. Barrie conducted a detailed cumulative Traffic Impact Study for Downtown Farmingdale as part of the Village's Downtown Master Plan. The study identified traffic impacts that would be created by the Village's preferred build-out scenario, and developed mitigation measures based on a detailed assessment of the current and future deficiencies associated with geometry, traffic control, signal operations, existing and future capacity limitations to successfully improve traffic operation within the downtown area with minimal impact to the community.

Downtown Riverfront Redevelopment, Town of Riverhead Community Development Department
The Town of Riverhead retained Nelson & Pope (N&P) / Nelson, Pope & Voorhis (NP&V) to complete a New York State Department of State Brownfield Opportunity Area (BOA) grant for an approximately 452 acre area characterized with eighteen potential brownfield sites. A Traffic Oriented Development (TOD) Growth Plan was developed in which the developments proposed at the potential brownfield sites were analyzed to determine the traffic impacts that may be associated with their development and provided possible mitigation. Mr. Barrie was responsible for the transportation (traffic, transit, bikes and pedestrians) and parking analysis components of the study. In this TOD study, traffic analyses were conducted at several intersections within the study area to identify traffic impacts associated with

TOD plans. A detailed parking and transit study was also undertaken to determine the adequacy of parking and transit. Measures to mitigate traffic, parking and transit impacts were developed and analyzed.

Downtown Overlay Zones & Map Amendments, Inc. Village of Hempstead
Nelson & Pope's Environmental Affiliate, NP&V worked with Renaissance Downtowns, the Village's Master Developer, and the Village of Hempstead to prepare a Supplemental Generic Environmental Impact Statement (GEIS) for the proposed adoption of Downtown Overlay Zones and Zoning Map amendments for a 279 acre area of downtown Village of Hempstead. A Traffic Impact Study was conducted for the downtown area, including 40 area intersections, an assessment of trip generation accounting for the transient oriented design of the project and shared parking. The project was completed under an expedited timeframe and complimented by the Nassau County Planning Commission for the manner in which the SEQRA process was completed, and in particular, the analysis mythologies used.

Suffolk County
Improvements at the Intersections of CR 51 @ CR 94 and CR 63 @ CR 104/NYS 24, Riverhead
Mr. Barrie is involved in the traffic engineering portion of this intersection improvement project which entails the reconfiguration of the existing traffic circle into a modern roundabout along with other related traffic improvements. The project will entail analyzing traffic counts and data, creating and applying growth factors to the traffic data and, using VISSIM software, determining the lane configurations needed to achieve an acceptable level of service for a modern roundabout in an effort to address traffic congestion and safety concerns in the downtown Riverhead area.

Hauppauge Industrial Park Traffic Study
Transportation Planning Study of the Hauppauge Industrial Park. The primary objective of the study is to develop short and long-range realistically executable plans to improve the current physical and/or traffic operational deficiencies in the project area, specifically the routes taken to various origins/destinations, and identify the causes of congestions, and evaluate how the congested locations can be mitigated to improve the overall traffic flow within the study area. Short and long-range improvement plans are being developed based on a detailed assessment of the current and future deficiencies associated with geometry, traffic control, signal operations, capacity limitations or other safety issues in this study area. The assessment included field observations, traffic data collection, capacity analyses and accident analyses. Simulation models of the study area were developed utilizing the Synchro version 7 software.

Highway Corridor Study of CR 99, Woodside Avenue, Patchogue
Conducted a Corridor Study of CR 99 in response to Suffolk County's request to identify short and long-term strategies to successfully calm traffic in the study area segment of the corridor and improve safety for pedestrians and drivers without

impacting the community. To accomplish these goals, short and long- term traffic calming alternatives were developed based on a detailed assessment of the current and future deficiencies associated with geometry, traffic control operations, signal operations, and safety issues. The assessment included accident analyses, capacity analyses, travel time and delay studies and speed studies along the corridor under study. Simulation models of the study corridor were developed utilizing the Synchro software with and without the identified traffic calming strategies to determine the effectiveness of the proposed traffic calming measures.

Town of Oyster Bay

Town Beach Access Design Study
Conducted a traffic study to address existing traffic concerns in the Town Beach parking lot and access points. The study is examining alternatives to improve traffic flow through the congested parking lot access and to determine what improvements can be made to both ingress and egress to the Town's park.

Downtown Syosset Study
Conducted a traffic study to address existing traffic concerns in the downtown area of Syosset. The study examined alternatives to improve traffic flow through the congested five-leg intersection formed by Jackson Avenue, Berry Hill Road, Split Rock Road, East Woods Road and Cold Spring Road. The study included data collection, analysis and the development and evaluation of design alternatives.

Broadway Traffic Calming
Assisted in a study of Broadway in Massapequa identified various traffic calming measures that could be implemented to reduce speed and improve traffic safety along this arterial roadway. Measures adopted by the Town included the installation of speed awareness devices. This part of the project involved the design, placement and construction of 10 such devices.

Borough of Fort Lee, New Jersey
Borough of Fort Lee Transportation Study
Project Engineer for a borough-wide review of existing traffic patterns and Municipal Circulation Plan. Work included traffic counts and analysis of 45 signalized intersections, review and recommendations of proposed Bergen County roadway improvement projects, submission to NJDOT for "Authorization to Design" a proposed traffic signal, and research and analysis of the major roadway corridors to provide for traffic signal coordination and monitoring. The project included identifying traffic calming solutions and flexible design options of the local roadways in order to address the regional demands associated with George Washington Bridge traffic on the Borough's road system. In addition, a traffic simulation model was developed for the entire traffic signal network.

NELSON & POPE
ENGINEERS & SURVEYORS

Matthew C. Mattera

Transportation & Municipal Site Department

Education:
BSCE, Industrial and Management Engineering, Rensselaer Polytechnic Institute

Years With This Firm: 8

Years with Other Firms: 5

Affiliations:

Institute of Transportation Engineers (ITE)

Professional Profile

Mr. Mattera has over ten years of experience in traffic engineering and civil engineering for both private and public/municipal projects. Specific experience involves performing traffic and transportation planning studies including traffic impact and assessment studies, parking assessment studies, traffic signal warrant analyses, accident analyses, traffic signal plans, pavement marking plans, maintenance and protection of traffic plans, and concept designs.

Experience

Downtown Copiague Traffic Impact Study, Town of Babylon
As part of its on-going Downtown Copiague Vision Plan, Mr. Mattera was part of the Nelson & Pope team that conducted a Cumulative Traffic Impact Study for downtown Copiague and identified traffic impacts that will be created by the proposed full build out plan outlined in the Town of Babylon environmental impact statement and identified potential mitigation measures that will successfully improve traffic operation within the downtown area with minimal impact to the community.

Downtown Farmingdale Traffic Impact Study, Incorporated Village of Farmingdale
Mr. Mattera served as Project Engineer on the team that conducted a detailed cumulative Traffic Impact Study for Downtown Farmingdale as part of the Village's Downtown Master Plan. The study identified traffic impacts that would be created by the Village's preferred build-out scenario, and developed mitigation measures based on a detailed assessment of the current and future deficiencies associated with geometry, traffic control, signal operations, existing and future capacity limitations to successfully improve traffic operation within the downtown area with minimal impact to the community.

Downtown Riverfront Redevelopment, Town of Riverhead Community Development Department
The Town of Riverhead retained Nelson & Pope / Nelson, Pope & Voorhis to complete a New York State Department of State Brownfield Opportunity Area grant for an approximately 452 acre area characterized with eighteen potential brownfield sites. A Traffic Oriented Development (TOD) Growth Plan was developed in which the developments proposed at the potential brownfield sites were analyzed to determine the traffic impacts that may be associated with their development and provided possible mitigation. Mr. Mattera as Project Engineer assisted in the transportation (traffic, transit, bikes and pedestrians) and parking analysis components of the study. In this TOD study, traffic analyses were conducted at several intersections within the study area to identify traffic impacts associated with TOD plans. In addition he also participated in the detailed parking and transit study was also undertaken to determine the adequacy of parking and transit. Measures to mitigate traffic, parking and transit impacts were developed and analyzed.

Downtown Overlay Zones & Map Amendments, Inc. Village of Hempstead
Nelson & Pope's Environmental Affiliate, NP&V worked with Renaissance Downtowns, the Village's Master Developer, and the Village of Hempstead to prepare a Supplemental Generic Environmental Impact Statement (GEIS) for the proposed adoption of Downtown Overlay Zones and Zoning Map amendments for a 279 acre area of downtown Village of Hempstead. A Traffic Impact Study was conducted for the downtown area, including 40 area intersections, an assessment of trip generation accounting for the transient oriented design of the project and shared parking. The project was completed under an expedited timeframe and complimented by the Nassau County Planning Commission for the manner in which the SEQRA process was completed, and in particular, the analysis mythologies used.

Hauppauge Industrial Park Traffic Study, Hauppauge, Suffolk County
This project is a Transportation Planning Study of the Hauppauge Industrial Park. The primary objective of the project is to develop short and long-range realistically executable plans to improve the current physical and /or traffic operational deficiencies in the project area, specifically the routes taken to various origins/destinations, and identify the causes of congestions, and evaluate how the congested locations can be mitigated to improve the overall traffic flow within the study area. Mr. Mattera's tasks included field observations, traffic signal timings, supervision of data collection, identification of roadway deficiencies, safety concerns, accident analysis, aerial image preparation, report figures/graphics, Level of Service analysis (Synchro) and developing mitigation measures.

Improvements at the Intersections of CR 51 @ CR 94 and CR 63 @ CR 104/NYS 24, Riverhead
Mr. Mattera provided engineering assistance on this intersection improvement project which entails the reconfiguration of the existing traffic circle into a modern roundabout along with other related traffic improvements. Mr. Mattera's tasks included development of conceptual alternatives, field observations, data collection, VISSIM and SYNCHRO analysis.

<u>Town of East Hampton</u>
Town of East Hampton Transportation Study,
Currently conducting a Transportation Study for the Town of East Hampton to identify traffic impacts that may be associated with anticipated future transportation facilities in the Town of East Hampton. The study encompassed manual turning movement traffic counts at 10 existing intersections and automatic traffic recorder counts at twelve 12 locations on major roadways in the Town. Traffic analyses will be conducted at the study intersections with and without the anticipated future transportation facility to identify any impact that may be created on the roadways and intersections in the Town.

NELSON & POPE
ENGINEERS & SURVEYORS

Russell Z. Scott, P.E.

Transportation & Municipal Site Department

Education:
BSCE, Rensselaer Polytechnic Institute

Registration/Certifications:
Professional Engineer: New York

Certified Nuclear Moisture/Density Equipment Operator

Years with This Firm: 14

Affiliations:
American Society of Civil Engineers (ASCE)

New York State Association of Transportation Engineers (NYSATE)

Continuing Education Coursework:
Designing and Implementing Roundabouts
University of Wisconsin at Madison (2007)
Work Zone Safety Inspection, National Highway Institute (2001)
Techniques for Pavement Rehabilitation, ASCE/FHWA (2002)
Roadside Design, ASCE (2003)
Certificate in Traffic Engineering, Polytechnic University (2006)

Professional Profile

Mr. Scott has over 13 years' experience in traffic engineering and civil engineering fields. His responsibilities have included the project management of various traffic signal and roadway projects for the New York State Department of Transportation, Nassau County Department of Public Works, Suffolk County Department of Public Works, private development clients, local Towns and Villages. Tasks have included conceptual layout, alignment computations, drainage design, traffic signal design, grading design and quantity take-off and estimating.

Experience:

Suffolk County

Improvements at the Intersections of CR 51 @ CR 94 and CR 63 @ CR 104/NYS 24, Riverhead, Suffolk County

Mr. Scott provided engineering assistance for the initial three concepts on this Suffolk County Department of Public Works intersection improvement project which entails the reconfiguration of the existing traffic circle into a modern roundabout along with other related traffic improvements. He is now serving as the Project Manager to develop additional concept, perform additional analysis and will progress the preliminary and final design. The project will entail analyzing traffic counts and data, creating and applying growth factors to the traffic data and, using VISSIM software, determining the lane configurations needed to achieve an acceptable level of service for a modern roundabout in an effort to address traffic congestion and safety concerns in the downtown Riverhead area.

Construction of Sidewalks on Various County Roads, Suffolk County

Mr. Scott is Project Manager for the construction support/inspection aspect of this Suffolk County Department of Public Works project for the construction of new sidewalk and curb, and drainage improvements associated with the construction of these sidewalks. The locations were on CR 79, Bridgehampton-Sag Harbor Turnpike, CR 92, Oakwood Road, CR 35, Park Avenue and CR 85, Montauk Highway. Minor drainage improvements, traffic signal modifications and pavement markings associated with the construction of these new roadway features were also included.

Pavement Resurfacing of the North and South Service Roads of the Long Island Expressway (ARRA Funding), Suffolk County

Mr. Scott served as Project Manager for the construction inspection support aspect for Pavement Resurfacing for the North and South Service Roads of the LIE, from the vicinity of Washington Avenue (North)/CR 7, Wicks Road (South) to the vicinity of CR 93, Ocean Avenue; and the North and South Service Roads of the LIE, from the vicinity of CR 93, Ocean Avenue to the vicinity of CR 83, North Ocean Avenue. These resurfacing projects include drainage repair where necessary, full-depth repair where necessary, spot milling, resurfacing, minor guide rail repair, signing and pavement markings.

Reconstruction of CR 7, Wicks Road, Brentwood
This project entailed roadway improvements to improve the overall level of service and roadway safety for approximately 1.9 miles of County road and extended from the intersection with CR67, Motor Parkway in Hauppauge to its intersection with CR13 Crooked Hill Road in Brentwood. Mr. Scott was responsible for the design drawings for the complete reconstruction of five existing traffic signals, two of which were under NYSDOT jurisdiction, requiring extensive coordination between Suffolk County and NYSDOT, and the design of three new traffic signals along the CR 7 corridor. The traffic signal plans included the location of signal strain poles, pedestrian signal poles, pullboxes, detector loops, proper signal head placement, sizing of steel conduit, wiring diagrams, spacing diagrams and sequence diagrams. A signal strain pole loading analysis was performed to determine the design load and pole size selection for the strain poles.

Red Light Violation Camera System
Mr. Scott has been serving as the Project Manager for this project which entails the installation of red light violation camera systems at one hundred (100) intersections in Suffolk County. Project components include field site survey, accident data study, camera location design and details, office and field coordination, construction observation and as-built design drawings.

Long Island Expressway Service Roads MUTCD Compliance
This project consisted of a pavement and roadway study of 25 miles of the LIE North and South Service Roads. Mr. Scott's tasks included supervising and coordinating field verification of pavement markings and inventory of approximately 1200 signs, preparation of a report evaluating all existing pavement markings and signs in conformance with MUTCD and report of all signs and pavement markings requiring modifications in the final report.

<u>Town of Oyster Bay</u>
Syosset Streetscape & Walkability Improvement Project
Nelson & Pope has been retained by the Town of Oyster Bay for a project to improve pedestrian walkability, accessibility and safety in the heavily congested downtown Syosset commercial area. Mr. Scott served as the Project Manager for this TEP project which included the preparation of the Design Approval Document, design of new pedestrian crosswalks and upgrade of existing pedestrian crossings; installation of decorative pavers at pedestrian crossings; creation of pedestrian safe havens; installation of decorative lighting; creation of green spaces through the planting of street trees and planters; replacement of large areas of concrete sidewalk with decorative paving stones and the installation of benches, trash receptacles & directional signage.

Broadway Traffic Calming, Oyster Bay
Project entailed implementing previously submitted recommendations to calm traffic and improve safety throughout the Broadway Corridor by installing speed awareness

devices along the three-mile stretch of road. Mr. Scott's tasks included preparing construction plans, contract documents and specifications, reviewing contractors' bids with recommendation for award, and overseeing inspectors during construction.

Nassau County

Nassau County Signal Expansion Phase 5

Mr. Scott is the Project Manager for the County Signal Expansion Project. Mr. Scott provided the engineering design for the Nassau County signal expansion of their centralized traffic computer system. The design included the re-design and construction traffic signals located on Middle Neck Road in Great Neck Village, Great Neck and Great Neck Plaza and Lakeville Road in Lake Success and New Hyde Park. The project will allow the County to replace older, outdated signal and communication equipment with state-of-the-art equipment in order to maximize roadway capacity and to minimize delays along their arterials. Traffic signal plans typically included location of traffic signal poles, pedestrian signal poles, pullboxes, conduit, loop detectors/video detection, proper signal head spacing, wiring diagrams, spacing diagrams and sequence tables. Pole load analysis was performed to determine appropriate signal poles and foundations.

Resurfacing Various County Roads (PIN 0760.10 & PIN 0760.13) – Nassau County

Mr. Scott was the Project Manager for two Nassau County resurfacing projects. Mr. Scott oversaw the engineering services, which entailed review of pavement, curb and pavement marking conditions; location of utilities, drainage, sewer and traffic signal castings within roadway pavement; preparation of plans, Design Approval Documents, specifications and engineer's estimate for cost of construction.

New York State Department of Transportation

Various Roadway Improvement Plans for NYSDOT, Nassau and Suffolk Counties

Mr. Scott's responsibilities included various design tasks including typical sections, MPT details, pavement widening, traffic signal plans, grading, pavement markings and drainage. He was also responsible for the preparation of plans in AutoCAD.

Traffic Signal Projects, Various Locations, (NYSDOT, Nassau County, Suffolk County, Town of Brookhaven)

These projects include the design of traffic signals from modifications to existing traffic signals to completely new traffic signals throughout Long Island. Mr. Scott's tasks include developing construction plans illustrating the proposed improvements with appropriate State, County or Town item numbers and details, including the location of traffic signal poles, pedestrian signal poles, pullboxes, detector loops, proper signal head placement, sizing of steel conduit, wiring diagrams, spacing diagrams, sequence diagrams. Traffic signal as-builts were prepared once the construction of the traffic signal was complete.

NELSON & POPE
ENGINEERS & SURVEYORS

Francis J. Higgins

Transportation & Municipal Site Department

Education:
Associates of Applied Science, State University at Farmingdale, Highway & Bridge Construction

Registrations/Certifications:
NICET Level IV Equivalent

NYSDEC Erosion and Sediment Control (E&SC)

Years With This Firm: 6

Years with Other Firms: 47

Professional Profile
During Mr. Higgins' 47 year tenure at the Nassau County Department of Public Works, he acquired experience in planning, designing and implementing improvements on a variety of public works projects, primarily in the County's highways, parks and marinas. He served as a *Civil Engineer* for the Nassau County Department of Public Works before being appointed *Superintendent of Construction for Highways*, where he supervised Project Managers and Construction Inspectors on various highway, drainage and parks projects and was responsible for the oversight of $30M to $40M in capital improvements per year. Included in this was the oversight of a $15M to $20M per year county Roadway Resurfacing Program. In addition, Mr. Higgins served as a technical advisor to the County's Materials Testing Laboratory and Road Opening Permits Section.

As a Senior Construction Manager/Inspector at Nelson & Pope, he has been responsible for construction observation and field testing for a variety of municipal and private projects. Mr. Higgins also aids office engineering staff, when needed, providing technical support to engineers, project engineers and project managers for tasks such as quality review; profile design; field inventories; quantity takeoff; grading design, etc.

Suffolk County
Construction of Sidewalks on Suffolk County Roadways
Resident Engineer for the construction of new sidewalk and curb and associated drainage at the following locations: CR 79, Bridgehampton-Sag Harbor Turnpike, CR 92, Oakwood Road, CR 35, Park Avenue and CR 85, Montauk Highway. Also included are traffic signal modifications and pavement markings to facilitate pedestrian movements.

Red Light Violation Camera System, Suffolk County Department of Public Works
Served as Construction Inspector for this project which entailed the installation of red light violation camera systems at fifty (50) intersections in Suffolk County. The goal of this pilot program is to reduce the number of violations and red light violation related accidents at signalized intersections in the County. Mr. Higgins' duties included the oversight of maintenance and protection of traffic implementation, as well as ensuring that the material and methods of construction conformed to the NYSDOT standards and practices.

Pavement Resurfacing of the North and South Service Roads of the Long Island Expressway (ARRA Funding), Suffolk County Department of Public Works
Served as Inspector assisting the Resident Engineer for Pavement Resurfacing for the North and South Service Roads of the LIE, from the vicinity of Washington Avenue (North)/CR 7, Wicks Road (South) to the vicinity of CR 93, Ocean Avenue; and the North and South Service Roads of the LIE, from the vicinity of CR 93, Ocean Avenue

to the vicinity of CR 83, North Ocean Avenue. These resurfacing projects included drainage repair where necessary, full-depth repair where necessary, spot milling, resurfacing, minor guide rail repair, signing and pavement markings.

Wicks Road (CR 7), Brentwood, Suffolk County Department of Public Works
Provided technical assistance to the Project Manager to develop and complete the final design tasks for this Wicks Road Phase II project from the Long Island Expressway to Crooked Hill Road. Specifically, the tasks included a roadway profile review/analysis and the recommendation of a profile solution and rehabilitation method for the existing roadway. Developed the preliminary and final roadway profile and associated roadway cross-sections.

Gabreski Airport, Westhampton, Suffolk County Department of Public Works
Provided technical assistance to the Project Manager to develop and complete the final design tasks for this roadway and drainage infrastructure project at the Gabreski Airport. Specifically, the work involved the development of roadway profiles, grading, quantity takeoff, and general plan review for quality assurance.

Nassau County

Pavement Marking Improvements, Various Locations (PIN 0759.48, 0759.55, 0759.56), Nassau County
N&P provided Nassau County Department of Public Works with construction observation and support services for these **federal aid (ARRA Funding)** projects. The pavement marking improvement projects were three separate federal aid projects that included the removal and reinstallation of pavement markings on roads throughout the County in conjunction with the Nassau County roadway resurfacing program. Inspectors were responsible for the daily coordination with the contractor and the Nassau County Traffic Engineering Division, measurements, recording of quantities, the preparation of the daily MURK reports and supervision of the County's contractor for compliance with the plans, specifications and NCDPW/NYSDOT standards. Mr. Higgins was assigned to the job to oversee the inspectors and to ensure contract compliance and quality assurance for all ARRA, FHWA and NYSDOT procedural and documentation requirements.

Nassau County Traffic Signal Expansion – Phase II (PIN 0759.35)
N&P provided Nassau County Department of Public Works with construction observation and support services for this **federal aid (ARRA Funding)** project. The Nassau County Traffic Signal Expansion project included the expansion of Nassau County's computerized traffic signal system through modifications to existing traffic signals and/or the installation of new traffic signals and the installation of fiber optic communication cable. The inspectors were responsible for the daily coordination with the contractor, subcontractor and the Nassau County Signal Management Section, measurements, recording of quantities, the preparation of the daily MURK reports and supervision of the County's contractor for compliance with the plans, specifications and NCDPW/NYSDOT standards. Mr. Higgins was assigned to the job

to oversee the inspectors and to ensure contract compliance and quality assurance for all ARRA, FHWA and NYSDOT procedural and documentation requirements.

Traffic Signal Installation at Various Locations,
Nassau County Department of Public Works
Served as Resident Engineer for this project which entails modifications to existing traffic signals and/or the installation of new traffic signals. He is responsible for overseeing the Resident Inspectors supervising the County's contractor for compliance with the plans, specifications and NCDPW standards.

Hempstead Avenue, West Hempstead
Nassau County Department of Public Works
Provided technical post-construction assistance to review and redesign the surface profiles and intersection grading at select locations to eliminate puddling. Performed detailed quantity takeoff and construction cost estimate of the preferred solution based on Nassau County's requirements contracts for drainage, pavement and concrete.

Town of Oyster Bay

Abe Levitt Park, Hicksville
Served as the Resident Engineer on this $3M synthetic turf field project providing technical and management oversight/direction to the Lead Inspector and inspection team. The project included the construction of two synthetic turf athletic fields, playground, restrooms, resurfacing of basketball court and installation of irrigation system for landscape areas. Mr. Higgins was responsible for the review of daily measurement of quantities, coordination with the Town/Contractor, attendance at weekly job meetings, review of change orders, review of increases to quantities, construction cost estimates for additional work proposed, earthwork analysis to quantify actual excavation work performed, and review of unsuitable materials for removal from site. During the design phase of this project, he provided review of plans and specifications, detailed quantity takeoff and cost estimates.

Brockmeyer Park Bulkhead, Massapequa
Assisted office engineers and Project Manager in the review of plans, preparation of technical specifications, preparation of a detailed quantity takeoff and construction cost estimate for the removal and replacement of 590 l.f. of deteriorated wooden bulkhead and one outfall penetration through the bulkhead.

NELSON & POPE
ENGINEERS & SURVEYORS

Joseph DeLuca, PE

Transportation & Municipal Site Department

Education:
Bachelor of Science, Civil Engineering
University of Hartford

Professional Engineer
New York

Years with Firm: 8

Professional Profile

Mr. DeLuca is an Engineer in Nelson & Pope's Transportation Department. Mr. DeLuca began his career at Nelson & Pope while interning in the Transportation Department. Over his four year college career, he assisted N&P Highway Division and Traffic Division Staff during winter and summer breaks. Typical tasks involved drafting, performing field inventories; assisting field technicians during highway and traffic construction projects; assisting in coordination with utilities and local municipalities; performing research for design documents and Impact Studies. Mr. DeLuca graduated from the University of Hartford Cum Laude in 2011.

Mr. DeLuca is currently providing engineering and support tasks to the project engineer including compiling of documents; preparation of conceptual, preliminary and final design drawings; assisting in development of alternatives and assisting in design functions for the following projects:

Experience:

Town of Oyster Bay

Syosset Streetscape & Walkability Improvement Project

Nelson & Pope has been retained by the Town of Oyster Bay for a project to improve pedestrian walkability, accessibility and safety in the heavily congested downtown Syosset commercial area. Mr. DeLuca provided engineering assistance for this TEP project which included the preparation of the Design Approval Document, design of new pedestrian crosswalks and upgrade of existing pedestrian crossings; installation of decorative pavers at pedestrian crossings; creation of pedestrian safe havens; installation of decorative lighting; creation of green spaces through the planting of street trees and planters; replacement of large areas of concrete sidewalk with decorative paving stones and the installation of benches, trash receptacles & directional signage.

Nassau County

Resurfacing Various County Roads

N&P provided engineering services to the Nassau County DPW for the resurfacing of various County roads. The project entailed review of pavement, curb and pavement marking conditions; location of utility, drainage, sewer, and traffic signal castings within roadway pavement, and preparation of plans, specifications and engineer's estimate for cost of construction. Mr. DeLuca provided engineering assistance on this project.

Suffolk County

Reconstruction of CR 7, Wicks Road

Mr. DeLuca provided engineering assistance for the design of drainage, pavement and intersection improvements on 2.1 miles of County arterial highway. Construction plans, specifications and estimate were prepared for roadway improvements

including pavement rehabilitation, curb and sidewalk construction, drainage system installation, and traffic signal upgrades. The project also required the preparation of takings maps to acquire approximately two acres of private lands from approximately 15 properties.

CR 111, Port Jefferson-Westhampton Road @ the LIE, Town of Brookhaven
Mr. DeLuca is providing engineering assistance for this project which is being designed in conjunction with LiRo Engineers and involves engineering design services for the preparation of preliminary and final design for modifications to this heavily traveled intersection. Mr. DeLuca assisted with design plans for work zone traffic control, pavement marking & signing, and traffic signal design modifications.

CR 12/CR 47, Wyandanch, NY
Following a detailed traffic study of the intersection of CR 12 & CR 47, the Suffolk County Department of Public Works retained Nelson & Pope to progress preliminary and final design plans for roadway and traffic signal improvements to the intersection. These improvements included road pavement widenings, pavement marking modifications and traffic signal modifications for increased intersection capacity. Also incorporated were pedestrian ramp and signal upgrades. Mr. DeLuca provided engineering design assistance for this project.

Red Light Violation Camera System
This project entails the installation of red light violation camera systems at numerous signalized intersections throughout Suffolk County. Mr. DeLuca provided field site survey, accident data study, camera location design and details, construction observation, office and field coordination and as-built design.

Town of Brookhaven
Marktree Road/Pond Path Intersection Improvements, Centereach, NY
N&P was retained by the Town of Brookhaven to prepare a traffic signal design for a complete signal re-build, as well as the study of the capacity of this and other surrounding intersections using SYNCHRO to investigate the possibility of making some vehicle movement restrictions at the subject intersection. The design was coordinated with the Nicolls Road/Wireless Road intersection improvements being progressed by the Suffolk County Department of Public Works. Mr. DeLuca provided traffic engineering assistance on this project.

Hospital Road Corridor Study, Patchogue, NY
Mr. DeLuca provided engineering assistance for an extensive evaluation and development of innovative yet feasible alternatives to improve capacity and the operation of this heavily congested corridor. Project components included field inventory and data summary; public transit and pedestrian/bicycle assessment; traffic forecasting; analysis of future planned land development projects and roadway improvements; development of improvement alternatives; cost estimates and final Highway Corridor Study Report.

NELSON & POPE
ENGINEERS & SURVEYORS

Tyler J. Kamm, P.E.
Transportation & Municipal Site Department

Education:

BSCE Civil Engineering
Hofstra University

MBA Leadership & Management
Dowling College

Registration/Certifications:
Professional Engineer
New York

Engineer in Training: (2011)

OSHA Construction Safety & Health Course (2012)

SWPPP Trained Inspector (2013)

LEED Green Associate (2013)

Years with This Firm: 3

Years with Other Firms: 5

Professional Profile

Mr. Kamm, an Engineer in Nelson & Pope's Transportation & Municipal Site Department, has several years' experience in the design and coordination of highway, drainage and site planning projects. He also has experience in field inspection services, utility coordination, plan production, estimating and SWPPP inspection for municipal and private projects in both Suffolk and Nassau Counties.

Mr. Kamm is currently providing engineering and support tasks to the project engineers including compiling of documents, preparation of conceptual, preliminary and final design drawings, and assisting in development of alternatives and assisting in design functions.

Selected Experience:

- Realignment of CR 3, Wellwood Avenue/Pinelawn Road (SCDPW) - survey/ mapping for utility markout; drainage design
- Site Planning for Hempstead Maintenance Yard (NCDPW) - construction cost estimating
- Priority Surface Treatment for LIE & Montauk Highway (NYSDOT) - surveying/ CADD mapping; cost estimates; advanced detail plans; PS&E
- SUNY Old Westbury Roadway Realignment - coring inspections; field training
- Ocean Parkway Underpass Reconstruction (NYSDOT) - survey inspection/ mapping; utility and drainage design; cost estimating; advanced detail plans
- Emergency Standby Design in Suffolk and Nassau Counties (NYSDOT) - field inventory; field inspection; CADD; cost estimating
- Adelphi University - utility and drainage cost estimating
- Cold Spring Harbor Fencing along NYS 25A (NYSDOT) - field work; design; CADD
- Priority Surface Treatment on NYS 25A, Fort Salonga (NYSDOT) - field work; cost estimating; advanced detail plans; PS&E; CADD
- Highway Runoff Mitigation @ Various Locations (NYSDOT) - survey/mapping of utilities & drainage; design; pavement repair; hydraulic analyzations; cost estimating; advanced detail plans; PS&E
- SUNY Stony Brook West Drive - cost estimating
- Realignment of CR 3, Wellwood Avenue @ Conklin Street/Long Island Avenue (SCDPW) - field inventory; roadway design; plan preparation
- Tulip Avenue Pedestrian Safety Improvements (NCDPW) - lead designer for all phases of design and plan preparation
- Roslyn High School Drainage Design - field inspection; initial design stages preparation/alternate design
- SUNY Stony Brook Design of Math/Physics Plaza - CADD mapping

NELSON & POPE
ENGINEERS & SURVEYORS

John Vaz

Transportation & Municipal Site Department

Years with This Firm: 12

Years with Other Firms: 20

Professional Profile

Mr. Vaz works in all three divisions of the Transportation Department performing valuable field edit investigations and mapping tasks for traffic signal designs, roadway improvement designs and telephone facility designs. His extensive experience with utility design and roadway construction qualifies him to perform tasks such as quantity takeoff, construction cost estimates, field inspections, field utility investigations, utility plotting from record drawings, telephone conduit and manhole design, and maintenance and protection of traffic layout.

Experience

Nassau County

Pavement Marking Program, Various Locations

Under the 2010 Nassau County roadway resurfacing program, existing pavement markings were inventoried and evaluated; recommendations of improvements where applicable were made and design plans were prepared to reflect proposed pavement marking layouts showing any and all recommended modifications. Mr. Vaz assisted with the construction inspection task.

Glen Cove Road & Northern Boulevard/NYS Route 25A, Greenvale

This intersection improvement project entailed the preparation of construction plans, specifications, acquisition maps, detailed quantity takeoff and cost estimates for the realignment of portions of the intersection. Mr. Vaz provided field edit and design services including intersection grading, drainage, roadway widening, resurfacing and milling, traffic signal modifications, pavement markings, signing, maintenance and protection of traffic, side street reconstruction, parking lot realignment and restoration, and utility relocations.

Hempstead Avenue Reconstruction, West Hempstead

This project entailed a study of roadway and drainage improvements for approximately 1.5 miles of Hempstead Avenue. Mr. Vaz assisted in the study of different alternatives for a new positive drainage system and road surface improvements. Detailed quantity takeoffs and estimates were given for each alternative. Mr. Vaz's tasks was also involved in inspection which included traffic control installation, excavating and backfilling trench inspection, concrete inspection, concrete cylinder tests, inspection of new curbs, sidewalks and handicap ramps, driveway aprons.

Suffolk County

Improvements at the Intersections of CR 51 @ CR 94 and CR 63 @ CR 104/NYS 24, Riverhead

Mr. Vaz is providing engineering assistance on this intersection improvement project

which entails the reconfiguration of the existing traffic circle into a modern roundabout along with other related traffic improvements. Mr. Vaz's duties include field inventory of existing conditions, evaluation of drainage and road conditions, utility mapping from markouts and record plans, quantity takeoff, AutoCad and preparation of detail plans.

Francis S. Gabreski Airport - Entrance Road Reconstruction

Mr. Vaz was involved in this project providing engineering services in conjunction with improvements to the east-west airport entrance road. Project entails the reconstruction of approximately 1,000 lf of roadway. The reconstructed roadway consists of 34 feet of asphalt pavement and includes a single lane roundabout at the center of its length. Concrete curb and sidewalks were constructed along one side of the road. New stormwater drainage facilities were installed and street lighting facilities were provided along the entrance road. Mr. Vaz's duties included field inventory of existing conditions, evaluation of drainage and road conditions, utility mapping from markouts and record plans, quantity takeoff, AutoCad and preparation of detail plans.

Reconstruction of CR 7, Wicks Road

Mr. Vaz assisted in the design of drainage, pavement and intersection improvements on 2.1 miles of County arterial highway. Construction plans, specifications and estimate were prepared for roadway improvements including pavement rehabilitation, curb and sidewalk construction, drainage system installation, and traffic signal upgrades. The project also required the preparation of takings maps to acquire approximately two acres of private lands from approximately 15 properties.
Mr. Vaz's duties included field inventory of existing conditions, evaluation of drainage and road conditions, utility mapping from markouts and record plans, quantity takeoff, AutoCad and preparation of detail plans.

Intersection Improvements at CR 12, Oak Street and CR 47, Great Neck Road, Amityville

Nelson & Pope was retained by the Suffolk County Department of Public Works to provide a detailed traffic engineering study of the CR 12 and CR 47 intersection to identify existing and future problems and develop both short and long-term realistically executable improvement plans. Mr. Vaz's duties included field inventory of existing conditions, evaluation of drainage and road conditions, utility mapping from markouts and record plans, quantity takeoff and AutoCad and preparation of detail plans.

Red Light Violation Camera System

This project entails the installation of these systems at fifty (50) intersections in Suffolk County. The goal of this pilot program is to reduce the number of violations and red light violation related accidents at signalized intersections in the County. Mr. Vaz conducted field surveys to assist with design, CAD editing and construction inspection.

NELSON & POPE
ENGINEERS & SURVEYORS

Edgar Lool

Transportation & Municipal Site Department

Education:
AAS, Construction Engineering Technology, Suffolk Community College

Currently enrolled at SUNY Farmingdale, Construction Management Technology, BSCE

Years With This Firm: 11

Years With Other Firms: 4

Professional Profile

Mr. Lool has been involved in the preparation of design plans for private and municipal roadway and traffic signal projects. The projects have included the complete roadway reconstruction for local municipalities, Nassau and Suffolk Counties, NYSDOT and also traffic mitigation for private clients and developers. He is presently providing technical support for the project managers and project engineers.

Experience

Town of Oyster Bay

Syosset Streetscape & Walkability Project

Mr. Lool is providing engineering assistance for this project which entails improving pedestrian walkability, accessibility and safety in the heavily congested downtown Syosset commercial area. Project includes new pedestrian crosswalks and upgrade of existing pedestrian crossings; installation of decorative pavers at pedestrian crossings; creation of pedestrian safe havens; installation of decorative lighting; creation of green spaces through the planting of street trees and planters; replacement of large areas of concrete sidewalk with decorative paving stones and the installation of benches, trash receptacles & directional signage. Responsible for the preparation of plans in AutoCad.

Suffolk County

Hauppauge Industrial Park, Town of Smithtown

Assisted with engineering tasks for this federally funded transportation planning study for the Hauppauge Industrial Park which consisted of an extensive analysis of thirty-nine (39) intersections within the industrial park as well as the adjacent arterials to identify existing and future deficiencies and develop short and long-range, realistically executable plans to improve the current physical and/or traffic operational efficiencies in the project area.

Improvements at the Intersections of CR 51 @ CR 94 and CR 63 @ CR 104/NYS 24, Riverhead

Mr. Lool is providing engineering assistance for this intersection improvement project which entails the reconfiguration of the existing traffic circle into a modern roundabout along with other related traffic improvements. Responsibilities include assisting Project Manager and engineers with various design tasks including typical sections, MPT details, pavement widening, traffic signal plans, grading, pavement markings and drainage. Responsible for the preparation of plans in AutoCad.

Construction of Sidewalks on Various County Roads (CR 76, CR 79, CR 85, CR 92 and CR 35)

Assisted in the preparation of contract documents for the construction of new sidewalk and curb, and drainage improvements associated with the construction of

these sidewalks. Responsibilities include assisting Project Manager and engineers with various design tasks including typical sections, MPT details, pavement widening, traffic signal plans, grading, pavement markings and drainage. Responsible for the preparation of plans in AutoCad.

Reconstruction of CR 7, Wicks Road
Responsible for the preparation of construction plans. Provided design assistance for drainage, roadway widening, resurfacing and milling, traffic signal modifications, pavement markings, signing, maintenance and protection of traffic, highway profiles, utility relocations and detail sheets.

Intersection Improvement Study of CR 19, Waverly Avenue, Patchogue
Assisted with engineering tasks and preparation of conceptual plans for this project which entailed identifying short and long-term strategies to increase capacity and improve operation and safety within the study area segment.

Nassau County
Jackson Avenue Reconstruction, Wantagh
Responsible for the preparation of construction plans. Provided design assistance for drainage, roadway widening, resurfacing and milling, traffic signal modifications, pavement markings, signing, maintenance and protection of traffic, highway profiles, side street reconstruction, and utility relocations.

Town of Brookhaven
Pavement Marking Program
Nelson and Pope was retained by the Town of Brookhaven to provide traffic engineering/technical services in relation to the Town's annual pavement marking program. Mr. Lool was responsible for the preparation of preliminary and final pavement marking plans in AutoCad.

Various Roadway Improvement Plans for NYSDOT, Suffolk County, Nassau County and Local Towns
Responsibilities included assisting project managers and engineers with various design tasks including typical sections, MPT details, pavement widening, traffic signal plans, grading, pavement markings and drainage. Responsible for the preparation of plans in AutoCad.

NYS Department of Transportation
Eastern Parkway Roadway Improvement, Brooklyn
Responsible for the preparation of base maps created from field check and record plans, topo maps created per survey points, highway and utility profiles created per field check and record plans.

TRAFFIC DATABANK

Victor Ochieng, P.E.

Education

Ph. D., abd – Optimization of Transit Networks Systems, City University of New York
M.E. - Civil Engineering, CUNY, 1999; B.Sc. - Civil Engineering, University of Nairobi, 1990

Professional Affiliations

ITE, ASCE, TRB

Professional Licensing

Professional Engineer (New Jersey; 2007); Professional Engineer (Delaware; 2006)
Professional Engineer (Maryland; 2007); Professional Engineer (Kenya-UK; 1994)

Summary of Experience

As the Technical Manager of Traffic Databank, LLC incorporated in June 2006, Mr. Ochieng provides project management and traffic engineering expertise to this fast growing traffic and transit data collection, management and engineering organization. He has over 21 years of Transportation Engineering. Consulting experience included transportation system analyses, design and planning, to identify and enhance capacity for various modes as well as intermodal transportation for private and public clients in New York, New Jersey, Pennsylvania, and Maryland. Mr. Ochieng's in-depth knowledge of traffic/transit planning is the key to success of the firm to appropriately design and set up quality data collection. Mr. Ochieng also served as traffic engineering adjunct faculty at the City College of New York and taught PE review courses for transportation engineering at Polytechnic University, NY.

Key Project Experience

TRAFFIC DATABANK

Data Collection

Technical Manager responsible for the traffic and transit data collection design and implementation for the following key projects (2012-2014):

- Lincoln Tunnel Helix Study for PANYNJ – Within 3 days, Traffic Databank conducted Collected traffic surveys at 36 study locations to identify the demand for car, bus, and other traffic utilizing the tunnel from both the NYC and NJ sides as a tool for planning construction closures to reconstruct the Helix (NJ access). Fee $19,600.00
- Short Counts for NYSDOT – Mobilizing within 7 days, Traffic Databank is conducting traffic data collection at more than 7,500 locations in 8 regions of the State of New York. Since kick-off in April 2014, over 4000 automatic traffic recorders have been installed. Data is processed to conform to the NYSDOT Data Management Software and submitted weekly. Fee $950,000.00
- GCP Rehabilitation for NYSDOT/PANYNJ – Mobilizing within 72 hours, Traffic Databank conducted traffic counts, field inventories and travel surveys at 209 study locations to determine existing capacity for traffic and utilization of roadway network in Queens proximate to LaGuardia Airport by auto, bus transit, pedestrians, and light-heavy trucks. Fee $96,400.00
- DASNY Traffic Study – New York City – Within 16 days, Traffic Databank conducted traffic surveys at 86 study locations to identify traffic patterns proximate to DASNY operations' centers to identify the traffic, noise and pollution impacts of DASNY trucks on neighborhoods. Fee $102,600.00
- NYC Dept of City Planning East Midtown Redevelopment– Mobilizing within 72 hours, Traffic Databank conducted traffic surveys at 158 study locations to identify trip characteristics by cars, pedestrians, taxi, bus and other modes as part of a 20 year planning study for East Midtown Manhanttan. Fee $89,200.00
- RT 110 Corridor Study – Mobilizing within 72 hours, Traffic Databank conducted video turning movement counts at 16 locations, field reconnaissance at 30 locations, speed studies, and traffic queue observations at all study locations along RT 110. Fee $36,000.00

- City of Harrisburg Parking Study – Within 14 days, Traffic Databank conducted Conducted parking utilization/demand studies for 18,000 parking spaces (garages and on-street) for the City to identify existing demand/supply for purposes of privatizing parking management. Fee $36,400.00
- NYCOMB Pedestrian Access Study, Central Park, NY - Mobilizing within 72 hours,, Traffic Databank conducted traffic counts at 67 study locations as part of a Pedestrian Access and Circulation study proximate to Central Park in New York City. At 55 locations, video cameras were deployed to collect 5-day vehicular and pedestrian traffic. 12 locations were counted utilizing automatic traffic recorders which were installed for 14 days. Fee $51,600.00
- MetLife Stadium Traffic and Transit Study – Within 3 days, Traffic Databank conducted Transit (rail and bus) Occupancy counts to identify travel patterns to/from major events at the MetLife Stadium and adjacent stadia. Counts identified the decision making characteristics for transit passengers to select rail cars or buses at peak periods. Study included traffic surveys at 45 locations to capture traffic patterns by motorists and pedestrians to/from the stadia area as well. Fee $37,500.00
- Newark – West Ward and Central Ward – Mobilizing within 48 hours, Traffic Databank conducted automatic traffic recorder counts at 43 locations in the West Ward and 10 locations in the Central Ward of Newark in October/November 2012. The recorders were deployed to collect traffic volume, speed and class data. Data was collected over a period of two (2) weeks to identify hourly and daily traffic patterns in the study area. Data was submitted within 10 days of the fieldwork. Fee $24,000.00
- Hauppague Industrial Park Survey – Within 9 days, Traffic Databank conducted Study included traffic surveys for residents and businesses in the area to understand demographics as well as traffic concerns as a tool for planning. Additionally, traffic data was collected at 44 locations to document existing traffic patterns by mode to be used in the overall analysis of the supply side from user perspective and actual traffic conditions. Fee $49.200.00

Traffic & Transportation Studies

Technical Manager responsible for the traffic and transit data collection design and implementation for the following key projects:

Madison Ave/Commuter Rail Corridor Study, Paterson City, Passaic County, NJ - Project Manager for the comprehensive multi-facet transportation planning study that developed strategies to integrate existing and future transit modes, land use options, transit/pedestrian oriented development and propose multimodal and intermodal efficiency enhancements. The project developed a vision to revitalize the ¼ mile radius around the proposed Broadway train station along Madison Avenue that currently experiences significant congestion, vehicular/pedestrian accidents, and dilapidated dwellings. In developing alternate concept development that takes advantage of transit oriented development, the team proposed future land uses, did market analyses of alternate concepts, and developed recommendation of transportation system enhancement. The process included community surveys and visioning meetings, transportation system analyses including macro (travel demand modeling utilizing the NJRTME developed by NJTPA) and micro simulation (transportation system analysis utilizing Synchro/SimTraffic), land use planning including rezoning. Funding sources for the development(s) were proposed as well to stimulate economic activity, coordinate new and existing transit options. Fee $280,000.00
Client: Passaic County Planning; Contact: Michael Lysicatos, AICP, PP – 973-569-4040

Zamft, Eric

From: Joe Pecora <JPecora@nelsonpope.com>
Sent: Friday, November 04, 2016 12:57 PM
To: Sherman, Andrea
Cc: Zamft, Eric; Corrine Collins; Russell Scott; Osman Barrie; Eric Mcferran
Subject: RE: RFP Response: Additional Fee Information

Hi andrea. I would like you to know that the rates we quoted you in our proposal are the rates that would be applied whether it's a review of a village study or a review of an application submitted to the village. If you need any additional info please let me know.

From: Sherman, Andrea [mailto:ASherman@portchesterny.com]
Sent: Thursday, November 03, 2016 1:40 PM
To: Joe Pecora
Cc: Zamft, Eric
Subject: RFP Response: Additional Fee Information

Good Afternoon,

Thank you for submitting a response to Port Chester's RFP for consulting engineering services.

To help us make an informed decision, can you please provide additional fee information? We would like to see an escrow fee schedule for use with applicants as well as a municipal fee schedule for use on Village-directed projects.

Thank you,

Andrea

Andrea Sherman
Assistant Planner
Village of Port Chester
222 Grace Church Street
Port Chester, NY 10573
P: 914.937.6780
asherman@portchesterny.com

Provident Design Engineering
OVER 50 YEARS OF SITE, CIVIL & TRAFFIC CONSULTING
7 Skyline Drive, Hawthorne, New York 10532
Tel:(914)592-4040 www.pderesults.com

September 21, 2016

Village of Port Chester
Village Clerk's Office
222 Grace Church Street, Suite 150
Port Chester, NY 10573
Attn: Christopher Steers, Village Manager

Re: RFP 2016-07: Traffic and Transportation Engineering Professional Services
Provident Design Engineering, PLLC Proposal
Village of Port Chester, NY

Dear Mr. Steers:

In response to the Request for Proposal (RFP 2016-07: Traffic and Transportation Engineering Professional Services), Provident Design Engineering, PLLC (PDE), formerly TRC Engineers, Inc. is pleased to submit this Letter of Interest and Proposal to provide on-call Traffic and Transportation Professional Engineering Services to the Village of Port Chester to enhance the safety and efficient movement of pedestrians, cyclists, and vehicular traffic of people and goods within the Village.

PDE is very familiar with the traffic and parking conditions in the Village and has previously served as a Traffic Engineering Consultant to the Village including the preparation of Traffic Studies/Analyses. Our Senior Project Manager, who will be the main contact person for the on-call services, Brian Dempsey, PE, PTOE, is a former longtime resident of the Village.

As described below, PDE has significant experience working on both public and private projects in the Village of Port Chester, including Traffic Engineering projects performed on behalf of the Village such as a review of truck circulation, parking, traffic control and pedestrian safety along portions of William Street and Oak Street. PDE also has significant experience representing other municipalities throughout the area.

During our reviews, when appropriate, input will be obtained from Village officials, including the Police and Fire Departments, as well as residents and other interested parties. Meetings at the site will also be held when beneficial.

The following is a description of PDE including its staff and experience along with resumes, references, hourly rates and other requested information.

We look forward to the opportunity to provide Traffic Engineering Services for you on this project. If acceptable, please sign and return one copy of this Proposal. Should you have any questions on any of the proposed work, or would like to meet with us, please do not hesitate to contact me.

Very truly yours,

PROVIDENT DESIGN ENGINEERING, PLLC

Brian E. Dempsey, P.E., PTOE
Senior Project Manager

PROVIDENT DESIGN ENGINEERING, PLLC

COMPANY OVERVIEW

Since 1958, ***Provident Design Engineering, PLLC (PDE)*** of Hawthorne, New York and its predecessor firms (TRC Engineers, Inc., TRC Raymond Keyes and Raymond Keyes Associates, Inc.) have provided professional services in traffic/transportation, civil, highway, airport, site, and environmental engineering for construction of civil works projects. These services have included traffic and civil engineering for colleges, schools, office buildings, shopping centers, office and industrial parks, banks, hospitals, residential and golf course projects. The clients have varied in size and interest including states, counties, municipalities, and the small private investor to the major corporate and financial institutions. PDE services to clients include:

Studies and Reports

- Traffic Impact Studies
- Transportation and Planning Studies
- Traffic Calming Studies
- Site/Traffic Feasibility Studies
- Environmental Due Diligence
- Environmental Impact Statements
- Stormwater Management Studies
- Utility Studies
- Signal Warrant Studies
- Employee Trip Reduction Plans
- Parking Efficiency Studies
- Accident Studies
- Parking Demand/Variance Justification
- Internal Traffic Circulation
- Traffic Monitoring Studies
- Wetlands Studies
- Water Quality Studies

Plans and Documents

- Traffic Calming Plans
- Traffic Signal Plans
- Subdivision Plans
- Site Development Plans
- Highway Improvement Plans
- Golf Course Development Plans
- Construction Documents and Cost Estimates

Other Services

- Expert Testimony
- Expert Forensic Analysis and Testimony
- Consulting Services to Municipalities and Agencies
- Construction Support Services

PDE Engineering Services

PDE offers full-service engineering expertise in traffic/transportation engineering, civil/site engineering, highway/roadway design, and inspection. We provide solutions to our clients on a wide variety of engineering and design assignments, whether the undertaking impacts an existing facility or helps communities realize the benefits of a new project. We are routinely involved with projects involving highways and interchanges, urban arterials, local roadways, and Village streets.

PDE has expertise in the design, analysis, and permitting of new real estate developments, upgrade of existing intersections, and other traffic consulting solutions. We work with both the public and private sector in solving traffic and civil engineering issues.

Traffic and Transportation Engineering Services

Our Traffic Engineering team uses the latest technologies, coupled with traditional knowledge, to analyze traffic needs. In completing traffic studies, we use the most current Traffic Engineering software programs, including Synchro, VISSIM, HCS, AutoTurn, TORUS, and others.

PDE's Traffic/Transportation Engineering services include:

- Municipal Traffic Consulting
- School Traffic Consulting

- Traffic Calming Studies
- Parking Efficiency Studies (On grade & Deck)
- Parking Demand/Variance Justification
- Pedestrian Studies
- Transportation & Planning Studies
- Environmental Impact Statements
- Traffic Feasibility Studies
- Traffic Impact Studies
- Signal Warrant Studies
- Employee Trip Reduction Plans
- Accident Studies
- On-site Circulation Design
- Traffic Signal Plans
- Highway Improvement Plans

Civil/Site Engineering Services

In addition to the Traffic/Transportation Engineering Services, PDE also has a Civil Engineering Department that can be called upon when necessary. PDE has been providing civil engineering services in both the public- and private-sectors for over 50 years throughout the tri-state area. Our diverse civil engineering capabilities encompass the preparation of: draft and final environmental impacts statements; storm drainage, water distribution and transmission mains, wastewater collection, wastewater pumping stations, onsite wastewater treatment systems, roadway design, site development plans, subdivision plans, parking facility design, storm water management; retaining walls, and construction administration/inspections. PDE provides engineering services for all types of Civil, Site and Highway Engineering projects during the planning, design, and construction phases.

PDE's Civil/Site/Highway Engineering services include:

- Site Development Plans
- Grading Plans
- Design of traffic calming measures
- Environmental Impact Statements
- Land use analysis
- Permitting
- Intersection improvements
- Roadway safety upgrades
- Highway / roadway resurfacing, rehabilitation and reconstruction
- Traffic signal design
- Hydraulics and hydrology

- Lighting design
- Maintenance and protection of traffic
- Stormwater drainage and management
- Sanitary Sewers
- Utilities

STAFF MEMBER QUALIFICATIONS

The following is a summary of PDE's key staff who will be involved in the reviews. PDE has a full Traffic Engineering Department, as well as a Civil Engineering Department, with multiple Professional Engineers and Certified Professional Traffic Operations Engineers who have significant experience and will available to conduct the reviews as well as attend meetings/hearings as needed. PDE also has the necessary Traffic Engineering support staff of engineers and technicians. PDE's office is in Westchester County and all of the key staff members listed below are Westchester County residents so they are available to the Village in a limited amount of time.

Kenneth Mackiewicz, P.E.

Mr. Mackiewicz is a Principal of PDE Engineers, Inc. and has over 40 years of program management and technical experience in the following general areas:

- Traffic Impact Studies
- Traffic Calming
- Traffic Demand Management
- Accident Analysis
- Parking Studies
- Environmental Impact Statements
- Highway and Traffic Signal Design
- Expert Testimony

Mr. Mackiewicz has served as the officer-in-charge of many similar projects and reviews and would be the officer-in-charge during the reviews.

Brian E. Dempsey, P.E., PTOE

A longtime resident of the Village, Mr. Dempsey has been employed by PDE since 1986 and is currently a Senior Project Manager in the Traffic Engineering Division. He will be responsible for directing the Traffic Engineering efforts to ensure that resources are used appropriately to provide timely, high-quality project input and deliverables for the reviews. Mr. Dempsey will be the day-to-day point of contact.

Mr. Dempsey has over 30 years of experience as a Senior Project Manager and Traffic Engineer on a variety of development and infrastructure improvement projects and has represented numerous municipalities throughout Westchester County, as well as the County itself. Mr. Dempsey is experienced in a variety of Traffic Engineering services encompassing Traffic Engineering Studies, Traffic Planning Studies, Traffic Calming Studies, Parking Studies and Environmental Impact Statements. He is a licensed

Professional Engineer in six states and is a certified Professional Traffic Operations Engineer.

Mr. Dempsey serves on various Institute of Transportation Engineers (ITE) Committees and has made presentations at ITE Conferences as well as been involved in various ITE publications. He has been involved with the preparation of and the review of numerous Environmental Impact Statements over the years and has been the lead Senior Project Manager in the ongoing review of the EIS for the French American School on behalf of the City of White Plains as well as the Somers Crossing Mixed-Use Development on behalf of the Town of Somers.

Charles Holt, P.E., PTOE

A Senior Project Manager, Mr. Holt has conducted and reviewed numerous traffic and environmental impact studies for small and large scale development proposals throughout the metropolitan area. With over 15 years of experience for both the public and private sectors, his expertise is in engineering fields with work descriptions that include master plans, area-wide studies, corridor studies, Environmental Impact Statements (EIS), individual traffic impact studies and parking studies. Mr. Holt is a Professional Engineer in multiple states as well as being a Certified Professional Traffic Operations Engineer.

Ralph P. Peragine, P.E.

Mr. Peragine has over 35 years of experience and progressive responsibility in civil engineering consulting. He currently serves in the capacity of Senior Project Manager and heads a Design Team for the Civil Engineering Group. His qualifications include extensive hands-on planning, field investigation and construction management, environmental impact studies, design, highway plans, traffic signal design, permitting, cost estimating, and project management. Mr. Peragine background includes extensive service to both public and private-sector clients and he is a recent past President of the Westchester/Putnam Professional Engineering Society. He is able to provide additional input into the conducting of the reviews when necessary.

Resumes for the above personnel are attached.

RELEVANT EXPERIENCE IN RELATED PROJECTS

PDE has conducted reviews of numerous Environmental Impact Statements and Traffic Studies or has performed Engineering Studies for various municipalities throughout Westchester County, as well as for the County itself. A partial list of these municipalities includes:

- City of White Plains
- Village of Scarsdale
- City of Rye
- Town of Somers
- Town/Village of Harrison
- Town of Eastchester
- City of New Rochelle
- City of Mount Vernon
- Town of Pelham
- Village of Port Chester
- City of Yonkers
- Village of Sleepy Hollow
- Village of Tarrytown
- Village of Dobbs Ferry
- Village of Port Chester
- Village of Larchmont
- Town of Greenburgh
- Village of Briarcliff Manor
- Town of Yorktown
- Town of Lewisboro
- Town of Cortlandt

SAMPLE PROJECTS

As described above, PDE has performed engineering services on behalf of various municipalities including conducting numerous reviews of EIS's and Traffic Studies as well as Site Plans. Below are descriptions of some recent sample projects.

EIS Review of French American School (FASNY) on behalf of City of White Plains
PDE has been performing a review of the EIS's for the proposed development of the French American School along Ridgeway in the City of White Plains. The School, which would be replacing a golf course, is proposed to serve 1200 students from Nursery School through High School, complete with athletic fields. The project is highly controversial with significant opposition from the surrounding neighborhoods, mainly due to Traffic concerns. PDE has reviewed the DEIS for completeness and then reviewed it for technical aspects. More than twenty intersections were studied. Due to the amount of opposition, multiple Public Hearings were held. PDE then reviewed the FEIS for completeness and then for the technical aspects as well as assisted the City with the preparation of the Findings Statement.

EIS Review of Somers Crossing on behalf of the Town of Somers
On behalf of the Town, PDE has been conducting a review of the EIS for the mixed-use multi-family residential and commercial development which requires a change in Zoning. Services include preparation of Scoping Document, reviews of the DEIS and FEIS, Site Plan review, preparation of Findings Statement and Resolutions, and presentations with the Planning Board and the Town Council. In addition, multiple meetings were held along with coordination with the NYSDOT.

Various Traffic and Environmental Studies on behalf of the Town of Eastchester
On behalf of the Town, PDE performed Traffic Studies to analyze the impacts of re-Zoning three golf courses in the Town into five different land use options, some of which included residential, both high-density and low-density. Detail analyses were performed to determine the trip generation, potential impacts, necessary access and improvements. PDE reviewed the Traffic Study and Plans for the D'Ambrosio residential subdivision. PDE has also reviewed Studies on behalf of the Town for among others, Residential Developments, Commerce Bank, Walgreen's, Fresh Market and Panera Bread, which had various zoning issues.

The Fairways Environmental Impact Statement Review on behalf of the Town/Village of Harrison
On behalf of the Town/Village of Harrison, PDE performed a review of the Environmental Impact Statement for The Fairways, a twenty-five lot subdivision along Polly Park Road. The project had significant neighborhood opposition. PDE first reviewed the Scope and then the DEIS for completeness. Because of initial issues, a second completeness review was then performed. PDE then attended various public hearings. Coordination with Westchester County was performed. A thorough technical

review was performed of the DEIS, establishing the need for responses in the FEIS including traffic impacts, neighborhood impacts and sight distance limitations.

Christie Place Mixed-Use Development Review on behalf of the Village of Scarsdale
PDE performed a review of the various Traffic and Environmental Studies performed for the Christie Place development. The project involved zoning changes to permit a mixed-use development in the Village. The Christie Place Development consisted of retail and residential space along with a parking garage. On behalf of the Village, PDE began the process by reviewing the EAF. PDE then reviewed the various Traffic and Parking Studies, reviewing such items as accident data, sensitivity analyses, trip generation, future levels of service, sight distance and parking requirements. Thirteen locations were studied. PDE also reviewed the site plans and examined potential construction impacts. Several public hearings were held as there was local opposition to the project. PDE has also performed various Traffic Studies for the Village including a re-design of the traffic flow of the CBD, parking studies, traffic calming studies and pedestrian safety studies.

Traffic Reviews on behalf of City of New Rochelle
PDE has recently performed Traffic Reviews for the City of New Rochelle including a review of the Traffic Studies for the expansion of Sound Shore Medical Center. PDE reviewed the technical aspects and methodology of the Studies including trip generation, trip distribution, levels of service and mitigation. Parking and pedestrian safety were also considered and traffic calming measures were recommended by PDE. Also on behalf of the City, PDE performed various other studies including safety studies, a roundabout study, pedestrian study, and a corridor study to improve traffic flow.

In addition to the above sample reviews, PDE also has performed projects in the Village of Port Chester for private applicants. Some of these include the Mariner (including the traffic signal design at the intersection of Abendroth Avenue/Adee Street), the Castle, the Capitol Theatre, and Restaurant Depot.

LIST OF PROFESSIONAL REFERENCES

The following is a list of Professional references:

Tom Soyk, PE, PTOE
City Traffic Commissioner
City of White Plains
255 Main Street
White Plains, NY 10601
(914) 422-1316

Scott Pickup
Department of Public Works, Assistant Commissioner
City of New Rochelle
414 North Avenue
New Rochelle, NY 10801
(914) 654-2130

Margaret Uhle
Director of Planning
Town of Eastchester
40 Mill Road
Eastchester, NY 10709
(914) 771-3317

Elizabeth Marrinan
Village Planner
Village of Scarsdale
1001 Post Road
Scarsdale, NY 10583
(914) 722-1131

DETAILED SCOPE OF WORK

To conduct the requested Traffic Engineering Services, PDE will, as requested:

- Review new development projects involving traffic and transportation impact analyses that come before the Board of Trustees, Traffic Commission, and Planning Commission.
- Participate in site visits with Village staff to understand existing traffic and transportation conditions, identify issues and opportunities, and discuss creative solutions.
- Provide a set of written recommendations for enhancing vehicular, pedestrian, cycling, and/or alternate modes of transportation for each application or project.
- Appear at meetings of the Board of Trustees, Planning Commission, Traffic Commission, and other Village boards or commissions to discuss applications, projects, and creative solutions.
- Conduct or review traffic engineering, traffic analysis, and transportation planning studies or project specific traffic related issue analysis.
- Provide comprehensive analyses of existing and projected traffic conditions, intersection design, parking lot design, and traffic/transportation data collection services.
- Provide traffic control device studies and design (signs, signals, pavement markings, etc.).
- Perform pedestrian studies including those to provide safe routes to school.
- Testify in court, if needed, as an expert witness.

Throughout the process, PDE will coordinate with the Village's Staff, including incorporating comments from the Village's Emergency Services and Department of Public Works when appropriate. The PDE engineers are very familiar with Port Chester and the traffic/transportation conditions/issues that exist. We have represented numerous municipalities in the area, including the Village itself, and have the experience and knowledge to perform the above services including being involved in various Safe Routes to School programs.

To conduct a typical review of a Traffic Study or the Traffic/Transportation section of a Draft Environmental Impact Study, based upon our experience in similar reviews, PDE would perform the following tasks:

Task 1 - Traffic Review of Traffic Study/DEIS for Completeness

1. TRC will conduct a field visit to the project site to review existing roadway conditions, current traffic operating conditions, site access conditions, pedestrians and bicyclists, and to identify existing roadway and topographic features that influence proper access to the site.

2. TRC will review any reports prepared by the Village professionals and Police, Fire, Planning, and Engineering Departments as available, focusing on areas of traffic concern. TRC will coordinate and discuss the reviews with the Village Staff regarding any findings relevant to off-site or on-site traffic and overall circulation.

3. PDE will review the Traffic Study and/or the Traffic and Transportation related sections of the DEIS for completeness. The sections will be reviewed to ensure that that the items listed in the Scope are addressed. The general overall methodology of the Traffic sections will also be reviewed to ensure that the DEIS can be released.

Task 2 – Substantive Review of Accepted Traffic Study/DEIS

1. PDE will review the Traffic Study/DEIS prepared by the Applicant's Traffic Consultant for proper procedure, accuracy of results, and the validity of the recommendations based upon standard practices. The Traffic Study/DEIS will be reviewed for appropriateness in methodology, trip generation estimates, traffic assignment estimates, and analysis computations as well as parking to be provided. Factors utilized such as Peak Hour Factors will be analyzed and the feasibility of the mitigation will be reviewed, as will issues such as pedestrian/bicyclist safety.

2. PDE will verify the analysis performed.

3. PDE will review the Site Plan from a Traffic and Parking standpoint for the access, parking and circulation. PDE will also review the Plan for pedestrian safety.

4. PDE will verify that sufficient sight distance would be provided at the Site Driveways.

5. PDE will review the various Traffic Appendices.

6. PDE will review the findings and conclusions of the Traffic Study/DEIS, as well as any proposed mitigation measures, and make an assessment as to the appropriateness of the mitigation measures based upon our independent evaluation of the documented traffic projections and analysis.

7. PDE will review the comments received from the Public, Village Staff and other agencies/involved parties.

8. PDE will attend technical review meetings and participate in calls.

9. PDE will prepare a written report documenting our findings and conclusions.

Task 3 - Meetings

In addition to performance of the Traffic Review, PDE will prepare for and attend public meetings/hearings as well as meetings with Village Officials, as requested. These may include meeting at the Site with Village staff and/or the Applicant's representatives.

COST OF SERVICES/FEES

PDE proposes to conduct the on-call services described above on an hourly basis in accordance with the attached Schedule of Engineering Fees and Charges (A-16).

Reimbursable expenses, which are not projected to be significant, include such items as mileage, printing, etc. PDE understands that no multiplier will be applied to the reimbursable charges.

We look forward to the opportunity to provide Traffic Engineering Services for you on this project. If acceptable, please sign and return one copy of this Proposal. Should you have any questions on any of the proposed work, or would like to meet with us, please do not hesitate to contact PDE.

Encs. – Schedule of Engineering Fees and Charges (A-16)
Resumes

Q:\PROJECTS20\Port Chester Proposal.doc

ACCEPTED: **VILLAGE OF PORT CHESTER**

BY: _____

TITLE: _____

DATE: _____

SCHEDULE OF ENGINEERING FEES AND CHARGES

Provident Design Engineering

Provident Design Engineering
OVER 50 YEARS OF SITE, CIVIL & TRAFFIC CONSULTING
7 Skyline Drive, Hawthorne, New York 10532
Tel:(914)592-4040 www.pderesults.com

PROVIDENT DESIGN ENGINEERING, PLLC
2016 SCHEDULE OF MUNICIPAL ENGINEERING FEES AND CHARGES

SCHEDULE
Payroll Based Projects and Labor Fees, as stated in the Agreement shall be defined as follows:

PAYROLL BASIS - Services shall be charged at the following hourly rates:

	Hourly Rate
Practice Leaders/Principals	$190.00
Principals/Project Directors	$190.00
Project Directors/Senior Project Managers	$180.00
Senior Project Managers/Principal Engineers	$175.00
Project Managers/Senior Engineers	$170.00
Project Engineers/Deputy Project Managers	$160.00
Assistant Project Engineers	$140.00
Senior Designers/Associate Project Engineers	$130.00
Staff Engineers/Designers	$100.00
Senior Technicians	$90.00
Technicians	$75.00
Technical Support Staff	$65.00

DEFINITION
The above hourly rates include payroll costs, overhead and profit. Rates are subject to change based upon Annual Salary Adjustments.

REIMBURSABLES
In addition to the above Fees, project- related Direct Expenses shall be reimbursed at cost plus 10% including the following:

- Reproduction of Drawings & Specifications, and Prints.
- Purchase of plans and documents.
- Communications, postage/express mail, and special delivery services.
- Permit and Application Fees.
- Fees paid to special consultants/vendors/contractors with prior written approval of the Client.
- All Travel and subsistence expenses.
- Field Traffic Counters (Manual and Automatic).
- Other direct expenses/supplies associated with the project.

TAXES
All Services and Charges may be subject to one or several States' Sale or Use taxes. These will be added when applicable.

SUPPLEMENTAL SERVICES/CHANGE ORDERS
Any work not described in the Scope of Services for this Agreement will be considered additional and performed only upon authorization of a Supplemental Agreement of said services and associated fees and schedules. These services can include, but are not limited to the following:

- Changes in Scope of Services following start of said Services.
- Re-work/re-design due to late receipt of information for which Client is responsible.
- Re-work/re-design and/or new work/new design as a result of changes in the project during performance of the work.
- Costs incurred as a result of project delays.
- Additional attendance at meetings and/or construction observations not defined in the Agreement.
- Supplemental, additional, and/or Special Services as defined in the Agreement.
- Other services not covered in the approved scope of work.

INVOICING/PAYMENT OF FEES
Invoices will be submitted monthly based on work performed until project completion. Fixed Fee Projects will be invoiced based on Percentage Completion plus Direct Expenses/Reimbursables. Payroll Basis Projects will be invoiced based on actual hours performed by personnel classification plus Direct Expenses/Reimbursables. Payment shall be due within thirty (30) days of date of the Invoice. The amount due and owing shall bear interest after thirty (30) days from the date of the Statement at the rate of one and one half (1.5) percent per month.

RESUMES

Provident Design Engineering

BRIAN E. DEMPSEY, PE, PTOE

EDUCATION

B.C.E., Civil Engineering, Villanova University, 1986
M.B.A., Finance, Fordham University, 1992

PROFESSIONAL REGISTRATIONS/CERTIFICATIONS

Professional Engineer, New York (#068835), 1992
Professional Engineer, Connecticut (#18429), 1994
Professional Engineer, New Jersey (#39571), 1996
Professional Engineer, Pennsylvania (#053492-E), 1997
Professional Engineer, Delaware (#11422), 1998
Professional Engineer, Ohio (#77566), 2013
Professional Traffic Operations Engineer (#260), 1999

AREAS OF EXPERTISE

Brian E. Dempsey, PE, PTOE is a Senior Project Manager at PDE and has over 30 years of experience encompassing the preparation and review of:

- Traffic Engineering Studies
- Traffic Planning Studies
- Parking Studies
- Environmental Impact Statements
- Traffic Calming Studies
- Traffic Signal Warrant and Design

REPRESENTATIVE EXPERIENCE

City of White Plains, Enivronmental Impact Statement Reviews – White Plains, NY Mr. Dempsey was the Senior Project Manager for performances of review of the EIS's for the proposed development of the French American School along Ridgeway in the City of White Plains. The School, which would be replacing a golf course, is proposed to serve 1200 students from Nursery School through High School, complete with athletic fields. The project is highly controversial with significant opposition from the surrounding neighborhoods, mainly due to Traffic concerns. Mr. Dempsey has overseen the review of the DEIS for completeness and then reviewed it for technical aspects. More than twenty intersections were studied. Due to the amount of opposition, multiple Public Hearings were held. Mr. Dempsey then reviewed the FEIS for completeness and then for the technical aspects as well as assisted the City with the preparation of the Findings Statement.

Town of Somers EIS Review – Somers, NY On behalf of the Town, Mr. Dempsey has been conducting a review of the EIS for the mixed-use multi-family residential and commercial development which requires a change in Zoning. Services include preparation of Scoping Document, reviews of the DEIS and FEIS, Site Plan review, preparation of Findings Statement

and Resolutions, and presentations with the Planning Board and the Town Council. In addition, multiple meetings were held along with coordination with the NYSDOT.

Village of Scarsdale, Various Projects and Reviews– Scarsdale, NY Mr. Dempsey was Project Manager of Traffic Engineering Services on behalf of the Village for the review of various Traffic/Environmental Studies for the construction of a proposed mixed-use residential and retail development in the central business area. Mr. Dempsey was also Project Manager for the preparation of various Traffic studies including parking analysis, circulation review and pedestrian/vehicle safety analysis in the CBD. These studies were performed to improve pedestrian/vehicle circulation and safety, provide additional parking, and improve aesthetics. Various roadway/parking improvements and traffic calming measures were implemented.

Town of Eastchester, Environmental Impact Studies and Traffic Engineering Reviews – Eastchester, NY Mr. Dempsey was a Project Manager of a Traffic Planning Study that was designed to assess the potential impacts on adjacent streets as a result of converting three existing golf courses to various uses including residential. He was also Project Manager of Traffic Engineering Services for the review of the various traffic studies submitted to the Town. Mr. Dempsey was involved in the conducting of the reviews and the preparation of the review letters.

Village of Briarcliff Manor Safe Routes to School Project, Briarcliff Manor – Mr. Dempsey is currently performing Pedestrian Safety Improvements and Traffic Engineering Services in conjunction with a $500,000 Safe Routes to School program. The project includes the design of new sidewalks and pedestrian crossings, the installation of Rapid Rectangular Flashing Beacons (RRFB's) at an unsignalized crossing, curb modifications, and updating of existing sidewalks, ramps, and pedestrian crossings to meet ADA and PROWAG Guidelines. Mr. Dempsey is preparing traffic studies, environmental impact studies and design reports for submission to the FHWA and the NYSDOT for Intersection and Pedestrian Safety Improvement Projects. Complete Street Policies were followed including the provision of sharrows. Detailed discussions were held with the community to determine the need for various safety improvements.

Town of Harrison, Traffic Engineering Reviews – Harrison, NY Mr. Dempsey was Project Manager of Traffic Engineering Services for the review of the various traffic studies submitted to the Town, including the Fairways Development Environmental Impact Statement. He conducted the reviews and prepared review letters as well as represented the Town at Public Hearings.

City of Rye, Various Projects – Rye, NY Mr. Dempsey was Project Manager of Traffic Engineering Services on behalf of the City for the review of the Traffic/Environmental Studies as well as for the preparation of various Traffic studies including vehicle/pedestrian safety, parking analysis, circulation review, traffic calming and traffic signal design. These studies included analysis of the traffic/pedestrian/parking impacts of six schools, pedestrian safety and vehicle circulation in the downtown area as well as throughout the City, and the implementation of traffic calming programs, among others. Mr. Dempsey was also Project Manager on an $800,000 ARRA Grant for pedestrian safety improvements as well as a Safe Routes to School Program.

City of New Rochelle, Traffic Engineering Services – New Rochelle, NY Mr. Dempsey was the Senior Project Manager of Traffic Engineering Services on behalf of the City for review of Traffic Impact Studies including reviewing traffic, parking and pedestrian safety impacts. He was also the Project Manager in the preparation of a Corridor Study of North Avenue in the City of New Rochelle, NY. The Study encompassed a seven-signalized intersection section from

Fifth Avenue to Eastchester Road in conjunction with proposed road widening for review of methods to improve traffic circulation and increased safety. Mr. Dempsey also performed other Traffic Engineering and review services on behalf of the City to improve vehicular and pedestrian safety.

County of Westchester, Westchester Community College, Traffic Engineering Services – Greenburgh, NY - Mr. Dempsey was the Senior Project Manager of Traffic Engineering Services in the conducting a Traffic Signal Warrant Study on behalf of the County of Westchester. The Study incorporated existing and future traffic volumes to determine the need for a traffic signal at Westchester Community College in the Town of Greenburgh along Route 100, which is under the jurisdiction of the New York State Department of Transportation. Accident analyses were performed along with a review of signage.

City of Yonkers, Various Projects – Yonkers, NY Mr. Dempsey was Project Manager of Traffic Engineering Services on behalf of the City for the preparation of various Traffic and Environmental studies including for the redevelopment of the Nodine Hill area. The studies encompassed a review of various intersections, roadways and neighborhoods in conjunction with improving the area, including improving traffic circulation and parking as well as increasing safety.

PROFESSIONAL AFFILIATIONS

Institute of Transportation Engineers - Fellow
Mr. Dempsey is serving on various Institute of Transportation Engineers (ITE) Committees and has been involved in various ITE publications. In addition, Mr. Dempsey has made technical presentations at both local and international ITE conferences.

PROFESSIONAL PUBLICATIONS

Mr. Dempsey has been involved with co-authoring or a member of the technical committee for several publications including, but not limited to:
ITE Trip Generation Manual - 6th, 7th, 8th and 9th Editions
ITE Parking Generation – 4th Edition
Sight Triangle and Corner Clearance Policies at Intersections and Driveways, 2014
Survey of Guidelines Used to Select Sidewalk Locations, 2015
Pavement Marking Patterns Used at Uncontrolled Pedestrian Crossings, 2010
Trip Generation Characteristics of Shopping Centers, 1996

INSTITUTE OF TRANSPORTATION ENGINEERS (ITE) PRESENTATIONS

ITE District 1 (Northeast) Conference: Improving Pedestrian and Vehicle Safety at Older Suburban Elementary School, June 2011

ITE International Conference (Annual Meeting): Improving Safety at Suburban Schools, August 2002

KENNETH MACKIEWICZ, PE

EDUCATION
M.S.C.E., Transportation Engineering, Polytechnic Institute of New York, 1977
B.S.C.E., Civil Engineering, Manhattan College, 1972

PROFESSIONAL REGISTRATIONS/CERTIFICATIONS
Professional Engineer, New York (#056087), 1978
Professional Engineer, New Jersey (#28060), 1982

AREAS OF EXPERTISE
Kenneth Mackiewicz, PE has program management and technical experience in the following general areas:

- Public-Private Sector Traffic Consulting
- Traffic Engineering Studies
- Traffic Planning Studies
- Parking Studies
- Accident Studies
- Traffic Impact Assessments
- Environmental Impact Statements
- Employer Trip Reduction Plans
- Expert Traffic Engineering Testimony

REPRESENTATIVE EXPERIENCE
Mr. Mackiewicz has over 40 years of experience and progressive responsibility in civil engineering consulting, specializing in the area of Transportation Engineering.

His qualifications include extensive hands-on planning, defining project scope for Traffic Studies of large, varied land use projects. His expertise includes planning, design, formulation of traffic improvement strategies, development of plans, permitting, cost estimating and overall project management.

Mr. Mackiewicz's background includes extensive service to major private-sector clientele and public sector as well, including the New York State Department of Transportation, New Jersey Department of Transportation, Westchester County and various municipalities throughout the tri-state area.

He served for many years on the Institute of Transportation Engineers' Task Force that developed the Institute of Transportation Engineers' accepted industry standard entitled, "Trip Generation", having authored the original chapter on Pass-by Trips and having assisted in subsequent revisions.

Public Sector Consulting

Mr. Mackiewicz has served as a consultant to the Planning Board for various municipalities in the tri-state area for individual major project reviews, and on an on-call basis, for select municipalities.

Town of Eastchester, Environmental Impact Studies and Traffic Engineering Reviews – Eastchester, NY Mr. Mackiewicz was the Principal of a Traffic Planning Study that was designed to assess the potential impacts on adjacent streets as a result of converting three existing golf courses to various uses including residential. Mr. Mackiewicz was also Principal of Traffic Engineering Services for the review of the various traffic studies submitted to the Town. Mr. Mackiewicz was involved in the conducting of the reviews as well as the preparation of the review letters.

Town of Cortlandt, Consultant Transportation Studies – Cortlandt, NY Mr. Mackiewicz was Principal of Traffic Engineering Services on behalf of the Town. These included a the preparation of a Route 9/Route 9A Corridor Study, improving access to the train station, and a Study of the Northeast Quadrant portion of the Town. Mr. Mackiewicz performed field investigations and conducted the various studies

Village of Sleepy Hollow, Consultant Transportation Studies – Sleepy Hollow, NY Mr. Mackiewicz was Principal of Traffic Engineering Services on behalf of the Village. These included a review of modifying the roadway network to improve traffic operating conditions through various connected neighborhood streets. Mr. Mackiewicz performed field investigations and conducted the studies.

Village of Tarrytown, Consultant Transportation Studies – Tarrytown, NY Mr. Mackiewicz was Principal of Traffic Engineering Services on behalf of the Village. These included a traffic analysis and roadway modifications of the roadway network along Depot Plaza in the vicinity of the train station. The recommended modifications were constructed and improved the operation of the area and the pedestrian safety.

Clinton Township Planning and Zoning Boards – Clinton Township, NJ Mr. Mackiewicz was Principal of Traffic Engineering Services on behalf of the Township's Planning and Zoning Boards for the review of various traffic and parking studies that were submitted to the Township. Mr. Mackiewicz conducted the reviews and prepared review letters as well as represented the Boards at Public Hearings.

Borough of Rosedale Planning Board – Rosedale, NJ Mr. Mackiewicz was Principal of Traffic Engineering Services on behalf of the Borough's Planning Board for the review of a traffic study that was submitted to the Borough. Mr. Mackiewicz performed a field investigation and conducted the review as well as

prepared the review letters.

New Jersey Department of Transportation, Traffic Impact Studies and Highway Access Plans Review – Statewide, NJ Mr. Mackiewicz directed the company's efforts in performing technical reviews of various Land Use Applications that came before the Department requiring technical review of the access, traffic impacts and off-site mitigation required of Applicants throughout the State. Mr. Mackiewicz was responsible for the review of Traffic Impact Studies and Highway Access Plans for developments seeking access along the New Jersey State Highway System. The project's purpose was to ensure that the proposed developments have access, which conforms to State Standards as well as sound engineering principles.

Private Sector Consulting

Mr. Mackiewicz has performed Traffic Studies and Environmental Impact Studies as well as provided Traffic Testimony of behalf of many varied Land Use projects and numbers among the many clients that he has represented over 40 years the following: The Trump Organization, Simon Property Group, Westfield, Inc., National Realty and Development Corp., Reckson Associates Realty Corp., Wal-Mart, Toll Brothers, The Mills Corporation, Home Depot, Lowe's, AT&T, Verizon, IBM, Mack Cali, Cherokee Corporation, Janssen Pharmaceuticals, sanofi aventis, SJP Properties, The Kravco Company, The Prudential Insurance Company, The Pyramid Companies, Vornado, and Breslin Realty Development Corp.

PROFESSIONAL AFFILIATIONS

Permanent Member:

- ITE National Committee on Trip Generation - Committee 6A-32
- Contributing Editor of "Trip Generation"
- Author of "Trip Generation Pass-by" Chapter.

Member:

- Institute of Transportation Engineers
- National Society of Professional Engineers
- New York State Society of Professional Engineers
- New Jersey DOT Access Code Technical Advisory Committee
- Participant Governor Whitman's Environmental Focus Groups

Affiliate Member:

- New York State Association of Traffic Safety Boards

CHARLES S. HOLT, PE, PTOE

EDUCATION
B.S.C.E., Civil Engineering, Villanova University, 1999

PROFESSIONAL REGISTRATIONS/CERTIFICATIONS
Professional Engineer, New York (#086668), 2009
Professional Engineer, New Jersey (#24GE04890500), 2010
Professional Traffic Operations Engineer (#2937), 2010

AREAS OF EXPERTISE
Mr. Charles S. Holt, PE PTOE has project management and technical experience in the following general areas:

- Traffic Impact Studies
- Traffic Simulation Modeling
- Traffic Signal Design
- Highway Engineering
- Parking Demand Studies
- Transportation Management Plans
- Traffic Calming Studies
- Driveway Access Plans/Permitting

REPRESENTATIVE EXPERIENCE
Mr. Holt is a Senior Project Manager at PDE and possesses more than 16 years of experience in the field of civil engineering with a particular specialization in the performance of traffic engineering studies, traffic planning studies, traffic signal design, intersection/roundabout design and parking studies. Over the course of accumulating his experience, he has developed expertise with the application and use of various analytical and modeling software programs including the Highway Capacity Software, Synchro/SimTraffic, VISSIM, AutoCAD, AutoTURN and Torus. Representative examples of his experience include the following:

Village of Pelham, Traffic Planning Studies - Pelham, New York
Mr. Holt served as Project Engineer of Traffic Planning Studies for the Village to improve vehicular and pedestrian safety in the vicinity of a school, as well as the surrounding neighborhoods. Mr. Holt reviewed Highway Design Drawings and Traffic Signal Improvement Plans prepared by another Consultant. The review focused on enhancing the proposed improvements via traffic calming measures and pedestrian accommodations.

City of New Rochelle, Corridor Analysis Engineering Services - New Rochelle, NY
Mr. Holt served as Engineer of Traffic Engineering Services for the City in the preparation of a Corridor Study along North Avenue. The Study encompassed seven-signalized intersections, from Fifth Avenue to Eastchester Road, in

conjunction with proposed roadway widening. The review focused on methods to improve traffic circulation and enhance safety. Mr. Holt analyzed future conditions utilizing Synchro/SimTraffic Simulation software.

Village of Spring Valley, Traffic Engineering Services, Spring Valley, NY
Mr. Holt served as Project Manager for the Village on the preparation of Traffic Impact Studies in support of an Urban Renewal Program located along Main Street (NYS Route 45) in Spring Valley, New York. Services were provided to the Village to analyze potential impacts, due to various redevelopments along the Main Street Corridor. Preparation of the Traffic Impact Study included calculating vehicular Trip Generation Rates in accordance with the standards set forth by the Institute of Transportation Engineers. Vehicular Trip Distributions were developed utilizing a US Census Journey to Work Data and the methodology outlined by the Institute of Transportation Engineers. Highway Capacity Analysis was conducted in accordance with the FHWA Highway Capacity Manual to determine the Future Levels of Service. Where unacceptable degradation in Levels of Service occurred, mitigation was determined. Proposed improvements consisted of Traffic Signal Timing adjustments at two NYS-jurisdiction intersections.

Village of Nyack, Traffic Calming Engineering Services – Nyack, NY
Mr. Holt served as Project Engineer for the Village on the preparation of various Traffic Calming Studies. All Traffic Calming Studies were conducted in accordance with guidelines set for by the Institute of Transportation Engineers. The Studies included the exploration of various alternatives including, Curb Extensions, Raised Crosswalks, Chicanes (via on-street parking or curbing) and Speed Humps. The findings of the Studies resulted in installation of various alternatives at locations throughout the Village. Mr. Holt oversaw the Design and Installation of these Traffic Calming Measures to ensure the were implemented in accordance with the guidelines set forth in the Manual of Uniform Traffic Control Devices and the Institute of Engineers' publication entitled, "Guidelines for the Design and Applications of Speed Humps".

Ridgefield Township, Traffic Engineering Services - Ridgefield, CT
Mr. Holt served as Engineer on behalf of the Township for the analysis of the offset intersection of Prospect Street/Grove Street/East Ridge Street and recommending improvements to improve the overall operation and safety of the location. Various alternatives were analyzed including signalization and multiple realignment scenarios. A major component of the analysis was cost-oriented.

New Jersey Department of Transportation, Traffic Impact Studies and Highway Access Plans Review – Statewide, NJ
Mr. Holt served at Project Engineer for review of over 60 Highway Access Permit Applications submitted to NJDOT for proposed development along NJ State Highways. The reviews focused on compliance with the guidelines set forth in the New Jersey Highway Access Management Code (NJAC 16:47). This entailed review of Trip Generation Calculations, Study Location Determination, Intersection Capacity Analysis, Conceptual Highway Improvement Drawings,

Fair-share Financial Contribution Calculations, and Driveway Access Drawings.

Township of Bridgewater, Planning Board Consultant – Bridgewater, NJ
Mr. Holt is currently serving as Project Manager for consulting with the Township Planning Board. He is responsible for reviewing specific Traffic Studies and Site Plans on development projects in front of the Board in terms of traffic circulation, operations, trip generation, trip distribution, parking and pedestrian safety. Mr. Holt also attends meetings and Public Hearings, as requested.

The Mills Corporation, Shops at Riverside - Hackensack, NJ
Mr. Holt served as Project Engineer on the preparation of a NJDOT Driveway Access Permit Application and associated Traffic Impact Study in accordance with the guidelines set forth in the New Jersey Highway Access Management Code (NJAC 16:47). Preparation of the Traffic Impact Study included calculating vehicular Trip Generation Rates in accordance with the standards set forth by the Institute of Transportation Engineers. Vehicular Trip Distributions were developed utilizing a Retail Gravity Model and the methodology outlined by the Institute of Transportation Engineers. Highway Capacity Analysis was conducted in accordance with the FHWA Highway Capacity Manual to determine the Future Levels of Service. Where unacceptable degradation Levels of Service occurred, mitigation was determined. The project also included a Traffic Signal Timing Revision, which included the preparation of the associated Traffic Signal Timing Permit. Additionally, Mr. Holt oversaw the preparation of a Parking Demand Study in support of a Variance sought from the Parking Requirements contained in the City Ordinance. The findings of this study were accepted by the City Council and the associated Variance was granted.

SPECIALIZED TRAINING

- Project Manager Training, 2011
- Synchro/SimTraffic Training, 2007
- Paramics Training, 2008
- AutoCAD Training, 1999
- NJ Highway Access Management Code Training, 2001

PROFESSIONAL AFFILIATIONS

- Institute of Transportation Engineers, Member
- ITE Transportation Safety Council
- ITE Transportation Consultant’s Council

RALPH P. PERAGINE, PE

EDUCATION

B.S., Engineering, University of Connecticut, 1980

PROFESSIONAL REGISTRATIONS/CERTIFICATIONS

Professional Engineer, State of Connecticut, (#14428), 1986
Professional Engineer, State of New York, (#064266), 1988

AREAS OF EXPERTISE

Mr. Ralph P. Peragine, PE has project management and technical experience in the following general areas:

- Site Development Plans
- Subdivision Plans
- Highway and Traffic Signal Design
- Maintenance and Protection of Traffic Plans
- Parking Facilities Design
- Stormwater Pollution Prevention Plans (SWPPP)
- Wastewater Collection Systems
- Water Distribution Systems
- Sanitary and Stormwater Pumping Stations
- Reinforced Concrete Retaining Walls
- SWPPP Inspections
- Environmental Impact Statements (DEIS/FEIS)
- Construction Inspection
- Federal, State and Local Permits and Approvals

REPRESENTATIVE EXPERIENCE

Mr. Peragine has over 35 years of experience and progressive responsibility in civil engineering consulting. His qualifications include extensive hands-on planning, field investigation and construction management, design, permitting, cost estimating, and project management. Mr. Peragine's background includes extensive service to both public and private-sector clients. He currently serves in the capacity of Senior Project Manager and leads a Design Team for the Civil Engineering Group in the Hawthorne, NY office.

Greenburgh Public Library, Site/Civil Engineering Services, Town of Greenburgh, NY - Mr. Peragine served as the Project Manager in charge of Site Engineering Services for the Greenburgh Public Library Expansion on an 8.1-acre tract of land located on the southerly side of Tarrytown Road in the Town of Greenburgh, Westchester County, New York. The Project consisted of the

demolition of the existing Town Hall building; renovation and expansion of the existing public library; and parking area reconstruction. The project was previously developed as the Greenburgh Town Hall and Public Library complex. He was involved in the Project from the schematic site plan phase through site plan approval. Mr. Peragine was responsible for the preparation of layout plans, grading plans, utility plans, erosion and sediment control plans, construction details, the Stormwater Pollution Prevention Plan (SWPPP) and technical specifications.

City of Rye Safe Routes to School Project, Rye, NY - Mr. Peragine is currently preparing design plans for Pedestrian Safety Improvements in conjunction with a $225,000 Safe Routes to School program. The project includes the design of new sidewalks and pedestrian crossings, the installation of Rapid Rectangular Flashing Beacons (RRFB's) at unsignalized crossings, curb bumpouts, and updating of existing sidewalks, ramps, and pedestrian crossings to meet ADA and PROWAG Guidelines. Mr. Peragine is preparing plans for submission to the FHWA and the New York State Department of Transportation for Intersection and Pedestrian Safety Improvement Projects.

Fairview Corporate Park, Route 9A – Greenburgh, NY - Mr. Peragine was the Project Manager for a Mixed Use development of 900,000 s.f. on a 59-acre site. Services included the preparation of Site Plan Approval Drawings for each of the seven (7) individual lots in conformance the zoning regulations and the Comprehensive Plan Approval; the preparation of a Phase I Environmental Site Assessment for an 8.73 acre and 0.73 acre parcels of land in conformance with the accepted ASTM standard; the development of highway improvement plans for the extension of the northbound left turn lane on NYS Route 9A at the intersection of Fairview Park Drive; Town Road improvement plans for Field Crest Drive; HEC-2 analyses of the Saw Mill River. All documents were prepared in conformance with the applicable the applicable requirements of NYSDOT, NYSDEC, Corps of Engineers, Westchester County Department of Health and the Town of Greenburgh.

Westchester Meadows – Greenburgh, NY - Mr. Peragine was the Project Manager for the development of a Continuing Care Retirement Community on a 58 acre site. The development consisted of 120 independent living units, 10 assisted living units and 20 nursing beds. Services included preparation of site layout and parking, grading, drainage and utilities design, all in conformance with the zoning regulations.

Minisceongo Park – Haverstraw, NY - Mr. Peragine working closely working with the Haverstraw Planning Board was the Project Manager responsible for the review of the DEIS/FEIS for the mixed-use multi-family residential and commercial development which required a change in Zoning. Services include preparation of Scoping Document, reviews of the DEIS and FEIS, Site Plan review, preparation of Findings Statement and Resolutions, and presentations with the Planning Board and the Town Board.

Hebrew Hospital Home of Westchester – Greenburgh, Mr. Peragine was the Project Manager for the development of a 160 bed nursing facility on a 29-acre site including a 1600 foot access road and ancillary parking facilities and the addition of a 100-foot long left turn lane within NYS Route 100 in order to provide improved access to the proposed development. Services included the preparation of site layout and parking, grading, drainage and utilities design, all in conformance with the zoning regulations; highway improvement plans in conformance with NYSDOT requirements and Construction Inspection and Observation services.

Old Oaks Country Club, Purchase, NY Mr. Peragine provided site and highway engineering services for the construction of a golf cart tunnel to replace the existing at grade crossing of Purchase Street (NYS Route 120); a relatively heavily travelled state highway. He was involved in the Project from the schematic site plan phase through construction and was responsible for the preparation of layout plans, grading plans, erosion and sediment control plans, construction details and tunnel profiles. His services include securing site plan approval from the local municipality; coordination with the water company relative to the crossing of an existing 20-inch water main; and obtaining a highway work permit from the NYS Department of Transportation.

Toll Brothers, Mount Kisco Chase – Mt. Kisco, NY Mr. Peragine was the Project Manager for the development of a 156-acre site for 126-single family residential lots. Services included preparation of site layout and grading, drainage and utilities design, all in conformance with the zoning regulations and approved Environmental Impact Statement. Services also included the preparation of interim Highway and Traffic Signal Construction Documents for South Bedford Road in conformance with NYSDOT requirements.

PROFESSIONAL AFFILIATIONS

- Member – National and New York State Society of Professional Engineers
- Member – American Society of Civil Engineers
- Member – American Water Works Association
- Past President of the Westchester Putnam Chapter of the New York State Society of Professional Engineers
- Hold the position of Director on the Board of Directors for the Westchester Putnam Chapter of the New York State Society of Professional Engineers

AWARDS

- Outstanding Service to the Chapter Award (2014) - Westchester Putnam Chapter of the New York State Society of Professional Engineers

Provident Design Engineering
OVER 50 YEARS OF SITE, CIVIL & TRAFFIC CONSULTING
7 Skyline Drive, Hawthorne, New York 10532
Tel:(914)592-4040 www.pderesults.com

PROVIDENT DESIGN ENGINEERING, PLLC
2016 SCHEDULE OF MUNICIPAL ENGINEERING FEES AND CHARGES

SCHEDULE
Payroll Based Projects and Labor Fees, as stated in the Agreement shall be defined as follows:

PAYROLL BASIS - Services shall be charged at the following hourly rates:

	Hourly Rate
Practice Leaders/Principals	$190.00
Principals/Project Directors	$190.00
Project Directors/Senior Project Managers	$180.00
Senior Project Managers/Principal Engineers	$175.00
Project Managers/Senior Engineers	$170.00
Project Engineers/Deputy Project Managers	$160.00
Assistant Project Engineers	$140.00
Senior Designers/Associate Project Engineers	$130.00
Staff Engineers/Designers	$100.00
Senior Technicians	$90.00
Technicians	$75.00
Technical Support Staff	$65.00

DEFINITION
The above hourly rates include payroll costs, overhead and profit. Rates are subject to change based upon Annual Salary Adjustments.

REIMBURSABLES
In addition to the above Fees, project- related Direct Expenses shall be reimbursed at cost plus 10% including the following:

- Reproduction of Drawings & Specifications, and Prints.
- Purchase of plans and documents.
- Communications, postage/express mail, and special delivery services.
- Permit and Application Fees.
- Fees paid to special consultants/vendors/contractors with prior written approval of the Client.
- All Travel and subsistence expenses.
- Field Traffic Counters (Manual and Automatic).
- Other direct expenses/supplies associated with the project.

TAXES
All Services and Charges may be subject to one or several States' Sale or Use taxes. These will be added when applicable.

SUPPLEMENTAL SERVICES/CHANGE ORDERS
Any work not described in the Scope of Services for this Agreement will be considered additional and performed only upon authorization of a Supplemental Agreement of said services and associated fees and schedules. These services can include, but are not limited to the following:

- Changes in Scope of Services following start of said Services.
- Re-work/re-design due to late receipt of information for which Client is responsible.
- Re-work/re-design and/or new work/new design as a result of changes in the project during performance of the work.
- Costs incurred as a result of project delays.
- Additional attendance at meetings and/or construction observations not defined in the Agreement.
- Supplemental, additional, and/or Special Services as defined in the Agreement.
- Other services not covered in the approved scope of work.

INVOICING/PAYMENT OF FEES
Invoices will be submitted monthly based on work performed until project completion. Fixed Fee Projects will be invoiced based on Percentage Completion plus Direct Expenses/Reimbursables. Payroll Basis Projects will be invoiced based on actual hours performed by personnel classification plus Direct Expenses/Reimbursables. Payment shall be due within thirty (30) days of date of the Invoice. The amount due and owing shall bear interest after thirty (30) days from the date of the Statement at the rate of one and one half (1.5) percent per month.

TRAFFIC & TRANSPORTATION ENGINEERING PROFESSIONAL SERVICES

VILLAGE OF PORT CHESTER RFP NO. 2016-07

RBA

PROPOSAL

Table of Contents

Cover Letter

Section 1 Qualifications
Firm Overview
Project Experience
References

Section 2 Personnel
Organization Chart
Resumes

Section 3 Technical Approach
Project Understanding
Approach

Section 4 Fee

September 29, 2016 P2288161862

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

Re: Response to Village of Port Chester RFP #2016-07
Traffic and Transportation Engineering Professional Services

Dear Mr. Steers:

The RBA Group – NY is pleased to submit our proposal in response to RFP # 2016-07 to provide the Village of Port Chester with on-call Traffic & Transportation Engineering Professional Services.

The Village of Port Chester provides a unique and charming downtown experience with a mix of open space, residential, and commercial uses with transit and waterfront access that continues to evolve and grow. In addition, the Village has various other neighborhoods and land uses including residential, commercial, industrial, and civic uses that require a context sensitive approach unique to the surroundings and goals of the communities. The pressures of successful development and future needs now warrant continuing reviews, coordination with the development community and neighborhoods in planning and design of improvements to allow Port Chester to fully achieve your vision of economic, environmental, and social goals.

The RBA Group is a nationally recognized, full service planning, engineering, landscape architecture, and urban design consulting firm, with over offices in New York, NY, Melville, NY, Parsippany, NJ, Norwalk, CT, Philadelphia, PA, and Silver Spring, MD, that provides Port Chester the "right match" to collaborate with the Village and assist with the development of strategies to address your transportation, traffic, and parking needs. The right match requires not only a thorough technical understanding and ability to identify deficiencies and solutions, but collaborate and develop solutions in a comprehensive and context sensitive manner.

Our proposal and qualifications demonstrate our understanding, approach, and experience in performing the required services. Our team will be led by ***Greg Del Rio, PE,*** RBA's Director of Transportation Planning and Engineering, , who has over 28 years of experience in multi-modal transportation planning. As a recognized expert, Mr. Del Rio has participated in numerous presentations and panels related to Complete Streets and Parking Management. Greg recently completed the Port Chester Capitol Theater Parking Study and Marina Lot Peer Review, and is Project Manager for similar traffic on-call agreements with the City of Norwalk, City of Long Beach, and Nassau County, as well as Lead Traffic Engineer for on-call assignments for NYCDOT, Suffolk County and Town of Brookhaven.

If you should have any questions regarding this submission, please contact Greg Del Rio, Director of Transportation Engineering and Planning at (516) 754-9980 or gdelrio@rbagroup.com.

As Director of Operations, I will have a personal interest in the success of this assignment and the quality of our work. I assure you that I will be involved in every step to ensure the RBA team meets the Village's schedule and budget requirements and exceeds your expectations for high-quality services. Thank you for this opportunity. We look forward to hearing from you.

Very truly yours,

Linda Reardon, P.E.
Senior Vice President
Director of NY Operations

Greg Del Rio, P.E.
Director of Transportation Engineering

1 QUALIFICATIONS

Firm Profile

RBA is a full-service multi-disciplined professional consulting firm providing architecture, engineering, planning, environmental, landscape architecture, and construction supervision services. RBA's staff of over 200 architects, engineers, planners, environmental scientists, urban designers, and landscape architects work together in a team environment to produce thoughtful, responsive solutions. Our work demonstrates an awareness of community context, as evidenced by the nature of sensitive restoration projects, planning projects in urban and historic settings, and successful integration of transportation-related elements into the existing urban fabric. In business for over 40 years, RBA currently maintains offices in New York City; Melville, NY; Parsippany, NJ; Norwalk, CT; Philadelphia, PA; and Silver Spring, MD.

RBA provides a wide range of traffic engineering and transportation planning services involving various traffic engineering studies and design projects. The studies include site impact analysis, corridor and interchange analysis, travel demand modeling and needs assessment. Design projects include safety improvements and layout for roadway and intersection design, including traffic signal installations. Clients include the SCDPW, NCDPW, NYSDOT, NYCDOT, NYCDDC, and Towns of Brookhaven, Islip, North Hempstead, and Oyster Bay. Our traffic engineers have been responsible for maintenance and protection of traffic/detour plans and roadside safety design for many of the firm's highway and bridge replacement and intersection projects.

We recognize that the availability for providing on-call professional services for traffic and transportation engineering in Port Chester is the principal focus of this project and are confident in RBA's competence and understanding of the Village of Port Chester's needs.

Our experience of over 20 years providing these very services positions RBA to meet and exceed the Village of Port Chester's goals for this project. RBA's expert staff of well-qualified professionals includes:

- Professional Engineers (P.E.) licensed in NY, CT, PA, NJ, specializing in civil, traffic, and environmental engineering
- Planners with AICP specializing in transportation planning and urban planning
- Licensed Landscape Architects (LLA, RLA) licensed in NY, CT, NJ, specializing in streetscape design and urban design
- National Complete Streets Coalition certified trainers
- LEED Accredited Professionals

PARSIPPANY-TROY HILLS TOWNSHIP TRAFFIC ENGINEER

location:
Parsippany, NJ

client:
Township of Parsippany-Troy Hills

client contact:
Mr. Justin Lizza, P.E.
Township Engineer
(973) 263-7286
1001 Parsippany Boulevard
Parsippany, NJ 07054

unique attributes:
traffic analysis; testimony; traffic design; traffic data collection

Parsippany-Troy Hills is a 25 square mile community, located at the interchange of I-80 and I-287. Parsippany has a population of over 50,000 residents, contains over 10 million square feet of office space, and considerable industrial and retail space. Parsippany-Troy Hills has approximately 13 miles of interstate, 25 miles of arterial roads, and over 50 traffic signals.

The RBA Group serves as Traffic Consultant for the Parsippany-Troy Hills Planning Board and Board of Adjustment, and routinely performs traffic investigations and designs for the engineering department. These work efforts have included reviewing traffic impact studies, site plans, and off-tract transportation improvement plans for numerous land development site plan applications. Work efforts have also included conducting numerous traffic studies and analyses on an as-needed basis.

ON-CALL TRAFFIC CONSULTANT FOR THE TOWN OF BROOKHAVEN

location:
Various Locations,
Brookhaven, NY

client:
Town of Brookhaven

client contact:
Mr. Jon Sullivan
Division of
Traffic Safety
(631) 451-6966
One Independence Hill
Farmingville, NY 11738

unique attributes:
traffic data collection; accident analyses; traffic circulation; intersection analyses; signage; speed control; safety upgrades; signal design; final design; inspection

The RBA Group has served as On-Call Traffic Engineering Consultant for the Town of Brookhaven's Division of Traffic Safety from 2003 to present. Over these 10+ years RBA has successfully completed dozens of assignments which have included: traffic counts (ATR and TMC), sign inventories, accident analyses, neighborhood safety studies, arterial studies, safe routes to school assessments, traffic signal designs, all-way stop studies, traffic signal warrants, case studies and complaint reviews, sight distance analyses, guide rail assessments, traffic calming studies and designs, grant writing, federal and state aid documentation, bicycle facility master planning, preparation of work orders, development of contract documents, construction management of requirements contracts, and construction inspection services. A listing of several of these projects is as follows:

-Town Wide Traffic Counting Program - Collected traffic volumes, speeds, and classifications for 8 consecutive years under this on-call contract.
-Neighborhood Traffic Safety Study, South Ronkonkoma Area - A comprehensive existing - condition traffic study of a large residential neighborhood.
-Neighborhood Traffic Safety Study, Medford Area - A comprehensive existing condition traffic study of a large residential neighborhood.
-New York Avenue Arterial Study, Sound Beach - An arterial study of a 1.2-mile commercial corridor.
-Somerset Ave/Floyd Road Traffic Study, Mastic/Shirley - A traffic study and accident analysis of a 1.5-mile residential/commercial corridor
-Traffic Sign Inventory, Various Locations, Townwide - Existing sign inventory electronically cataloguing over 13,000 signs using GPS devices.
-Stagecoach Elementary School Safety Study, Selden - An intersection traffic safety study in the vicinity of the Stagecoach Elementary School.
-Dare Road Sidewalks and Signal Modifications, Selden - Provided design and construction - inspection services for the installation of sidewalks and pedestrian signals.
-Clancy Road Corridor Study, Manorville - A corridor study for a 1.8-mile residential collector roadway.
-Town of Brookhaven Off and On Road Bicycling Facilities Master Plans – Preparation of master plans for Town wide bicycling facilities.
-All-Way Stop Studies, Various Locations - Conducted 20 All-Way Stop Studies to carry out the goals and objectives of the Division's Traffic Complaint System.
-Tallmadge Trail Master Plan- Development of a bicycle master plan and routing design that re-creates the 21 mile Benjamin Tallmadge Historic Trail.
-Southaven Ave Sidewalks and Signal Modifications, Medford - Provided design and construction inspection services for the installation of sidewalks and pedestrian signals.
-Echo Ave Sidewalks and Signal Modifications, Sound Beach - Provided design and construction inspection services for the installation of sidewalks and pedestrian signals.
-Case Studies, Various Locations - Conducted dozens of Case Study reviews to address and close out files within the Division's Traffic Complaint System.

VARIOUS TRAFFIC STUDIES FOR THE TOWN OF BROOKHAVEN

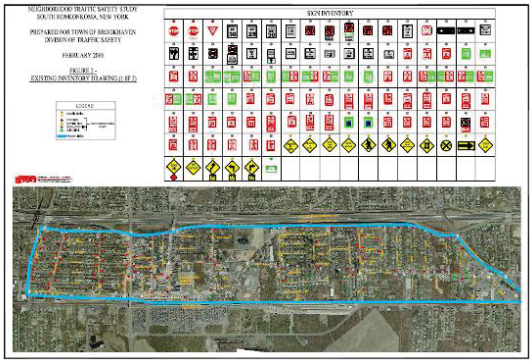
location:
Various Locations,
Brookhaven, NY

client:
Town of Brookhaven
Division of Traffic Safety

client contact:
Mr. Jon Sullivan
(631) 451-6261
One Independence Hill
Farmingville, NY 11738

unique attributes:
traffic data collection;
accident analyses;
traffic circulation;
intersection analyses;
signage;
speed control;
safety upgrades;
conceptual designs;
cost estimating

Neighborhood Traffic Safety Study, South Ronkonkoma, Town of Brookhaven
The RBA Group conducted a Neighborhood Traffic Safety Study for the Town of Brookhaven. The data collected included traffic complaint reports, accident reports, existing traffic control devices, stop line distances, machine traffic counts, classification counts, turning movement counts, and pedestrian data. A Town of Brookhaven Code Compliance Check on existing Signs and Striping Ordinances was also performed. RBA also proposed solutions for signage, speed control, safety upgrades, and potential traffic-calming techniques to assist the Town in summarizing a detailed traffic assessment of the area and formulating traffic-calming techniques for future implementation.



New York Avenue Arterial Study, Sound Beach, NY
The RBA Group conducted an arterial study of a 1.2-mile of New York Avenue in Sound Beach, NY. The study included an existing conditions roadway element survey for the purposes of identifying, analyzing and developing potential improvement schemes along the corridor. RBA compiled recent case studies, work order files, accident reports, resident complaints, traffic data reports, warrant analyses and existing condition surveys in an effort to present to the Town of Brookhaven potential traffic calming initiatives. Services included: data inventory and analysis, traffic planning, safety studies, roundabout designs, and grant proposal preparation.

Neighborhood Traffic Safety Study, South Medford - RBA conducted a Neighborhood Traffic Safety Study for the South Medford Area. The data collected included traffic complaint reports, accident reports, existing traffic control devices, stop line distances, machine traffic counts, classification counts, turning movement counts, and pedestrian data. RBA proposed solutions for signage, speed control, safety upgrades, and potential traffic-calming techniques to assist the Town in summarizing a detailed traffic assessment of the area and formulating traffic-calming techniques for future implementation.

Traffic Study and Grant Proposal for Somerset Ave/Floyd Road, Mastic/Shirley, NY
The RBA Group conducted a traffic study and accident analysis of the corridor and developed design concepts for a grant proposal that was submitted and successfully granted under the NYSDOT Multi-Modal Grant Program. Proposed improvements included traffic calming measures including curb and sidewalk, bicycle lanes, as well as pedestrian accommodations and safety improvements.

NORWALK ON-CALL TRAFFIC ENGINEERING SERVICES

location:
Norwalk, CT

client:
City of Norwalk

client contact:
Mr. Fred Eshraghi
(203) 854-7791
125 East Avenue
Norwalk, CT 06851

unique attributes:
data collection;
traffic analysis;

RBA is currently serving as an on-call traffic engineering consultant for the City of Norwalk. Assignments to date have included:

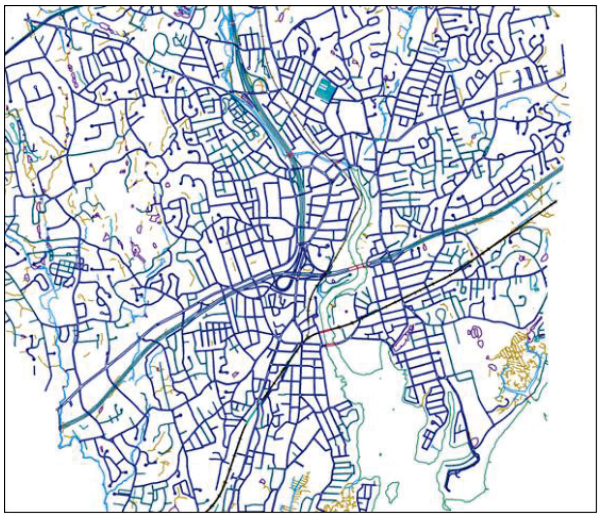
- ***Evaluating a Multi-Way Stop Control Installation at Scribner and West Cedar Streets near Connecticut Avenue.*** RBA was tasked with the goal of improving safety and traffic operations at the intersection of Scribner and West Cedar Streets near Connecticut Avenue. The scope of work included evaluating the industry accepted warrants for the installation of major street stop control at this intersection that currently operates under two-way stop control. This involved traffic counts, field observations, safety analysis, and evaluation of sight distances. Additional considerations that were also discussed related to the possibility of realigning the intersection. Traffic operations, capacity analysis, and queue estimation were performed to support the study.

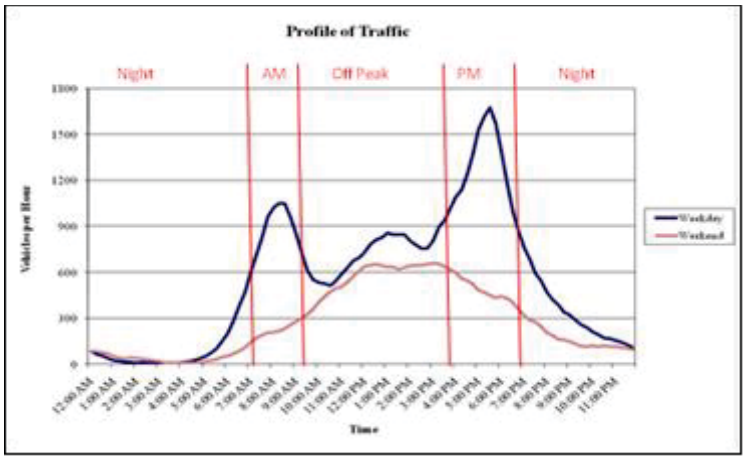
- ***Preparing an evaluation of reversing the flow on Haviland Street and Elizabeth Street.*** The City of Norwalk's goal is that by reversing the one-way patterns for Haviland Street and Elizabeth Street, operations for the Police Department are expected to enhance as the number of turns required to access Water Street would be reduced. The scope of work for the project includes traffic data collection, a traffic analysis that will focus on estimating traffic rerouting and diversions, conducting before and after level of service at the impacted intersections (assumed to be 5 for budgeting services), reviewing traffic queues for each scenario, and their potential impacts, comparing results and identify specific impacts, and determine mitigations for impacts (if any), and an evaluation of site design/access issues which will look at the impact that street reversal will have on existing angled parking and emergency services.

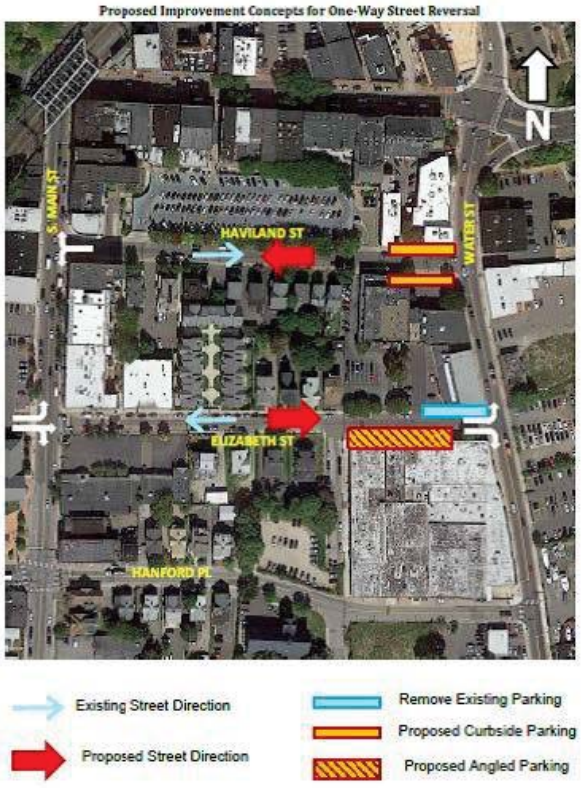
- ***Developing a City-wide Synchro for the City of Norwalk, along with ancillary enhancements, to improve traffic and pedestrian flow throughout the City.*** The firm's scope of work includes; Verifying and combining the City's existing Synchro networks which are established at 55 intersections for one time period, creating new networks (utilizing Synchro 8) for the morning peak hour, evening peak hour, midday peak hour, and Saturday midday peak hour, and incorporating them into the City of Norwalk base plan, expanding the City's Syncrho network by an additional 15 intersections which will include conducting traffic counts at up to 9 intersections using MioVision technology, utilizing Synchro to determine optimal cycle lengths for vehicles and pedestrians depending on the type of environment (e.g. downtown), and utilizing ATR data to determine when to change signal timing plans.

- ***Conducted traffic counts utilizing ATRs along three roadways; Heather Lane, Katy Lane and Cory Lane***, collecting speed and volume data for both directions during three weekdays. The DPW requested this data to identify and analyze potential of traffic operational problems and to develop appropriate improvement or mitigation measures.

Sheffield Island Ferry
Washington St
Match
Knipschildt Chocolatier
Haviland St
Water St
Elizabeth St
S Main St
Top Spin Restaurant Group




Profile of Traffic
Night
AM
Off Peak
PM
Night
Time


Proposed Improvement Concepts for One-Way Street Reversal
N
S. MAIN ST
HAVILAND ST
WATER ST
ELIZABETH ST
HANFORD PL
Existing Street Direction
Proposed Street Direction
Remove Existing Parking
Proposed Curbside Parking
Proposed Angled Parking

SCDPW ON-CALL ADA COMPLIANCE CONSULTANT

location:
Various Roadways,
Suffolk County, NY

client:
Suffolk County
Department of Public
Works

client contact:
Mr. Michael Lamberti,
P.E. – Pavement Mgmt
(631) 852-5353
335 Yaphank Avenue
Yaphank, NY 11980

unique attributes:
existing conditions assessment; ADA compliance check; handicap ramp design; pedestrian signal design; cost estimating; construction inspection

The Suffolk County Department of Public Works seeks to upgrade pedestrian accessibility on County roadways in connection with asphalt milling / resurfacing (1R) projects. This is part of the County's implementation plan to comply with the Department of Justice/Department of Transportation Joint Technical Assistance on the Title II of the Americans with Disabilities Act (ADA) Requirements to provide curb ramps when highways are altered through resurfacing.

The RBA Group has been contracted by SCDPW to provide on-call assessment and design services related to ADA Compliance. For these assignments, existing pedestrian access ramps, sidewalks and pedestrian signal equipment were assessed to determine whether these facilities comply with current ADA standards and design sketches and estimates were prepared for each proposed reconstructed location.

RBA scope of work included:
Preparation of Ramp Assessment Checklist for each pedestrian ramp; Pedestrian signal upgrades/modifications; Evaluation of block to block sidewalk segments for cracks, tripping hazards, cross slopes, obstructions, and discontinuous segments; Photographs of all existing ramps; Hand sketches of existing conditions, including slopes, dimensions and layouts, and all traffic signal equipment; Prepared individual design sketches for each proposed (new or reconstructed) ramp and traffic signal modifications and upgrades; Preparation of Cost Estimates and Work Orders for proposed upgrades for immediate construction utilizing SCDPW Concrete Requirements Contract and Traffic Signal Requirements Contract; Construction inspection of Contractor's operations.

Assignments to date have included the following:

County Road 12, Hoffman Avenue, Lindenhurst – The project limits included County Road 12 (CR12), Hoffman Avenue, from Garfield Avenue to Delaware Ave in Lindenhurst and Copiague, a distance of 1.5 miles and included 70 pedestrian ramps, 7 signalized intersections, over 10,000 linear feet of continuous sidewalk.

County Road 28, New Highway, Amityville – The project limits included County Road 28 (CR28), New Highway, from the Southern State Parkway to New Horizons Boulevard in Amityville, a distance of 1.1 miles and included 54 pedestrian ramps, 2 signalized intersections, and over 5,000 linear feet of continuous sidewalk on both sides of CR28 in varying condition.

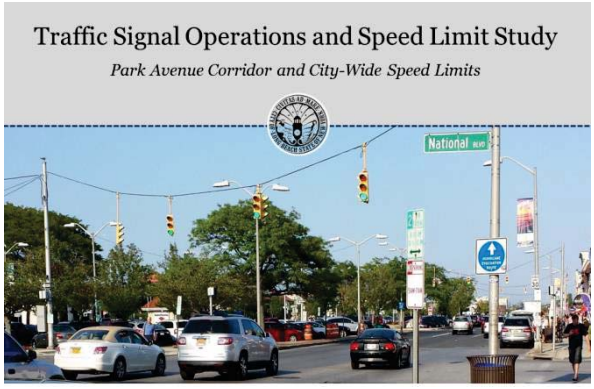
LONG BEACH TRAFFIC SIGNAL OPERATIONS & SPEED LIMIT STUDY

location:
Long Beach, NY

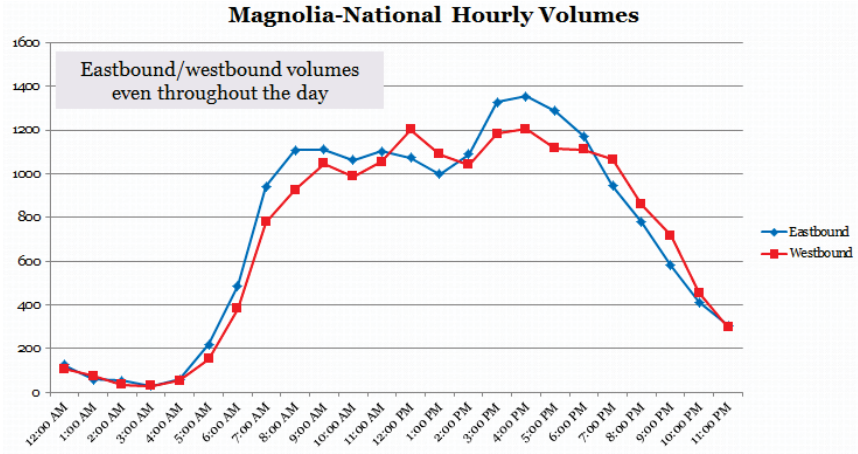
client:
City of Long Beach

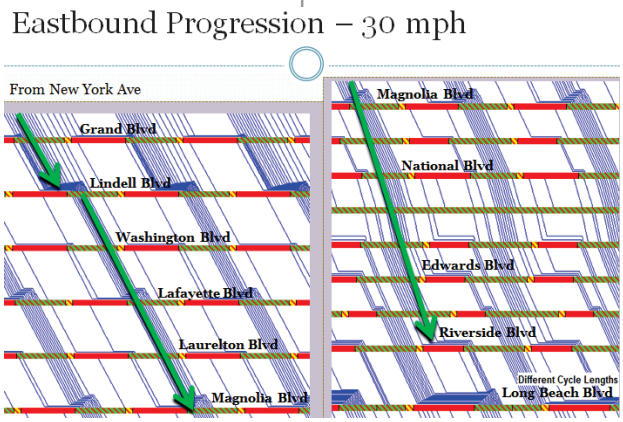
client contact:
Mr. Michael Tangney
Commissioner
(516) 431-1000
One West
Chester Street,
Room 404
Long Beach, NY 11561

unique attributes:
Synchro/SimTraffic models; optimization of signal progressions; rigorous data collection; MioVision; ATR's; speed runs; radar



The City of Long Beach has implemented, and continues to implement, a series of Complete Streets, Safety, and Traffic Calming measures under their Safety Initiative currently known as "Smarter Traffic, Safer Streets". The RBA Group assisted the City with their holistic approach to implementation of Complete Streets including a balanced mix of Policy, Engineering (operational and infrastructure), Education, and Enforcement initiatives. The LB Safety Initiative: Smarter Traffic, Safer Streets encourages motorists to use main arterial corridors;; and encourages non-motorized transportation and safety. RBA's specific projects included a data-driven approach to providing City-wide changes in speed limits; improving existing arterial signal progressions to allow traffic to progress through arterials faster, but at a slower speed with less stop delays; design of a mid-block signalized pedestrian crossing; conceptual design of bike lanes along their main arterial; and bicycle rack parking improvements to further encourage bicycle use.





AMEC CARTING TRAFFIC STUDY

location:
Norwalk, CT

client:
City of Norwalk &
AMEC Carting, LLC

client contact:
Mr. Michael Yeosock
Acting Assistant
Principal Engineer
(203) 854-7844
125 East Avenue
Norwalk, CT 06851

unique attributes:
traffic impact evaluation; traffic data collection; vehicle queuing; peer review of traffic impact study

The RBA Group provided traffic engineering services for an evaluation of the AMEC Carting facility on Crescent Street between Butler Street and Science Road in Norwalk, CT. The facility opened to the public accepting 200 tons per day on May 1, 2015 under the City's conditional approval that after 120 days of operation an independent Traffic Study be performed to evaluate the traffic and queing impacts of 200 ton/day carting operations. Work included the observation of truck movements and queing at the site entrance and adjacent streets at a 200 ton/day carting level, evaluation of truck loading and unloading operations, and a peer review of the traffic projections presented in the 2011 Cresent Street Recycling Supplemental Traffic Access & Impact Study. Other work elements included vehicle turning movement counts at the site entrance and tube counts on the adjacent roadways. No adverse impacts to traffic operations on Crescent Street or Butler Street were identified. RBA documented the findings in a brief technical memorandum that was presented to the City.

HIGHWAY SAFETY INVESTIGATIONS & TRAFFIC ENGINEERING SERVICES CONTRACT – NYSDOT REGION 10

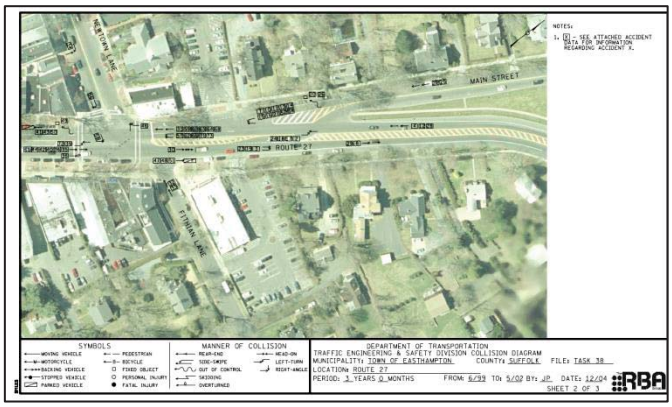
location:
Nassau & Suffolk Counties

client:
New York State Department of Transportation

client contact:
Mr. Rich Causin
Region 10
(631) 952-6702

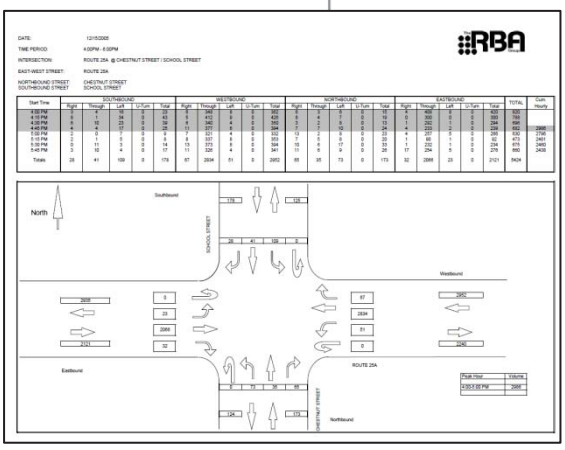
unique attributes:
traffic engineering; data collection & analysis; traffic counts; accident investigation & evaluation; signing & striping

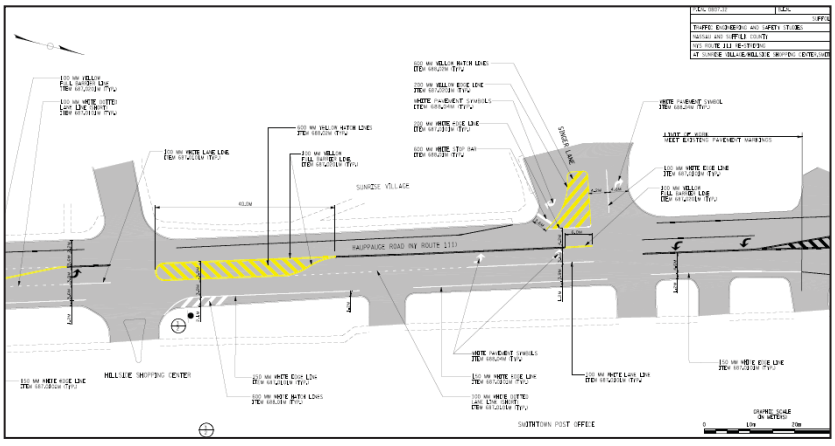
As part of our NYSDOT RDSA contract with Region 10, RBA provided on-call traffic engineering and design services from the period of 2004 to 2008 (PIN 0807.32). RBA was tasked with 220 assignments over the 4-year period, which included over 12,000 individual accident reconstruction analyses (collision diagrams) as well as multiple Turning Movement Investigations and other associated traffic studies. The work in general included: inputting accident reports; generating accident summaries histories; plot collision diagrams; preparing condition diagrams of exiting roadway features along intersections and corridors. Provided weekday and/or weekend traffic counts and speeds using automatic recording counters. Conducted AM, midday and PM peak period counts of turning movements and pedestrian movements at intersections. RBA also performed on-call pavement marking and signing design assignments at critical intersections or corridors for a 12 month period. Striping and signage designs completed include: NYS Routes 101 and 111, the Long Island Expressway (I-495), NY27 Sunrise Highway, Robert Moses Causeway, and Southern State Parkway.



The following is a summary of effort under this contract:

- 220 Task Assignments
- 140 locations for turning movement counts and Speed/Delay Studies
- 47 Highway Safety Investigation locations
- 12,000 individual accident reconstruction analyses
- 20 miles of pavement marking designs





WESTFIELD TRAFFIC CALMING

location:
Westfield, NJ

client:
Town of Westfield

unique attributes:
traffic calming planning & design; bicycle & pedestrian planning; transportation planning; community outreach

The primary objective to this project was to provide a safer environment for pedestrians and bicyclists by addressing through-traffic and speeding issues in conjunction with the community's on-going planning and design activities. According to Westfield's Town Engineer, the community's streets are characterized by relatively wide roadways and long stretches without stops, which are conducive to speeds in excess of the 25 mph limit.

The RBA Group evaluated which traffic calming strategies were applicable to Westfield, specifically to Rahway Avenue; examined the feasibility of the methods and relative merits of alternatives; recommended appropriate treatments; prepared final design plans and specifications for the approved concept. Three target areas along Rahway Avenue were identified by the local Task Force. The recommended treatments that RBA planned and designed, are now in place, and include raised intersections, speed tables, curb extensions, and raised crosswalks.

ESSEX COUNTY ON-CALL TRAFFIC ENGINEERING SERVICES

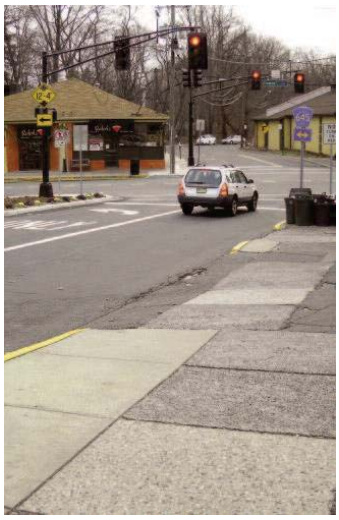
location:
Essex County, NJ

client:
Essex County Department of Public Works

client contact:
Mr. Asif Mahmood
(973) 226-8500 x2560

unique attributes:
transportation & traffic analysis; traffic signal design; intersection design; roadway design

Having nearly 500 traffic signals and over 200 miles of roadway to maintain, Essex County has considerable traffic related infrastructure to manage. The RBA Group was selected by Essex County for two on-call traffic engineering contracts and numerous specific intersection design contracts. Services involved conducting traffic data collection, origin-destination surveys, a number of traffic safety reviews and mitigation strategies, performing traffic analysis, developing congestion reduction strategies, preparing traffic signal warrant and other traffic studies, designing new traffic signals or modifications to existing signals at over 55 intersections, overseeing the construction of over 50 intersections, and the design of other traffic improvements. Work efforts also included preparing/adjusting traffic signal coordination plans along Bloomfield Avenue, Central Avenue, Springfield Avenue, Lyons Avenue, and Park Avenue, and in downtown Millburn in Essex County (80 intersections in total).



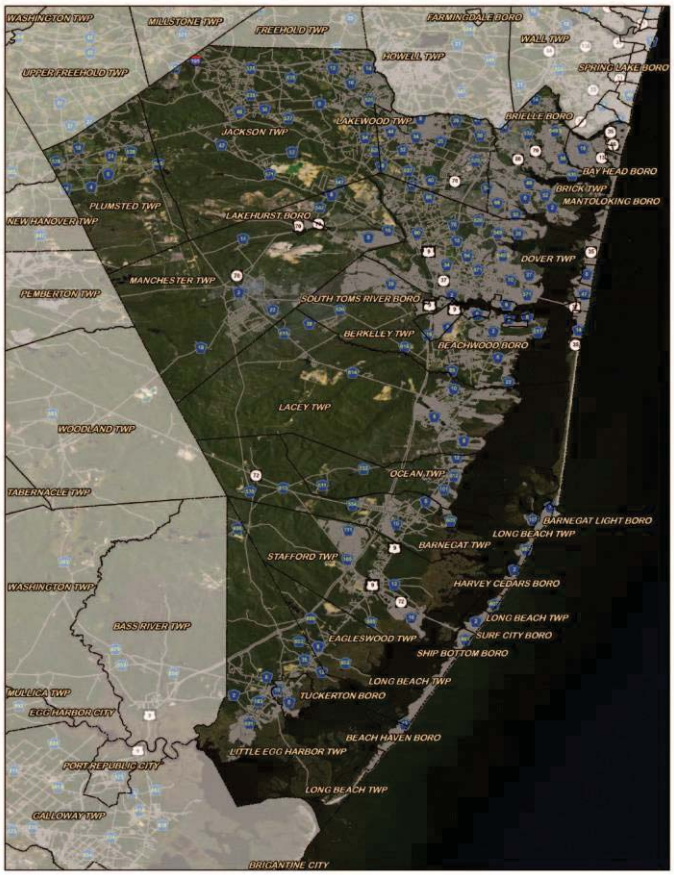
OCEAN COUNTY ON-CALL TRAFFIC ENGINEERING SERVICES

location:
Ocean County, NJ

client:
Ocean County Engineering Department

client contact:
Mr. Mark Jehnke
(732) 929-2183
129 Hooper Avenue
Toms River, NJ 08754

unique attributes:
traffic impact reviews; traffic studies & analysis; traffic signal design; geometric design; roadway design; drainage design



The RBA Group has been providing traffic engineering services to Ocean County as part of on-call contract. Work elements have included preparing traffic analyses, reviewing traffic studies prepared by applicants to the Ocean County Planning Board, and preparing ***traffic signal and roadway geometric designs***. As part of our efforts, RBA prepared ***traffic signal plans and electrical plans for six intersections***, and road widening plans for one intersection. Most of these were completed in a short (60 day) time frame. Specific project assignments included the following:

- Traffic signal and electrical plans for Birch Road and Double Trouble Road in Beachwood, NJ
- Traffic signal and electrical plans for Jackson Mill Road and Hyson Road/Smithburg Court in Jackson, NJ
- Traffic signal and electrical plans for Monmouth Avenue and Hawkins Road/Emleys Hill Toad in Jackson, NJ
- Traffic signal and electrical plans for Church Road and North Bay Avenue in Tom's River, NJ
- Traffic signal and electrical plans for Church Road and Todd Road in Tom's River, NJ
- Traffic signal coordination of 5 signals on Church Road in Toms River
- One day training of County staff on traffic analysis and impact review
- Traffic analysis of potential new southbound off-ramp for Interchange 83 of
- Garden State Parkway

References

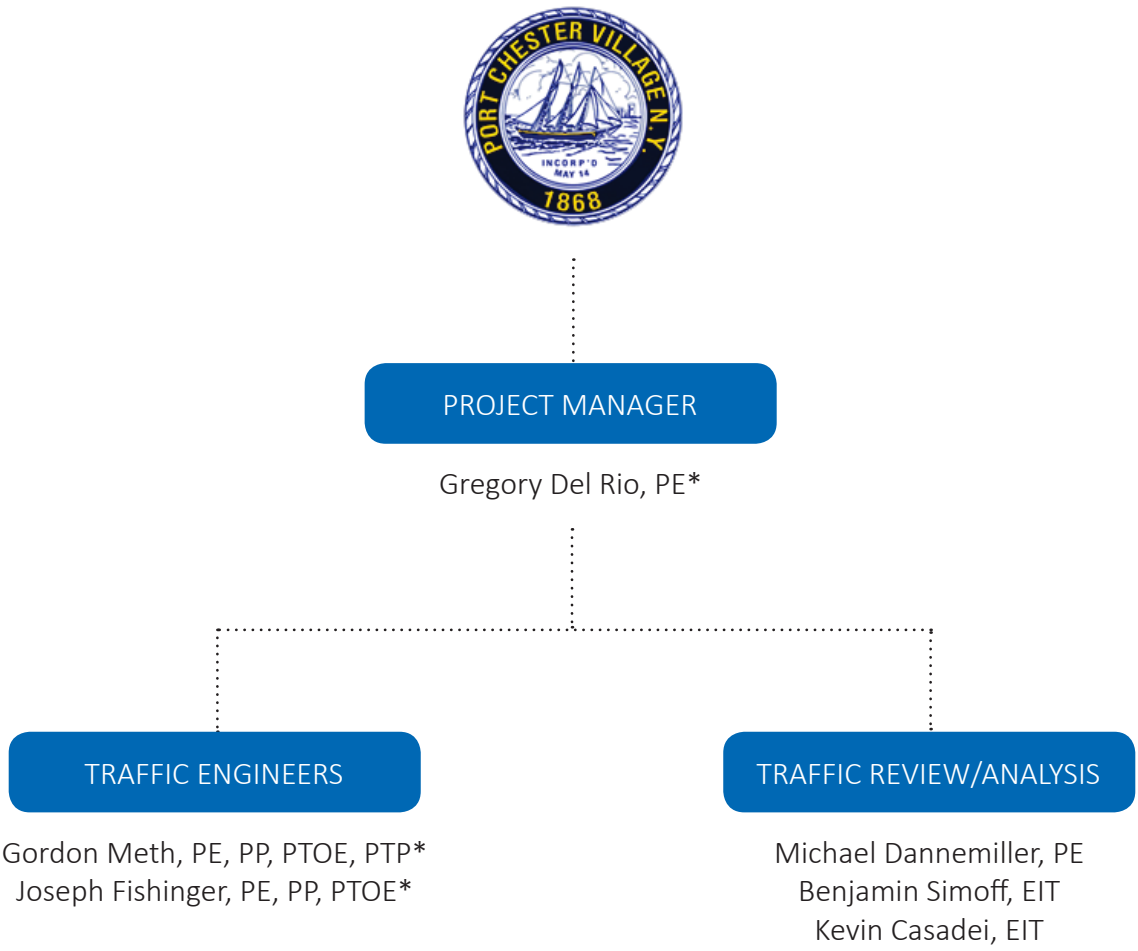
Suffolk County Department of Public Works
Mr. William Hillman, P.E., Chief Engineer
335 Yaphank Avenue
Yaphank, NY 11980
(631) 852-4002

City of Norwalk
Mr. Fred Eshraghi, City Engineer
125 East Avenue
Norwalk, CT 06851
(203) 854-7791

City of Long Beach
Ms. Patricia Bourne, Director of Economic Development
One West Chester Street
Long Beach, NY 11561
(516) 431-1000 x7284

2 PERSONNEL

Organization Chart



**Resume Included*

GREG DEL RIO, PE, Project Manager

education:
B.S., Civil Engineering, Polytechnic University

B.S., Mathematics, Fordham University

registration:
Professional Engineer, NY

affiliations:
Institute of Transportation Engineers

American Planning Association

Greg Del Rio manages the Transportation Planning and Engineering Department in RBA's Long Island and New York offices. With over 28 years of experience, he has a diverse background in transportation engineering, planning and civil engineering. He specializes in evaluating and improving transportation systems by applying pragmatic yet innovative methods and solutions. His responsibilities have included project management on a variety of public and private projects including environmental impact statements, peer reviews, complete streets/traffic calming, access plans, corridor plans, TOD and downtown revitalizations, transit and highway infrastructure, master plans, and. His experience includes vehicular and pedestrian circulation, transit planning and operations, site access, parking studies, alternatives development and evaluation, analysis of transportation networks, and constructability.

On-Call Traffic Engineering Services, Norwalk, CT – Project Director for the assignments under this on-call contract, Greg is managing RBA's engineers providing traffic engineering services for the Norwalk Department of Public Works. On-call assignments to date have included: Stop Control Warrant at Scribner Avenue and West Cedar Street, Reversal of One-Way Patterns for Haviland and Elizabeth Streets, Signal optimization studies.

Ossining Comprehensive Plan, Generic Environmental Impact Statement (GEIS) and Traffic Calming, Village of Ossining, NY – Project manager for the transportation components of the 30-year comprehensive plan and associated GEIS. Project included assessment of existing transportation infrastructure as well as development of short and long term solutions to address existing deficiencies and future growth. Recommendations for all systems and modes were made including traffic/roadways, parking, bus/rail transit as well as pedestrians and bicycles. Several public meetings were held including leading charrette-style breakout sessions. The project also included development of a conceptual traffic calming design that was coordinated and approved by the village and NYSDOT. Simulation modeling was used to demonstrate benefits and acceptable operations. The village is awaiting funding for final design and construction.

City of Long Beach, Park Avenue Traffic Studies, Long Beach, NY – Project Manager for studies in the City of Long Beach that addressed safety and traffic calming needs. Provided analysis supporting changes to speed limits, signal progressions, signal warrants, and bicycle access along the City's main business arterial and adjoining residential streets. Measures were implemented to reduce use of local residential streets, and improve circulation on major arterial.

NYMTC Safe Routes to School and Complete Streets Workshops – Technical Advisor for traffic and parking related issues. Participated in workshops, as well as led walking tours and breakout groups, in each of the communities in Nassau and Westchester Counties, which ranged from suburban to low density urban environments. Facilitated discussion and responded to questions about Complete Streets and safety improvements, particularly related to street geometry, safety, and signalized intersection operations.

Participants included members of the public, non-profits, elected officials and municipal employees.

NYMTC Parking Management Workshops, Nassau and Westchester Counties, NY – Project Manager responsible for leading five parking management workshops at three locations in Suffolk County—Amityville, Copiague, and East Farmingdale—and two in Westchester County—Dobbs Ferry and New Rochelle. Presented best practices and case studies, reviewed existing conditions and future plans, led workshop walking tours and discussions that led to identification of incremental parking strategies tailored for each of these transit-oriented communities. Participants included members of the public, non-profits, elected officials and municipal employees.

Homeport Development Plan, Staten Island, NY – Project manager responsible for developing the circulation and parking plan, as well as site preparation and infrastructure improvements for a 34- acre (13.8-hectare) mixed-use waterfront site in Staten Island's Stapleton community. The project included assessment of existing traffic and parking conditions, as well as future impacts and mitigation. Responsible for project oversight including public presentations, traffic counts, analysis and simulation, trip generation and assignment, parking demand, infrastructure design and cost estimates.

Aetna I-84 Transportation On-Call Services, Aetna, Inc., Hartford, CT – Project Manager for a peer review study associated with the I-84 replacement project in Hartford, CT, which is directly adjacent to Aetna's corporate headquarters. Responsibilities include review of alternatives, traffic assignments and operational modeling, as well as identify other alternatives in collaboration with the CTDOT I-84 team. The peer review is being used to inform Aetna's priorities and positions, identify alternatives most beneficial to campus circulation, and develop concepts to improve access and mobility. (2015 to On-going)

Central Avenue Bus Rapid Transit, Westchester, New York – Lead traffic engineer responsible for design of a BRT system along the Central Avenue Corridor. The corridor has the highest volume of bus system ridership in Westchester County, including heavy volumes of automobile traffic. Responsibilities included screening of priority intersections and applicable BRT priority treatments including Queue jumps, transit signal priority, and bus stations. Coordination with various agencies and jurisdictions included Westchester County, City of Yonkers, and NYSDOT.

Wyandanch Rising Road Diet Traffic Study, Wyandanch, NY – Lead Transportation Engineer responsible for peer review and recommendations associated with the proposed "road diet" reconfiguration of Straight Path Road. Reviewed geometric design and traffic operations, including capacity analysis of the proposed lane reductions and signal operations. Analysis included creating a VISSIM simulation model to test operations, including impacts of adjacent Long Island Rail Road (LIRR) crossing, bus movements and pedestrian circulation. Capacity analysis accounted for LIRR grade crossing, which is coordinated with the adjacent intersection signals and reduced peak hour capacities by 25% during peak periods.

NYC Office of Management and Budget Value Engineering Studies , New York, NY – Lead Transportation/ Traffic Specialist on numerous Value Engineering Studies including Henry Hudson Parkway, Battery Park City Esplanade, City Island Bridge, Metropolitan Avenue Bridge, Shore Parkway Bridge and Harlem River Drive. Developed alternate design solutions and construction phasing related to roadway geometry and alignments, access plans, and particularly maintenance and protection of traffic.

GORDON METH, PE, PP, PTOE, PTP, Traffic Engineer

education:
B.S., Civil Engineering, University of Waterloo

M.S., Civil Engineering (Transportation Planning), University of Waterloo

MBA, Montclair State University

registration:
Professional Engineer

Professional Planner

Professional Traffic Operations Engineer

Professional Transportation Planner

affiliations:
Institute of Transportation Engineers

New Jersey Planning Officials

Transportation Professional Certification Board

TransAction Committee

Mr. Meth has 23 years of experience in traffic engineering and project management. He manages a wide range of projects, with total revenue in excess of $2,000,000 per year. He frequently provides presentations and training to both public and private sector individuals. Mr. Meth has co-taught courses on traffic signal design and traffic signal electrical design, and has taught Transportation Engineering to undergraduates at Rutgers University as an Adjunct Professor. He has overseen the design of over 300 traffic signals, and has optimized traffic signal timing/coordination for an additional 500 traffic signals.

Port Authority of NY and NJ Traffic Engineering On-Call Contract – Project Manager for an on call traffic engineering contract with the Port Authority of NY and NJ Traffic Engineering department. Specific examples include the following (2007-present):

- Roadway safety audit of 138 traffic signals at JF Kennedy Airport, LaGuardia Airport, Newark Airport, Port Newark-Elizabeth, and the Holland Tunnel
- Signal optimization of all non-CTA areas at JF Kennedy Airport
- Bicycle speed survey on the George Washington Bridge
- Speed survey for Newark Airport
- Roadway realignment and signal design for Redneck Avenue at Teterboro Airport
- Construction staging plans for Lincoln Tunnel Helix
- Construction of a new ramp from the Lower Level of the George Washington Bridge to the Palisades Interstate Parkway
- The design of changes to the signalization and detours around the Holland Tunnel in support of the reconstruction of Route 139
- The design of several traffic signals and coordination plans at Port Newark Elizabeth
- The design of several traffic signals and roadway improvements at JF Kennedy Airport

Garden State Parkway Interchange 105 Improvements, Monmouth County, NJ – Traffic task Leader for traffic study, traffic simulation, signing, striping, and traffic signals on ramps. Plans are being developed in accordance with NJTA Design Standards and Specifications. Work efforts consisted of adding ramps to Wayside Road, and improving the intersection of Route 36 and Hope Road by creating a new roadway for northbound GSP traffic. The scope of work included the design of three intersections under NJDOT jurisdiction and two intersections under Monmouth County jurisdiction. All designs needed to accommodate the redevelopment of Fort Monmouth.

NJ Turnpike Interchange 13 Improvements, Union County, NJ – Traffic task leader for traffic study, traffic simulation, signing, striping, and traffic signals on ramps. Plans are being developed in accordance with NJTA Design Standards and Specifications. Work efforts included a detailed simulation model of toll plazas, as well as traffic forecasting for the Goethals Bridge expansion and the creation of a full interchange on I-278 at Route 1 & 9.

Route 35, MP 4-9 Roadway Reconstruction – Traffic task leader for the reconstruction of Route 35 from MP 4-9. The roadway was completely reconstructed as a result of Hurricane Sandy. Work efforts included the replacement of four traffic signal installations, and the modification/retrofitting of 15 existing traffic signal installations. Other work efforts included ITS interconnection of signals, signing, striping, and curb ramp/sidewalk construction throughout the corridor.

Garden State Parkway Interchange 41 & 44 Improvements, Atlantic County, NJ – Traffic task Leader for traffic study, signing, striping, and traffic signals for preliminary and final design of new diamond interchange at Interchange 41, improvements at Interchange 44, which include new ramps to/from the south. Work efforts included the design of four signalized intersections under Atlantic County jurisdiction.

Somerset County Traffic Signal Optimization – Project Manager for the optimization/coordination of 140 traffic signals in Somerset County. Work efforts included traffic data collection, intersection inventory, travel time runs, Synchro analysis, preparing and installing timing directives, and developing conceptual improvement plans for intersections that were failing after signal optimization. The optimization resulted in peak hour delay reductions of 21-24%.

New Jersey Department of Transportation Region North Traffic Signal Optimization – Managed the optimization of over 150 signalized intersections on 7 corridors. Work efforts included conducting Manual Turning Movement and Automatic Traffic Recorder counts, travel time runs, and aerial photographs, preparing as built traffic signal plans, updating traffic signal timing plans based on existing traffic conditions using SYNCHRO and SimTraffic traffic simulation, developing traffic signal coordination plans, and preparing signal timing directives.

Essex County On-Call Traffic Engineering Services – Services involved conducting traffic data collection, origin-destination surveys, a number of traffic safety reviews and mitigation strategies, performing traffic analysis, developing congestion reduction strategies, preparing traffic signal warrant and other traffic studies, designing new traffic signals or modifications to existing signals at over 55 intersections, overseeing the construction of over 50 intersections, and the design of other traffic improvements. Work efforts also included preparing/adjusting traffic signal coordination plans along Bloomfield Avenue, Central Avenue, Springfield Avenue, Lyons Avenue, and Park Avenue, and in downtown Millburn in Essex County (80 intersections total).

Reconstruction of CR 58, Riverhead, NY (SCDPW) – As Principal Traffic Engineer for this fast-track SCDPW project, developed preliminary and final design plans for the reconstruction of 2.7 miles of CR58, Old Country Road, which includes the design of Long Island's first two-lane roundabout. Responsibilities include roundabout design, six (6) traffic signals, striping, signage, MPT schemes and detours for construction.

CR 48 / Cox Neck Road / Sound Avenue Roundabout, Mattituck, NY (SCDPW) – As Principal Traffic Engineer, responsible for conducting the VISSIM traffic capacity analyses for multiple design alternatives and the development of preliminary design plans for the reconstruction of this existing signalized intersection and conversion to a modern roundabout.

Various Traffic Signal Design Projects – Managed the design of 175 state, local and county signalized intersections located in Essex County (75), Morris County (23), Union County (19), Ocean County (30), Atlantic County (4), Monmouth County (7), Hudson County (3), Middlesex County (3), Passaic County (3), Sussex County (3), Somerset County (2), Warren County (2), and Bergen County (1). This included overseeing construction inspection in many cases.

JOSEPH FISHINGER, JR, PE, PP, PTOE, Traffic Engineer

education:
B.S., Civil Engineering, 1999, Rutgers University

registration:
Professional Engineer

Professional Traffic Operations Engineer

affiliates:
Institute of Transportation Engineers

years at RBA:
<1

year at other firms:
19

Mr. Fishinger has 19 years of experience in traffic engineering and project management, with an expertise in traffic analysis, forecasting, intersection design, and traffic signal design. Mr. Fishinger has designed and managed intersection improvement projects for state departments of transportation, as well as County and Municipal governments. In addition to his private sector design experience, Mr. Fishinger also served as the Somerset County Traffic Engineer from 2006 to 2015, where he handled improvement projects from initial identification of the problem through design and into construction and operation.

Livingston Avenue Complete Streets – Responsible for safety analysis for the development of complete streets concepts along Livingston Avenue (County Route 691) in New Brunswick, NJ, to address roadway users including vehicle, pedestrian, bicycle, and public transit modes and address safety concerns relating to vehicle crashes. The project extends along a one-mile corridor of Livingston Avenue and includes five signalized and 22 unsignalized intersections.

Route 79 Corridor Study – Served as the project manager for the Route 79 Corridor Study in Monmouth County which established a 'Vision' for the corridor and surrounding area and using a series of travel demand and simulation models project traffic conditions into the future considering the development trends of the area. Recommendations and concept plans for traffic mitigation / management were made by the project and included not only roadway improvements but modifications to zoning and development plans to best manage transportation options along the corridor.

Jersey City Waterfront Access and Downtown Circulation Study – Responsible for preparing the study and managing the various sub-consultants. The study consisted of the determination of a comprehensive transportation improvement plan for the downtown Jersey City area using a travel demand and land use forecasting models. The recommended improvements consider changes to mass transit systems as well as roadway improvements.

Perry Avenue Bridge Removal Study – Responsible for traffic engineering and preparation of a Synchro based traffic model for the potential Removal of the Perry Avenue Bridge in Bloomsburg, PA. The modeling included using origin-destination data to establish the most likely route drivers would take if the bridge was removed and identified improvements necessary in the area to mitigate changes in traffic patterns due to the removal of the bridge.

Mount Bethel Road Corridor Study – While serving as Traffic Engineer for Somerset County, prepared the Mount Bethel Road Corridor Study which included a build out analysis of available lands in the vicinity of the corridor and recommendations for potential improvements to alleviate peak hour traffic congestion. Recommendations included land use recommendations, roadway improvements and the implementation of an advanced traffic signal control system along the corridor.

Middlebush Traffic Study – Responsible for the preparation of the Middlebush Traffic Study which was a comprehensive analysis of existing and anticipated future traffic conditions in Northern Franklin Township including the Easton Avenue and Davidson Road corridors. The project determined origins and destinations of traffic using a 'Post It Note' survey and determined the feasibility of the Davidson Road and Middlebush Road bypasses.

Somerset County Countywide Signal Optimization –Project manager for Somerset County's Countywide Signal Optimization which included the optimization of approximated 140 traffic signals throughout Somerset County utilizing Synchro. The project resulted in an approximately 10% improvement in traffic signal operations without requiring any physical improvements to the system.

Somerville Transit Oriented Development – Served as project manager and provided recommendations with respect to traffic impacts, trip generation, and parking requirements for the proposed mixed use development near the Somerville Train Station. The project included parking and access recommendations as well as a Synchro traffic model of the area around the site.

Newark Downtown Circulation Study – Responsible for managing the preparation a traffic study designed to determine the necessary infrastructure improvements associated with the planned 18,000 seat arena in the Newark Downtown Core Area. This study also inventoried and evaluated the existing parking and parking needs within the Downtown. The project included preparation of both a Synchro/SimTraffic simulation model and a Cube Voyager travel demand model.

NJ Route 36 Signal Optimization Contract – Responsible for managing the contract with NJDOT to use Synchro / SimTraffic to model and optimize the 51 signals along the NJ Route 36 corridor in Monmouth County. The project provides animation modeling of the corridor overlaid on an aerial photo of the study area. The modeling results were used to create revised timing plans to optimize traffic flow throughout the corridor.

Cape May City Downtown Simulation Model – Prepared a Synchro/Sim-Traffic simulation model for The City of Cape May as part of a planning and circulation improvement study for the downtown area. The model focused on the interaction between pedestrian and vehicle traffic in the downtown area. Was also responsible for various data collection efforts on the project, including parking inventories and traffic counts.

NJ Route 35 Needs Assessment – Managed the Needs Assessment project for NJDOT for this approximately three-mile-long corridor. The study was designed to identify transportation-related deficiencies along the corridor, including capacity problems, mass transit deficiencies, bicycle/ pedestrian deficiencies and crash patterns. The information will be used by NJDOT to determine possible improvements to the area.

NJ Route 31 / South Branch Parkway Access Management Plan – Responsible for managing the preparation of an Access Management Plan for NJ Route 31 in Flemington Borough and Raritan Township in conjunction with a planned elimination of the Flemington Circle. The project also included preparation of an Access Management Plan for the proposed South Branch Parkway located parallel to existing Route 31.

Making Connections – The Somerset County Circulation Element Update – While serving as Traffic Engineer for Somerset County, served as deputy project manager for the update of Somerset County's Circulation Element which included recommendations for long term improvements to Somerset County's transportation system and the preparation of a refined Cube Voyager model for Somerset County based on the NJRTM-E. The project was funded by a NJTPA subregional studies grant.

3 TECHNICAL APPROACH

Project Understanding & Approach

It is our understanding that the Village of Port Chester is seeking assistance from an appropriately qualified professional engineering firm to address various traffic engineering services, including review of the potential traffic impacts of applications, and to determine improvement needs to the Village's transportation systems and mitigate improvements due to development impacts if necessary.

The RBA Group welcomes the opportunity to provide **Professional Traffic Engineering Services** to the Village of Port Chester Board of Trustees, Traffic Commission, and Planning Commission. A review of our qualifications will demonstrate that we possess all of the technical expertise necessary to service the Village of Port Chester in a high quality and cost effective manner. All work will be conducted by licensed professional in the State of NY, including Traffic Engineers, Civil Engineers, Planners, and Urban Designers.

Our proposed Project Manager/ Lead Traffic Engineer will be **Mr. Greg Del Rio, P.E.** Mr. Del Rio has over 25 years of traffic engineering experience, including extensive experience working with municipalities throughout the New York Metro Region and Westchester, as well as NYSDOT. He is quite familiar with traffic and parking issues and patterns in Port Chester, and is assisting the Village with their parking and mobility improvements, including the recently completed peer reviews for the Capitol Theatre and Marina Parking Lot. He has worked on projects with the Planning and Traffic Departments and Boards for the Village of Port Chester and Ossining, as well as Westchester County Planners and Traffic Engineers. He has also collaborated with Dobbs Ferry, Goldens Bridge, Irvington, and New Rochelle on various Parking, Complete Streets, and Safe Routes to School projects.

Availability and continuity are important to successfully serving Traffic On-Call Services involving reviews and coordination with Boards and Commissions. RBA has two alternate traffic engineers that are licensed professional engineers in New York that can cover for meetings if/when Mr. Del Rio is not available. Mr. Del Rio and these two other licensed traffic engineers are supported by a staff of 7 other professional staff. This allows reviews to be dealt with in a timely and expeditious manner.

In addition to the past experience of Mr. Del Rio, **The RBA Group** has also performed traffic review services for the following boards over the past several years on an on-going basis:

- Borough of Ramsey (both boards)
- Borough of Alpine (Planning Board)
- Township of Parsippany-Troy Hills (both boards)
- Borough of Florham Park (both boards)
- Township of Morris (both boards)
- Township of Hanover (Planning Board)
- Town of Westfield (both boards)
- Borough of Mountainside (Combined Board)
- Township of Clark (both boards)
- Township of Springfield (Board of Adjustment)
- Township of Cranford (Board of Adjustment)
- Township of Bridgewater (both boards)
- Township of Montgomery (both boards)
- Township of Livingston (Planning Board)
- Township of Verona (Planning Board)
- Franklin Township, Warren County (Planning Board)

- Essex County Planning Board
- Union County Planning Board
- Borough of Edgewater Board of Education (as part of the review of a development proposal adjoining a school)

The RBA Group possesses in-house expertise to address various issues in a number of different areas that may be required by this assignment:

- Traffic Engineering & Transportation Planning
- Highway/Civil Engineering
- Signal Design
- Data Collection
- Construction Inspection/Management
- Providing Staff
- Grant Writing
- Landscape Architecture

Furthermore, RBA approaches our projects from a multi-disciplinary perspective, and has the in-house resources to compliment the typical traffic engineering tasks. These include potential input if needed from Planners; Civil Engineers with Site, Utility, waterfront, and Roadway expertise; Structural Engineers; Landscape Architects; and Architects.

Our Project Manager, Mr. Greg Del Rio, PE, will provide the Village with a single point of contact and manage all assignments and traffic reviews.

When traffic impact studies are required and have been prepared by applicants, **The RBA Group** will review the traffic study to ensure that it meets all appropriate requirements.

Part of our review of traffic will include assessing how the traffic from a new development may impact traffic safety. As part of our review of traffic impact studies, we will verify that baseline traffic counts were conducted during an appropriate period.

We will review the trip generation, traffic distribution assumptions and capacity analysis contained traffic studies for reasonableness and appropriateness. For trip generation, we have access to several existing trip generation studies as well as the Institute of Transportation Engineer's publications relating to trip generation. For verifying trip distribution, we will assemble the trip distribution for Port Chester-based work places and residences from the Census Journey-to-Work Survey.

Where traffic impacts require mitigation, we are extremely familiar with developing mitigation plans. As part of our review efforts, we will review the site plan for traffic operations and safety. Before making any comments on the site plan, we will communicate with the Village planning and engineering representatives to gain consensus about any comments.

During public hearings for the cases we review, we will provide a professional engineer skilled in traffic engineering to provide testimony. While our lead traffic engineer/project manager will attend most meetings, conflicts do come up from time to time. When he is unavailable, we have several alternate professional engineers experienced in traffic engineering that can testify.

A review of our references will reveal that we are extremely flexible in terms of our ability to prepare reviews before meetings in written format. We have provided review reports in less than 24 hours previously when necessary, and

can generally accommodate the needs of any board.

In addition, the following Sections provide a discussion of RBA's experience in providing other related services in addition to review of applications and general comments and recommendations.

Traffic Engineering Services

The RBA Team has vast experience conducting traffic engineering services for numerous government agencies throughout the New York Metro Region. Our experience includes examining existing and future transportation conditions and developing recommendations that have been successfully implemented and have improved traffic operations and safety for all users (auto, bus, truck, pedestrian, bicycles, and transit). From comprehensive traffic data collection and inventories to conducting the four-step planning process (trip generation, traffic distribution, model split & traffic assignment), analyzing roadways/intersections, creating traffic models, developing mitigation measures, construction services, and facilitating environmental and grant application processes, we understand the critical elements that result in successful traffic improvements for our clients.

The RBA Group's general approach functions under a "Studio Environment" where the various disciplines act as a cohesive resource to identifying and developing solutions to today's various transportation challenges. Our interdisciplinary approach provides quality assurance for the most basic through most complex projects.

Traffic Engineering Services applies to the development of plans and designs that lead to implementation and construction of physical transportation infrastructure improvements. The assignments are typically initiated due to various reasons such as prior needs assessments including safety or rehabilitation, capacity enhancements, planning studies, or site development.

Engineering / Roadway Geometry Design / General Design Services / CAD Drafting

Engineering and General Design Services include input from the RBA's multi-disciplinary team members as needed to provide the Village support in advancing concepts under individual assignments. This could include anything from physical inventories, geometric design, drafting, cost estimates, signal plans, signing and striping, ADA compliance, etc.; as well as potential input from other disciplines such as landscape architects, electrical engineers, or construction managers. RBA has the resources to respond and fulfill any of the needs that may arise.

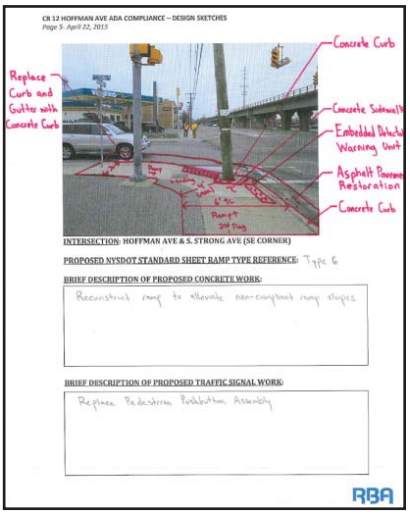
FREIGHT STREET "COMPLETE STREETS" PROPOSED IMPROVEMENTS

RBA Drafters and technicians can support the engineering and planning tasks by assisting with preparation of as-built plans, alternative plans, designs, and construction plans. RBA can also develop computer renderings and photo-simulations of proposed design alternatives prepared by RBA's graphic artist department.

Roadway Geometric Design includes assessment and improvement of the roadway right-of-way, and allocation of space within the right-of-way to accommodate safe and efficient circulation for all users. Adhering to AASHTO and MUTCD standards is critical in designing and implementing improvements, such as lane designations, tapers, transitions, and turning radii appropriate for a roadway's classification and context. RBA is especially experienced in implementing Geometric design treatments to accommodate Complete Streets and Traffic Calming elements. The most prevalent of these include: normalization of intersections, incorporating bike lanes, curb extensions, medians, road diets, and roundabouts. Examples of RBA's experience in developing engineering design solutions include several roundabouts throughout Long Island such as *Nassau Community College*, Suffolk Community College and CR58 in Riverhead. Road diets were developed for Straight Path Road as part of the Wyandanch Rising project, as well as for CR19, Patchogue-Holbrook Road in Ronkonkoma.

ADA Compliance

Potential tasks could include assessment and identification of improvements and cost estimates associated with designs of sidewalks, ramps, parking facilities, traffic signals traffic systems, entrances, paths, etc. and assure they comply with current ADA requirements. NYSDOT and FHWA is now enforcing the *Department of Justice/Department of Transportation Joint Technical Assistance on the Title II of the Americans with Disabilities Act (ADA) Requirements,* which necessitates an evaluation and corrective measures / upgrades to existing curb ramps when highways are altered through asphalt milling / resurfacing (1R) projects.



The RBA Group is keenly trained in this discipline, and for the past 6 months has been contracted by SCDPW to provide on-call assessment and design services related to ADA Compliance in advance of all of the projects on the 2015-2016 paving program. For these assignments, existing pedestrian access ramps, sidewalks and pedestrian signal equipment are assessed to determine whether these facilities comply with current ADA standards. Ramp and pedestrian signal designs and estimates are prepared for each proposed reconstructed location.

Signal Design

Signal design includes the design and preparation of plans to construct and/or upgrade signalized intersections, replace outdated equipment, and provide communications. Signal systems may also include implementation of transit signal priority for emergency vehicles and/or transit. Assignments could typically include assessment and upgrade of existing signal infrastructure, as well as design of new signals where warrants may be identified.

Pavement Marking and Sign Design

RBA will evaluate existing signing and striping conditions and their conformance with Federal MUTCD, including NYS Supplemental and any County/Village standards. RBA will prepare removal and/or relocation plans, and layout and design new pavement marking lines, hatching symbols, and letters as well as required ground mounted and overhead signage. RBA is experienced with *GuideSign* and other signage design software.

An example of our experience includes RBA's RDSA assignments with NYSDOT, RBA performed on-call pavement marking and signing design assignments at critical intersections or corridors.

OVERHEAD SIGNAGE INSTALLATION ON CR 58. RBA WAS RESPONSIBLE FOR DESIGN AND INSPECTION.

Traffic Planning Services

Traffic planning services covers a broad range of services that generally apply to planning of future near-term, mid-term, and/or long-term transportation network demands. The results of traffic planning projects typically become the basis for future designs and traffic engineering projects, where concept level recommendations are further advanced for implementation, as well as to prioritize, prepare, and obtain funding opportunities.

Recent trends in Transit Oriented Developments (land-use) and multi-modal networks (transportation) have required a broader breadth of experience and scope from the Traffic Engineering professionals to address the planning and impacts of future growth. Traffic Planning Services increasingly require a comprehensive approach accounting for all modes, and balancing the needs of all users.

The RBA team is composed of Managers, Task Leads, and Staff that have spent their careers working on projects in the NY metro-region's urban and suburban environments that require a multi-modal approach to project understating and problem solving. For example, most of our projects include creating complete streets that adequately provide for the demands of vehicular traffic, commercial operations, transit operations, pedestrians and bicyclist. The following is a summary of the various Traffic Planning services, our understanding of these services, and related experience demonstrating knowledge and successful approach to planning for future improvements.

Data Collection

Data Collection provides the basis for all other tasks, findings, evaluation and solutions for Traffic Planning Studies and Engineering Projects. Data collection also often provides the basis for prioritization of projects, identification of needs, as well as substantiating and validating community concerns, among other purposes. The RBA Group has extensive experience with all types and methods of data collection including:

- Conditions inventories- e.g. roadway widths, number of lanes and lane widths, pavement markings, traffic channelization, on-street parking regulations, signage, location and type of traffic control devices, signal infrastructure, traffic signal timing, location of bus stops, turn prohibitions, existing land uses, curb cuts, ADA Compliance, location and types of pedestrian and bicycle amenities (crosswalks, signs, street furniture, sidewalks, curb ramps, bike lanes) etc.
- Traffic counts – e.g. manual turning movement counts, classification counts including pedestrian and bicycles, automatic traffic recorders (ATR's) for counts, classification, and speed, radar speed studies, use of Miovision technology, etc.
- Surveys- e.g. signal warrant, left-turn warrants, origin-destination, user-preference, transit service, parking, etc.
- MioVision- For manual turning movement counts, we utilize a product called MioVision. MioVision is a video imaging technology used to conduct traffic counts. It provides a video recording of the count for quality assurance and audit trail purposes, and can be quite effective. The count is conducted from a fish-eye lens, mounted on an extendable pole appropriately 25' tall. The units mount to virtually any pole in a non destructive manner. A screen image from a count is attached, as well as a picture of a unit. Imaging technology is used to count cars, medium and heavy trucks/buses, bicycles, and pedestrians. Individual counts are stored, so that data can be summarized into various time intervals at a later date for more detailed analysis. Having the video available after the fact not only can be used for quality assurance purposes, but it allows the video to be used to verify traffic operations and patterns at a later date. MioVision units can obtain accurate count with very limited light. The video images were used to verify traffic operations and observe the extent of traffic stacking at peak departure times. Processing is charged per hour at a rate that is usually more cost effective than manual technicians. On the next page are an example MioVision pole assembly and camera, and a sample screen shot.

Traffic Analysis / Synchro Analyses

Traffic analyses of existing and future conditions is at the core of many assignments. Thorough analyses are used to identify problems and deficiencies, as well as develop and test improvements. Measures of effectiveness can be identified to provide metrics that the projects/improvements can be evaluated upon. Examples of analyses that are typically provided for traffic impacts studies, corridor studies, safety studies, and intersection improvements among other assignments include: levels of service analysis for highways, arterials and intersections (signalized and unsignalized), queuing analysis, progression and signal coordination analysis, and weaving analysis. Alternatives analysis, cost-benefit analysis and ranking / prioritization of roadway and safety improvement options are included with many of the projects that we have completed, particularly Traffic Impact Studies, Corridor Studies, Safety Improvement Studies, Environmental Impact Statements (EISs), and Major Investment Studies.

Synchro analysis is the most common method for evaluating existing and future traffic operations, as well as developing and testing alternative improvements. Synchro and SimTraffic provide valuable understanding and allow simulation and prediction of future operating conditions so design treatments can be evaluated, and optimized signal operations (cycles, phasing, coordination/progressions) can be included in signal/traffic management systems. Furthermore, SimTraffic's micro-simulation and animation capabilities assist in modeling operations, and explaining impacts and benefits to stakeholders and the public. RBA's Traffic engineers apply Synchro to almost all of their projects.

Traffic Impact Analyses

Traffic Impact Analysis generally refers to the study of impacts to the transportation network due to existing and proposed development, changes in land use, zoning, or major transportation infrastructure. Where changes in land use are expected to occur due to zoning changes and or development, traffic impact analyses provide an estimate of the changes in travel demands and ability of the existing network to accommodate the potential transportation impacts. If impacts are identified, then mitigation measures are identified and assessed for feasibility and costs. Impacts to all modes of travel

may be assessed, although the focus is often on traffic, pedestrians, and parking. With the shift in development toward Transit Oriented Development, multi-modal analyses are warranted. Access management is also addressed through traffic impact analyses, where site pans may be reviewed and recommended improvements made to improve site access and potential impacts to the adjacent roadway network.

Once data is collected to establish existing travel demand conditions, a Synchro model is typically prepared to simulate and assess existing conditions, and then used to model future volumes due to background growth and specific development generated demands. Future demands for peak periods due to development are estimated through a four-step modeling process, and these demands are then added to existing volumes and background growth. Reassignment of traffic may also be necessary if infrastructure improvements or changes in parking will cause shifts in circulation patterns.

Traffic Signal Progression Studies

Traffic signal progression studies provide a low cost solution to many existing and potential future traffic issues such as congestion and constrained capacity, queueing and general circulation impacts, as well as impacts to bus transit service. The benefits of improved coordination of actuated traffic signal systems leading to smoother progressions can most clearly be seen in the following measures of effectiveness: improved travel times, reduced stop delay, reduced emissions and associated improved air quality, as well as traffic calming (predictable platoons and improved compliance with speed limits).

RBA uses Synchro models to analyze existing signal coordination and operations, and develop improved signal progression alternatives. When analyzing corridor progressions, the impacts to side street and pedestrians are also accounted for by assuring proper splits and coordinated actuated signal operations.

Traffic Calming Studies

Traffic calming solutions should be sensitive to the needs of the motorist and the community. Traffic calming entails the design of streets to result in slower speeds, safer circulation for all users, often with the intent to discourage “thru-traffic”. The goal is to create roads that function as public space shared by pedestrians, cyclists, children, and motorists. Techniques to accomplish this goal are often inexpensive features that cause drivers to proceed more slowly or to other routes. Most designs involve alterations to a street’s geometry, and are often coupled with landscape improvements that enhance the street’s visual appearance.

The RBA Group has been at the forefront of designing and implementing traffic calming measures throughout the Northeast. Our experience includes projects that have addressed traffic calming through traditional methods as well as through tactical urbanism, where temporary low-cost interventions have been identified and tested, that often lead to long-term implementation of infrastructure improvements such as lane reductions and creation of plazas. These measures are envisioned as interventions that can easily be implemented on a temporary basis, to “test” potential design treatments that can enhance the Village’s Streets, improve safety, and provide placemaking opportunities. The intent is to then formalize the successful treatments in the future with permanent infrastructure improvements where warranted and when budget allows.

Typically these interventions lead to expanded walking/biking area, plazas/open space, or pop-up café space; which in turn, may lead to expanded economic opportunities if the site(s) lend themselves to such. Potential traffic calming interventions that can be implemented on a temporary basis, without full engineering analysis and/or final contract plan development typically include, but are not limited to, the following.

- Restriping, including bicycle lanes or “sharrows”;
- Converting under-utilized roadway space to non-motorized use,
- Elimination or restriping of channelized turn lanes,
- Change in parking regulations, operations, and/or design,
- Traffic signal progressions.

RBA-DESIGNED BULBOUTS ON COUNTY RD 19, A HIGH-SPEED SUFFOLK COUNTY COLLECTOR ROADWAY.

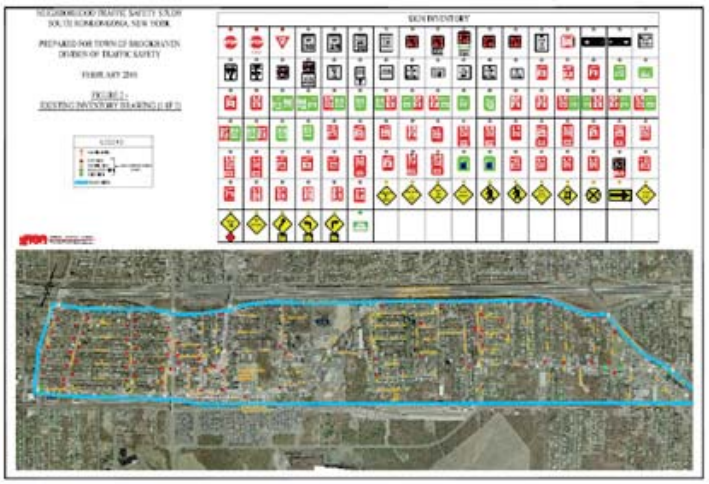
While the traffic calming toolbox includes numerous design interventions and methods, one element RBA is particularly known for includes the design of modern roundabouts as communities face increased traffic calming demands, such as high turning movement conflicts and crash incidents. Roundabouts are often much more effective than other methods of traffic calming because they offer higher vehicle capacity, constant flow of traffic, and better air quality. Roundabouts provide much more than a traffic calming technique but an enhancement to the context of the community they are designed for. Examples of RBA’s Traffic calming experience include the following:

- Development and delivery of professional *Traffic Calming Training* courses including instructor manuals and engineering design guidelines for New York State and New Jersey Departments of Transportation.
- Numerous standalone pedestrian safety studies and traffic calming design assignments for municipalities throughout the Northeast including NYSDOT’s first ever *Traffic Calming Demonstration Project and Modern Roundabout Design* for Sag Harbor/North Haven, New York.
- Development of a Toolbox of *over 60 Traffic Calming Measures* for NYCDOT. The toolbox describes criteria for the selection of measures, effectiveness of measures, and provides design guidelines as well as cost of specific measures.
- A comprehensive master plan and detailed designs for the implementation of traffic calming measures and other pedestrian safety improvements at over 1400 elementary and Junior high schools throughout New York City as part of NYCDOT’s School Safety Engineering Project.
- *City of New Rochelle Neighborhood Traffic Calming Program* where RBA administered the City’s neighborhood requests for traffic calming measures.
- Development of numerous Pedestrian and Bicycle Master Plans including the State of New Jersey; NYSDOT Region 10 (Long Island); and the Tri-County Region comprised of Rockland, Putnam and Westchester Counties.

Transportation Planning / General Traffic Studies

RBA is experienced in all types of planning assignments that are possible through this on-call contract. Examples include corridor studies, safety studies, complete streets, alternatives analysis, cost-benefit analysis, ranking/ prioritization of roadway improvements, Environmental Assessments (EA/EISs), Master Plans/comprehensive plans, and Major Investment Studies.

Localized Intersection improvements to Corridor Studies – The basic approach to projects as small as localized intersection improvements through larger complex corridor studies is similar. While the magnitude and effort may be quite different, they follow similar approaches. Most require a scope of work that begins with purpose and need, problem identification, data collection including safety assessments, which leads to potential mitigation measures and alternatives development. Ultimately a preferred set of improvements is identified and advanced.



Safety Studies – Most corridor studies or roadway improvement projects require a variety of safety study investigations for various purposes and initiatives including but not limited to: School Safety, Pedestrian and Bicycle Safety, Senior Safety, and Local Road Traffic Calming.

Mitigation, Improvements, and Alternatives Analysis - Careful and thorough analysis of traffic operational problems ultimately leads to the development of alternative improvements and/or mitigation measures. We will work with the Village and stakeholders for each project in developing and evaluating the benefits, impacts and costs associated with alternative improvement scenarios that lead to a preferred alternative for funding, advanced designs/studies, and implementation.

Travel Demand Forecasting is also a component of Transportation Planning and includes the determination of realistic estimates of future travel demands. This process is critical in developing improvements/solutions that are "right-sized", and do not lead to over-design or under-design of improvements. Most of the assignments that require projections of future traffic are assumed to require the application of background growth rates plus basic application of the Four Step Travel Demand model (trip generation, trip distribution, modal split and trip assignment) for individual development sites that are anticipated by the horizon year. RBA is well versed in implementing this approach to studies involving localized trip generation and other unique planning assumptions.

Public Outreach- The RBA team will work collaboratively with the Village and project stakeholders to facilitate a proactive public involvement process that provides comprehensive project education and timely public notice to the community, stakeholders and interested parties. The public outreach activities could include regular meetings with the project team and key stakeholders to keep them informed of progress on the project and solicit their input at key milestones.

While the RBA team has the technical expertise to provide any type of data analysis and design solutions necessary, we are also well regarded for working collaboratively with communities to develop creative yet actionable solutions. RBA understands that well organized and informative stakeholder coordination and public outreach will be a critical to the success of certain projects that require public/stakeholder coordination. RBA has not only implemented various types of stakeholder/public engagement and crowdsourcing methods, but truly believes that these tasks are necessary components of today's planning and design processes. Most of our projects include some form of public education, input, and consensus building including a mix of workshops, walking tours, and online information sharing. Examples of this experience are not only through project experience, but through formal staff training such as:

- **Michael Dannemiller, PE** and **Chris Lucas, AICP, LEED AP ND** – Both Michael and Chris are certified instructors for Complete Streets Workshops by the National Complete Streets Coalition; and Safe Routes to School Workshops by the National Center for Safe Routes to School. Chris is also a Certified Trainer for the National Association of City Transportation Officials (NACTO). These trainings sometimes provide communities with a venue for input, and others take the form of technical trainings for State, County or Regional planners and designers. Mike and Chris, as well as Greg Del Rio recently led the NYMTC sponsored *Complete Streets Workshops for Nassau County* which focused on Complete Streets Policy implementation.

Transit Planning

Transit planning is becoming more prevalent and integrated into our development of Complete Streets, as we strive for more sustainable solutions to our transportation networks. Transit planning under this Traffic On-Call is likely to include studies and development of street designs to accommodate improved bus service, support Transit Oriented Developments (TOD), and provide enhanced connections between bus routes and bus to rail.

The RBA Team's proposed project manager, Greg Del Rio, has extensive transit planning experience including several BRT and intermodal center projects, as well as bus priority lanes. These include tasks associated with development of Suffolk County BRT routes, Central Avenue BRT in Westchester, South Jersey BRT, Mineola Intermodal Center (which was originally conceptualized in the Mineola Area Revitalization Study), Wyandanch Rising, as well as parking and circulation at several LIRR stations.

Funding Assistance - Grant Writing, Federal and State Aid Document Preparation

Preparation of Grants, including supporting documentation, has become a critical need for public municipalities in funding and implementing plans, designs, and ultimately physical transportation improvements to address the quality of life needs of our communities. The competition for these funds also continues to grow as more municipalities of all sizes become more sophisticated and apply for competing grants. The RBA Team's planners and engineers have been proactive in their continuing education and experience associated with obtaining funding through various Federal and State sources.

Through RBA's grant writing efforts and preliminary design support, the Town of Brookhaven has secured over $3.5 million in grant funding under various federal and state transportation-related programs in the past several years, including State programs: LSSTC, Multi-modal programs; as well as Federal RTP, TAP, and CDBG programs.

RBA assisted various municipalities in Nassau and Suffolk County in securing over **$1.3 million** in grant funding under various federal and state transportation-related programs in the past few years. These include grants from State programs under NYSDOS, NYSDEC, LSSTC for the Municipalities of Port Washington North, Towns of Oyster Bay and Hempstead, Great Neck Plaza, and Bohemia.

Since 2012, RBA has been involved with assisting the City of Waterbury with land use and transportation services, including preparation of a successful TIGER grant application for **$14 million** in federal funding. RBA was hired by the City and its Development Corporation to identify downtown development opportunities and devise a plan for public realm improvements that will support such redevelopment. RBA's resulting plan and design of a riverfront greenway, complete streets, and pedestrian connectivity between the railway station and downtown became the basis for a successful 2014 TIGER grant application, which RBA assisted in preparing. The strategy aims to leverage the City's railroad service on MetroNorth and the forthcoming hourly express bus service to Hartford on CTfastrak. The Greenway is designed not just as a trail along the river, but as a network of complete streets that penetrates into downtown, repositioning the train station as the City Center, and connecting downtown to the Waterfront.

4 FEE

Rate Schedule

NAME	RATE
DEL RIO, GREGORY	$225
METH, GORDON	$225
FISHINGER, JOSEPH	$170
DANNEMILLER, MICHAEL	$142
SIMOFF, BENJAMIN	$91
CASADEI, KEVIN	$80

- Rates are effective from October 1, 2016 to June 30, 2017.
- Expenses will be billed at direct costs.
- Planning Board and Public Meetings are typically charged at 1.5- 2 hours of the attending professionals' rate.

32 Old Slip, 4th Floor, New York, NY 10005 | 212.741.8090 | www.rbagroup.com
RBA Proposal No. 2016-193 P2288161862

Village of Port Chester
Traffic and Transportation Engineering Professional Services

THE RBA GROUP

Rate Schedule
(Effective November 1, 2016 to June 31, 2017)

NAME	RATE
Director	$185
Supervising Engineer	$165
Senior Engineer	$140
Engineer	$115
Assistant Engineer	$90
Senior Technician	$80
Technician	$70

Rate Schedule to be applied to both escrow fee schedule for use with applicants, as well as municipal fee schedule for use on Village-directed projects.

September 30, 2016 | Proposal

Village of Port Chester

RFP# 2016-07

Traffic and Transportation Engineering Professional Services

www.vhb.com

September 30, 2016

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

Re: RFP 2016-07: Traffic and Transportation Engineering Professional Services

Dear Mr. Steers:

On behalf of VHB, I am very pleased to submit our proposal to provide traffic and transportation engineering support and expertise to the Village of Port Chester. As demonstrated by our qualifications, our team's experience providing similar services to nearby municipalities and our familiarity with Port Chester and its surrounding communities, we are able to deliver the highest quality professional traffic and engineering services to support the stated goals of the Village of Port Chester. We understand the Village's goals are to enhance the safety and efficient movement of pedestrians, cyclists and vehicles within the Village while preserving the Village's character and continuing to support the Village's revitalization.

John Canning will serve as VHB's Project Manager for the study. Over the course of his career, he has provided similar services to communities including the Towns of Bedford, Cortlandt and Goshen and the Villages of Tarrytown, Sleepy Hollow, Nyack, Woodbury and Elmsford. John has even provided similar services to the Village of Port Chester when, as an employee of a different firm, he reviewed the traffic signal plans for the intersections improvements associated with G&S's Waterfront at Port Chester development and the traffic review of the Restaurant Depot on South Regent Street.

Projects that John has worked on run the gamut from schools and higher level educational institutions to hospitals, commercial, retail, residential and industrial uses. In addition to preparing countless traffic and parking impact studies, ranging in size from the eight-unit 57 Soundview Street residential development in Port Chester to White Plains' City Center and Ritz Carlton mixed-use developments, John has reviewed hundreds of similar traffic and parking studies for municipalities.

He was also the lead transportation engineer on many cutting edge transportation and traffic engineering projects. In Kingston, New York, John spearheaded the City's plan to replace one traffic lane on Broadway with a separated cycle track which would connect to three pedestrian bicycle trails which are planned to connect into the downtown area. This NYSDOT-first-project will employ pedestrian signal indications and phases at key intersections to conveniently accommodate the anticipated influx of bicycle traffic. For the North Riverdale Avenue Community, John lead a team which developed a plan to implement a road diet on that busy corridor which would provide better accommodations for pedestrians without sacrificing the

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ability of the corridor to convey vehicular traffic. John has also completed many engineering design projects including traffic signals, signing, striping, and work zone traffic control.

Through many of these projects, John has been ably assisted by Andrea Connell, with whom he has had a successful working relationship for over 20 years. Andrea is currently providing traffic engineering consulting services to the Village of Woodbury and was instrumental in completing many of the engineering and writing tasks on the North Riverdale and Kingston Projects.

With a population of approximately 29,000, the Village of Port Chester has been transformed over the last two decades with the arrival of such developments as the Home Depot, BMW's service center (also projects John worked on), Restaurant Depot, the Waterfront at Port Chester, as well as the resurgence of The Capitol Theater and restaurants and nightlife along North Main Street. While positive developments, they have placed a strain on the Village's transportation and parking infrastructure. If development is to continue in the Village, the nature of developments and associated infrastructure improvements will need to be tailored to fit the built environment and to ensure that pedestrians and cyclists can move freely and safely around the Village, that goods and vehicles which need to enter the Village can also do so, and that vehicles passing though the Village are encouraged to stay on the limited access highways.

Our team's approach, if selected will be similar to our successful efforts in similar communities. First, listen carefully to and discuss with the Village Board, Planning Commission and Traffic Commission to understand exactly what the concerns and aspirations are. Next, review the applicable standards and search back through previous projects to identify the root causes of concerns and measures which have proven effective at delivering the desired results. Once these tasks have been completed, VHB will take these findings and apply them to the task at hand, considering important issues such as effectiveness, constructability, cost, schedule and, perhaps most important of all, public acceptance.

VHB recognizes the current economic climate dictates the efficient application of resources to achieve buildable solutions in a timely manner that will improve the quality of life of residents, while enhancing the safety and efficient movement of pedestrians, cyclists, vehicles and goods. It is with this understanding that we will approach all tasks assigned by the Village of Port Chester, if selected. We will meet with Village officials, Applicants, Village residents and other stakeholders to understand the issues and work to develop solutions that the Village can ultimately be proud of and which will support the continued economic revitalization of the Village while also preserving its character and protecting the public's welfare.

We welcome the opportunity to serve the residents of Port Chester and help to make the Village a safer and better place to live. Should you have any questions or require additional information, please contact John Canning at 914-467-6605 or jcanning@vhb.com.

Sincerely,
VHB

P.N. O'Leary

Patrick O'Leary, PE
Principal

Robert

Robert Severance, PE
Manager Director, White Plains

Contents

Team Experience 1
Project Team 15
References 25
Schedule and Fees 26

1 Team Experience

Firm Profile

VHB is ideally suited to provide services for the Village of Port Chester:

- Project Manager and Task Leaders with traffic engineering experience in the Village of Port Chester
- Experience working with Village agencies

VHB partners with clients from its 23 offices across the East Coast, including White Plains, to improve mobility, enhance communities and economic vitality, and balance development and infrastructure needs with environmental stewardship. Premier industry publication Engineering News-Record ranks the firm among the Top 500 Design Firms nationwide, and VHB is a frequent recipient of project awards for planning, engineering, and environmental excellence. Over 1,250 engineers, scientists, planners, and designers provide a wide range of services in the transportation planning, engineering and design.

Experience

Traffic Engineering

VHB provides transportation planning, engineering, design, and system operations services throughout New York. Our dedicated transportation team works on roads, highways, bridges, tunnels, bikeways, pathways, rail and transit systems, and airports, as well as projects for municipalities, property owners, developers, and educational, healthcare, and cultural institutions. VHB staff are active leaders within the Institute of Transportation Engineers, Transportation Research Board, American Planning Association, and other organizations, and frequent contributors to traffic engineering manuals, handbooks, and guidelines at the national, state, and local levels. Key services include:

- Traffic engineering, design and planning
- Traffic data collection and analysis
- Traffic simulation modeling
- Transportation planning
- Bicycle and pedestrian design
- Complete Streets design
- Roadway/highway design
- Parking surveys and analysis
- Parking lot design
- Traffic signal timing optimization
- Signal design
- Signal warrant analysis
- Feasibility studies and cost estimates
- Trip generation and assignment
- Site access and circulation plans
- Crash analysis and safety engineering
- Road safety audit
- Transit and rail planning and design
- ITS planning and design
- TMC operations and support
- Bridge design and inspection
- Market research and travel surveys
- Travel demand forecasting
- Travel demand management

Traffic engineering design is a core service of VHB. We design complex roadway projects ranging in size from the design of multi-lane limited access highways and interchanges to reconstruction of minor arterials, local roads, and single intersections, including the preparation of construction plans, specifications, and estimates. VHB is an on-call engineering consultant to the New York State Department of Transportation, and several New York towns and villages, providing comprehensive traffic design services along with construction inspection and administration.

Our transportation team analyzes traffic, parking, transit, and pedestrian capacity under existing and future conditions, and identifies, evaluates, and designs traffic capacity improvement measures for the mitigation of significant impacts. VHB also provides a variety of planning and engineering services for site access and circulation, parking, and pedestrian safety.

VHB develops construction staging, roadway detour, and maintenance and protection of traffic plans for roadway, bridge, tunnel, and utility rehabilitation and replacement programs—planning and designing for safe and secure vehicular and pedestrian traffic operations during large-scale construction projects. Our in-house engineering services also include bridge design and inspection, alternative evaluation, construction sequencing and scheduling, application preparation, permit preparation, value engineering, contract documents/bidding assistance, and quality assurance specifications.

VHB has over two decades of experience planning and designing bicycle and pedestrian projects from Maine to Florida—including on-road bicycle networks, greenways and riverwalks, rails-to-trails, and rails-with-trails. Complete Streets design is a natural extension of VHB's award-winning Bicycle and Pedestrian Practice, and we are involved in a wide variety of Complete Streets planning, policy, and design efforts including the Building a Better Broadway initiative in the City of Kingston, NY.

Our use of the latest traffic engineering software improves the accuracy and reliability of our analyses while helping us meet client budget and schedule expectations.

VHB is committed to the use of advanced engineering tools and technology and our technical proficiency has resulted in significant contributions on many projects. Our use of Miovision video collection units, for example, improves data accuracy and reliability while saving money on traffic data collection efforts, and recent travel surveys have been conducted using Google Nexus tablets—for which our staff developed five customized Android apps. VHB's traffic engineers routinely develop Synchro/SimTraffic, VISSIM, and CORSIM traffic simulation models for capacity analysis and visualization, and utilize AutoTURN to analyze and evaluate vehicle access, clearance, and maneuverability.

VHB has served as traffic engineering consultant to the Town of Woodbury and Villages of Brewster and Tarrytown (clockwise from left), among other New York municipalities.

Prior Experience with Municipal Clients

VHB provides New York municipalities with engineering, planning, land use, zoning, and development advisory services. The ability to help our clients initiate and complete intricate, challenging, and important projects has given rise to an impressive portfolio of success in municipal planning, and the seamless integration of VHB's planners, engineers, and environmental scientists is proven to serve municipalities well.

VHB has provided traffic and planning consulting services to the following Westchester County, Lower Hudson Valley, and metropolitan New York City municipalities and municipal planning organizations:

- Village of Tarrytown
- Village of Sleepy Hollow
- Village of Ardsley
- Village of Brewster
- Village of Croton-on-Hudson
- Village of Elmsford
- Village of South Nyack
- Town of Goshen
- Town of Greenburgh
- Town of Bedford
- Town of Newburgh
- Town/Village of Woodbury
- City of White Plains
- City of Kingston/Ulster County Transportation Council
- City of Yonkers
- Westchester County
- Poughkeepsie-Dutchess County Transportation Council

NYSDOT Experience

VHB has been providing transportation planning, design, and operations services to the New York State Department of Transportation (NYSDOT) for nearly 30 years. We are currently providing traffic engineering services as part of the design-build team working with NYSDOT to replace the eastbound Kosciuszko Bridge, which carries the Brooklyn-Queens Expressway over Newtown Creek between Brooklyn and Queens. The $555 million project to replace the 1.1-mile eastbound viaduct is the largest single contract NYSDOT has ever undertaken. As part of the $31.3 million Accelerated Bridge Program, VHB provided bridge and highway design and WZTC plans for a fast-track NYSDOT initiative to rehabilitate 13 bridges in New York State. VHB has been the prime consultant for five consecutive Region 10 on-call contracts for highway safety investigations and has also completed highway safety investigations as a major subconsultant for Region 11. We have also served on project teams responsible for the development of the New York Statewide Traffic Incident Management

Program and the Emergency Transportation Options Strategic Plan. VHB also provides operations staff and performance measure implementation at the New York State Joint Transportation Management Center in Queens, which oversees all state roadways in New York City. VHB was traffic engineer for a number of NYSDOT value engineering workshops and are currently preparing Pedestrian Safety Corridor Plan Guidelines on behalf of NYSDOT.

VHB has facilitated and presented at community and stakeholder meetings for projects throughout New York State.

Project Understanding and Approach

VHB's White Plains Transportation team has over two decades of experience providing traffic engineering services for Westchester and Hudson Valley Municipalities ranging from review of traffic impact studies, to the design of traffic signal plans and the development of complete streets improvements. Our approach to all work efforts use the same model. First listen carefully to and discuss intelligently with our Client to understand exactly what the concerns and aspirations are. Next, we review the applicable standards and lessons learned on previous projects to confirm best practices that have proved effective at delivering the desired improvements. Once these tasks have been completed, VHB takes these findings and seeks to apply them to the task at hand, considering important issues such as effectiveness, constructibility, cost, schedule and, perhaps most important of all to public clients, public acceptance.

VHB recognizes the current economic climate dictates the efficient application of resources to achieve buildable solutions that will better the quality of life of residents in a timely manner. It is with this understanding that we will approach all tasks assigned by the Village of port Chester, if selected. We will meet with Village Officials, Applicants, Residents and other stakeholders to understand the issues and will support the Village with our significant expertise in traffic engineering principles and best practices to provide and enhance the safety and efficient movement of pedestrians, cyclists, and vehicular traffic of people and goods within the Village and develop solutions that the Village can ultimately be proud of.

Communication

Our team members have extensive experience participating in community board, stakeholder and agency meetings in support of projects. We plan and facilitate stakeholder outreach programs to engage municipal officials, government/agency representatives, business groups, and institutional leaders through meetings, workshops, surveys, and interviews. In addition to facilitating workshops ourselves, VHB has also developed and led training sessions for workshop facilitators and breakout group leaders, as well as training and information sessions for local officials.

Relevant Project Experience

The following project pages demonstrate our experience providing traffic engineering and transportation planning services to municipal, institutional, and real estate clients.

Willett Avenue Traffic and Parking Study

Village of Port Chester, New York

Client
Metro-North Railroad
HNTB

VHB Schedule
Started: April 2014
Ongoing

VHB has been providing traffic engineering services to support Metro-North Railroad and HNTB to finalize a Work Zone Traffic Control Plan for the Willett Avenue railroad bridge. The plan has been developed to minimize traffic impacts associated with four one-week shut downs of Willett Avenue to reconstruct the bridge carrying the MTA's four New Haven lines over the roadway. Work efforts have involved parking surveys and analyses within several blocks of the bridge as well as traffic counts and intersection capacity analyses for numerous intersections up and down Westchester Avenue and North Main Street. Mitigation measures include traffic signal timing adjustments, signing, striping, and the deployment of police officers to assist in directing traffic at key intersections for peak periods during each of the one-week shutdowns.

United Hospital Site Redevelopment

Village of Port Chester, New York

Client
Starwood Capital Group

VHB Schedule
Started: October 2010
Ongoing

The former United Hospital site consists of more than 15 acres and is located in the Village of Port Chester. The abandoned hospital includes 720,000 sf of patient and ancillary buildings on two parcels of land including a high-rise staff residence. A total of nine structures with related parking areas connected to an internal roadway system. The Hospital itself closed in 2005, although the staff residence continues to be occupied.

As part of the evaluation of potential development scenarios on the site, VHB's planners prepared a Draft Environmental Impact Statement (DEIS), which evaluated the potential impacts associated with the development of approximately 770 residential units and 124,000 sf of retail and commercial office space. The proposed development program consists of a mix of low-rise commercial buildings, including retail and office space, and low-and high-rise residential structures. The proposed development offers twice as much open space as the current hospital facility.

VHB studied environmental conditions including land use and zoning, visual resources, stormwater management, utility demands, cultural and natural resources, air and noise quality, traffic and transportation access, and socioeconomic ramifications.

Building a Better Broadway Complete Streets Design

Kingston, New York

Client
Ulster County Transportation Council

VHB Schedule
Started: May 2014
Completed: December 2015

The Ulster County Transportation Council retained VHB to develop design concepts to improve mobility and accessibility for pedestrians, bicyclists, and motorists along and adjacent to a nearly one-mile section of Broadway in the City of Kingston. The corridor plan is consistent with Complete Streets concepts, as well as with community goals and expectations.

VHB led a walkability audit from Liberty Street to Chester Street with members of City Council, the Ulster County Transportation Council, and City of Kingston Engineering Department to examine existing pedestrian facilities such as mid-block crosswalks, pedestrian signals, and ADA accessible curb ramps; identify opportunities for additional bicycle and pedestrian infrastructure; observe traffic conditions during school dismissal; and to assess potential locations for pedestrian plazas, pocket parks, and new community gathering spaces.

We provided recommendations, design concepts, implementation strategies, and planning-level cost estimates for Complete Streets improvements on Broadway, including alternative parking concepts such as angled back-in parking, road diets, bicycle route markings and signage, reconfiguring intersections, and traffic calming. Our work also included analyzing crash data, preparing a Synchro model to test the feasibility of alternative improvement scenarios, and providing tables showing parking gained or lost as a result of mobility improvements. VHB is planning and facilitating community meetings, including the use of interactive TurningPoint surveys to attain public input.

Riverdale Smart Growth Plan

Bronx, New York

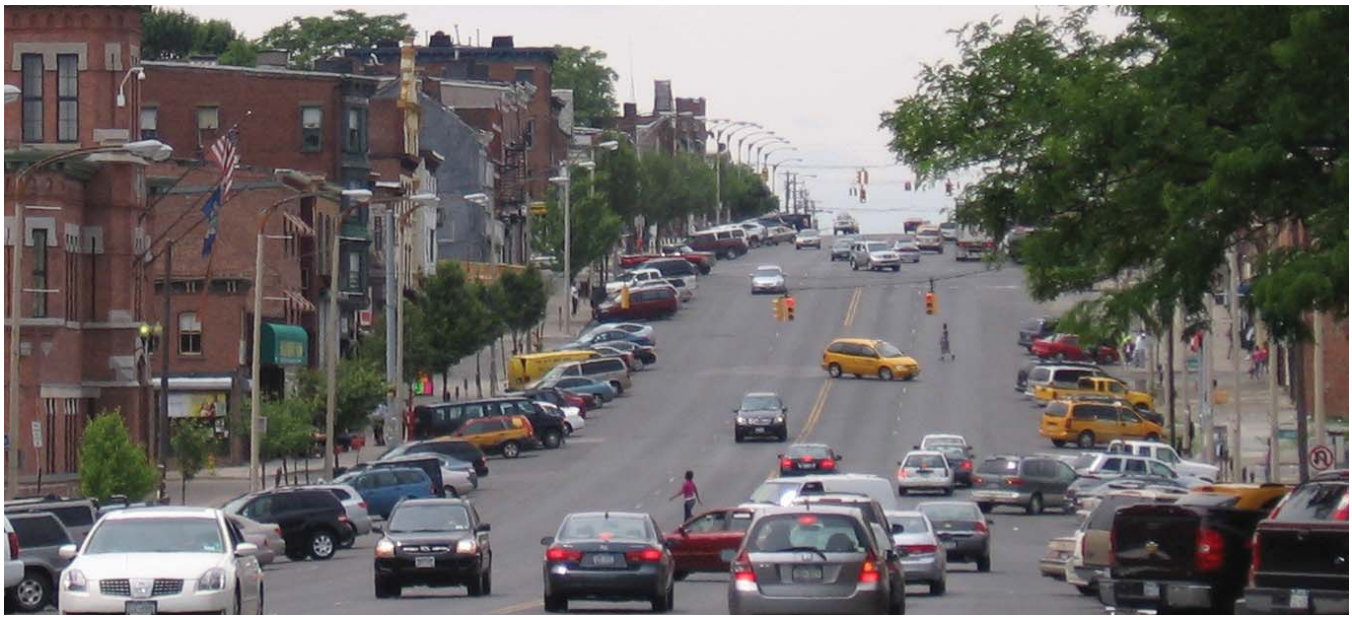
Client
North Riverdale Merchant and Business Association

VHB Schedule
Started: February 2015
Ongoing

To create a true commercial downtown in the North Riverdale section of the Bronx that supports local commerce, safe travel, and environmental sensitivity, VHB has been retained by the North Riverdale Merchant and Business Association to prepare a Smart Growth Plan along Riverdale Avenue, Mosholu Avenue, and Broadway. The study is funded by a New York State Cleaner, Greener Communities Program grant.

VHB is addressing potential street geometry modifications for traffic calming measures, pedestrian safety enhancements, and improved traffic flow; changes to sidewalks with new streetscape design features; new pedestrian linkages to transportation centers including Riverdale Station and the New York City subway, the proposed Hudson River Greenway, and Van Cortlandt Park; and identification of development sites where new housing and mixed-use buildings can be built consistent with existing zoning.

The Smart Growth Plan will include streetscape recommendations that complement recommended transportation improvements with the common goal of improving pedestrian safety and traffic flow, enhancing pedestrian linkages, incorporating sustainable design features, and enhancing the overall public realm of Downtown Riverdale. VHB is also preparing a Project Benefits Metrics Report with proposed performance metrics and projected benefit values, and participating in Advisory Committee meetings.



Newburgh Area Transportation and Land Use Study

Orange County, New York

Client
Orange County Planning Department

VHB Schedule
Started: September 2011
Completed: October 2012

VHB served as traffic and transportation consultant on a planning team retained by the Orange County Planning Department to conduct a comprehensive, multimodal transportation and land use study for an area comprised of the City of Newburgh, three towns, and four villages in western Orange County. The overall study will result in recommendations related to transportation, transit, traffic engineering, roadway and intersection design, access management, truck and intermodal freight, and sustainable land use policies throughout the study area.

In addition to a comprehensive analysis and plan for the principal study area, the planning process also includes more detailed examinations of a number of corridors (e.g., Route 9W, Route 300, Route 17K/Broadway, and others), major transportation nodes, and short-term transit improvements. The initial technical focus was on potential "Complete Streets" redesign of the Broadway corridor in Newburgh to incorporate transit and bicycle/pedestrian initiatives, calm traffic, enhance public space, and build a greater sense of community and connections to the waterfront. Solution strategies were studied for several suburban arterials, including increased roadway capacity, access management, and safety initiatives.

Our firm reviewed traffic model results prepared by others on the consultant team, on a corridor by corridor basis, and used the results to help develop corridor improvement strategies. VHB was also an integral part of a substantial stakeholder outreach effort that included interviews with and presentations to municipal officials and regional agency representatives, as well as a public design charrette at which issues and corridor solutions were explored.

Avalon Harrison Transit-Oriented Development

Harrison, New York

Client
AvalonBay Communities

VHB Schedule
Started: January 2013
Ongoing

VHB is providing AvalonBay Communities with environmental planning and traffic engineering services as well as State Environmental Quality Review Act documentation for a proposed 143-unit residential building, 27,000-square-foot retail development, two pedestrian plazas, and 500-car parking garage along Halstead Avenue at the Metro-North Railroad station in Harrison.

The proposed transit-oriented development is located on a three-acre property formerly owned by the Metropolitan Transportation Authority at the corner of Halstead and Harrison Avenues. VHB analyzed existing and future traffic conditions using Synchro software for the developer prior to its purchase of the property, and also reviewed bus turning requirements to determine necessary roadway improvements.

VHB is now preparing the Draft and Final Environmental Impact Statements along with its corresponding environmental, fiscal, and traffic analyses. The project also includes the adoption of a new transit-oriented zoning district. As a result of this project being a public/private partnership among the developer, Metro-North Railroad, and the Town/Village of Harrison, VHB is responsible for coordinating among the various parties.

Image: collaborativeplanningstudio

Tarrytown Station Area Strategic Plan

Tarrytown, New York

Client
Village of Tarrytown

Status
Started: March 2016
Completed: August 2016

Encompassing the core of the historic Village of Tarrytown, from the waterfront to Broadway between Wildey Street and Franklin Street, VHB recently completed a preliminary traffic analysis to evaluate potential traffic impacts associated with possible redevelopment of certain parcels adjacent to the existing railroad station. The analysis included traffic from the nearby approved Edge-on-Hudson and Hudson Harbor developments as well as traffic counts at the intersections of Broadway at Main Street, Broadway at Franklin Street, the H-Bridge over the railroad, and Franklin Street with White Street.

Our analysis indicated that traffic volumes associated with the currently-approved development are projected to increase by as much as 75 percent at the H-Bridge and by as much as 60 percent along Depot Plaza and Franklin Street, likely requiring traffic infrastructure improvements at these locations.

City Center Downtown White Plains and Ritz-Carlton Renaissance Square

White Plains, New York

Client
Cappelli Enterprises, Inc.

VHB Schedule
Completed: November 2010

After completion of a citywide Comprehensive Plan in 1997, VHB was retained by several developers to help process approvals for projects that were designed to implement it. One such firm, Cappelli Enterprises, requested VHB's services to help conceptualize the plan and support environmental documentation relative to the redevelopment of the former Macy's department store site, the former Court Street Parking lot and surrounding urban renewal properties for two major mixed-use projects: City Center and Ritz-Carlton Renaissance Square.

VHB worked with the City's planning, traffic, parking and engineering staff and prepared studies relating to project impacts for the City Center and Ritz-Carlton projects. For the City Center project, studies included a school district study addressing potential enrollment and fiscal implications as a result of the project's 600 apartment units. By bringing in apartments, retail stores, restaurants, hotel rooms and entertainment facilities at these strategic locations in downtown White Plains, the City Center and Ritz-Carlton projects have helped accomplish the City's Comprehensive Plan objectives for downtown revitalization. Key to the approval process for these projects were detailed traffic and parking evaluations to ensure that the transportation infrastructure would support the development.

In addition to conducting traffic and parking analyses to confirm adequate capacity to accommodate demand, VHB prepared signal construction plans for two intersections and pavement signing and striping plans for the new Court Street roadway.

2 Project Team

Project Management and Leadership

VHB is committed to project management with the highest standards of quality, integrity, and dependability, and we know that personal passion for a project is essential to its success. In keeping with this philosophy, our designation of John Canning as Project Manager and Bob Severance as Principal-in-Charge is a testament to our commitment and enthusiasm for this important assignment. John and Bob bring considerable experience in the management of traffic engineering and planning studies for municipal and local governments.

John will be responsible for the day-to-day management of technical staff, coordinating with the Village of Port Chester on project needs and updates and monitoring project schedules and budgets to ensure the timely and cost-effective completion of each task defined in the scope of work for all phases of the projects. He will monitor staff commitments to make sure that personnel are not overcommitted and they have the availability to complete each task and deliverable in a timely fashion, provide the right resources at the right time to address your needs, and manage these resources effectively to make every dollar count. John understands the confluence of factors facing the successful execution of the projects assigned, and is committed to being an active and engaged partner with you, communicating openly and frequently. He will also attend any required meetings related to the projects assigned to VHB. Under the leadership of John, VHB is currently serving as the traffic engineering consultant to many local municipalities and preparing Work Zone Traffic Control plans for the proposed closure of the Willett Avenue Bridge to accommodate repairs.

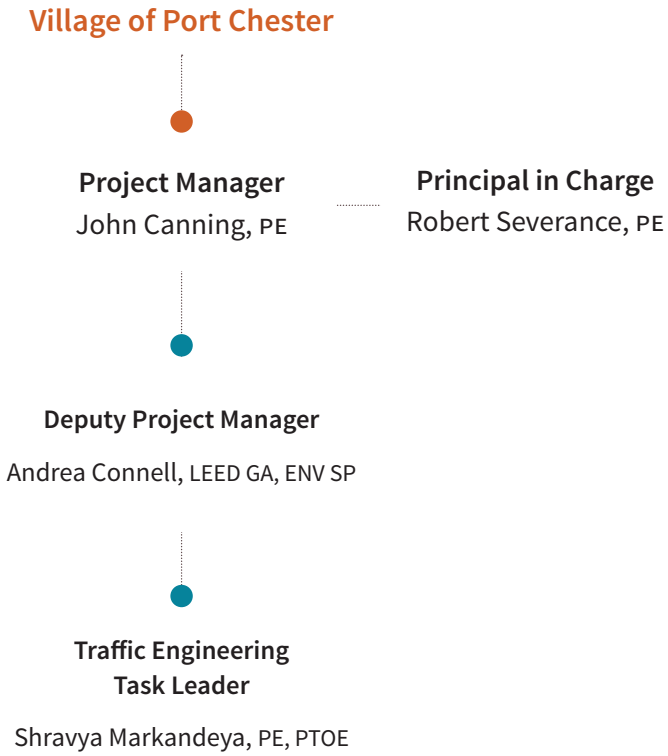
Bob has led significant roadway and infrastructure initiatives throughout New York State. He will be responsible for the commitment of corporate and staff resources and will ensure overall quality assurance and control over work products. He will also serve as a valuable technical resource to the team for roadway and infrastructure design.

Deputy Project Manager Andrea Connell will serve as the alternate point of contact for the project. Andrea is an accomplished project manager with over three decades of experience in traffic and transportation engineering, , including providing municipal review services. A skilled traffic engineer with a strong background in traffic impact analysis, signal design, intersection design, feasibility studies, and signal warrant analyses, Shravya Markandeya will be the Traffic Engineering Task Leader. This core group will be supported be a talented team of engineers providing specialized services in their respective areas of expertise.

Key Personnel

As profiled above, the following individuals comprise VHB's key personnel for this on-call contract. Their resumes, highlighting relevant experience and qualifications have been provided on the pages that follow.

- Bob Severance - Principal-in-Charge
- John Canning - Project Manager (Point Person/Meetings Attendee)
- Andrea Connell - Deputy Project Manager (Alternate Point Person)
- Shravaya Markandeya - Traffic Engineering Task Leader



John Canning, PE

Project Manager

Education

BE, Civil Engineering, University College of Dublin, 1986

Registrations/Certifications

Professional Engineer NY, 2009

Professional Engineer (Civil) CT, 2010

Professional Engineer PA, 1993

Affiliations/ Memberships

Institute of Transportation Engineers

John Canning, White Plains Transportation Director, is skilled and experienced in the management of traffic and transportation studies for Lower Hudson Valley real estate, institutional, and government clients. He is a proven manager of complex transportation studies requiring multidisciplinary input, client/stakeholder coordination, and community outreach. John has served or continues to serve as traffic consultant to many New York municipalities.

30 years of professional experience

Willett Avenue Traffic and Parking Study, Port Chester, NY

John is the Project Manager for Metro-North Railroad's proposed superstructure replacement and substructure rehabilitation of a bridge on Willett Avenue. He is leading traffic engineering services for the project which involves the development of Work Zone Traffic Control plans to accommodate the closure and reconstruction of the bridge.

Municipal Traffic Consultant, Lower Hudson Valley, NY

John has served and continues to serve as an on-call traffic and transportation consultant to the Towns of Bedford, Goshen, Cortlandt, and Woodbury, as well as the Villages of Elmsford, Irvington, Tarrytown, Port Chester, and Nyack in the Lower Hudson Valley. In this role, John has reviewed applications to develop properties and provided guidance to the various municipalities relative to the potential transportation impacts of these developments and how they might be mitigated. John has also completed a Safety Appurtenance analysis required for 1R resurfacing projects funded through the American Recovery and Reinvestment Act .

Halstead Avenue Transit-Oriented Development Plan, Harrison, NY

John is evaluating the potential traffic impacts of a proposed TOD development with a 500-space parking garage, 143-unit residential building, 27,000-square-foot retail development, and two pedestrian plazas. The three-acre, MTA-owned property is located along Halstead Avenue at the Metro-North Railroad station in Harrison. John is leading the collection of traffic data, analyzing local intersections under existing and future conditions and identifying and evaluating traffic capacity improvement measures for the mitigation of significant impacts.

Building a Better Broadway Complete Streets Design, Kingston, NY

John is leading an Ulster County project to develop design concepts to improve mobility and accessibility for pedestrians, bicyclists, and motorists along and adjacent to a nearly one-mile section of Broadway in the City of Kingston. The corridor plan will be consistent with Complete Streets concepts as well as with community goals and expectations. John is providing recommendations, design concepts, implementation strategies, and planning-level cost estimates for Complete Streets improvements on Broadway, and planning and facilitating community meetings.

John Canning, PE

White Plains Traffic Impact Studies, White Plains, NY

John has supervised and conducted a number of transportation studies for developments in White Plains including the City Center, the Ritz-Carlton, Bank Street Commons, Avalon Bay, and 260 Hamilton Avenue projects, prior to joining VHB. His work has included environmental impact assessments; transportation planning studies; parking studies; roundabout, highway, and traffic signal design; traffic safety studies; and traffic impact and monitoring studies. John also evaluated traffic, safety, parking, and transportation impact analyses and developed mitigating measures associated with property/corridor development.

Upper Route 9G Corridor Management Plan, Dutchess County, NY

John is leading the preparation of a corridor management plan for a portion of State Route 9G and two surrounding Dutchess County roads providing access to the Town of Red Hook, Village of Tivoli, and Bard College. He is overseeing multimodal transportation studies and engineering, road safety audits, origin-destination surveys of pedestrians and cyclists, land use and environmental assessments, and community outreach with the goal of improving safety and operations along State Route 9G, County Route 78, and County Route 103.

High Ridge Road and Long Ridge Road Corridors Study, Stamford, CT

John provided transportation consulting services for a City of Stamford study to improve traffic operations and safety along a seven-mile stretch of the High Ridge Road and Long Ridge Road corridors while maintaining traffic flow, minimizing congestion, and accommodating transit- and pedestrian-friendly uses. He was responsible for reviewing and directing all traffic engineering work for quality assurance purposes.

North Avenue Corridor Study Peer Review, New Rochelle, NY

John conducted a peer review of engineering and streetscape improvements completed along North Avenue from Eastchester Road to Fifth Avenue, prior to joining VHB. The North Avenue corridor is a key gateway to the city's downtown commercial, residential, retail, and entertainment district, and also serves Iona College, City Hall, and other important destinations. Improvements primarily consisted of signal upgrades, roadway widening, and the addition of turn lanes at some key intersections.

Various New York Transportation Projects, NY

John supervised and worked with a team of engineers and drafters on environmental impact assessments, transportation planning studies, highway and traffic signal designs, and traffic impact studies for a variety of projects prior to joining VHB. Projects included: developing roadway improvements at 20 locations along U.S. Route 9 in Fishkill to increase capacity and reduce accidents; developing and securing federal CMAQ funding for corridor improvements at three locations along U.S. Route 9 in Tarrytown; designing traffic signal plans for 30 intersections on New York Route 211, New York Route 25A, and New York Route 9A, including the preparation of signal coordination studies, detailed specifications, and quantity estimates; supervising the development and optimization of a Synchro network for 120 locally-owned traffic signals in the City of Mount Vernon; and designing roadway plans for the extension of Court Street from Main Street to Hamilton Avenue in White Plains.

Robert Severance, PE, CPESC

Principal-in-Charge

Education

Undergraduate Coursework, Electrical Engineering, Rochester Institute of Technology

Undergraduate Coursework, Engineering Science, Dutchess Community College

Registrations/Certifications

Professional Engineer NY, 2012

Certified Professional in Erosion and Sediment Control

OSHA 10-Hour Construction Safety and Health Certificate

Bob Severance, White Plains Office Managing Director, has considerable experience managing multidisciplinary project delivery teams for traffic, roadway, grading, site, utility, and sewer, water, and stormwater conveyance and treatment projects. He has worked with numerous local and state regulatory agencies across New York to execute complex civil engineering projects and successfully mitigate client needs.

21 years of professional experience

Hamlet of Chappaqua Improvement Project, New Castle, NY

Bob managed multidisciplinary engineering services for sanitary sewer, storm sewer, water system and overhead utility burial design on a the streetscape and infrastructure improvement project for the Hamlet of Chappaqua prior to joining VHB. As project manager, Bob was responsible for overseeing and coordinating all disciplines; including overseeing resolution of flooding conditions currently experienced due to inadequate stormwater infrastructure and downstream FEMA flood plain impacts.

Kingston City School District Improvements, Kingston, NY

Bob improved the civil design and traffic network layout on a nine-school facility improvement project. He improved pedestrian and vehicular maneuverability and safety, evaluated and provided drainage recommendations and infrastructure improvements and improved aesthetics for all nine facilities.

MTA TBTA, TBTA, Various projects at the Henry Hudson Bridge Toll Plaza and approach (HH-88A, HH-88B, Gantry), New York, NY

Bob led the design of infrastructure improvements for MTA Triborough Bridge and Tunnel Authority during the reconstruction of various projects at the Henry Hudson Bridge, prior to joining VHB. He managed the design of utility relocations, drainage improvements, SWPPP preparation, and post-construction stormwater quality measures. Bob also oversaw the preparation of civil design plans and specifications, including revised scupper layout and water quality improvements. To reduce construction costs and future maintenance, stormwater management treatment components were consolidated to a single location.

MTA Bridges & Tunnels Flood Protection Mitigation Study, NY

Bob managed a fast-track flood protection mitigation study at four facilities on behalf of MTA Bridges & Tunnels prior to joining VHB. He managed day-to-day operations including an on-site survey and inventory of all vulnerable infrastructure using GIS, and the identification of recommended flood protection elevation based on category 1 to 4 hurricanes, including sea-level rise and wave run-up as well as facility structural assessments. Bob provided the MTA with prioritized recommendations for flood-proofing measures for each facility.

LIRR, Colonial Road Bridge and Pocket Track Extension Design-Build, Great Neck, NY

Bob managed design and construction of a $25M project for a new bridge over Long Island Rail Road tracks to effectively mitigate safety and flooding. The project was fast-tracked for final design completion in just four months. Project elements under Bob's oversight included

Robert Severance, PE, CPESC

roadway, MPT, signage, bridge geometry, pocket track extension, stormwater management, utility relocations, erosion & sediment control, landscape design and construction management.

MTA TBTA, RFK Bridge Bronx Toll Plaza Reconstruction, Bronx, NY

Bob achieved regulatory compliance for MTA Triborough Bridge and Tunnel Authority during the $250 million reconstruction of the Bronx toll plaza prior to joining VHB. He managed the design of utility relocations, drainage improvements, SWPPP preparation, and post-construction stormwater quality measures. Bob also oversaw the preparation of civil design plans and specifications, including over 20 acres of densely-located utility conflict resolution, water quality improvements, and increased efficiency within the network for this multijurisdictional improvement project. He led environmental permitting efforts, including an expanded Environmental Assessment, and secured all required federal, state, and local permits for construction.

White Plains Institute for Rehabilitation and Healthcare, White Plains, NY

Bob led civil engineering design and secured City of White Plains approval for a new six-story, 110,000-square-foot hospital to increase capacity for the White Plains Institute for Rehabilitation and Healthcare prior to joining VHB. The $40 million dollar facility consists of 160 beds of skilled nursing and structured parking for 52 cars.

Newark Liberty International Airport Terminal C Improvements, Newark, NJ

Bob led civil design for the restoration of more than 11 acres of deteriorated aircraft-rated PCC pavement for Continental Airlines at Newark Liberty International Airport, prior to joining VHB, by performing pavement and subgrade investigations at the Terminal C ramp area. He oversaw the preparation of a boring plan, pavement deterioration determinations, Pavement Evaluation Report, and construction documents including detailed repair measures in accordance with PANYNJ and FAA regulations.

Village of Croton-Harmon Water Distribution System, NY

Bob led the civil engineering design, permitting and construction of a $9 million replacement and cement mortar relining of over four miles of municipal public water distribution system, as well as additional network expansions prior to joining VHB. The project improved capacity and safety for over 250 residences. He also oversaw the preparation of detailed temporary water system design for continuous provision of water supply for potable and fire protection uses.

Kensington Woods Cluster Development Project, New Scotland, NY

Bob improved vehicular maneuverability, traffic safety, and drainage capacity by reviewing the Environmental Impact Statement and detailed site plan for the Kensington Woods Cluster Development project in New Scotland prior to joining VHB. He recommended roadway geometry, infrastructure, and site layout improvements as TDE representative.

Andrea Connell, LEED GA, ENV SP

Deputy Project Manager

Education

Ct, GIS Certification, Pennsylvania State University, 2001

BA, Geography, Planning, Environmental Studies Minor, State University of New York at Geneseo, 1980

Registrations/Certifications

LEED Green Associate, 2011

Envision™ Sustainability Professional, 2013

Affiliations/ Memberships

Institute of Transportation Engineers, 2006

Andrea Connell is an accomplished project manager with over three decades of experience in traffic and transportation engineering. She manages traffic and parking impact studies for urban and suburban real estate development projects throughout the Lower Hudson Valley, including Environmental Assessments and Environmental Impact Statements in accordance with SEQRA.

33 years of professional experience

Willett Avenue Traffic and Parking Study, Port Chester, NY

Andrea provided traffic engineering services for Metro-North Railroad's proposed superstructure replacement and substructure rehabilitation of a bridge on Willett Avenue. She developed detour projections based on traffic counts and evaluated impacts of diverted traffic volumes at adjacent intersections.

Port Chester Gateway Development EIS, Port Chester, NY

Andrea was Traffic Studies Manager, prior to joining VHB, for a 1 million-square-foot, mixed-use development to be constructed on the former United Hospital site in Port Chester. She managed all traffic planning efforts including a traffic impact study, development of a gravity model, conceptual plans for highway improvements, and preparation of the traffic-related sections of an Environmental Impact Statement prepared in accordance with SEQRA requirements.

Village of Woodbury Municipal Traffic Consultant, Woodbury, NY

Andrea provides on-call traffic and transportation consulting review services to Village of Woodbury Planning Board for development applications. She reviews traffic impact studies, access plans, and Environmental Impact Statements for SEQRA applications and provides guidance to the Planning Board relative to the potential transportation impacts of these projects.

Greenwich Station TOD, Greenwich, CT

Andrea is providing transportation planning services for the proposed redevelopment of select properties in the vicinity of Metro-North Railroad's commuter rail station in Greenwich, Connecticut. Her work has included trip generation estimates, parking estimates, site access review, sight distance evaluations, and a preliminary traffic analysis utilizing Synchro capacity analysis software.

GM East Parcel Redevelopment, Sleepy Hollow, NY

Andrea is preparing a traffic impact study for redevelopment of the General Motors east parcel to include relocation of an existing Department of Public Works facility, construction of a bus repair garage for the Tarrytown Union Free School District, construction of Village recreational facilities, and the creation of a new overpass connecting the East and West Parcels. Work efforts included volume projections, including the redistribution of existing DPW traffic, Synchro analysis, and identification of traffic management strategies during large events at the adjacent Philipsburg Manor historic site. The traffic impact study will be included in a Draft Environmental Impact Statement for the project.

Andrea Connell, LEED GA, ENV SP

Riverdale Smart Growth Plan, Riverdale, NY

Andrea provided traffic planning services on behalf of the North Riverdale Merchant and Business Association to prepare a Smart Growth Plan along Riverdale Avenue, Mosholu Avenue, and Broadway. The Smart Growth Plan will include streetscape recommendations that complement recommended transportation improvements with the common goal of improving pedestrian safety and traffic flow, enhancing pedestrian linkages, incorporating sustainable design features, and enhancing the overall public realm of Downtown Riverdale.

The Residences at Corporate Park Drive, Harrison NY

Andrea is providing traffic engineering services for a proposal to re-purpose the site of two obsolete office buildings in Harrison with a new rental apartment development to serve the empty nester and young professional markets. The proposal also includes recreational amenity space and commercial space. Tasks included preparation of a traffic impact study documenting the methodology and findings of the traffic analysis.

Broadway Corridor Complete Streets Concept Design, Kingston, NY

Andrea is working on a Complete Streets corridor plan on the central one-mile stretch of Broadway between the historic Stockade District and Rondout neighborhood in the City of Kingston. Tasks involve performing a safety analysis to identify high pedestrian, bicycle and vehicle crash locations, identifying traffic calming measures and areas for additional bicycle and pedestrian infrastructure; preparing Synchro and SimTraffic models to assess existing conditions and to test the feasibility of alternative improvement scenarios; and preparing a parking analysis of existing and future conditions with safety and mobility improvements.

High Ridge Road and Long Ridge Road Corridors Study, Stamford, CT

Andrea provided traffic engineering services for a City of Stamford study to improve traffic operations and safety along a seven-mile stretch of the High Ridge Road and Long Ridge Road corridors while maintaining traffic flow, minimizing congestion, and accommodating transit- and pedestrian-friendly uses. The study recommended short-, medium-, or long-term multimodal efficiency and safety improvements; identified access management techniques; strengthened land use strategies to manage future growth and traffic volumes; and promoted multimodal and intermodal alternatives throughout the project study area.

Upper Route 9G Corridor Management Plan, Dutchess County, NY

Andrea is working on a corridor management plan to evaluate transportation safety along three roadways in northwestern Dutchess County: a four-mile section of State Route 9G in the Town of Red Hook, a portion of County Route 103 in the vicinity of Bard College, and County Route 78 in the Village of Tivoli. Tasks involve assessments of existing traffic volumes, pedestrian and bicyclist activity, performing a Synchro analysis of existing and future conditions, identification of high-crash locations, and conducting a road safety assessment. Work efforts also include preparation of six technical memoranda and organizing public workshops and stakeholder meetings. Andrea identified short-, mid-, and long-term recommendations to improve safety for motorists, pedestrians, and bicyclists and included traffic calming elements, shared-use paths, intersection realignment, and modifications to roadway profiles.

Shravya Markandeya, PE, PTOE

Traffic Engineering Task Leader

Education

MS, Civil Engineering, Cornell University, 2008

BS, Civil Engineering, Jawaharlal Nehru Technological University, 2006

Registrations/Certifications

Professional Engineer NY, 2015

Professional Engineer CT, 2013

Professional Traffic Operations Engineer

Shravya Markandeya is an experienced transportation engineer in White Plains skilled in traffic impact analysis, signal design, intersection design, feasibility studies, and signal warrant analyses. She is proficient in a variety of engineering design and simulation modeling software including Synchro/SimTraffic, VISSIM, VISTRO, VISUM, GuidSIGN, ArcGIS, Microstation, InRoads, and NY Stormwater Training Series.

8 years of professional experience

NYSDOT Complete Streets Intersection Improvements Program, Tarrytown, NY

Shravya served as Project Engineer to upgrade three intersections on Route 9 in the Village of Tarrytown to facilitate future bus rapid transit service through the corridor prior to joining VHB. Potential operational and safety improvements included crosswalk upgrades and/or restriping, sidewalk upgrades, curb bulbouts, new curb cuts, ADA compliance, pedestrian signals, and pedestrian connectivity upgrades. She was responsible for design concepts, itemized quantity and cost estimates, and traffic data collection and analyses.

Throgs Neck Bridge Ramps Addition Feasibility Study, Queens, NY

Shravya served as Project Engineer, prior to joining VHB, for an MTA Bridges & Tunnels scoping report that evaluated the implementation of three low-cost alternatives to provide connector roads to/from the Throgs Neck Bridge under the Cross Island Parkway south of Totten Avenue/212th Street. She was responsible for all design and analysis tasks including developing the feasible alternatives using an at-grade loop road, horizontal alignments for the proposed collector-distributor roadway and ramps, and preparing the scoping report. The three options were developed to conceptual design level incorporating design criteria in accordance with AASHTO, NYSDOT, and NYCDOT standards and procedures. VISSIM and HCS were used to evaluate the service levels for mainlines, ramp merges, ramp diverges, and weaving sections, and Synchro/SimTraffic were used to calculate service levels for the city-owned intersections adjacent to the interchange.

NYSDOT Region 8 Bundled Bridges Design-Build, NY

Shravya is providing traffic engineering services to the A. Servidone/B. Anthony Joint Venture and New York State Department of Transportation for the replacement of seven bridges in Region 8 (Orange County), including projects in Crawford, Montgomery, Wallkill, Newburgh, and Deerpark. Her efforts focus on the preparation of Work Zone Traffic Control plans for each bridge location. She has also prepared the transportation management plan and emergency response plan.

Chappaqua Improvement Project, Chappaqua, NY

Shravya served as Lead Traffic Engineer, prior to joining VHB, to address deficiencies and desired improvements within the Hamlet of Chappaqua, including aged water and sewer infrastructure, an under-capacity drainage system, burying of overhead utilities, deteriorating pavement with differential settlement, intersection design, traffic operations and circulation, pedestrian safety and accommodations, on-street parking, and landscape and streetscape amenities. She conducted the traffic analysis of existing and multiple proposed alternatives

Shravya Markandeya, PE, PTOE

for six intersections to improve operations, safety, and pedestrian accommodations. A temporary all-way stop control and a proposed signal were among the options considered for the unsignalized intersection of North/South Greeley Avenue and King Street.

I-287 at Westchester Avenue Interchange 8, Westchester County, NY

Shravya served as Design Engineer, prior to joining VHB, for Phase V-VI final design for this NYSDOT interchange reconstruction that included the creation of new frontage roads along I-287 and a complete realignment of the interchange ramps to improve safety and service levels at two complex and busy intersections. She was responsible for traffic modelling and analysis using VISSIM, HCS, and Synchro/SimTraffic and design of the new traffic signals by creating and maintaining a network model for the project area, analyzing the data, and drafting the traffic sections for reports. The analysis included modeling the existing conditions and the evaluation of a preferred design alternative. Determination of the preferred design alternative required assessing existing traffic patterns to model the utilization of proposed freeway ramp design, reconfiguring existing intersections in order to manage the new demands of the redistributed traffic, and preliminary signal design, including proposed phasing/timing and equipment layouts. Shravya also designed the maintenance and protection of traffic plans.

Hackley School New Athletic Complex Project, Tarrytown, NY

Shravya is providing traffic engineering services to the Hackley School, an independent, college-preparatory day and boarding school in Tarrytown, for the construction of a new athletic complex and the development of on-site faculty housing units. Pursuant to SEQRA requirements, she is assessing the intersection of the school's driveway and Benedict Avenue to assess the potential impacts of the proposed project on weekday AM and PM peak hour conditions.

Upgrade of Route 17 to Interstate I-86 (Exit 122 to Exit 131), Orange County, NY

Shravya served as Traffic Engineer, prior to joining VHB, for scoping and preliminary design for Phases I-IV for the conversion of 19 miles of Route 17 into I-86 on behalf of NYSDOT. The project incorporated numerous upgrades such as acceleration and deceleration lanes, horizontal and vertical clearances, clear zones, shoulder widths, guiderail, and signing to meet FHWA standards for interstate highways. This project also included analysis for the improvement of seven complex interchanges and the possible consolidation of ramps to meet interstate standards. Shravya evaluated the geometric and traffic signal improvements using Synchro/SimTraffic software to mitigate the impacts of the re-routed traffic on Route 32, and she performed capacity analysis for eight coordinated signalized intersections.

3 References

VHB has provided traffic and transportation services for clients throughout Westchester County and the metropolitan New York City region. References have been provided below for three clients for whom we have provided similar services to those outlined in the Village of Port Chester's Request for Proposals.

Maria Hunter, Planning Board Chairwoman
Village of Woodbury Planning Board
P.O. Box 1004
Highland Mills, NY 10930
T: 845.928.6911 | E: maria@hunterco.info

Sean T. Hoffman, PE
Town of Goshen Planning Board
H2M Architects + Engineers
2 Executive Boulevard, Suite 401
Suffern, NY 10901
T: 845.357.7238 | E: SHoffman@H2M.com

Michael Blau, Village Administrator
Village of Tarrytown
One Depot Plaza
Tarrytown, NY 10591
T: 914.631.1785 | E: MBlau@tarrytowngov.com

4 Schedule and Fees

Schedule

VHB prides itself on responsiveness, its ability to meet schedule and has the depth of resources in its White Plains office (in addition to its three other New York offices) to deliver all work requested in a timely manner. Without details of the work to be performed, it is not possible to provide specific details on schedule, however, VHB's White Plains office is typically able to turn around reviews of small matters in a week, large matters in a month and would be able to complete most traffic engineering study/design assignments within a couple of months. Our project team has a history of providing dedicated services for on-call contracts throughout Westchester County, the Lower Hudson Valley and the metropolitan New York City region and knows how to efficiently manage projects of all scales and complexity to meet client needs. No matter the development or size of documents reviewed, VHB will be highly responsive and will have the necessary technical staff available to meet the schedule requirements of the Board of Trustees, Traffic Commission and Planning Commission.

Cost

Delivering services in a cost-effective manner is essential in a climate of diminishing resources. To accomplish this, VHB's leadership focuses on clearly differentiating project goals from non-essential work to ensure that resources are only applied to the issue at hand. Following this, the most relevant and cost effective means to evaluate the issues and identify solutions are identified by the team leadership before junior engineering staff are assigned to undertake the basic engineering tasks, with judicious oversight, in a cost effective manner.

In undertaking any tasks for the Village (Board of Trustees, Traffic or Planning Commissions), VHB will first discuss the matter to obtain a clear understanding of deliverables and will prepare a detailed scope and cost proposal for submission and review. Only when the scope or work and fee have been clearly defined to the satisfaction of the Village will VHB begin work and engage our engineering professionals. It is our goal to deliver quality and value to our clients in all aspects of the work we perform.

Hourly Rates

KEY PERSONNEL	HOURLY RATE
Robert Severance, PE[1]	$ ---
John Canning, PE	$ 250.00
Andrea Connell, LEED GA, ENV SP	$ 160.00
Shravya Markandeya, PE, PTOE	$ 130.00
Senior Traffic Engineer	$ 120.00
Junior Traffic Engineer	$ 100.00
Analyst / Technical Support	$ 90.00
Administrative	$ 50.00

1. Principal-in-Charge efforts on this project, where needed, will not be billed.
2. Expenses will be charged at the direct cost to VHB.

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November 7, 2016

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

Re: RFP 2016-07: Traffic and Transportation Engineering Professional Services

Dear Mr. Steers:

On behalf of VHB, we are please to submit a revised fee schedule to reflect the level of work required for various tasks which may be assigned by the Village. To the extent that the preparation of traffic studies and traffic engineering plans requires considerably greater effort than simply reviewing such studies and plans on behalf of the Village, VHB is willing to provide the Village with a volume discount for work efforts which require us to undertake detailed engineering calculations and design.

As such, VHB's proposed fee structure to review work performed by others will remain at the same rate as set forth originally in our proposal (see attached "Engineering Review Fee Schedule"). For engineering studies and design projects which the Village might request, VHB proposes to perform such efforts in accordance with the attached "Engineering Study & Design Fee Schedule".

We look forward to the opportunity to serve the residents of the Village of Port Chester. Should you have any additional questions, please contact John Canning at 914-467-6605 or jcanning@vhb.com.

Sincerely,
VHB

P.N. O'Leary

Principal

Robert Severance, PE
Manager Director, White Plains

Engineers | Scientists | Planners | Designers

50 Main Street
Suite 360
White Plains, New York 10606
P 914.467.6600
F 914.761.3759

September 30, 2016 | Proposal

Village of Port Chester

RFP# 2016-07

Traffic and Transportation Engineering Professional Services

Fee Schedule Revised November 7, 2016

vhb

4

Schedule and Fees

Revised 11/7/16

Schedule

VHB prides itself on responsiveness, its ability to meet schedule and has the depth of resources in its White Plains office (in addition to its three other New York offices) to deliver all work requested in a timely manner. Without details of the work to be performed, it is not possible to provide specifics on schedule, however, VHB's White Plains office is typically able to turn around reviews of small matters in a week, large matters in a month, and would be able to complete most traffic engineering study/design assignments within a couple of months. Our project team has a history of providing dedicated services for on-call contracts throughout Westchester County, the Lower Hudson Valley and the metropolitan New York City region and knows how to efficiently manage projects of all scales and complexity to meet client needs. No matter the development or size of documents reviewed, VHB will be highly responsive and will have the necessary technical staff available to meet the schedule requirements of the Board of Trustees, Traffic Commission and Planning Commission.

Cost

Delivering services in a cost-effective manner is essential in a climate of diminishing resources. To accomplish this, VHB's leadership focuses on clearly differentiating project goals from non-essential work to ensure that resources are only applied to the issue at hand. Following this, the most relevant and cost-effective means to evaluate the issues and identify solutions are outlined by the team leadership before junior engineering staff are assigned to undertake the basic engineering tasks, with judicious oversight, in a cost-effective manner.

In undertaking any tasks for the Village (Board of Trustees, Traffic or Planning Commissions), VHB will first discuss the matter to obtain a clear understanding of deliverables and will prepare a detailed scope and cost proposal for submission and review. Only when the scope of work and fee have been clearly defined to the satisfaction of the Village will VHB begin work and engage our engineering professionals. It is our goal to deliver quality and value to our clients in all aspects of the work we perform.

Work consisting of reviewing plans and studies prepared by others, providing review letters and attending meetings will be billed on a time and material basis in accordance with the "Engineering Review Fee Schedule" provided below.

Work to undertake/complete engineering studies and engineering design services for the Village (as opposed to reviewing the work of others) will be billed on a time and material basis in accordance with the "Engineering Study & Design Services Fee Schedule" provided below.

Hourly Rates

Engineering Review Fee Schedule

KEY PERSONNEL	HOURLY RATE
Robert Severance, PE[1]	$ ---
John Canning, PE	$ 250.00
Andrea Connell, LEED GA, ENV SP	$ 160.00
Shravya Markandeya, PE, PTOE	$ 130.00
Senior Traffic Engineer	$ 120.00
Junior Traffic Engineer	$ 100.00
Analyst / Technical Support	$ 90.00
Administrative	$ 50.00

Engineering Study & Design Services Fee Schedule

KEY PERSONNEL	HOURLY RATE
Robert Severance, PE[1]	$ ---
John Canning, PE	$ 220.00
Andrea Connell, LEED GA, ENV SP	$ 140.00
Shravya Markandeya, PE, PTOE	$ 120.00
Senior Traffic Engineer	$ 105.00
Junior Traffic Engineer	$ 85.00
Analyst / Technical Support	$ 80.00
Administrative	$ 50.00

1. Principal-in-Charge efforts on this project, where needed, will not be billed.
2. Expenses will be charged at the direct cost to VHB.

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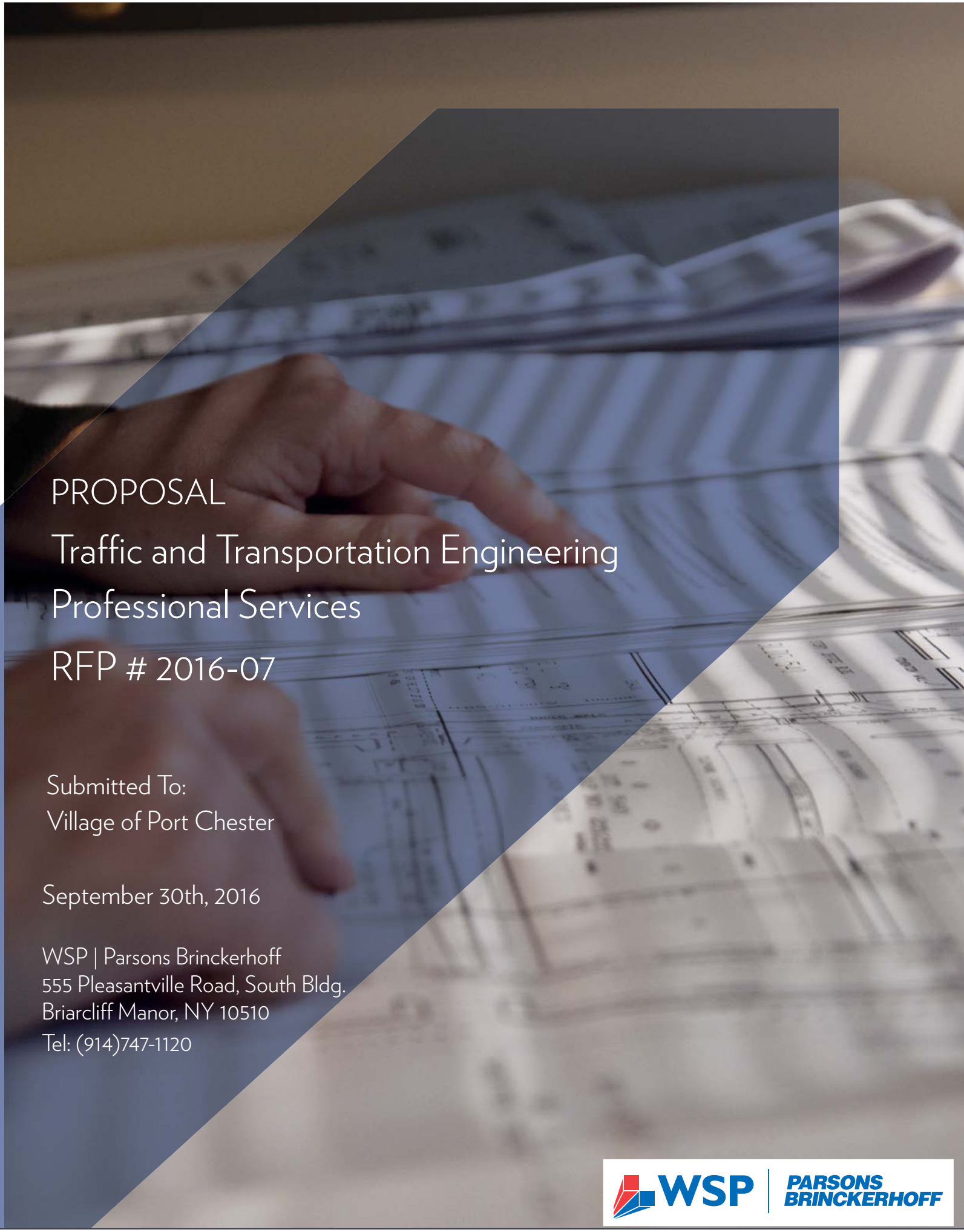

PROPOSAL
Traffic and Transportation Engineering Professional Services
RFP # 2016-07

Submitted To:
Village of Port Chester

September 30th, 2016

WSP | Parsons Brinckerhoff
555 Pleasantville Road, South Bldg.
Briarcliff Manor, NY 10510
Tel: (914)747-1120

TABLE OF CONTENTS

LETTER OF INTEREST

1. INTRODUCTION 2

2. QUALIFICATIONS 3

Key Personnel

References

Village of Monroe Planning Board Traffic Consultant, Village of Monroe

South Orange Family YMCA Expansion Study, Village of Monroe

Hamlet of Chappaqua Streetscape and Infrastructure Improvement Project, Hamlet of Chappaqua

3. RELEVANT EXPERIENCE 5

Village of Monroe Planning Board Traffic Consultant, Village of Monroe

South Orange Family YMCA Expansion Study, Village of Monroe

Hamlet of Chappaqua Streetscape and Infrastructure Improvement Project, Hamlet Chappaqua

4. RESUMES 8

Bernard H. Kalus, P.E., P.T.O.E. – Project Manager

Katherine Craig, P.E. – Traffic Engineer

Peter S. Mancuso, P.E., P.T.O.E. – Transportation Engineer

5. RATES 14

WSP | PARSONS BRINCKERHOFF

WSP | Parsons Brinckerhoff
555 Pleasantville Road
South Building
PO Box 2650
Briarcliff Manor, NY 10510

Tel: 914 747 1120
Fax: 914 747 1956

www.wspgroup.com/usa

September 30, 2016

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

Re: RFP 2016-07: Traffic and Transportation Engineering Professional Services

Dear Mr. Steers:

WSP | Parsons Brinckerhoff is pleased to submit our proposal in response to RFP 2016-07: Traffic and Transportation Engineering Professional Services. Please find enclosed in our submittal five (5) printed copies of the proposal and an electronic version of the proposal on a CD. WSP | Parsons Brinckerhoff has been providing transportation planning and engineering services to municipalities throughout the Hudson Valley for more than 85 years and we pride ourselves on maintaining a full service transportation department with personnel trained in the latest modeling and analysis software. WSP has the ability and experience to analyze all modes of transportation through the latest modeling technology.

WSP has in-house capabilities to perform all aspects of Transportation and Traffic Studies including:

- Data Collection and Reduction
  Automatic Traffic Recorders, Pedestrian Volumes, Turning Movement Counts, Transit Ridership
- Traffic Impact Studies
  State & Municipal Agencies, Municipalities, Institutions, Private Developers
- Transportation Modeling
  Travel Demand Estimates, Highways/Roadways/Intersections/Roundabouts
- Context Sensitive Design
  Access Management, Traffic Calming, Pedestrian Safety

WSP's Traffic Engineering capabilities include:

- Residential Developments
- Analyzing all modes of transportation through latest modeling technology in traffic, rail, pedestrian and multi-modal operations
- Full-scale data collection programs using Automatic Traffic Recorders, electronic counting boards, radar equipment and TraxPro data reduction software
- Synchro, VISSIM, Highway Capacity Software (HCS), and SimTraffic software to quantify problems in traffic progression through densely developed corridors
- In-house aerial imagery to use as a base map to create a to-scale Synchro network of existing streets
- Development and review of travel demand forecasts and trip assignment origin-destination studies
- Build-out traffic projections

Should you have any questions or need any further information, please do not hesitate to contact us. WSP | Parsons Brinckerhoff appreciates the opportunity to work with the Village of Port Chester. We would be more than happy to meet with you to discuss any concerns that you may have or answer any questions about our services.

Sincerely,
WSP | Parsons Brinckerhoff

Bernard H. Kalus, P.E., P.T.O.E.
Executive Vice President / Project Manager

INTRODUCTION

WSP Offers the Village of Port Chester

- ***Over 85 Years of Experience with Municipal Planning Boards Throughout Westchester, Orange, and Rockland Counties***
- ***In-Depth NYSDOT Experience***
- ***A Readily Available Staff of Traffic and Transportation Professional Engineers***
- ***Two Certified Professional Traffic Operations Engineers***
- ***In-house Structural, Civil, Survey, Water Resource, and Landscape Architecture Groups Able to Assist in Any Task***

Headquartered in Briarcliff Manor, NY, WSP | Parsons Brinckerhoff (WSP | PB) has been providing transportation planning and engineering services to municipalities throughout the Hudson Valley for more than 85 years and we pride ourselves on maintaining a full service transportation department with personnel trained in the latest modeling and analysis software.

WSP | PB is dedicated to providing innovative, quality driven, and cost efficient services to exceed our client's needs. Our continual reassignment by numerous agencies and municipalities is testament to our commitment brought forth by encompassing the very best resources to every endeavor we undertake.

WSP | PB was recently re-designated by the Village of Monroe to perform the exact services the Village of Port Chester is requesting in RFP# 2016-07, based on our previous On-Call experiences with the Village of Monroe, and our more recent experience going before their planning board for the South Orange Family YMCA Expansion Study.

WSP | PB's services include:

Transportation Engineering - including highway & roadway design, intersection improvements, feasibility studies, traffic analysis, permitting, utility relocation, environmental studies, route selection, traffic signals and interchange layout.

Municipal Engineering - in-depth understanding of the concerns pertinent to local governments. Our services include bridge/structural design, roadway design, traffic studies/parking design, environmental impact statements, permitting, and utility/water/sewer and drainage design.

Civil Engineering - services include site planning, subdivision design, road and bridge design, water/sewer/stormwater, construction administration and public meeting representation.

Rail Engineering - including rail design and rehabilitation, station and platform design, elimination of grade crossings, and structural analysis and design services.

Water/Stormwater Engineering - site and infrastructure services including drainage analysis/permitting, water supply, sanitary sewage disposal and infrastructure design by applying sound engineering experience and regulatory knowledge to the built and natural environments.

Geospatial Services - services include aerial mapping, land surveying, GPS, 3D laser scanning, and geographic information systems for such needs as highway and local roads, water and sanitary sewers, various site developments, brownfield sites, and county, city, and town wide mapping projects.

Development Planning - providing services needed for development projects ranging from 1 acre or 1,000 acres and providing a full complement of services to assist in the successful completion of development projects, from initial boundary survey through permitting and approval, and into final design and approval.

Bridge Design - award winning services for structures ranging from small bridge crossings to complex interchanges in urban environments.

Bridge Inspection - 35,000+ structures ranging in size in complexity from masonry arch culverts to the Verrazano-Narrows Bridge, the worlds' 9th longest suspension bridge.

Construction Inspection - providing resident engineering and construction inspection services to numerous city, state and local municipalities for streets and highways, bridge structures, and a full range of municipal services including water, wastewater and stormwater facilities.

QUALIFICATIONS:

1. Key Personnel / 2. References / 3. WSP's past relevant experience / 4.Resumes / 5. Rates

1. KEY PERSONNEL

WSP is fully committed to the staffing of this On-Call Agreement. Our Project Manager, Bernard Kalus, P.E., PTOE, and WSP's Licensed New York State Professional Engineers, Katherine Craig, P.E., and Peter Mancuso, P.E., PTOE will ensure that every need is met for all assignments pertaining to RFP # 2016-07. Mr. Kalus, Ms. Craig, and Mr. Mancuso will all be available for technical review and planning board meetings as per the Village of Port Chester's wishes.

Bernard H. Kalus, P.E., P.T.O.E. – Project Manager - Mr. Kalus has over twenty-eight years of experience in transportation engineering and planning. He is the Manager of the transportation department and is responsible for the design and planning, including studies and analysis, of transportation facilities, relief structures, traffic staging, multi-use trailways, site development, and aviation facilities. Mr. Kalus has led the design of numerous roadway and corridor improvement projects throughout both the tri-state area and the northeastern United States. Mr. Kalus is a certified Professional Traffic Operations Engineer.

Katherine Craig, P.E. – Traffic Engineer - Ms. Craig, a 12 year employee, is a transportation and traffic engineer for the firm. She has extensive experience in transportation planning and traffic engineering, working on projects throughout New York State. She has performed various tasks for traffic impact studies including: data collection, trip generation, and growth rate projections. Ms. Craig has been the traffic engineer of numerous major roadway reconstruction and corridor improvement projects, including operational/regional demand modeling. She utilizes numerous software packages to aid in the design of intersections and corridors such as InRoads highway design modeling software, VISSIM, Synchro and SimTraffic analysis software, and Microstation CADD to develop and evaluate numerous highways.

Peter S. Mancuso – Transportation Engineer – Mr. Mancuso brings unique experience to the table, having worked on a wide variety of transportation related projects throughout his career. His experience ranges from the use of VISSIM traffic simulation software, including the creation of 3D environments, for a number of traffic models to being responsible for the signal design of various projects involving overhauls and upgrades of existing intersection traffic signal infrastructure in the greater New York City metropolitan region. He is also proficient in various transportation analysis software packages including HCS and SYNCHRO, and has utilized them extensively for New York City and New York State environmental impact studies (CEQR/SEQRA). Mr. Mancuso has held many roles on these and other major transportation projects, from task leader to project manager, including quality control and assurance for technical analyses, reports, design drawings, and specifications. Mr. Mancuso is a certified Professional Traffic Operations Engineer.

2. REFERENCES

WSP is pleased to submit three references for the Village of Port Chester's consideration:

Project
Village of Monroe – Traffic and Transportation Studies – 2006 / 2016

Client
Village of Monroe
7 Stage Road
Monroe, NY 10950

Contact:
Mr. Gary Parise
(845) 782-8341

Project
South Orange Family YMCA
Expansion Study
Village of Monroe, NY

Client
YMCA in association with the Village of Monroe, NY
81 Highland Avenue
Middletown, NY 10940

Contact:
Mr. Gary Parise, Village of Monroe
(845) 782-8341

Contact:
Mr. Ira Besdansky
(845)344-9622 / ibesdansky@middletownnymca.org

Project
Hamlet of Chappaqua Streetscape and Infrastructure Improvement Project
Town of New Castle, Hamlet of Chappaqua, NY

Client
Town of New Castle
200 South Greeley Avenue
Chappaqua, NY 10514

Contact
Sabrina Charney Hull, AICP
(914) 238-4723

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3. WSP'S PAST RELEVANT EXPERIENCE

Village of Monroe Planning Board Traffic Consultant

Monroe, NY

WSP | Parsons Brinckerhoff was selected as the Town of Monroe Planning Board's Traffic Consultant.

In this role, our firm has been responsible for the review of traffic studies as part of New York State's Environmental Quality Review (SEQR) Act and worked with the Board to assure that each project's traffic impacts were properly defined and that the applicants provided acceptable mitigation.

WSP | PB collected a considerable amount of traffic data at locations both in the Town and Village of Monroe and have guided the Town through the latest transportation and development projects considered throughout the region.

Client
Village of Monroe

Contact:
Mr. Gary Parise
(845) 782-8341

Completion Date:
2006 / On-going

Key Elements:
- ✓ Planning Board
- ✓ Traffic Studies
- ✓ Synchro
- ✓ NYSDOT
- ✓ Re-Designation

South Orange Family YMCA Expansion Study

Village of Monroe, NY

The YMCA tasked WSP | Parsons Brinckerhoff to evaluate the proposed 21,190 SF expansion of the South Orange Family YMCA located at the end of the Gilbert Street Extension in the Village of Monroe, New York.

Client
YMCA in association with the Village of Monroe, NY

Contact:
Mr. Gary Parise, Village of Monroe
(845) 782-8341

Contact:
Mr. Ira Besdansky
(845)344-9622 /
ibesdansky@middletownnymca.org

Completion Date
On-going

Five schematic alternatives were developed and presented to the Village Planning Board. Based on input received from this meeting and subsequent discussions with the YMCA, Orange County and New York State Department of Transportation (NYSDOT), an alternative was chosen to retain the existing Gilbert Street Extension intersection with NYS Route 208 as access to the property.

The project would construct the Gilbert Street Extension which connected with NYS Route 17M as a four-way signalized intersection with Gilbert Street. Since this alternative involves crossing the Heritage Trail, approval by Orange County was required. Orange County approved the crossing on September 3, 2015.

Under this alternative, access restrictions will be required at the existing Gilbert Street Extension intersection with NYS Route 208 to address the NYSDOT's concerns regarding impact that this new connection would have on travel patterns through the project area.

This study evaluates the potential traffic impacts of the proposed expansion of the YMCA facility on the surrounding roadways under this access alternative.

The study examined traffic operations along the segments of Route 17M, Route 208 and the local roadways within the project study area that will be affected by the new access to the expanded facility. This report and supporting technical data were submitted to the Monroe Village Planning Board for review and comment.

The study area for the traffic analysis included the following intersections all of which are located in the Village of Monroe:

Traffic Impact Study

- Route 17M and Route 208
- Route 17M and Gilbert Street
- Route 208 and Gilbert Street Extension
- Route 208/Main Street and Schunnemunk Road

Key Elements:
- ✓ Planning Board
- ✓ Traffic Impact Study
- ✓ Synchro
- ✓ NYSDOT

Hamlet of Chappaqua Streetscape and Infrastructure Improvement Project

Town of New Castle, Hamlet of Chappaqua New York

Client
Town of New Castle

Contact
Sabrina D. Charney Hull, AICP
(914) 238-4723

Construction Cost
$10,000,000

Completion Date
2016 (Design), 2018 (Construction)

The Town of New Castle has retained WSP to provide comprehensive professional engineering services for the Hamlet of Chappaqua Streetscape and Infrastructure Improvement Project. This project will address numerous deficiencies and desired improvements within the Hamlet such as aged water and sewer infrastructure, an under-capacity drainage system, deteriorating pavement with differential settlement, intersection design, traffic modeling, operations and circulation, pedestrian safety and accommodations, on-street parking and amenities such as landscape and streetscape.

A key component of the project is review and mitigation of the un-signalized intersection of North/South Greeley Avenue and King Street. A portion of New York State Route 120 passes through the project limits, following the north-south path of South Greeley Avenue and continuing north-east on King Street. The dominant vehicular path is along this route (the top and right legs of the adjacent rendering). Vehicles not following the State Route are forced to wait for a gap, causing undue delay and increasing safety concerns. In fact, police presence is required at this intersection during afternoon peak hours to assist with traffic flow. WSP pursued the installation of a stop sign and installation of an additional crosswalk at the intersection in the interest of public safety and traffic calming; however a stop sign is not desired by NYSDOT. Therefore, a signal warrant analysis will be advanced to NYSDOT for consideration of a traffic signal to be installed at this location.

WSP has also recommended an out-of-the-box solution to convert the existing Y-intersection at South Greeley Avenue (CR 79) and Quaker Road (NY 120) to a three-legged "triangular roundabout", converting each leg of the triangle on Quaker Road to a one-way operation, eliminating conflict points at the apex and improving peak afternoon traffic exiting the hamlet. This alternative has been endorsed by both the Town and NYSDOT. WSP's traffic engineers used both Synchro and VISSIM in their extensive analysis of numerous configurations of this dynamic downtown corridor.

WSP is also near completion of the infrastructure and streetscape design for the project. In addition, a Streetscape Committee was formed with members of the Town Board, Town Technical Staff, Town Architectural Review and Beautification Boards. The collaboration of this Committee and WSP staff lead to the recent success of Town Board approval for the proposed comprehensive streetscape plan. Coordination workshops have been held throughout the life of the project with the Town Board and Technical Staff to review each project discipline and present findings, allowing our Team to finalize the detailed design effort. The project is scheduled to break ground in Spring 2017.

Key Elements:

- ✓ Traffic Study
- ✓ Planning Board
- ✓ NYSDOT
- ✓ Synchro and VISSIM
- ✓ Westchester County, NY

Bernard H. Kalus, P.E., P.T.O.E.
Project Manager

Mr. Kalus has over twenty-eight years of experience in transportation engineering and planning. He is the Manager of the transportation department and is responsible for the design and planning, including studies and analysis, of transportation facilities, relief structures, traffic staging, multi-use trailways, site development, and aviation facilities. Mr. Kalus has led the design of numerous roadway and corridor improvement projects throughout both the tri-state area and the northeastern United States.

- **Project Manager – Town of Monroe Traffic Study (2005 / Ongoing)**
  Retained as the Town of Monroe's traffic consultant to review traffic analysis for various proposed developments. Mr. Kalus was responsible for the review of traffic studies as part of New York State's Environmental Quality Review (SEQR) Act and worked with the Board to assure that each project's traffic impacts were properly defined and that the applicants provided acceptable mitigation.

- **Project Manager – Larkin Drive West New Roadway, Orange County DPW, Monroe, NY (2016)**
  This project proposes to construct a new 1.7 mile two-way County road on a new alignment between NYS Route 208 and County Route 105 in the Town of Monroe, Orange County, NY. The objective of this work was to provide an alternative means of access to the commercial centers surrounding the NYS Route 32 corridor which bypasses the Villages of Monroe and Harriman. As Principal-in-Charge, Mr. Kalus oversaw all aspects of design including alignment and geometry design, traffic analysis, signal design, stormwater design, and environmental investigations. This is a locally administered Federal Aid project.

- **Project Manager – Route 17 Transportation Corridor Study, NYSDOT, Orange and Sullivan Counties (2014)**
  Under Mr. Kalus' supervision, the overall objective of the Route 17 corridor study was to provide high-level recommendations for future corridor improvements that provided a satisfactory level of service (LOS) at a reasonable cost, supported economic development, and considered environmental impacts. The study, to varying degrees, analyzed local land use and transportation systems to develop recommendations for complementary land use that would shape a corridor management plan for sustainable development in the corridor. The study covered 47 miles from Exit 103 (Monticello) to Exit 131 in Woodbury near the Village of Harriman. Mr. Kalus worked closely with representation from Orange and Sullivan counties, the Metropolitan Transportation Authority (MTA)/Metro-North Railroad, the NYS Thruway Authority, and local municipalities. There was also interaction with local governments in the corridor to discuss future development plans, review local zoning, and identify growth issues and possible impacts as a result of proposed geometric and/or transit improvements.

- **Traffic Task Lead – Hamlet of Chappaqua Streetscape and Infrastructure Improvement Project, Town of New Castle, Hamlet of Chappaqua, NY (2016 Design / 2018 Construction)**
  The Town of New Castle has retained WSP to provide comprehensive professional engineering services for the Hamlet of Chappaqua Streetscape and Infrastructure Improvement Project. A key component of the project is review and mitigation of the un-signalized intersection of North/South Greeley Avenue and King Street. Overseen by Mr. Kalus, WSP's traffic engineers used both Synchro and VISSIM in their extensive analysis of numerous configurations of this dynamic downtown corridor.

- **Project Manager – Design Services for the Lower Hudson Valley Transit Link, White Plains, NY (2016)**
  Mr. Kalus is the Project Manager for Phase A of the planning and preliminary design for a trans-Hudson transit link connecting Rockland and Westchester Counties. This project provided the NYSDOT with the framework and baseline studies necessary for a Bus Rapid Transit (BRT) system that will utilize the Tappan Zee Bridge to connect with the existing rail centers along the I-287 corridor. Key components of the study involved the development of the overall corridor transit vision and a master program schedule for the ultimate implementation of the BRT system. The study focused on three primary BRT routes that connected with Metro North stations in Tarrytown, Port Chester, and the transit center in downtown White Plains. In addition to serving as the

Education:
MS, Civil Engineering Columbia University, 2001
BS, Civil Engineering City University of New York, 1988
Years with WSP | PB
12
Years with Other Firms:
16

overall Project Manager for this portion of the study, **WSP | Parsons Brinckerhoff** was also responsible for the traffic studies and oversaw the development of the traffic models of the arterials affected by the BRT system on both the Rockland and Westchester sides of the bridge.

- **Project Manager – I-287 Cross Westchester Expressway, Exit 8E Reconstruction, NYSDOT, 2011, Prime, D015680, CC: $55,000,000: (2013)**
  I-287 and Westchester Avenue at Interchange 8E currently have severe safety and operational problems and two deficient bridges. WSP was retained by the NYSDOT to provide Phase I – VI Preliminary and final bridge design and Phase V-VI Final Design for this interchange reconstruction project. The Final Design included improving overall traffic conditions, correcting safety deficiencies and designing the replacement of the two deficient bridges. As Project Manager, Mr. Kalus oversaw all aspects of highway and bridge design including traffic analysis, signal design, and alignment and geometry design of two new frontage roads and several highway ramps.

- **Traffic Impact Assessment for White Plains Linen, Peekskill, NY (2015)**
  Overseen by Mr. Kalus, WSP | Parsons Brinckerhoff performed traffic impact analysis as a part of Environmental Impact Statement for the proposed relocation of an existing facility of White Plains Linen. The purpose of the study was to determine an impact that added traffic traveling to and from the site would have on adjacent street network. The study involved a comparison of several scenarios: existing roadway and traffic conditions, future without relocation, future with relocation and relocation with proposed mitigation measures. Prepared report with analysis of specific traffic problems that can be anticipated and proposed recommendations for roadway and signal improvements to alleviate these problems.

- **WalMart Traffic Peer Review, Town of Wareham, MA (2011)**
  Mr. Kalus was instrumental in the preparation of the traffic peer review and continued development of mitigation measures associated with a new WalMart in the Town of Wareham. The peer review process led to the evaluation of summertime conditions for this Cape Cod community. The expanded analysis resulted in enhanced mitigation along both the primary state-owned arterial and local town-owned roadways that service the site.

- **Lead Traffic Engineer – Scoping for Toll Plaza Layouts at Various MTA Facilities, AW-48, New York, NY (TBTA) (On-going)**

  Mr. Kalus is the task leader for all of the traffic analysis and modeling performed as part of this project. All of the TBTA facilities, with the exception of the RKF Bronx and Henry Hudson plazas, are being evaluated for electronic toll collection alternatives. Mr. Kalus is responsible for collecting and analyzing the relevant traffic data at each facility to determine the representative peak hour periods that should be used at each location. Additional traffic volumes and physical inventory information are collected to supplement the available traffic information. Mr. Kalus is also responsible for all of the traffic modeling which is being developed using the microsimulation analysis program VISSIM. Existing condition models for each facility are created and calibrated to match actual observed field conditions and calibration measures such as throughput volume, vehicle speeds, and queue lengths. Future Now-Build and Build condition VISSIM models for plaza configurations that include Cash + E-ZPass, All Electronic Toll (AET), and full Open Road Tolling (ORT) are modeled using traffic projections that account for travel demand growth at each location. The VISSIM model is also being used to develop Measures of Effectiveness for each tolling option that will be utilized in making decisions about the future layout recommendations.

- **Project Manager – Noxon Road Highway Reconstruction Route 55 to Titusville, Dutchess County Public Works, Dutchess City, NY (2014)**
  This locally administered Federal-Aid project entails the preliminary and final design of 1.9 miles of roadway in the Town of LaGrange in Dutchess County, NY. Noxon Road serves as a vital connecting link between the Town of Poughkeepsie and the Taconic State Parkway, as well as other county and state routes leading to southern Dutchess County. Mr. Kalus serves as Project Manager for the restoration of this urban minor arterial. The project features a new two-course overlay, intersection design and capacity analysis, signal replacement, drainage improvements, areas of horizontal and vertical realignment, areas of curb, sidewalk and crosswalk installation, extensive impacts to right-of-way, new guide rail, signing, and striping. Mr. Kalus oversaw preliminary design and assessed all impacts for nearly 140 parcels on over 60 right-of-way maps. He has compiled the information into a final design approval document with preliminary plans. He is currently providing oversight to finish PS&E and coordination with multiple utility agencies.

Katherine T. Craig, P.E.
Traffic Engineer

Ms. Craig, a 12 year employee, is a transportation and traffic engineer for the firm. She has extensive experience in transportation planning and traffic engineering, working on projects throughout New York State. She has performed various tasks for traffic impact studies including: data collection, trip generation, and growth rate projections. Ms. Craig has been the traffic engineer of numerous major roadway reconstruction and corridor improvement projects, including operational/regional demand modeling. She utilizes numerous software packages to aid in the design of intersections and corridors such as InRoads highway design modeling software, VISSIM, Synchro and SimTraffic analysis software, and Microstation CADD to develop and evaluate numerous highways.

- **Traffic Engineer - Town of Monroe Traffic (2005 / 2016)**
  WSP | Parsons Brinckerhoff was retained as the Town of Monroe's traffic consultant to review traffic analysis for various proposed developments. Ms. Craig evaluated network modeling and simulation methods to determine the functionality of signal operations. WSP | Parsons Brinckerhoff was recently re-designated to review traffic and transportation studies for the Village of Monroe. WSP | PB will provide the Town of Monroe Planning Board with recommendations resulting from our review.

- **Project Manager – YMCA, Village of Monroe (Ongoing)**
  Ms. Craig oversaw the traffic study prepared for the proposed YMCA Facility in the Village of Monroe. Ms. Craig was responsible for reviewing the traffic and accident data to develop design treatments to provide for the new site generated traffic.

- **Traffic Engineer - Town of Wallkill Traffic (2006)**
  Review traffic analysis for various proposed developments. Ms. Craig evaluated network modeling and simulation methods to determine the functionality of signal operations.

- **Traffic Engineer – NYS Route 17 (Future I-86) Transportation Corridor Study (2013)**
  This project entailed a transportation corridor study for NYS Route 17 (future I-86) from Exit 105 in the Village of Monticello to Exit 131 in the Village of Harriman. This study examined the need for capacity improvements and developed and analyzed transportation alternatives in a broad corridor context to recommend feasible alternative(s) that were advanced into the design phase. This study emphasized traffic operations, travel demand analysis, travel demand projection, and the analysis of development potential. Ms. Craig utilized the Travel Demand Modeling software Visum to aid in the analysis. Ms. Craig analysed feasible alternatives such as adding a third lane to the corridor, a BRT/HOV lane, and a light rail option.

- **Traffic Engineer – Safety Investigation Reports at PIL's, Westchester, Orange & Rockland Counties, NY, NYSDOT (2005 – 2007)**
  As part of the Region 8 Design Service Agreement, WSP | Parsons Brinckerhoff conducted approximately 85 Highway Safety Investigation Reports at Priority Investigation Locations (PIL's) throughout the Hudson Valley, NY. Ms. Craig collected field data and assisted in the analysis of the accident data and the preparation of the draft road condition diagrams. She also attended a training seminar for the software program VISSIM. VISSIM allows for an easy comparison of design alternatives including signalized and stop sign controlled intersections, roundabouts, and grade separated interchanges. Ms. Craig utilized the software to develop and analyze modern roundabouts in various locations.

- **Traffic Engineer – NYS Route 17 (Future I-86) Transportation Corridor Study (2013)**
  This project entailed a transportation corridor study for NYS Route 17 (future I-86) from Exit 105 in the Village of Monticello to Exit 131 in the Village of Harriman. This

Education:
ME, Civil Engineering City College, 2006
BS, Civil Engineering Univeristy of Vermont, 2004
Years with WSP | PB
12
Years with Other Firms:
0

study examined the need for capacity improvements and developed and analyzed transportation alternatives in a broad corridor context to recommend feasible alternative(s) that were advanced into the design phase. This study emphasized traffic operations, travel demand analysis, travel demand projection, and the analysis of development potential.

- **Traffic Engineer – Traffic Modeling Assessment at the Throgs Neck Bridge, TN-50, N (2009)**
  Working with NYMTC's Best Practice Model (BPM), Ms. Craig developed future year projections for the major arterials in northeastern Queens to analyze the potential effects of lane closures during the reconstruction of the approaches to the Throgs Neck Bridge. Ms. Craig utilized the microsimulation program VISSIM to analyze traffic operations during the ramp and lane closures and to develop mitigation measures for review and approval by NYCDOT

- **Design Engineer – Plaza Layout at Various Facilities, HNTB Corp. (Ongoing)**
  All of the TBTA facilities, with the exception of the RFK, Bronx and Henry Hudson plazas, are being evaluated for electronic toll collection alternatives. Ms. Craig is responsible for collecting and analyzing the relevant traffic data at each facility to determine the representative peak hour periods that should be used at each location. Additional traffic volumes and physical inventory information are collected to supplement the available traffic information. Ms. Craig is also responsible for all of the traffic modeling which is being developed using the microsimulation analysis program VISSIM. Existing condition models for each facility are created and calibrated to match actual observed field conditions and calibration measures such as throughput volume, vehicle speeds, and queue lengths. Future Now-Build and Build condition VISSIM models for plaza configurations that include Cash + E-ZPass, All Electronic Toll (AET), and full Open Road Tolling (ORT) are modeled using traffic projections that account for travel demand growth at each location. The VISSIM model is also being used to develop Measures of Effectiveness for each tolling option that will be utilized in making decisions about the future layout recommendation at each facility.

- **Design Engineer – RFK Toll Plaza Rehabilitation, TBTA, Bronx, NY (Ongoing)**
  Ms. Craig is a design engineer for the $250M reconstruction of the RFK Toll Plaza. The reconstruction of the Bronx Toll Plaza represents the final component in the rehabilitation of the Robert F. Kennedy (RFK) Bridge mainline between Queens and the Bronx, NY. A major component of the Bronx Plaza reconstruction is the replacement of the existing toll booths with a new toll plaza that can provide the Authority with the flexibility to modify toll collection operations to take advantage of future technological advances. As part of the Conceptual Design Studies, WSP | Parsons Brinckerhoff developed the construction staging and maintenance and protection of traffic plans to reconstruct the plaza with no permanent lane closures and minimal disruptions of traffic for the over 200,000 vehicles that use the facility every day.

- **Bronx-Whitestone Expressway/Cross Island Parkway Interchange Improvements Queens, NY, Triborough Bridge and Tunnel Authority (2009)**
  As part of the TBTA's long-range plan, WSP | Parsons Brinckerhoff developed design options to improve operations and safety through the Bronx-Whitestone/Cross Island Parkway interchange. Alternatives to improve flow between the Bronx-Whitestone and Throgs Neck Bridge were also investigated so that demand for the two structures could be directed to the less congested bridge through a variety of transportation management tools including Variable Message Signs (VMS), Highway Advisory Radio (HAR), Web-base information, and the potential for value pricing. Using output from the New York Metropolitan Council's (NYMTC) Best Practices Model (BPM), WSP | Parsons Brinckerhoff developed a model of the interchange using the CORSIM/TSIS model to evaluate the effectiveness of the roadway improvements in addressing both existing and future conditions. WSP | Parsons Brinckerhoff utilized Synchro to model the local road and intersection modifications to facilitate the larger highway improvements, while also improving vehicular flow and pedestrian safety on the City owned roadways. Ms. Craig analyzed the existing drainage system to determine any hydraulic deficiencies and designed the proposed drainage system to address these deficiencies and to satisfy the storm water management basis requirements. Ms. Craig was also instrumental in the design of the MPT plans to allow the approach structure to be demolished in stages without affecting the structural integrity of the bridge.

Peter S. Mancuso, P.E., PTOE
Transportation Engineer

Mr. Mancuso brings unique experience to the table, having worked on a wide variety of transportation related projects throughout his career. His experience ranges from the use of VISSIM traffic simulation software, including the creation of 3D environments, for a number of traffic models to being responsible for the signal design of various projects involving overhauls and upgrades of existing intersection traffic signal infrastructure in the greater New York City metropolitan region. He is also proficient in various transportation analysis software packages including HCS and SYNCHRO, and has utilized them extensively for New York City and New York State environmental impact studies (CEQR/SEQRA). Mr. Mancuso has held many roles on these and other major transportation projects, from task leader to project manager, including quality control and assurance for technical analyses, reports, design drawings, and specifications.

- **Transportation Engineer – No. 7 Subway Extension/Rezoning and Development Program for the Hudson Yards Area of Far West Midtown Manhattan, NY (2004 - 2005)**
  Transportation engineer providing traffic analysis for the Final Generic Environmental Impact Statement (FGEIS). The project includes the analysis and mitigation, using HCS, of a traffic network of over 200 intersections and 10 alternatives for a proposed major rezoning proposal in Midtown Manhattan. Provided traffic analyses in conjunction with MPT phasing alternatives.

- **Transportation Engineer – Long Island Expressway (LIE) – Grand Central Parkway (GCP) and Van Wyck Expressway (VWE) Interchange Improvement Project, Queens County, New York, NY (2004 - 2008)**
  Transportation engineer responsible for developing the future balanced traffic flows, preparing various spreadsheets used to input and output CORSIM data for air quality analysis using MS Excel macros, and conducting traffic and pedestrian capacity and operational analyses.

- **Lead Transportation Engineer – New York City School Construction Authority On-Call Site Acquisition and State Environmental Quality Review Act (SEQRA) Services, New York, NY (2005 - Present)**
  Lead transportation engineer providing traffic and pedestrian analyses in conjunction with the proposed development of new early childhood centers, elementary, intermediate and high schools or expansions to existing public schools. He managed the data collection programs, performed traffic and pedestrian impact analyses, calculated vehicular and pedestrian trip generation for the proposed schools, and prepared the final technical reports. Projects include various schools in the Bronx, Manhattan, and Queens with enrollments ranging from 200 to 1,200 students.

- **Transportation Engineer – Rehabilitation of FDR Drive – East 25th Street to East 42nd Street, New York, NY (2005 - 2008)**
  Transportation engineer responsible for developing balanced traffic volume networks and analyzed traffic conditions on freeway segments and local streets. The project involves looking at several alternatives including the potential closure of entrance and exit ramps and evaluating the effects of resulting traffic diversions using a traffic simulation model capable of performing dynamic traffic assignments.

- **Transportation Engineer – Lincoln Tunnel Exclusive Bus Lane (XBL) Capacity Enhancement Feasibility Study, New York/New Jersey (2005 – 2006)**
  Transportation engineer providing technical support in the development of hour-by-hour base year vehicle and toll specific trip tables for the peak period from traffic and O-D survey data and balanced network flow maps. The modified New York Metropolitan Transportation Council (NYMTC) regional travel demand model was used to forecast future year traffic patterns for each alternative, which he then translated into trip tables for VISSIM simulation. The project evaluated the feasibility

Education:
ME, Transportation Planning and Engineering, Polytechnic University, 2009
BS, Civil Engineering Polytechnic University, 2004
Years with WSP | PB
11
Years with Other Firms:
0

of various alternatives to provide for a second exclusive bus lane or a priority lane for buses and high-occupancy vehicle (HOV) lanes along the corridor.

- **Transportation Engineer – Long Island Railroad Atlantic Yards Design, Brooklyn, New York (2006)**
  Design of the temporary and permanent rail yard relocation associated with the construction of a $5 Billion development project including the Atlantic Yards Arena. Transportation engineer assisting with developing typical sections and details for both the temporary and permanent yard designs. Peter also designed the onsite roadways to be used by the facility's vehicles by using the computer software aid, AutoTURN for AutoCAD. The results were used for the design of the track placements, signage, and guiderails/other barriers. Other tasks included coordinating utility layouts and performing grading design.
- **Transportation Engineer – Chatham Square Intersection Concept Study, New York, NY (2006)**
  Transportation engineer assisting with analyzing the effects of reconfiguring a complex intersection in Lower Manhattan that was affected by street closures implemented as security measures following the events of September 11, 2001. The project involved the development of a conceptual plaza design to replace the existing streetscape. He designed conceptual roadway alignments and used AutoCAD to produce concept design drawings. He was responsible for the traffic analysis of the conceptual design using SYNCHRO as well as identifying potential conflicts between existing underground utilities and proposed traffic signal infrastructure.
- **Design Engineer – Staten Island Expressway (I-278) Access Improvements, Staten Island, NY (2009)**
  Design Engineer responsible for SYNCHRO analysis and developing traffic signal plans of service road intersections. The project involves the design of new ramps and auxiliary lanes, reconfiguration and relocation of existing ramps, and new bridges and bridge widenings to accommodate the ramps and auxiliary lanes between the Verrazano-Narrows Bridge toll plaza and Renwick Avenue (2.5 miles).
- **Transportation Engineer - Lower Concourse Rezoning, Bronx, New York (2009)**
  Transportation engineer responsible for traffic and transportation analysis for the Draft Environmental Impact Statement (DEIS). The project includes the analysis and mitigation, using HCS, of a traffic network of 40 intersections for a proposed major rezoning proposal in the South Bronx.
- **Transportation Engineer - Western Rail Yard Final Environmental Impact Statement (FEIS), New York City, New York (2009)**
  Transportation engineer responsible for preparing the traffic impact analyses for a rezoning action to permit the development of approximately 6 million square feet (560,000 square meters) of mixed-use development above an existing storage yard used by Long Island Rail Road commuter trains. In his primary role on this project, Peter lead the effort to complete and QA/QC the HCS analysis of over 100 intersections for 4 time periods and 2 build alternatives.
- **Design Engineer - Verrazano Narrows Bridge Toll Plaza Interchange Improvements, Staten Island, New York (2013)**
  Design engineer responsible for signal design and traffic analysis using VISSIM and SYNCHRO for interchange and toll plaza improvements on the Staten Island Expressway. The work included the conceptual, preliminary and detailed designs of a new interchange with average daily traffic of 200,000 vehicles per day.
- **Design Engineer - Westchester County Department of Transportation (DOT) Central Avenue Corridor Transit Signal Priority (TSP)/Bus Rapid Transit (BRT), Westchester County, New York (2013)**
  Design engineer responsible for the traffic analysis and conceptual intersection design for various intersections along the proposed BRT route. The project involves the installation of TSP and Queue Jumpers for the use of a new BRT system along Central Avenue. The corridor has the highest volume of bus system ridership in Westchester County.

RATES

Bernard H. Kalus, P.E., P.T.O.E. – Project Manager	*$195 / hr*
Katherine Craig, P.E. – Traffic Engineer	*$125 / hr*
Peter S. Mancuso – Transportation Engineer	*$125 / hr*

WSP | Parsons Brinckerhoff
555 Pleasantville Road, South Bldg.
Briarcliff Manor, NY 10510
(914)747-1120

WSP | PARSONS BRINCKERHOFF

Village of Port Chester - Traffic and Transportation Engineering
RFP# 2016-07
Hourly Rate Structure

Staff member	Hourly Billing Rate	
	Escrow retainer assignments	Municipal Engineering assignments
Bernard Kalus, P.E., PTOE	$195.00	$195.00
Katherine Craig, P.E.	$125.00	$124.15
Peter S, Mancuso, P.E., PTOE	$125.00	$121.37

Additional staff can be assigned to the project based on the actual work resulting from the contract.
Muncipal engineering assignments will be billed based on actual salaries of staff x overhead x 10% profit
Current overhead for WSP/PB is at 149%

RESOLUTION

AWARDING BID FOR TRAFFIC & ENGINEERING PROFESIONAL SERVICES RFP #2016-07

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 solicited bids for traffic & engineering professional services through a Request for Proposals process (RFP #2016-07); and

WHEREAS, the Village received 11 responses, all of which were deemed complete; and

WHEREAS, after ranking the 11 responses and interviewing the four top scoring firms, the Village Manager, Village Engineer, Department of Planning & Economic Development and Planning Commission all recommend AKRF as the superior respondent.

NOW, THEREFORE, be it

RESOLVED, that the Board of Trustees hereby awards the bid to AKRF, 34 South Broadway, Suite 401, White Plains, NY 10601 to provide traffic and transportation engineering professional services to the Village of Port Chester; and be it further

RESOLVED, that such services shall be for a period of five years, starting from the date of this resolution; and be it further

RESOLVED, that such services shall be provided with compensation as follows, to be confirmed on a yearly basis, with costs to be charged back to applicants:

Officer	$210/hour
Senior Technical Director	$205/hour
Technical Director	$195/hour
Senior Professional	$175/hour
Professional II	$140/hour
Professional I	$130/hour
Technical II	$120/hour
Technical I	$95/hour; and be it further

RESOLVED, that such services shall be provided with compensation as follows, to be confirmed on a yearly basis, with costs to be charged back to the Village of Port Chester when services are rendered for projects generated by the municipality:

Officer	$205/hour
Senior Technical Director	$200/hour
Technical Director	$195/hour
Senior Professional	$175/hour
Professional II	$140/hour
Professional I	$130/hour
Technical II	$120/hour
Technical I	$95/hour; and be it finally

RESOLVED, that the Village Manager is hereby authorized to enter into a contract with AKRF and that the form and content of said contract shall be subject to the approval of the Village Attorney.

Approved as to Form:

_____
Village Attorney, Anthony Cerreto

RESOLUTION

AWARDING BID FOR TRAFFIC & ENGINEERING PROFESIONAL SERVICES RFP #2016-07

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:

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NOW, THEREFORE, be it

RESOLVED, that the Board of Trustees hereby awards the bid to AKRF, 34 South Broadway, Suite 401, White Plains, NY 10601 to provide traffic and transportation engineering professional services to the Village of Port Chester; and be it further

RESOLVED, that such services shall be for a period of five years, starting from the date of this resolution; and be it further

RESOLVED, that such services shall be provided with compensation as follows, to be confirmed on a yearly basis, with costs to be charged back to applicants:

Officer	$210/hour
Senior Technical Director	$205/hour
Technical Director	$195/hour
Senior Professional	$175/hour
Professional II	$140/hour
Professional I	$130/hour
Technical II	$120/hour
Technical I	$95/hour; and be it further

RESOLVED, that such services shall be provided with compensation as follows, to be confirmed on a yearly basis, with costs to be charged back to the Village of Port Chester when services are rendered for projects generated by the municipality:

Officer	$205/hour
Senior Technical Director	$200/hour
Technical Director	$195/hour
Senior Professional	$175/hour
Professional II	$140/hour
Professional I	$130/hour
Technical II	$120/hour
Technical I	$95/hour; and be it finally

RESOLVED, that the Village Manager is hereby authorized to enter into a contract with AKRF and that the form and content of said contract shall be subject to the approval of the Village Attorney.

Approved as to Form:

_____
Village Attorney, Anthony Cerreto

RES - 09
BOT 11-21-2016

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: 11/21/2016

Item Type: Resolution

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	☒	☐	Public Hearing Required	☐	☒
Funding Source: Account #:			BID #2016-08 **Strategic Plan Priority Area** N/A		
	Yes	**No**			
Agreement	☒	☐	**Manager Priorities**		
Strategic Plan Related	☐	☒	Performance Management		

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

Resolution Awarding RFP # 2016-08 for Radio Frequency Review Professional Services

Summary

Background
On September 9, 2016, the Village of Port Chester issued a request for proposals ("RFP") seeking proposals for radio frequency review professional services (RFP #2016-08). This RFP sought radio frequency services to primarily review wireless proposals before the Planning Commission.

By the due date of September 30, 2016, the Village received one response, from Centerline Communications, which was deemed complete. Centerline Communications

was then interviewed by phone during the week of October 24, 2016. Additionally, the Planning Commission was briefed on the process at their October 24, 2016 meeting and was in support of retaining Centerline Communications.

Based upon their proposal and interview, the Department of Planning & Economic Development recommends that that the Board of Trustees award RFP #2016-08 to Centerline Communications to act as the Village's radio frequency review consultant for a period of five years.

Proposed Actions
• Adopt the resolution to retain Centerline Communications for radio frequency review professional services

Attachments
• RFP • RFP Response

VILLAGE OF PORT CHESTER

REQUEST FOR PROPOSALS
FOR RADIO FREQUENCY REVIEW PROFESSIONAL SERVICES
RFP # 2016-08

Date: September 9, 2016

Christopher D. Steers
Village Manager

REQUEST FOR PROPOSALS (RFP # 2016-08)
VILLAGE OF PORT CHESTER
RADIO FREQUENCY (RF) REVIEW PROFESSIONAL SERVICES

The Village of Port Chester is seeking proposals from creative, qualified firms or individuals to provide consulting services for radio frequency (RF) review and analysis for applications for wireless telecommunications facilities by the Village of Port Chester Planning Commission under Article XVIII (Wireless Telecommunications Facilities) of Chapter 345 (Zoning) of the Code of the Village of Port Chester. This work is to be performed on an on-call service basis.

SCOPE OF SERVICES

Services will include, but are not limited to:

- Review and verify radio frequency (RF) reports and determine coverage needs and saturation
- Assist the Village in maintaining an inventory of the Village's wireless telecommunications facilities
- Appear at meeting of the Board of Trustees and Planning Commission on an as needed basis to discuss applications, projects, and creative solutions
- Testify in court, if needed, as an expert witness

MINIMUM QUALIFICATIONS/REQUIREMENTS

The successful candidate must be a radio frequency engineer, health physicist, or other qualified professional, and should have direct experience working with municipalities. Criteria that will be considered by the Village in its review of proposals will include, but is not limited to:

- Knowledge of Federal regulations
- Experience working on radio frequency (RF) reports
- Municipal experience
- State of New York experience
- General availability to respond to requests
- Anticipated general schedule and response time
- References
- Fees

PROPOSAL CONTENT

The proposal should, at a minimum, contain the following information:

- **Cover Page** – Submit a signed coversheet on letterhead stationery that includes a statement that the proposal is submitted in response to RFP 2016-08: Radio Frequency Review Professional Services.
- **Qualifications** – Provide professional experience and work history, including a general

summary description of the firm and specific qualifications with providing similar services.

- **Personnel** – Provide list and resumes of key personnel. The point person should be specifically identified.
- **References** – Include the name, address, and telephone number of three (3) clients for whom similar services are or have recently been performed.
- **Fees** – The proposal should include hourly rates of the personnel to be assigned to the awarded contract and any expenses expected to be incurred. Specific hourly billing will be applied and no percent of any contract payment will be furnished and paid by the Village without backup billing showing hours worked, multipliers, and reimbursable expenses (reimbursable expenses will be charged at the actual cost; no multiplier will be allowed).

SUBMITTAL REQUIREMENTS

Proposals must be received no later than 10:00 AM on September 30, 2016 by the Village Clerk at the following address:

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

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, DVD, or flash drive. Please place a label on the envelope stating: "RFP 2016-08: Radio Frequency Review Professional 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 via the Village Clerk, received no later than three (3) business days prior to the submission deadline. Telephone (914) 939-2200/Fax (914) 937-3169/email: dthomas@portchesterny.com. 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 2016-08: Radio Frequency Review Professional Services".

INTERVIEWS

The Village Manager, Board of Trustees, and/or Planning Commission may schedule interviews with prospective candidates to permit further evaluation of the candidate.

AWARD

The award will be made to the candidate that best meets the Board of Trustee's and/or Planning Commission's needs and requirements. The Village reserves its right to reject any and 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.

EXPENSES INCURRED BY RESPONDING CONSULTANT

The Village will NOT be responsible for any expenses or costs incurred by any responding consultant organization(s) at any time in preparing and submitting a proposal or requested supplemental information in response to this RFP.

CENTERLINE COMMUNICATIONS

95 Ryan Drive, Suite 1
Raynham, MA 02767
781.713.4725
617.249.0819

September 26, 2016

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

Re: RFP 2016-08: Radio Frequency Review Professional Services

Mr. Stevens,

This letter form Centerline Communications, LLC ("Centerline") is a formal response to *RFP 2016-08: Radio Frequency Review Professional Services* from the Village of Port Chester dated September 9. 2016.

Centerline is a full service telecommunications company, based in Raynham, Massachusetts, with expertise in Wireless Site Acquisition and Site permitting, Wireless Site Construction Management, Wireless Site Construction and Integration and Radio Frequency (RF) Design, Planning and Compliance services.

Centerline has been in business for over 10 years and our personnel have been providing our wireless services to commercial, municipal and military clients on various projects nationwide. Centerline's expert wireless teams have extensive in the preparation and review of all facets of wireless applications and provide these services to our clients on a daily basis.

Centerline has reviewed the specified services and qualifications per the referenced RFP and is confident that our RF engineering and development team is capable to execute the required services to assist the village with its need for RF application review tasks.

Our team is available at any time for interview or to answer any questions as may be deemed necessary.

Sincerely,

Scott Heffernan

Director, RF Engineering
Centerline Communications, LLC
95 Ryan Drive, Suite 1
Raynham, MA 02767
978-660-3998

CENTERLINE COMMUNICATIONS
95 Ryan Drive, Suite 1
Raynham, MA 02767
781.713.4725
617.249.0819

RF Personnel:

Scott Heffernan – Director, RF Engineering
Ryan McManus – RF Emissions Compliance Manager
Brian Frazier – Sr RF Design Engineer

References:

1) **T-Mobile**: Jason Overbey – RF Engineering Manager Connecticut
    a. Phone: 860-796-1243
    b. Address: 35 Griffin Road South, Bloomfield, CT 06002
2) **Verizon Wireless**: Mirela Marku – RF Engineering Manager (New England)
    a. Phone: 508-479-3199
    b. Address: 400 Friberg Parkway, Westborough, MA 01581
3) **ExteNet Systems:** Sunday Aiyash – RF Compliance Manager
    a. Phone: 630-245-1904
    b. 3030 Warrenville Road, Lisle, IL

Fees:

Centerline Communication's billable rate for RF Engineering Services is $175.00/hour. Expected expenses would include travel and presentation materials as required for hearings and meetings.

SCOTT HEFFERNAN

SUMMARY OF EXPERIENCE

Mr. Heffernan has over 20 years of experience in the wireless industry and has worked for many commercial carriers and engineering consulting companies in various locations across the country. He is experienced in radio Frequency (RF) theory as well as the various engineering tools and software necessary for analysis and design.

RELEVANT PROJECT EXPERIENCE

Prior to joining Centerline Communications, LLC he was involved in many aspects of the wireless field including network / site design, implementation and optimization for many commercial carriers as well as third party vendors that supply radio frequency (RF) Engineering services to commercial wireless carriers, municipal, government and military agencies. He is the lone designee to present RF Engineering testimony before the Connecticut Siting Council on behalf of T-Mobile and has presented this same testimony on behalf of many carriers and infrastructure providers in several states.

Mr. Heffernan has experience in all phases of RF site design including macro site design (Tower, Rooftop), small cell and micro site design and in-building site design, including holding iBwave design certifications for all three levels for in building design.

Scott is and has been in charge groups that handle RF compliance for wireless facilities nationwide. These compliance tasks include RF Emissions compliance testing / calculations and mitigation and full scale interference analysis and mitigation solutions.

EDUCATION

BS Physics – Clark University (1994)
MCS Telecommunications Engineering – Northeastern University 1997
United States Signal School – Fort Gordon (1995)

PROFESSIONAL / MILITARY AFFILIATIONS

Institute of Electrical and Electronics Engineers

US Army

BRIAN FRAZIER

SUMMARY OF EXPERIENCE

Mr. Frazier has over twenty-five years of experience in the implementation of wireless and wired voice and data networks in various capacities. He has been on the forefront of LTE wireless system analysis and planning, and the design and optimization of LTE networks.

Brian is an expert in the use of many professional propagation software packages in all radio spectrums. He utilizes GIS software such for the development of site search rings and network design documentation. And also has utilized drive test equipment and post processing software to develop comparative analysis of the drive test vs. the predicted coverage.

Brian's in-depth network design experience spans many technologies, including: Broadband RF, HFC, Fiber Optic, DAS, Smart Grid and Small Cell designs, along with microwave path point-to-point profiles.

He has managed the design and construction of Broadband Telecommunications Centers, and has many years' experience in various applications of process engineering within and outside of the Telecommunications Industry.

RELEVANT PROJECT EXPERIENCE

Prior to joining Centerline Communications, LLC he was involved with site acquisition, testing, turn-up and drive testing for Regional and National Cellular Carriers along with ILECs, WISPs and the Power Industry Smart Grid. He also provided state and local hearing testimony and documentation for several hundred telecommunications facilities regarding site justification and design throughout the years.

His in-building design and project management has been without question dynamic. With the design and RF oversight of hundreds of venues including many shopping malls such as the King of Prussia Mall in Pennsylvania, casinos through the US, airports, high-rise hotels, stadiums such as the Susquehanna Bank Center in New Jersey, and other venues such as The Kennedy Center for the Performing Arts, The Library of Congress in Washington DC, and the Empire State Building.

Brian has developed several system wide optimization plans for various technologies throughout his career, and implemented them based on subscriber loading and potential offloading of traffic to the network. He has directly coordinated with adjacent carriers to minimize frequency interference and maintain network performance within the given FCC License Area and frequencies.

EDUCATION

MS EE/Computer Science-Massachusetts Institute of Technology-NOMAD / 1986
BS Engineering-Boston University / 1984
AS Electronic Engineering-Franklin Institute of Technology / 1982

PROFESSIONAL AFFILIATIONS

Institute of Electrical and Electronics Engineers

Society of Cable and Telecommunications Engineers-Recipient of the SCTE Field Operations Award

RYAN MCMANUS

SUMMARY OF EXPERIENCE

Ms. McManus has nine years of experience in the telecommunications industry, specifically in the radiofrequency electromagnetic (RF-EME) safety and compliance sector. This includes RF-EME compliance modeling and onsite monitoring for several of the major wireless carriers nationwide. She has a deep knowledge of carrier mitigation policies and has worked on many nationwide EME compliance efforts for many of the major carriers through the implementation of new technologies over the last few years.

RELEVANT PROJECT EXPERIENCE

Prior to joining Centerline Communications, LLC Ryan managed the completion of over 35,000 RF safety and compliance reports for T-Mobile, AT&T, Verizon, and Sprint in markets nationwide. She has completed and reviewed specialized RF modeling and monitoring reports to meet the specific requirements of local/county wireless ordinances. Her project management experience has ranged from providing technical support to clients in developing scopes of work to overseeing and tracking multiple site portfolios to ensure client deadlines are met. She has worked closely with the wireless carriers to develop scopes of work and report templates based on FCC, OSHA and specific carrier requirements to achieve and maintain compliance on all of their cell sites. She has conducted multiple training sessions with employees on carrier policies and FCC requirements in regards to RF Safety and Compliance.

EDUCATION

BS Environmental Studies, Connecticut College / 2008

Scott Heffernan
58 Redstone Hill Road
Sterling, MA 01564
978-660-3998
sheffernan@clinellc.com

SUMMARY

Twenty years experience in wireless engineering including system design, optimization and management. A proven track record of strong leadership and successful management of complex network deployments and operations. Strengths include strong RF knowledge, extensive background in the communications field, supervisory experience in both commercial and military environments, work well in a team environment and simultaneous management of a large number of projects involving varied technologies, financial goals, and management structures. Consistently oversaw projects that met or reduced timelines and expenses.

CURRENT STATUS

National RF Engineering Director, Centerline Communications, LLC, Raynham, MA May 2016 to Present

Management of national RF engineering and RF emissions compliance group focused on RF design, integration and optimization as well as federal compliance for RF emissions and RF interference mitigation. Responsible for hiring, training, management and budgeting to technical capabilities and project timelines are continually met. Additional responsibilities include support of sales channels with technical support and focused solutions for client requests. Responsibilities include:

- RF Coverage Propagation Analysis / Site Candidate analysis (ATOLL / EDX / Asset)
- Network Site Design Solutions (Coverage, Capacity and Spectral efficiency)
- RF Interference Analysis and Mitigation solutions
- RF Signal Measurement and Benchmarking
- Frequency Planning and Network Traffic Analysis
- Network System Performance Statistic Monitoring (KPI)
- RF Emissions calculations and testing (FCC MPE Compliance)
- Distributed Antenna System (DAS)/In-building Design Solutions (iBwave Certified Levels 1-2-3)
- OEM Certifications: Spider Cloud, ADRF, JMA, SOLID, Ericsson
- Microwave Path Design (PathLoss 5.0)
- Expert Witness Testimony (Municipal Permitting, Legal testimony for TCA cases)
- Third Party Siting Application review
- AM station analysis (MoM modeling and field strength readings) and detuning services
- Passive Intermodulation Testing (PIM).
- Emissions Compliance Solutions: Barriers, Signage plans, Striping, Design alternatives
- Sales oversight for all technical services for service offerings, pricing and client presentation

RELEVANT EXPERIENCE

National RF Engineering Director, EBI Consulting, Burlington, MA January 2012 to April 2016

Management of a team consisting of 45 RF personnel focused on Turnkey RF Design, optimization and Federal compliance solutions for FCC licensed carriers and government agencies. Tasks include the execution and oversight of all client deliverables for the RF Engineering group. Responsible for RF department budgets and business plans to ensure continued revenue increase per service type year over year. In charge of employee hiring and organizational structure requirements to ensure that adequate headcount is available across varied levels of technical expertise.

President / Principal Engineer, Transcom Engineering Inc. / Telesite, LLC, Sterling, MA
July 2000 to January 2012

Involved in major wireless design and optimization projects in both commercial and government settings. Projects include GSM/UMTS, iDEN, LTE network rollouts including site design and network performance for Nextel, Verizon Wireless, AT&T Wireless / Cingular and T-mobile, UMTS upgrade projects for Cingular, design, optimization and frequency planning for Nextel / Sprint as well as LMR systems for Government and Municipal agencies including several military branches, Department of Homeland Security and the Department of Justice. Wi-Fi network design, deployment and optimization for Time Warner Cable (Southern California).

- Responsible for all phases of cellular/PCS/LMR system design and implementation as well as determining RF coverage, capacity and interference designs and Link budget analysis
- Spectrum allocation based on traffic and interference statistics, including channel pool creations to handle traffic in multi-layer systems (macro, micro, pico site designs)
- Spectrum coordination between commercial carriers and government, military and law enforcement organizations to ensure interference-free radio environments
- Design, optimization and deployment experience utilizing Ericsson, Nokia, Nortel, Lucent and Motorola BTS equipment
- Design, deployment and optimization of Wi-Fi networks for Time Warner Cable.
- Microwave backhaul analysis and design using Pathloss 5.0
- LoS path surveys
- Regulatory filings including Radio Frequency emissions testing and safety plan creation for compliance verification with applicable FCC, OSHA and local regulations.
- Coverage analysis to determine viability of new technology progressions including UMTS and LTE
- Network performance management through network statistics and network drive data analysis
- Candidate evaluation including propagation analysis, site visits / surveys and drive tests
- Experience with software such as Planet, Planet EV, Wizard, Asset, Radio Soft, Comsite design, RCC Commsite Pro Interference predictor, ADTI Htz Warfare, Actix Analyzer, Comarco Workbench and, Grayson WMI
- Extensive experience with Map Info
- Frequency planning and optimization
- Interference mitigation Techniques
- Vast experience as a Zoning / permitting expert witness in many states, including the designation as sole representative for Connecticut Siting Council proceedings for T-Mobile.
- Daily System traffic and statistical trending to target system faults including interference, resource blocking and switch/BSC parameter adjustment requirements
- Special projects – In building/tunnel design, 802.xx Mesh networks, Distributed Antenna Systems (DAS) – Fiber optic and coaxial
- New technology testing
- Data session testing
- Managed day-to-day engineering operations, customer relationships, and set financial objectives for the engineering department.
- Ensure quality performance on all aspects of the program/project for all Commercial and government Wireless projects.

RF Engineer, NEXTEL Communications, Lexington, Massachusetts
April 1996 to July 2000

Design, deployment and optimization of an 850 MHz iDEN network for the Central New England area.

- Responsible for all phases of system design and optimization of regional proposed and existing coverage and capacity sites
- Supervision of daily activities for field technicians and Engineers
- Design of dispatch location areas (PTT) and configuring of Cisco Switches for dispatch traffic.
- System wide Frequency planning and spectrum allocation
- Design of Microwave backhaul solutions
- In-building coverage solutions

United States Army Reserves / National Guard, Worcester, Massachusetts – 1995 to 1999
Platoon Leader – Combat Communications

- Supervision of a 15 person Communications Platoon
- Frequency Planning and assignment for a frequency hopping network
- Transmission relay design and construction for terrain burdened areas
- Antenna selection and placement for company level communications

EDUCATION

Bachelor of Science, Biology / Physics – May 1994
Clark University, Worcester, Massachusetts

MSC, Telecommunications Technology – May 1997
Northeastern University, Boston, Massachusetts

United States Army Signal / Communications School, Fort Gordon, GA – October 1995
Signal System Security (Honor Grad)

CERTIFICATIONS / TRAINING

iBwave Levels 1, 2 & 3 Certification
Spider Cloud Certified designer / integrator
JMA Certified designer (iBwave)
ADRF Certified designer (iBwave)
ADTI – HTZ Warfare Propagation Software (Military Applications)
HP Spectrum Analyzer operation and analysis
ASSET Propagation analysis
MapInfo Layout and Planning
UNIX Programming (Northeastern University)
Planet EV Propagation Software
ComSite Pro Interference analysis Software
PathLoss 5.0 – Microwave Path Design Software
ATOLL – Propagation Software
Odyssey – Propagation Software
ACTIX Analyzer – Data Post Processing Analysis Software
Anritsu – Site / BTS Master, PIM Master, Spectrum Master, LMR Master
JDSU / TEMS / PCTel Benchmarking and scanning

Brian M. Frazier

802-373-5384 | bfrazier@gmavt.net | LinkedIn URL

SENIOR RF WIRELESS DESIGN ENGINEER

Creative and well-rounded radio frequency engineering professional with over 25 years of progressive experience across a broad range of engineering functions and diverse industry segments. Proven ability to combine vision, creativity, and strong business acumen with well-developed project management and leadership qualities to support market and various client efforts, along with the field experience to train and mentor associates and collogues.

Areas of expertise include:

MACRO/MICRO/Small Cell Design
iDAS Design and Integration
oDAS Design and Integration
Microwave Point-to-Point Analysis and Reporting
Propagation Comparative Analysis and Reporting
Site Acquisition Candidate Propagation Analysis
EMF Analysis and Reporting
Network Drive/Walk Testing and Post Analysis

PROFESSIONAL EXPERIENCE

Centerline Communications, LLC, Rayhnam, MA 06-2016 to Present

Senior RF Engineer-National (Employee)

RF Design solutions for various clients, and managing those large projects in an RF Engineering capacity.
Key Contributions:

- Create Client Proposals and Quote Requests For Various Prospective Clients
- Generate iDAS and oDAS Designs Based on Client Scope of Work

EBI Consulting (Envirobusiness, Inc.), Burlington, MA 09-2015 to 5-2016

Senior RF Engineer-National (Employee)

Handling higher order RF Design, Optimization and Mitigation solutions for various clients, and managing those large projects in an RF Engineering capacity. Act as a mentor to colleagues and team.
Key Contributions:

- Create Client Proposals and Quote Requests For Various Prospective Clients
- Generate iDAS and oDAS Designs Based on Client Scope of Work
- Facilitate EMF Reports Based on Client RFDS Documents
- Act as the Direct Technical Recourse For The Sales and Marketing Department

American Tower, Inc. 02-2014 to 09-2015

Sr. RF Engineer (Contractor)-Northeast/In-Building

As a consultant, lead the design and/or technical implementation of distributed antenna systems (DAS) and other managed networks projects. Primary responsibilities include the definition of network architecture, completion and presentation of design packages, planning and supervision of RF testing, and direction of system acceptance and customer integration activities. Collaborate closely with customer engineers and internal teams to develop and deploy designs that meet or exceed technical requirements.
Key Contributions:

- Define Appropriate Network Architecture and Equipment for Each Project
- Lead Customer Technical Training Meetings to Establish Technical Requirements and Scopes of Work.

Brian M. Frazier

802-373-5384 | bfrazier@gmavt.net | LinkedIn URL

- Create and Review Designs Using Engineering Tools Such As *iBwave* and *ATOLL*
- Designing with Major OEM Equipment (Corning, CommScope, Tyco Electronics, SOLiD, TEKO)
- Designed Several Hundred Venues Such As Shopping Malls, Indoor and Outdoor Stadiums, Office Buildings and Government Buildings
- Analyze and Summarize Test Data to Evaluate Network Against Key Performance Indicators (KPIs)
- Optimize Network Designs to Meet Contracted KPIs
- Lead In Preparing Standards as Assigned, Along With Companywide Design Standards and Templates

ExteNet Systems, Inc. 08-2013 to 02-2014

RF Engineer (Contractor)-Northeast/In-Building

Design of multi-technology DAS Networks within large venues throughout the East Coast of the US
Key Contributions:

- Define Design for Neutral Host Network and System Performance Requirements.
- Create and Review Designs Using Engineering Tools Such as *iBwave*
- Design of Several Multi-Floor iDAS Venues in The NYC Area
- Facilitation in the Design Of the Empire State Building iDAS System
- Abetment in the Design and Integration of the Kennedy Center For Performing Arts in Washington DC
- Assist in the Design of the Library of Congress and GSA Buildings in Washington DC

Engineering Associates, Inc., Alpharetta, GA 02-2011 to 07-2013

RF Wireless Network Design Engineer (Employee)

LTE and WiMAX Statewide Network Designs. Public Safety LTE and Wide/Narrowband Network Design.
Key Contributions:

- Network Design of both WiMAX and LTE Networks using *Atoll* and *EDX Signal Pro Software*
- Network Design of Public Safety VHF/UHF Wideband and Narrowband Systems
- Utilization of DAS and Small Cell Design with Various Technologies using *iBwave*
- Development and Design of Potential Sites Within Various Clients' Networks
- Utilize GIS Software for the Preparation and Development of Site Materials
- Integrate GIS and Propagation Components for Presentations
- Wireless Site Construction Supervision
- Wireless Site Technical Specification Documentation Development
- Wireless Site Network Testing Documentation Development
- Develop Network Designs for "Smart Grid" Deployments
- Design and Coordinate Backhaul and Microwave Equipment
- Assist in the Preparation and Review of Client RFP Documentation
- Prepare and Present Documentation for Various Town Officials and Meetings
- Prepare Information for State and Town Meetings as an Engineering Expert
- Coordinate All Contract and Legal Personnel as Related to the Various Projects

MyROW International, Winooski, VT 06-2010 to 02-2011

Senior RF Engineer (Contractor)

LTE and WiMAX Network Designs. Microwave Point to Point Network Design.

Brian M. Frazier

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Key Contributions:

- Selection and Design of WiMAX Networks for Clients Throughout North America
- Development and Design Utilizing *Atoll* and *iBwave* Software
- Utilize GIS Software for the Preparation and Development of Site Materials
- Prepare and Present Documentation for Various Town Officials and Meetings
- Prepare Materials for Vermont Environmental Permitting Requirements
- Prepare Information for State and Town Meetings as an Engineering Expert

FairPoint Communication, South Burlington, VT 06-2009 to 06-2010

Senior RF Engineer (Contractor)

Statewide Last Mile WiMAX Network Design With Microwave Point to Point Network Design.

Key Contributions:

- Redesign Entire WiMAX Network to Meet Company Goals Using *xWizard*; *Planet EV* and Atoll Software
- Utilize GIS Software for the Preparation of Site Materials
- Prepare and Present Documentation for Various Town Officials and Meetings
- Attend State and Town Meetings as Engineering Expert
- Prepare Materials for Vermont Environmental Permitting Requirements

Verizon Wireless, Westborough, MA 04-2008 to 05-2009

New England-East Regional RF Engineer (Employee)

CDMA, GSM, LTE District Wide Cellular RF Network Design.

Key Contributions:

- Selection/Design of New Cellular Sites Within GSM Network Vermont, New Hampshire and Maine
- Selection/Design of New Cellular Sites Within CDMA Network New Hampshire and Maine
- Utilized Propagation Software in the Development and Design of Potential Sites
- Redesign and Upgrades to Existing Cellular Sites
- Proficient in the Use of GIS Software for the Preparation of Site Materials
- Prepare and Present Documentation for Various Town Officials and Meetings
- Coordinate all Contract and Legal Personnel as Related to the Various Projects

RCC/Unicel, Colchester, VT 07-2006 to 09-2008

Atlantic Region RF Engineer (Employee)

GSM, UTMS District Wide Cellular RF Network Design

Key Contributions:

- Selection and Design of New Cellular Sites Within GSM Network Vermont, New Hampshire, Maine, Eastern New York and Massachusetts in Conjunction with AT&T Wireless as a Roaming Partner Within the Region
- Redesign and Upgrades to Existing Cellular Sites
- Designed Small Cell Sites and Integration into Network
- Preformed Site Walks and Site Feasibility Studies
- Prepared Search Rings and Potential Site Reports for Review

- Prepare and Present Documentation for Various Town Officials and Meetings
- Coordinate all Contract and Legal Personnel as Related to the Various Projects

Cox Communication, Inc., West Warwick, RI 07-1998 to 07-2006

New England Telecommunication Center Support Engineer (Employee)

Special Projects Engineer, Telecommunications Center equipment installation supervising Engineer.
Broadband RF Engineer
Key Contributions:

- Design of 1GHz HFC Network Throughout RI and CT Systems
- Oversaw Design and Construction of 25 Telecomm Centers in RI and CT
- Responsible for the Infrastructure and Equipment Placement in all Telecomm Centers
- Integrated Products (Video; Telephony; HSD; VOD) Within Telecomm Centers
- Responsible for Complete RF Combining Designs Within Telecomm Centers
- Documented all RF Combining Designs Utilizing *AutoCAD* and *VISIO*
- Maintained Complete Engineering Project(s) Budget
- Oversaw Daily Operations within Telecomm Center and Contract Personnel
- Responsible for Design and Maintenance of AC; Generator and -48VDC Power Plants
- Worked with Telecomm Center Supervisors and Technicians on a Daily Basis
- Wrote all Technical Service Bulletins Regarding Telecomm Center Systems
- Designed Internal Web Site on Telecomm Systems and Equipment Training
- Managed Employees and Contract Personnel for Division “Special Projects” Group
- Recommended Equipment for all Various Projects
- Designed Technician Training Programs That Were Utilized Within the Cox Learning Center
- 1st Place Recipient of SCTE Field Operations Award 2000

Full Channel Television, Inc., Warren, RI 03-1987 to 07-1998

Engineering Manager / Chief System Engineer (Employee)

Company Engineering Manager and Lead System Engineer
Key Contributions:

- Complete Design and Construction of 450 MHz Coaxial Plant
- Reviewed and Approved all Contractor Invoicing
- Directly Responsible for all Headend/Earth Station Daily Operations
- Worked with other Cable Operators in RI on State Wide Microwave Interconnect
- Oversaw and Maintained all Outside Plant Operations
- Interviewed and Provided Training for all Technical and Office Personnel
- Maintained all FCC Required Documentation
- Managed a Group of Technicians and Related Office Personnel

Brian M. Frazier

802-373-5384 | bfrazier@gmavt.net | LinkedIn URL

- Coordinated with Electric Utility and Telephone Company with Outside Plant Operations

Augat Technical Ceramics, Inc., N. Attenborough, MA 01-1986 to 02-1987

Manufacturing Process Engineer (Employee)

Manufacture of ceramic computer chip carriers for the aerospace industry

Key Contributions:

- Process Control
- Reviewed and Set Process Deployments Within Division

EDUCATION AND TECHNICIAL PROFICIENCIES

Masters Degree - Electrical Engineering / Computer Science 1986

Massachusetts Institute of Technology - NOMAD Program

Bachelor of Science - Degree Engineering 1984

Boston University, Boston MA

Associate Degree - Electronic Engineering 1980

Franklin Institute of Technology, Boston MA

PROFESSIONAL SOFTWARE RESOURCES

AutoCAD 2000-2004 Certified
Autodesk Architectural Desktop 2004
AutoCAD LT 2014
MapInfo Professional v12.5 +
ESRI 9.1 Desktop
Global Mapper v16.0+
Delorme X-Map v6.3+
Odyssey Propagation Software
Planet EV (Mentum) Propagation Software
Opitmi-xWizard Propagation Software
GeoPlan Propagation Software
Forsk-Atoll Propagation Software
EDX® SignalPro v8.x
iBwave v7.x
RoofView / TowerView
PathLoss
TEMS Software Suite
Microsoft Office 2013 Suite (Access: Excel: Word: Power Point: VISIO: Outlook)

CERTIFICATIONS

Brian M. Frazier

802-373-5384 | bfrazier@gmavt.net | LinkedIn URL

iBwave Design Certification Program
Level 1 (10-2015)
Level 2 (11-2015)
JMA/TEKO RF Design
ADRF
SOLiD

INTERESTS

Societies and Organizations

- Society of Cable and Telecommunications Engineers (SCTE)
- Institute of Electrical and Electronics Engineers (IEEE)
- Scot's Charitable Society of Boston

RYAN B. MCMANUS

RMcManus@centerlinecommunications.com ~ 978-273-4689

53 Hasell Street, Apt. A ~ Charleston, SC ~ 29401

OBJECTIVE

Project management position in consulting or industry, focusing upon telecommunications or environmental, health and safety services, products and business practices

EXPERIENCE

July 2016-Present Centerline Communications Raynham, MA

EME Compliance Manager, RF Engineering

- Managing day to day scheduling and staffing of jobs.
- Writing and reviewing RF-EME Reports for major telecom clients nationwide.
- Conducting site visits to take RF measurements and/or install recommended mitigation measures.
- Attending sales visits and calls with potential future clients to discuss EME Compliance services offered.
- Developing various Scopes of Work and assisting with pricing matrices for multiple clients to be used within RF Engineering Services group.
- Managing client relationships, ensuring deadlines can be met and reports are delivered on time.
- Developing and maintaining upkeep of report templates to meet client and FCC regulatory requirements.
- Training of other Centerline employees within the RF Engineering Group on EME Compliance scopes and services.

2008-May 2016 EBI Consulting Burlington, MA

RF Technical Director

- Management of 8-10 employees.
- Client management for 50-60 clients nationwide, including Verizon, AT&T, Sprint, T-Mobile and other turnkey companies.
- Conducting training sessions for EBI employees to be involved in RF-EME program.
- Development of Scopes of Work to be used within RF-EME department.
- Management of major nationwide telecom clients.
- Development and implementation of report templates to meet client and FCC regulatory requirements, used within EBI's RF-EME program.

2008-2011 EBI Consulting Burlington., MA

Project Scientist

- Writing and reviewing RF-EME compliance reports for telecom clients.
- Conducting training sessions for EBI employees to be involved in RF-EME program.
- On-site RF monitoring and installation of FCC compliance/mitigation signage and barriers.
- Management of major nationwide telecom clients
- Development and implementation of report templates used in RF-EME program
- On site services for EH&S department at biotech/life science facilities

EDUCATION

2004-2008 Connecticut College New London, CT

BS Environmental Studies

RESOLUTION

AWARDING BID FOR RADIO FREQUENCY REVIEW PROFESIONAL SERVICES RFP #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 solicited bids for radio frequency review professional services through a Request for Proposals process (RFP #2016-08); and

WHEREAS, the Village received one response, which was deemed complete; and

WHEREAS, after evaluating and interviewing the responding firm, Village Staff and the Planning Commission recommends Centerline Communications a qualified respondent.

NOW, THEREFORE, be it

RESOLVED, that the Board of Trustees hereby awards the bid to Centerline Communications, 95 Ryan Drive, Suite 1, Raynham, MA 02767 to provide radio frequency review professional services to the Village of Port Chester; and be it further

RESOLVED, that such services shall be for a period of five years, starting from the date of this resolution; and be it further

RESOLVED, that such services shall be provided with compensation of $175/hour, to be confirmed on a yearly basis, with costs to be charged back to applicants, or to be paid by the Village when services are rendered for projects generated by the municipality; and be it finally

RESOLVED, that the Village Manager is hereby authorized to enter into a contract with Centerline Communications and that the form and content of said contract shall be subject to the approval of the Village Attorney.

Approved as to Form:

_____

Village Attorney, Anthony Cerreto

RESOLUTION

AWARDING BID FOR RADIO FREQUENCY REVIEW PROFESIONAL SERVICES RFP #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 solicited bids for radio frequency review professional services through a Request for Proposals process (RFP #2016-08); and

WHEREAS, the Village received one response, which was deemed complete; and

WHEREAS, after evaluating and interviewing the responding firm, Village Staff and the Planning Commission recommends Centerline Communications a qualified respondent.

NOW, THEREFORE, be it

RESOLVED, that the Board of Trustees hereby awards the bid to Centerline Communications, 95 Ryan Drive, Suite 1, Raynham, MA 02767 to provide radio frequency review professional services to the Village of Port Chester; and be it further

RESOLVED, that such services shall be for a period of five years, starting from the date of this resolution; and be it further

RESOLVED, that such services shall be provided with compensation of $175/hour, to be confirmed on a yearly basis, with costs to be charged back to applicants, or to be paid by the Village when services are rendered for projects generated by the municipality; and be it finally

RESOLVED, that the Village Manager is hereby authorized to enter into a contract with Centerline Communications and that the form and content of said contract shall be subject to the approval of the Village Attorney.

Approved as to Form:

_____

Village Attorney, Anthony Cerreto

RES - 10
BOT 11-21-2016

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: 11/21/2016

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	☒	☐	Public Hearing Required	☒	☐
Funding Source: Account #:			BID #		
			Strategic Plan Priority Area Redeveloping the United Hospital Site		
	Yes	**No**			
Agreement	☐	☒	**Manager Priorities**		
Strategic Plan Related	☒	☐	Planning & Zoning		

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

Starwood/United Hospital: Receiving of Preliminary Final Environmental Impact Statement

Summary

As noted previously, the Board of Trustees serves as the Lead Agency under the State Environmental Quality Review Act (SEQRA) for PC 406 BPR LLC and PC 999 High Street Corp.'s (the "Applicant") proposal to redevelop the United Hospital site (the "Proposal"). The Proposal includes and is predicated upon changing the current PMU Planned Mixed Use Zoning on the Site. The current proposal for such zoning change is termed the "Proposed Revised Zoning" as it differs from the Applicant's original zoning proposals.

On April 27, 2016, the Applicant submitted a preliminary Final Environmental Impact Statement ("pFEIS") and Proposed Revised Zoning for the Board's consideration, which were intended by the Applicant to reflect the comments received during the DEIS public hearing, comment period, preliminary review by Village staff and its consultants, and the discussions at the two special workshops held: April 6, 2016 on traffic and April 26, 2016 on economics/zoning, and included responses to all substantive comments. The pFEIS was submitted as a working document in order to receive further input from the Village, staff, consultants, and the public prior to its acceptance as complete.

To that end, the Board held public hearings on the pFEIS on May 24, 2016 and June 1, 2016 and held a written comment period open until June 17, 2016. In addition, the pFEIS was referred to the Planning Commission and the Westchester County Planning Board for their review and recommendation.

The Applicant, on July 25, 2016, submitted a revised pFEIS for consideration by the Village. Based on comments from Village staff, the Village's traffic consultant, and the NYSDOT, the Applicant has revised their traffic study subsequent to the July 2016 submission. In addition, over the course of a number of Board meetings, policy issues such as community benefits agreements, affordable housing, housing preferences, apprenticeship programs, and wages have been discussed and Special Counsel Mark Chertok has continued to advise the Board on such issues.

Since the July 25, 2016 submittal, Village staff and its consultants have been reviewing the document in order to determine if it is complete, meaning does the FEIS 1) include all substantive comments, 2) respond to such comments in a satisfactory manner, 3) complete all requested studies and analyses, and 4) otherwise comply with the requirements of 6 NYCRR 617.9(b). Village staff and its consultants summarized the outstanding issues prior to completeness in an October 13, 2016 memorandum. NYSDOT summarized its outstanding issues in an October 28, 2016 letter.

Based upon that review and the additional comments, the Applicant submitted a revised pFEIS for consideration by the Village on November 14, 2016. As we have stated in the past, the pFEIS has been submitted as a working document in order to receive further input from the Village, staff, consultants, and the public prior to accepting it as complete. At the November 7, 2016 Board of Trustees meeting, the Applicant requested a special meeting to be scheduled to discuss the completeness of the pFEIS for November 29, 2016. The Board granted that request.

In order to facilitate the review in anticipation of the November 29, 2016 special meeting, the Board will need to do the following:

1. Formally acknowledge receipt of the pFEIS and Proposed Revised Zoning

Acting on this matter would not involve any approval or adoption of the Proposed Revised Zoning, the pFEIS, or its components by the Board. Such actions would be later in the process and Village staff and Special Counsel will provide any necessary direction to the Board at the appropriate time.

Therefore, should the Board wish to proceed, the attached resolution undertakes the following action:

1. Receives the Preliminary Environmental Impact Statement and Proposed Zoning

Note that a letter from Cuddy & Feder was received on November 14, 2016 withdrawing the request for consideration of the Southern Gateway Mixed Use Overlay Zone as part of the Applicant's petition. The Village Attorney and Director of Planning & Economic Development prepared a memorandum discussing the Overlay Zone and the implications of its withdrawal from consideration.

Attachments
• November 14, 2016 pFEIS Cover Letter from Planning & Development Advisors • November 14, 2016 Letter from Cuddy & Feder • November 15, 2016 Memorandum from Village Attorney and Director of Planning & Economic Development

Planning & Development Advisors

Creating value by unlocking opportunities

November 14, 2016

BY HAND

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

Re: United Hospital Redevelopment preliminary FEIS
Premises: 406 Boston Post Road and 999 High Street
(Section 141.052, Block 1, Lots 2, 2.1, and 2.4)

Dear Mayor Pilla and Members of the Board of Trustees:

Provided herewith is a revised preliminary Final Environmental Impact Statement (pFEIS) for the United Hospital Redevelopment. The November 2016 version of the pFEIS has been revised to reflect the additional completeness comments raised by the Board, Village staff and the Village's reviewing consultants. Included with each copy of the pFEIS is a disc that contains an electronic version of the pFEIS and the Appendices. The Appendices have been revised to reflect the additional transcripts from the two public hearings the Village Board held earlier this year along with the additional written comments submitted during the comment period established by the Village Board. In addition, as requested a Spanish version of the Executive Summary has been printed and made available with the printed versions provided to the Clerk's office and the Port Chester Library.

We look forward to discussing with you the Final Environmental Impact Statement. Thank you for your consideration in this regard.

Kind regards,

David B. Smith

Enclosure
Cc: Christopher Steers, Village Manager
David Thomas, Village Clerk
Anthony Cerreto, Village Attorney

101 Lee Avenue
Yonkers, New York 10705
914.552.8413 |
email: davidbsmith1992@gmail.com

Eric Zamft, Planning Director
Mark Chertok, Sive Paget & Riesel
Peter Feroe, AKRF
Jeremy Sedrish, Starwood
Lucy Wildrick, Streetworks

CUDDY +FEDER LLP

445 Hamilton Avenue, 14th Floor
White Plains, New York 10601
T 914 761 1300
F 914 761 5372
cuddyfeder.com

November 14, 2016

Anthony B. Gioffre III
agioffre@cuddyfeder.com

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

Re: United Hospital Redevelopment
Petition to Amend Chapter 345 (Zoning)
Premises: 406 Boston Post Road and 999 High Street
(Section 141.052, Block 1, Lots 2, 2.1 and 2.4)

Dear Mayor Pilla and Members of the Board of Trustees:

Reference is made to the pending Petition requesting that certain amendments be made to Port Chester Village Code Chapter 345 (the "Petition") filed with your Honorable Board on behalf of affiliates of Starwood Capital Group (hereinafter "Starwood"), the owner of certain property located at 406 Boston Post Road and 999 High Street, more commonly referred to as the former "United Hospital Site."

In furtherance of the foregoing and as a result of the comments received in relation to the Draft Environmental Impact Statement and Preliminary Final Environmental Impact Statement, Starwood no longer requests and hereby withdraws that portion of the April 16, 2014 Petition seeking a Text Amendment to the Zoning Law (Southern Gateway Mixed Use Overlay Zone) and modification of the Village's Official Zoning Map. Starwood only seeks to pursue and continues to propose a Text Amendment to the Zoning Law, which modifies Article XI of the existing Zoning Law (Section 345-62).

We look forward to discussing with you the Final Environmental Impact Statement which is being submitted today under separate cover. Thank you for your continued consideration in this regard.

Very truly yours,

Anthony B. Gioffre III

cc: Christopher D. Steers, Village Manager; David Thomas, Village Clerk; Anthony M. Cerreto, Esq., Village Attorney; Eric Zamft, Village Planning Director; Mark A. Chertok, Esq., Sive Paget & Riesel P.C.; Peter Feroe, AICP, AKRF, Inc.; Jonathan Ginsburg, Starwood; Lucy Wildrick, Street -Works Development; David B. Smith, Planning & Development Advisors

VILLAGE OF PORT CHESTER
DEPARTMENT OF PLANNING & ECONOMIC DEVELOPMENT

222 Grace Church Street, Rm. 202
Port Chester, NY 10573
(P) 914.937.6780
(F) 914.939.2733

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

MEMORANDUM

From: Village Attorney/Department of Planning & Economic Development
To: Board of Trustees
Date: November 16, 2016
RE: Starwood/United Hospital – Southern Gateway Mixed Use Overlay Zoning District

On April 16, 2014 the Applicant filed a petition which sought a text amendment to Village zoning regulations (Southern Gateway Mixed Use Overlay District; the "Overlay District") and a modification of the Village's Official Zoning Map, or, if the Board of Trustees did not adopt the Overlay District, a text amendment to the Village Zoning regulations, which would modify Article XI Planned Mixed Use District (the "PMU District") of the existing Zoning Regulation (the "April 17, 2014 Petition")

In the Draft Environmental Impact Statement ("DEIS"), the Applicant evaluated these two potential zoning options:

1) The creation of a Southern Gateway Mixed Use Overlay Zoning District (the "Overlay District"), which would include land area beyond the Project Site (i.e., the Kohl's Shopping Center) and included design guidelines, review criteria, and density bonus provisions that would allow a maximum of a Floor Area Ratio ("FAR") of 1.7;
2) Revise the existing PMU District, with the significant change being to allow for an as of right FAR of 1.6 compared to the current 0.8, without the need for a density bonus. This second option was limited to the Project Site alone.

Based upon the comments received at the DEIS Public Hearing and during the comment period, and input from Village staff and consultants, it was expected that as part of the Final EIS ("FEIS"), the Applicant would formally propose only the option to revise the existing PMU District and not pursue the Overlay District. While both the April 27, 2016 and July 25, 2016 versions of the preliminary FEIS ("pFEIS") stated that The Applicant no longer requested the creation of the Overlay District, the request for such a district was not formally withdrawn.

Based upon further comment at the FEIS Public Hearing, during the FEIS comment period, and further input from Village staff and its consultants, on November 14, 2016, the Applicant submitted a letter formally withdrawing the portion of the April 16, 2014 Petition seeking a Text Amendment to the Zoning Law (Southern Gateway Mixed Use Overlay Zone) and modification of the Village's Official Zoning Map. Therefore, the Applicant is now only pursuing revisions to the existing PMU District. That being said, the November 14, 2016 pFEIS contains

references to the Overlay District in the responses to comments, since those were relevant comments for the DEIS and earlier versions of the pFEIS.

As noted in an April 20, 2016 memorandum to the Board of Trustees from the Director of Planning & Economic Development highlighted the changes to the PMU District that the Applicant is proposed that are different than what were proposed in the DEIS. These include:

- Providing a more detailed list of permitted uses (see § 345-62B)
- Clarifying special exception uses (see § 345-62B(3))
- Establishing specific dimensional requirements, such as a baseline FAR of 1.4, maximum height of 8 stories/115 feet, and a maximum of 90% coverage (see § 345-62D)
- Including incentive zoning and community benefit provisions, similar to the Village's existing density and height bonus provisions (see § 345-62E) – In particular, the zoning would allow an increase to 1.6 FAR with the provision of a monetary contribution to a number of listed community benefits (Village Housing Rehabilitation Program, Village Open Space Fund, Village Job-Training Fund, and/or Village Affordable Housing Fund)
- Including a number of design guidelines and criteria (§ 345-62F)
- Establishing the site plan approval process with the Board of Trustees (§ 345-62H)

The withdrawal of the Overlay District would not impact the SEQRA evaluation of the current proposal for amendments to the PMU District and would not preclude the Board from making a determination, one way or the other, on that zoning request.

Although the withdrawal would preclude the Board from considering the Overlay District, should it wish to in the future, without conducting a separate SEQRA analysis, this process has provided much information that could be utilized in such an evaluation.

Village staff and its consultants will be at the November 29, 2016 Board of Trustees special meeting to discuss the November 14, 2016 FEIS, any issues related to completeness, and the process moving forward.

RESOLUTION

ACKNOWLEDGING RECEIPT OF A REVISED PRELIMINARY FINAL ENVIRONMENTAL IMPACT STATEMENT FOR THE PROPOSED REDEVELOPMENT OF THE UNITED HOSPITAL SITE

On motion of Trustee , seconded by Trustee ,

the following resolution was adopted by the Board of Trustees of the Village of Port Chester, New York:

WHEREAS, on April 21, 2014, the Board of Trustees (herein referred to as "Board") adopted a resolution accepting the petition of PC406 BPR, LLC and PC 999 High Street Corp. (together the "Applicant") for consideration of proposed zoning text and map amendments to the Village Code, Chapter 345 relating to a proposed Southern Gateway Mixed Use Overlay District or, in the alternative, to a text amendment modifying Article XI of the existing Zoning Regulation, Section 345-62, with respect to 406-408 Boston Post Road and 999 High Street (the "Subject Property"); and

WHEREAS, the Applicant seeks to develop the Subject Property for a mixed multi-family residential and commercial use development (the proposed zoning amendments and development are, collectively, the "Proposed Action"); and

WHEREAS, the Board of Trustees is the designated Lead Agency under the New York State Environmental Quality Review Act ("SEQRA"); and

WHEREAS, the Village Board determined that the Proposed Action is a Type I Action pursuant to the SEQRA and the regulations at 6 NYCRR Part 617 and issued a Positive Declaration that the Proposed Action may have a significant impact on the environmental, and required the Applicant to prepare an Environmental Impact Statement (EIS); and

WHEREAS, the Board accepted as complete the Draft Environmental Impact Statement ("DEIS") on July 20, 2015; and

WHEREAS, public hearings were held on the DEIS on August 27, 2015 and September 8, 2015; and

WHEREAS, the comment period for the DEIS ended on September 25, 2015; and

WHEREAS, the Board held a public workshop specific to traffic on April 6, 2016; and

WHEREAS, the Board held a public workshop specific to the economic assessment and zoning on April 26, 2016; and

WHEREAS, the Applicant prepared and submitted to the Village a preliminary Final Environmental Impact Statement ("pFEIS"), which includes additional revisions to the PMU Zoning District ("Proposed Revised Zoning") on April 27, 2016; and

WHERAS, the Board held public hearings on the pFEIS on May 24, 2016 and June 1, 2016 and held a written comment period open until June 17, 2016; and

WHEREAS, the Applicant, on July 25, 2016, submitted a revised pFEIS for consideration by the Village.

WHEREAS, Village staff and its consultants reviewed the July 25, 2016 for completeness, and noted the outstanding issues in an October 13, 2016 memorandum to the Board; and

WHEREAS, the Village has received additional comments on the pFEIS since the July 25, 2016 submittal, including those from NYSDOT, the City of Rye, and public; and

WHEREAS, in response to those reviews and comments, the Applicant has prepared and submitted a revised pFEIS to the Village on November 14, 2016.

NOW, THEREFORE, be it

RESOLVED, that the Village of Port Chester Board of Trustees acknowledges receipt of the pFEIS; and be it further

RESOLVED, that the Board directs Village staff and its consultants to review the pFEIS for completeness; and be it finally

RESOLVED, that the Board of Trustees has scheduled a special meeting to discuss the completeness of the pFEIS for November 29, 2016 at 6:00 P.M. or shortly thereafter at the Village of Port Chester Senior Center, 220 Grace Church Street, Port Chester NY 10573.

Approved as to Form:

_____

Village Attorney, Anthony Cerreto

RESOLUTION

ACKNOWLEDGING RECEIPT OF A REVISED PRELIMINARY FINAL ENVIRONMENTAL IMPACT STATEMENT FOR THE PROPOSED REDEVELOPMENT OF THE UNITED HOSPITAL SITE

On motion of Trustee , seconded by Trustee ,

the following resolution was adopted by the Board of Trustees of the Village of Port Chester, New York:

WHEREAS, on April 21, 2014, the Board of Trustees (herein referred to as "Board") adopted a resolution accepting the petition of PC406 BPR, LLC and PC 999 High Street Corp. (together the "Applicant") for consideration of proposed zoning text and map amendments to the Village Code, Chapter 345 relating to a proposed Southern Gateway Mixed Use Overlay District or, in the alternative, to a text amendment modifying Article XI of the existing Zoning Regulation, Section 345-62, with respect to 406-408 Boston Post Road and 999 High Street (the "Subject Property"); and

WHEREAS, the Applicant seeks to develop the Subject Property for a mixed multi-family residential and commercial use development (the proposed zoning amendments and development are, collectively, the "Proposed Action"); and

WHEREAS, the Board of Trustees is the designated Lead Agency under the New York State Environmental Quality Review Act ("SEQRA"); and

WHEREAS, the Village Board determined that the Proposed Action is a Type I Action pursuant to the SEQRA and the regulations at 6 NYCRR Part 617 and issued a Positive Declaration that the Proposed Action may have a significant impact on the environmental, and required the Applicant to prepare an Environmental Impact Statement (EIS); and

WHEREAS, the Board accepted as complete the Draft Environmental Impact Statement ("DEIS") on July 20, 2015; and

WHEREAS, public hearings were held on the DEIS on August 27, 2015 and September 8, 2015; and

WHEREAS, the comment period for the DEIS ended on September 25, 2015; and

WHEREAS, the Board held a public workshop specific to traffic on April 6, 2016; and

WHEREAS, the Board held a public workshop specific to the economic assessment and zoning on April 26, 2016; and

WHEREAS, the Applicant prepared and submitted to the Village a preliminary Final Environmental Impact Statement ("pFEIS"), which includes additional revisions to the PMU Zoning District ("Proposed Revised Zoning") on April 27, 2016; and

WHERAS, the Board held public hearings on the pFEIS on May 24, 2016 and June 1, 2016 and held a written comment period open until June 17, 2016; and

WHEREAS, the Applicant, on July 25, 2016, submitted a revised pFEIS for consideration by the Village.

WHEREAS, Village staff and its consultants reviewed the July 25, 2016 for completeness, and noted the outstanding issues in an October 13, 2016 memorandum to the Board; and

WHEREAS, the Village has received additional comments on the pFEIS since the July 25, 2016 submittal, including those from NYSDOT, the City of Rye, and public; and

WHEREAS, in response to those reviews and comments, the Applicant has prepared and submitted a revised pFEIS to the Village on November 14, 2016.

NOW, THEREFORE, be it

RESOLVED, that the Village of Port Chester Board of Trustees acknowledges receipt of the pFEIS; and be it further

RESOLVED, that the Board directs Village staff and its consultants to review the pFEIS for completeness; and be it finally

RESOLVED, that the Board of Trustees has scheduled a special meeting to discuss the completeness of the pFEIS for November 29, 2016 at 6:00 P.M. or shortly thereafter at the Village of Port Chester Senior Center, 220 Grace Church Street, Port Chester NY 10573.

Approved as to Form:

_____
Village Attorney, Anthony Cerreto

RES- 06
BOT 11-07-2016

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

AGENDA MEMO

Department: Office of the Village Attorney

BOT Meeting Date: 11/7/2016

Item Type: Resolution

Sponsor's Name: Select Sponsor's Name.

	Yes	No	Description	Yes	No
Fiscal Impact	☐	☒	Public Hearing Required	☐	☒
Funding Source: Account #:					
	Yes	No	**Strategic Plan Priority Area** N/A		
Agreement	☐	☒	**Manager Priorities**		
Strategic Plan Related	☐	☒	N/A		

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

COUNSEL TO MAYOR ARISING OUT OF CERTAIN CORRESPONDENCE BETWEEN THE VILLAGE MANAGER AND MAYOR

Summary

Background:

At the instance of Trustee Ceccarelli, this resolution seeks to bring closure to an investigation sought by the Board of Trustees that originated out of certain correspondence between the Village Manager and Mayor. The Board has had discussion with regard to the resolution.

The correspondence raised issues arising out of procurement processes with regard to the dog run at Abendroth Park, Marina bulkhead and grant-writing services.

Owing to the unique circumstances presented, the Board elected to retain a special counsel qualified in workplace investigations.

Special counsel provided a report and addendum which concluded that the Mayor should have proactively disclosed the full nature and extent of his business relationship with a firm and recused himself from participating in the debate and vote over its bid for grant-writing services so as to avoid any appearance of impropriety.

Proposed Action
Adopt the resolution

Attachments
Resolution Report of Special Counsel, Brian Murphy dated April 4, 2016 Addendum to Report dated April 12, 2016

COUNSEL TO MAYOR ARISING OUT OF A CERTAIN CORRESPONDENCE BETWEEN THE VILLAGE MANAGER AND MAYOR

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 Manager, Christopher Steers, directed correspondence dated October 5, 2015 to Mayor Dennis Pilla, and provided copies to the Board of Trustees and the Village Attorney, Anthony Cerreto; and

WHEREAS, the correspondence raised issues arising out of a procurement process with regard to the dog run at Abendroth Park, Marina bulkhead, and grant-writing services; and

WHEREAS the Village Attorney was placed in the position of being a potential witness in certain of these matters; and

WHEREAS, the Board took judicial notice that Section 77-7D of the Village Code provides that "[T]he Board of Trustees shall have the power and duty to investigate the affairs of every department or agency of Village government and the official conduct of every officer and employee."; and

WHEREAS, the Manager and Mayor are not insulated from such scrutiny; and

WHEREAS, given the unique circumstances presented, the Board elected to delegate its investigatory authority to a special, independent counsel to conduct fact-finding, make conclusions of law and recommend the proper course of action; and

WHEREAS, on November 2, 2015, the Board authorized the retainer of Brian Murphy ("Attorney Murphy") of, the Matera Law Firm, Melville, New York, who was highly qualified given his past service as an assistant district attorney and prior employment with the Village's Labor Counsel whose assignments involved several workplace investigations in the various Village Departments; and

WHEREAS; after investigation, which involved considerable time consisting of interviews, reviewing extensive records and legal research, Attorney Murphy presented the Board a written report dated April 3 2016 ("Murphy Report"); and

WHEREAS, at a meeting on April 4, 2016, the Board accepted the Murphy Report which concluded that the Mayor violated the Code of Ethics when he should have (but did not) disclose the full nature and extent of his business relationship with the Laberge Group and recuse himself from participating in the debate and vote over its bid for grant-writing services so as to avoid any appearance of impropriety; and

WHEREAS, Attorney Murphy recommended that the Board counsel the Mayor as to same and his future performance of the mayoral duties in accordance with the Code of Ethics; and

WHEREAS, Attorney Murphy further recommended that the Board counsel the Mayor as to the limited role and minimal independent authority of the office of the mayor; and

WHEREAS, as an alternative to formal action, the Board caused the delivery of a proposed letter prepared by Attorney Murphy for the Mayor to sign that would acknowledge the findings and conclusions of the Murphy report; and

WHEREAS, since that time, the Mayor has made a public statement as to his conduct and that he would not agree to sign any such acknowledgment letter; and

WHEREAS, the Board is therefore left with the recommendation of Attorney Murphy to counsel the Mayor as to his actions in the form of a resolution. Now, therefore, be it

RESOLVED, that the Board of Trustees hereby counsels the Mayor that he should have complied with the Village's Code of Ethics and proactively disclosed the full nature and extent off his business relationship with the Laberge Group and recused himself from participating in the debate and vote over its bid for grant-writing services so as to avoid any appearance of impropriety; and be it further

RESOLVED, that the Board further counsels the Mayor of the limited role and minimal independent authority of the office of the mayor; and be it further

RESOLVED, it is the expectation of this Board that going forward that the Mayor, and indeed all members. should be mindful or their obligation to conduct themselves with the highest of ethical standards to assure the confidence of the public in the discharge of their official duties, and when confronted with a potential ethical issue, all should avail themselves of the Village's Board of Ethics for guidance; and be it further

RESOLVED, that with this resolution, the Board desires that the matter be brought to a close so that it may devote its time to other Village business.

Approved as to Form:

_____

Anthony M. Cerreto, Village Attorney

MEMORANDUM

TO: THE BOARD OF TRUSTEES OF THE VILLAGE OF PORT CHESTER

FROM: BRIAN P. MURPHY, ESQ., THE MATERA LAW FIRM

SUBJECT: FINAL REPORT – SPECIAL COUNSEL INVESTIGATION

DATE: APRIL 3, 2016

CC: T. CERRETO, VILLAGE ATTORNEY

I. Introduction and Scope of Investigation

On October 5, 2015, Christopher D. Steers, Village Manager of the Village of Port Chester (hereinafter "Mr. Steers") provided the Board of Trustees of the Village of Port Chester (hereinafter the "Board") with a Memorandum titled "Your Bid Process Concerns" (hereinafter the "Memo"). See Ex. A. The Memo highlighted Mr. Steers' concerns regarding his interactions with Mayor Dennis J. Pilla (hereinafter "Mayor Pilla") in two areas: 1) Mr. Steers' concerns about Mayor Pilla's involvement in competitive bids and/or Requests for Proposals ("RFPs"); and 2) Four (4) instances where Mr. Steers felt that Mayor Pilla threatened Mr. Steers' continued employment as Village Manager.

Because of the Memo and other events that occurred in subsequent weeks, on November 2, 2015 the Board resolved to retain me as Special Counsel to the Board and charged me with investigating the communications between Mr. Steers and Mayor Pilla.

It is clear that there is a rift in the working relationship between Mr. Steers and Mayor Pilla. In an effort to save the Village time and money, this memorandum will not explore why Mr. Steers' and Mayor Pilla's work relationship is suffering. Similarly, it will not recommend solutions as to

how it can be fixed. The scope of this investigation and memorandum is limited to the matters raised in and arising out of Mr. Steers' Memo.

II. Executive Summary

Competitive Bids and RFPs

- Dog Park Competitive Bid –
  - Findings – I have not discovered evidence indicating that Mayor Pilla's questioning of the dog park competitive bid process and/or cost of the dog park fence amounted to "push[ing] towards a particular fence company" or "bid rigging."
  - Recommendation –
    - Take no further action.

- Grant Writing RFP –
  - Findings – Mayor Pilla's admitted failure to disclose his prior professional relationship with the Laberge Group ("Laberge") is a clear violation of the Village's Code of Ethics. This violation is more significant due to the recent discovery of an informational "high" priority email sent by Laberge Vice President Benjamin H. Syden, A.I.C.P. ("Mr. Syden") to Mayor Pilla on September 8, 2015 at 4:46 p.m. (see Ex. I) – just two hours before the Board was to vote to award the grant writing RFP to Laberge's competitor, Millennium Strategies, LLC ("Millennium"). The email from Mr. Syden highlighted Laberge's advantages over the Millennium. During the subsequent Board meeting Mayor Pilla failed to disclose his professional relationship with Laberge and his recent receipt of information from Laberge relevant to the RFP. When his prior relationship with Laberge later came to light, Mayor Pilla failed to fully disclose the nature and extent of the relationship and declined to recuse himself from both the debate and the vote on the RFP.
  - Recommendations –
    - If not currently adhered to, the Village should immediately comply with Village Code § 53-7(F), which requires all elected officials (among others) to read the Code of Ethics and sign/date indicating they have read it and understand its contents.
    - The Board of Trustees should counsel Mayor Pilla in writing regarding his violation of the Code of Ethics. Once Mayor Pilla learned that Laberge was a finalist in the grant writing RFP, in order to avoid the appearance of giving preferential treatment and/or adversely affecting the confidence of the public in the integrity of it its public officials, Mayor Pilla should have proactively disclosed the full nature and extent of his relationship with Laberge and recused himself from participating in the subsequent debate and vote to avoid any appearance of impropriety.

- Bulkhead RFP –
  - Findings – Mayor Pilla's conduct during portions of the Bulkhead RFP was ill-advised, but I disagree with Mr. Steers' assertion that Mayor Pilla's conduct amounted to "collusion" and/or criminal conduct.

- "Collusion" Allegation – Discussing the June 2, 2015 Executive Session, Trustee Adams backed off of his use of the word "collusion" regarding Mayor Pilla's conduct, stating that he used the wrong word. Trustee Adams advised me that he did not think Mayor Pilla was colluding with any bidder. Trustee Adams stated that during the Executive Session he was frustrated that the Mayor acted one way during McLaren's presentation (engaged), but differently during Boswell's presentation (passive).
- "Four Votes" Threat Allegation – I find that Mayor Pilla's telephone conversation with Village Attorney Anthony Cerreto ("Mr. Cerreto"), wherein Mayor Pilla stated, "[w]hat do I have to do with Steers to get him on board with McLaren, get four votes against him?" occurred. Although improper, Mayor Pilla's statement does not constitute an objective threat to Mr. Steers' continued employment as Village Manager because Mayor Pilla did not have any independent power to fire Mr. Steers and did not have the four (4) votes required to take action against Mr. Steers under the Village Charter. Further, Mayor Pilla's statement was not a violation PL § 195.05, Obstruction of Governmental Administration or any other criminal statute. Mayor Pilla did not possess the requisite intent to commit OGA because despite his expression of frustration there is insufficient evidence suggesting that it was Mayor Pilla's "conscious objective" to terminate Mr. Mr. Steers' employment.

- Recommendations –
  - The Board should refrain from conducting interviews and/or receiving presentations regarding controversial subjects (such as the bulkhead RFP) during Executive Sessions. In the alternative, the Board should record any such events conducted during Executive Sessions so that the public may later review such interviews and/or presentations.
  - Mayor Pilla should be counseled and/or reminded of the limited role and minimal independent authority of the Mayoral position under the Village's Charter.

The Four (4) "Threats" Mr. Steers Alleges Mayor Pilla Made Against Mr. Steers' Continued Employment as Village Manager

- Threat 1 – "Not part of my team" and "services no longer needed" – October 2012. Meeting regarding the collapsed bulkhead between Mr. Steers, Mayor Pilla, Mr. Cerreto, and (former) Planning Director Christopher Gomez ("Mr. Gomez").
  - Findings – I find this conversation occurred because both Mr. Cerreto and Mr. Gomez corroborated Mr. Steers' account of this meeting. However, Mayor Pilla's statements do not amount to an actionable threat against Mr. Steers' employment. Mayor Pilla cannot unilaterally terminate Mr. Steers' employment. Such action requires a majority of the Board. The Village Manager serves at the pleasure of the Board. Should the majority of the Board so choose it could terminate Mr. Steers' employment at any time, subject to the terms of his employment agreement. Although speaking to fellow public servants is likely bad for moral and counter-productive, it does not constitute a threat and/or misconduct.
  - Recommendation –

- Take no further action.

- Threat 2 – "Not part of my team" and "staff insubordinate" – On or about October 25, 2012. IDA meeting re: the marina between Mr. Steers and Mayor Pilla.
  - Findings – Due to its similarity with the corroborated "Threat 1" and Mayor Pilla's failure to contemporaneously object to Mr. Steers' subsequent email summarizing their meeting (see Ex. P), I find that this meeting between Mr. Steers and Mayor Pilla more likely than not occurred. However, for the identical reasons set forth above in "Threat 1", there is insufficient evidence indicating that Mayor Pilla's statements amount to a threat against Mr. Steers' continued employment and/or misconduct.
  - Recommendation –
    - Take no further action.

- Threat 3 – March 6, 2015 – Westmore News Chart "Mayoral Candidates Pinned Down on Village Issues" – Mayor Pilla said he would not keep Mr. Steers as Village Manager. See Ex. Q.
  - Findings – Despite Mr. Steers' subjective feelings, Mayor Pilla's one-word response to the Westmore News during his reelection campaign is not an actionable threat against Mr. Steers' employment. Mr. Steers' role as Village Manager is the most important position in the Village and is fair game for discussion and debate, particularly during election season. Even though Mr. Steers perceived such a statement as a "threat", such is the nature of politics and it is a risk of the position he serves in.
  - Recommendation –
    - Take no further action.

- Threat 4 – Summer 2015 – Mayor Pilla's telephone conversation with Mr. Cerreto, wherein Mayor Pilla stated, "[w]hat do I have to do with Steers to get him on board with McLaren, get four votes against him?"
  - Discussed in detail in the Bulkhead RFP summary and analysis.

Kevin Brennan Interview

- Mayor Pilla's Request that I Speak with Mr. Brennan
  - Findings – I find that although it is possible Mr. Brennan may have overheard Mr. Steers verbalize his frustration with Mayor Pilla at one point or another, there is insufficient credible evidence to find that Mr. Steers stated, "[w]e have to get Dennis out of office as soon as possible," or words that effect. Even if Mr. Steers had stated that or something similar, it is not of any probative value to this investigation because that statement is similar to Mayor Pilla's ill-advised and frustrated statements discussed at length above.
  - Recommendation –
    - Take no further action.

III. Exhibits

Ex. A – C. Steers October 5, 2015 Memorandum

Ex. B – July 20, 2015 Dog Park Resolution

Ex. C – July 29, 2015 Letter from Dolph Rotfeld Engineering, P.C.

Ex. D – July 30-31, 2015 Dog Park Email Chain

Ex. E – Globe Fence and Railings, Inc. RFP Lump Sum Pricing

Ex. F – Central Industries, Inc. RFP Lump Sum Pricing

Ex. G – Grant Writing RFP Interview Sheets

Ex. H – Professional Staff's Millennium Recommendation

Ex. I – September 8, 2015 Email from Benjamin H. Syden to Mayor Pilla Regarding Grant Writing RFP

Ex. J – Westmore News, Vol. 51, No. 40 – Ethics Article

Ex. K – The Laberge Group – January 12, 2015 Town of Greenburgh Proposal for Professional Services and March 2, 2015 Supplemental Response

Ex. L – Town of Greenburgh December 4, 2014 – RFP Information Meeting Attendance Sheet

Ex. M – Subpoena to the Laberge Group Dated February 26, 2016

Ex. N – Richard F. Laberge Affidavit Dated March 10, 2016

Ex. O – Village of Port Chester Code of Ethics

Ex. P – "Threat 2" Email Correspondence

Ex. Q – Westmore News March 6, 2015 Mayoral Chart

IV. Standard of Review

This investigation is not a criminal investigation. However, for my findings and recommendations, I reviewed the evidence utilizing the burden of proof set forth in New York Criminal Procedure Law ("CPL") § 190.65, which governs Grand Jury proceedings in the State of New York. CPL § 190.65 states, in pertinent part, that, "a person may be indicted for an offense when (a) the evidence . . . is legally sufficient to establish that such person committed such offense provided, however, such evidence is not legally sufficient when corroboration that would be required, as a matter of law, to sustain a conviction for such offense is absent, and (b) competent and admissible evidence before it provides reasonable cause to believe that such person committed such offense."

Under CPL § 70.10, "legally sufficient evidence" means "competent evidence which, if accepted as true, would establish every element of an offense charged and the [individual's] commission thereof..."

V. Competitive Bids and Requests for Proposals[1]

a. Dog Park Competitive Bid

In his October 5, 2015 memorandum, Mr. Steers expressed concern regarding the Mayor's role in the Competitive Bid Process regarding the construction of the Port Chester Dog Park in Abendroth Park ("Dog Park"). See Ex. A, pgs. 1-3.

According to Mr. Steers and Christopher Ameigh ("Mr. Ameigh"), a group of residents in support of the construction of the dog park (the "Dog Park Group"), simply wanted to "put up a fence". Mr. Steers stated that early in the process the Village received a fencing proposal for the dog park from Globe Fence and Railings, Inc. ("Globe). The Village's professional staff, including Mr. Steers and Mr. Ameigh, felt that the dog park required additional construction elements beyond

[1] Matters are addressed in the same order as in Mr. Steers' Memo.

fencing (i.e., site preparation, landscaping, and installation of walkways, benches, and poop stations) and with the Board's approval, put it out for a competitive bid to allow a general contractor to handle all aspects of the dog park construction.

The bid as initially posted was incomplete. On July 20, 2015 the Village posted "Addendum No. 1" to correct the bid. The amended bid fully complied with New York State competitive bidding laws and extended the bid submission date to July 27, 2015. The bid plainly stated that "[t]he contract will be awarded to the lowest, most qualified, responsible Bidder who complies with these instructions and with the Legal Notice." (Exhibit omitted for brevity). On July 20, 2015, to expedite decision making and construction, the Board resolved to authorize the Village Manager to "consider and make an award to the lowest responsible bidder with regard to the fencing for the dog run at Abendroth Park within the budgeted allocation for this project." See Ex. B. The resolution passed 5-0; Trustees Terenzi and Kenner were absent.

Five bids were received. On July 29, 2015, James Natarelli, P.E. of Dolph Rotfeld Engineering, P.C. wrote Mr. Steers a letter indicating that three (3) of the five (5) bids were deemed unresponsive because they were incomplete. Two (2) of the unresponsive bids, including that of Globe Fencing, only included bids for the fencing aspect of the job. Of the remaining responsive bidders, Mr. Natarelli recommended that Central Industries, Inc. ("Central") be awarded the dog park contract. See Ex. C. Under authority granted to him by the Board, Mr. Steers awarded the contract to Central and construction began within thirty (30) days of the award.

After learning of the award, on or about July 30, 2015 Mayor Pilla requested and received (along with the rest of the Board) a copy of the original dog park specifications and the bid packages. An email chain ensued, where the Mayor expressed regret about pre-authorizing the Village Manager to award the bid and took issue with the price of fencing included in Central's bid. See Ex. D. Specifically, Mayor Pilla pointed out that the lowest bid for fencing (Globe - $50,400;

see Ex. E) was eliminated because they "do not do shrubs or poop stations."[2] In reply, Mr. Steers explained the seven (7) specific purposes of the bid, pointed out that the Board (including Mayor Pilla) previously approved the competitive bid process, and counseled against scrapping the bid process at that late stage of the process. See Ex. D.

Findings

Based on the above, my viewing of the public sessions of the relevant Board meetings and my conversations with Mr. Steers, Mr. Ameigh, and Mayor Pilla, I have not discovered evidence indicating that Mayor Pilla's questioning of the dog park competitive bid process and/or cost of the dog park fence amounts to "push[ing] towards a particular fence company" or "bid rigging." Fencing was the most expensive component of the dog park. Central's winning bid was $112,811. Well more than half of that amount, $65,400, was earmarked for fencing. See Ex. F. As Mayor Pilla alluded to in his email, the cheapest fence company's bid (Globe) was approximately 20% less than Central's. Although Globe was utterly unresponsive to the Village's bid request because it only accounted for fencing, Mayor Pilla's concern about the cost of the fencing and the bid process in general was fair comment. See Ex. D.

However, despite the Mayor's opinion, the purpose of the dog park competitive bid process was clear. It was not just about fencing. As stated in Mr. Steers' email, "the process allows us to build a safe dog run, within a park, next to a children's playground.... [t]he bid is structured to allow [the Village] to come in on budget while simultaneously allowing [the Village] to accept donations to cover any gaps." See Ex. D. The bid process accomplished its goal. The dog park was safely and professionally constructed under the oversight of one general contractor, on time, and essentially on budget.

[2] Central's fencing bid was $65,400. See Ex. F.

Recommendation

- Take no further action.

b. Grant Writing RFP

On June 29, 2015, the Village put out a RFP for Grant Writing Services. Responses were due on or before July 17, 2015. Responsive proposals were received from Laberge and Millennium. During interviews conducted by the Village's professional staff, representatives from both Laberge and Millennium were asked if there were any "existing personal/professional ties to Port Chester". Both applicants responded "no". See Ex. G. After vetting both candidates, the Village's professional staff recommended the Board accept Millennium's proposal. The vote was placed on the Board's September 8, 2015 agenda and the professional staff's reasoning for their recommendation of Millennium over Laberge was included in the packet delivered to Board members. See Ex. H.

At 4:56 p.m. on September 8th, just more than (2) hours prior to the start of the Board's public meeting, Mayor Pilla received a "High" priority email from Laberge Vice President Benjamin H. Syden ("Mr. Syden"). See Ex. I. The email did not include any greeting or introduction; it cut and pasted information from Millennium's website. Mr. Syden then added:

> We have secured over $135 million since 2000. Plus we just got up to an $18 million zero interest loan for a client which is equal to over a $3 million grant for a water line! That isn't included in our numbers.
>
> We won 11/14 CFA last year alone and have secured over 100 DCBG grants including housing, homeownership, micro enterprise, strategic planning, water, wastewater, flood mitigation, sidewalk, and public facilities.
>
> NYS funding and implementation is our specialty.

See Ex. I.

During the public session of the September 8, 2015 meeting Mayor Pilla initiated the grant writing conversation by asking if the Village was choosing a New Jersey firm (Millennium) for this

RFP. During the ensuing conversation between Mayor Pilla and Mr. Steers, the Mayor expressed significant concerns about Millennium's relative lack of experience with New York-focused grant writing and pointed out that Millennium does not have a prior relationship with the Village, so it does not know the Village. The Mayor stated that he was "not carrying water with any vendor over another", but discussed Laberge's lengthy history in the Village and listed approximately eight (8) matters Laberge previously worked on for the Village. The Mayor successfully made a motion to table the vote until the next meeting so the professional staff could further explore Millennium's grant writing experience in New York. Mayor Pilla did not disclose his prior professional relationship with Laberge nor that earlier that day he received an email from Mr. Syden of Laberge in support of Laberge's proposal.

Two days later, on September 10, 2015, Mr. Steers submitted a *confidential* Memorandum to the Board sharing that he learned that there was an existing relationship between Laberge and Mayor Pilla that was not disclosed by Laberge during their interview nor by Mayor Pilla during the September 8, 2015 Board meeting. The memo included an article from Laberge's website co-authored by Mayor Pilla as well as a PowerPoint presentation of a joint presentation Mayor Pilla conducted with Mr. Syden in February of 2015 at the NYCOM conference regarding shared services. Mr. Steers recommended that Laberge be disqualified from consideration because, during the interview process, they failed to disclose their relationship with Mayor Pilla. Further, Mr. Steers recommended that Mayor Pilla recuse himself from any further discussion on the matter. A copy of Mr. Steers' September 10, 2015 Memo is attached to Exhibit A.

At the September 21, 2015 Board Meeting, when discussion turned to the grant writing vote, the Mayor began by publicly stating that the only work relationship he had with Laberge stemmed from when Laberge previously worked for the Village. He also stated that he had conducted a presentation on shared services with Ben Syden of Laberge at NYCOM early in 2015, but received

no compensation from Laberge; no contracts were entered into, so there was no conflict of interest. He commented that the Code of Ethics "clearly" states that the conflict issue centered on whether there was compensation. Because there was none here, Mayor Pilla felt this was not a conflict and he could be involved in the grant writing debate and vote. Trustee Terenzi disagreed and recommended that Mayor Pilla recuse himself from this discussion and voluntarily report himself to the Village's Ethics Board regarding the situation. Mayor Pilla declined.[3] Mayor Pilla participated in the rest of the grant writing conversation and participated in the vote. Millennium was awarded the bid by a vote of 5 – 2 (Mayor Pilla and Trustee Brakewood voted for Laberge).

Later that week, Mayor Pilla was interviewed by Jananne Abel of the Westmore News regarding the Laberge issue. See Ex. J. In the article, Mayor Pilla stated that he, "didn't recuse [him]self because [he] didn't have to." He added that he, "never had a formal relationship with the Laberge Group. [He] did have discussions about working together on a project before [he] became a [mayoral] candidate.... It was interesting to consider but [he] said no." Id. In the article, Mayor Pilla conceded that he should have disclosed that Laberge "did talk to [him] about an interest in working together on a project, but [he] declined and nothing formal was ever consummated and there is therefore no reason to recuse [himself]. [He] didn't want to skirt the issue the other night, but [he]didn't want it to become a distraction." Id. The Mayor added that he would rectify his oversight during the next Board meeting. Additionally, Mayor Pilla added that he did go to a meeting in Greenburgh when he was considering teaming up with Laberge on a project,[4] but went no further describing his involvement with Laberge and the Town of Greenburgh. Id.

[3] During this Board meeting Mayor Pilla failed to disclose that he also worked with Laberge in early 2015, by jointly submitting a proposal to the Town of Greenburgh in response to a RFP.

[4] This article appears to be the first time Mayor Pilla publicly discussed his participation in Laberge Group's response to the Town of Greenburgh RFP.

On October 5, 2015, Mr. Steers provided the Board with the Memorandum that prompted this investigation. See Ex. A. Later that day, during that evening's Board meeting Mayor Pilla reiterated that he had no formal relationship with Laberge, but should have disclosed that he had a discussion with Laberge about working with them on a project, but declined to proceed with the project Laberge when he became a mayoral candidate. He reiterated that he never received a dollar from Laberge, never had a conflict with them, and that there was no "business consideration" for him related to the NYCOM presentation. He stated he only spoke from his prior experiences as Mayor of Port Chester. Mayor Pilla also added, in sum and substance, that under normal circumstances, perhaps he "may" have recused himself on Laberge even though he did not have to, because of appearances. But because no one else on the Board was speaking out about whether or not New York experience was needed for grant writing, he felt strongly that the Village would be wasting money without that conversation. Thus, he participated in the debate and vote.

One month later, at the November 2, 2015 Board meeting, Mr. Steers provided the Board with copies of a response he received from a FOIL request he submitted to the Town of Greenburgh regarding a RFP for a review of Greenburgh's Department of Public Works ("DPW"). The cover pages of Laberge Group's Proposal dated January 12, 2015 and Supplemental response dated March 2, 2015 indicate that the proposal was submitted, "In Association with: DP Strategic Advisory Services", Mayor Pilla's consulting firm.[5] Truncated proposals of both submissions are attached as Exhibit K. During Greenburgh's RFP process, Greenburgh held an Information Meeting on December 4, 2014. Mayor Pilla attended the meeting on behalf of Laberge, signed the attendance sheet as Dennis Pilla and wrote that his company was the Laberge Group. See Ex. L.

[5] According to Mayor Pilla, DP Strategic Advisory Services is just a name he came up with. It is not incorporated, has no employees, and has never earned any money.

In addition to the above, during my investigation regarding the grant writing RFP I spoke with Mayor Pilla on numerous occasions (both in person and over the telephone), served a Board-issued subpoena on Laberge on or about February 26, 2016 (see Ex. M), received a response to said subpoena on or about March 11, 2016, and, on March 22nd, conducted a telephone phone interview with Laberge President Richard F. Laberge, P.E. ("Mr. Laberge"), Vice President Benjamin Syden, A.I.C.P. ("Mr. Syden"), and their counsel, John E. Sweeney, Esq.

Mayor Pilla

During my initial interview of Mayor Pilla, in detail he advised me of his (and the Village's) positive experiences with Laberge in years past, his respect for Laberge and their knowledge of grant writing, and their vast experience throughout New York State. In that interview as well as numerous follow-up conversations Mayor Pilla repeatedly "threw himself on the sword" and acknowledged that at the time of the grant writing debate, he made a mistake by failing to disclose his joint Laberge-DP Strategic Advisory Services NYCOM presentation as well as his role in the Greenburgh RFP. However, he ardently maintained that his goal throughout the grant writing debate was not to steer the Village to Laberge or any other entity, but rather to emphasize that, in his opinion, the Village was making a mistake by selecting a New Jersey based company to do New York grant writing.

Mayor Pilla advised me that he did not initially disclose his involvement with Laberge for two (2) reasons. First, the Mayor was very concerned with the grant writing RFP process as a whole and took issue with the selection criteria for the RFP. He thought it was poorly constructed because it did not include New York grant writing experience as a requirement. In the Mayor's opinion, because New York experience is essential for New York grant writing, his goal was to point out that Millennium did not have the requisite New York experience necessary to work on the Village's behalf. The Mayor wanted to focus the debate on pointing out that Millennium was a

New Jersey based firm that had very little New York State and/or Westchester County grant writing experience. According to Mayor Pilla, he did not initially disclose his relationship with Laberge because he did not want his prior relationship with Laberge to take center stage and cloud the grant writing debate. His aim was to prevent the Board from hiring a firm that, in his opinion, was inferior to Laberge when it came to New York grant writing.

Second, the Mayor chose not to disclose his relationship with Laberge because at the time of the grant writing debate he had not read the Village's Code of Ethics in its entirety and was not aware of his obligation to disclose any such conflicts of interest, whether real or perceived. See Ex. O. The Mayor only recalled reading the Code of Ethics section requiring disclosure of financial interests in matters before the Board (presumably § 53-4(a) of the Village Code). Because he "never made a dollar from Laberge", never received a W-2 or 1099 from them, and never signed any type of contract with them, Mayor Pilla did not believe there was any problem with participating in the grant writing debate and/or vote. When I interviewed Mayor Pilla he advised me that after this issue was first publicly brought up, he read the full Code of Ethics and recognized that he should have disclosed the nature and extent of his and/or DP Strategic Advisory Services' relationship with Laberge.

Laberge's Greenburgh RFP proposal and supplemental response (see Ex. K) included very detailed information regarding the nature, extent, and cost of Mayor Pilla's proposed work for Greenburgh. For example, the initial proposal projected that over the course of the project, DP Strategic Advisory Services would work 270 hours at a billable rate of $85.00 per hour totaling $22,950.00 payable to DP Strategic Advisory Services. These projections were slightly reduced in the March 2nd supplemental response. Id. When I showed Mayor Pilla the projections he was surprised to see them. He advised me that he never saw the initial or supplemental proposals. Additionally, he stated that he never discussed his hourly rate ($85 per hour) or his projected

billable hourly totals with anyone at Laberge. He insisted that Laberge developed this information on their own, without his knowledge, input, or consent. During my telephone interview of Laberge, Mr. Syden confirmed that Laberge developed Mayor Pilla's hourly rate as well as his estimated billable hours on their own, without Mayor Pilla's knowledge, input or consent.

Mayor Pilla was even more surprised to see that he was included in Laberge's March 2nd supplemental response. During our conversation, the Mayor was adamant that "within a day or two" of announcing his candidacy for Mayor on January 31, 2015, he called Mr. Syden and left him a voicemail advising him that he was running for Mayor of Port Chester so must drop out of the Greenburgh RFP entirely. He was not aware that his name, company name, resume, modified description of services, hourly rate, and (reduced) estimated billable hours remained in Laberge's proposal well into March. When I asked how this could happen without his knowledge or permission, the Mayor surmised that Laberge left him in the Greenburgh RFP because he is known in Greenburgh and has a good reputation there; perhaps Laberge hoped leaving Mayor Pilla in the bid would help Laberge earn win the bid.

On March 22, 2016 I asked Mr. Laberge and Mr. Syden whether Mayor Pilla was involved with the Greenburgh RFP process to its end. Mr. Syden indicated that he was. Neither Mr. Laberge nor Mr. Syden had any recollection of, nor any correspondence showing that Mayor Pilla ever called, texted or emailed Laberge to withdraw from the Greenburgh RFP. Although Mayor Pilla was not intimately involved with the Greenburgh RFP process beyond Laberge's initial January 2015 submission, Mayor Pilla remained a part of "the team" throughout the Greenburgh RFP process and was included in the supplemental response submitted to Greenburgh on March 2, 2015.

In Laberge's estimation, Mayor Pilla remained involved in the RFP process until it ended in late March of 2015 when Greenburgh awarded the bid to a different firm.[6]

During my March 22, 2016 conversation with Laberge I also asked Mr. Syden whether he recalled sending Mayor Pilla a "High" priority email at 4:56 p.m. on September 8, 2015 regarding the grant writing RFP. See Ex. I. Mr. Syden did not have an independent recollection of sending any such email. Once provided with an opportunity to review a copy of the September 8, 2015 email, Mr. Syden acknowledged that he sent the email but, when questioned as to why he sent that email to Mayor Pilla, Mr. Syden stated that he did not know. I referenced that the Subject line of the email was "info" and that there was no salutation such as, "Hello Mayor Pilla". I asked if his email was sent in response to a text, email, or telephone conversation with Mayor Pilla, or if he sent it on his own. Mr. Syden responded that since he has no recollection of sending that September 8, 2015 email, he also has no recollection of what prompted him to send it. I advised Mr. Syden in the hours after his September 8, 2015 email the Board was scheduled to vote to award the grant writing RFP, and that the Village's professional staff recommended that the Board award it to Millennium. Mr. Syden advised me that he did not recall whether he was aware of the Board's agenda for that evening nor whether he was aware that the Village's professional staff recommended the bid be awarded to Millennium.

Thereafter, I had a telephone conversation with Mayor Pilla and asked if he recalled receiving an email from Mr. Syden at 4:56 p.m. on September 8, 2015 regarding the grant writing RFP; he stated he did not. After I read the contents of the email to the Mayor, he still did not recall receiving that specific email. As I did with Mr. Syden, I asked Mayor Pilla if he knew what

[6] During this investigation I reached out to and briefly spoke to the head of Greenburgh's DPW, Victor Carosi to discuss the RFP and Laberge / DP Strategic Advisory Services' role in it. I informed Mr. Carosi who I was and why I was calling. Mr. Carosi was willing to speak to me, but first sought to speak with the Town Attorney regarding my request. I never heard back from Mr. Carosi or Greenburgh's Town Attorney.

prompted Mr. Syden to send that email, (e.g., an earlier email, phone call, or text message). I asked Mayor Pilla to search his past emails, text messages and phone calls to see if he had a record of any such communication(s). Later that day Mayor Pilla texted me and stated that he did not see any texts to/from Mr. Syden on September 8, 2015, he did not have his phone call history available, and he did he recall having a phone conversation with Mr. Syden preceding the 4:56 p.m. email. Mayor Pilla stated that he found Mr. Syden's September 8, 2015 email, but it remained "unread" in his inbox.[7]

The Laberge Group

After Laberge initially failed to respond to my telephone calls and letters, on February 26, 2016 the Board issued a subpoena to Laberge demanding certain documents and seeking the testimony of Laberge principals and/or employees. See Ex. M. On or about March 11, 2016 my office received a written response from Laberge. It consisted of a sworn affidavit from President Richard F. Laberge (see Ex. N) and certified documents responsive to the Board's subpoena.

During the subsequent March 22, 2016 telephone interview, in addition to the matters discussed above, Mr. Laberge and Mr. Syden confirmed that no money or other financial consideration ever changed hands between Laberge and Mayor Pilla and/or DP Strategic Advisory Services.[8] Further, neither Laberge nor Mayor Pilla made any mutual promises regarding future work exchanges, or agree to engage in lobbying or any other promotion on each other's behalf. The Greenburgh RFP was the only proposal, either public or private, that Laberge entered into with Mayor Pilla and/or his consulting company. Laberge played no role in the creation of Mayor Pilla's DP Strategic Advisory Services, and was unsure of how or when that entity was created.

[7] Mayor Pilla advised that he receives many marketing emails from Mr. Syden and/or Laberge, but ignores a lot of them because they are "sales-y" and he knows the Village's staff is "predisposed against Laberge".

[8] Mr. Laberge was not 100% certain whether or not Laberge ever made any political contributions to Mayor Pilla, but deemed it unlikely as most of Laberge's political contributions are made to politicians in the greater Albany area.

Additionally, Mr. Syden stated that Mayor Pilla did not draft or review Laberge's response to the Village's grant writing RFP. He was not able to recall whether he ever had a conversation with Mayor Pilla about the RFP.

Regarding Mayor Pilla's NYCOM presentation with Mr. Syden, Mr. Syden stated that it was "routine" for Laberge to seek out and collaborate with former elected officials to enhance presentations at various conferences. In this case, because NYCOM is a conference of Mayors, having (former) Mayor Pilla reference his experiences with shared services in the Village of Port Chester added legitimacy to Laberge's shared services presentation. Again, Mr. Laberge and Mr. Syden verified that no financial consideration was promised, given, or received regarding the NYCOM the presentation.

Findings re: Grant Writing RFP

The full text of the Village's Code of Ethics ("Code of Ethics") is attached as Ex. O. In pertinent part, it states that:

> No official . . . of the village **shall have any interest, financial or otherwise, direct or indirect**, or **engage in any business or transaction or professional activity**, or incur any obligation of any nature, **which is in conflict with, or might reasonably tend to conflict with, the proper discharge of his duties** in the public interest.

See Ex. O – Village Code § 53-2 (emphasis added).

Additionally, § 53-4 states that:

A. Any official . . . of the Village of Port Chester, whether paid or unpaid, **who has a direct or indirect financial or other private interest in any matter being considered by the Village Board** . . . and who participates in discussions before or gives opinions to such Board . . . **shall publicly disclose** on the official record and nature and extent of such interest.

B. Any official . . . of the Village of Port Chester, whether paid or unpaid, **who has knowledge of any matter being considered by any board**, agency, officer or employee of said village in which he has **any direct or indirect financial or other private interest**, shall **be required to disclose, in writing**, his interest to such board, agency, officer or employee and the nature and extent.

See Ex. O – Village Code § 53-4 (emphasis added).

Finally, § 53-7 states that:

> D. **Public officials**, whether full-time or part-time, **must avoid any action which, in fact or by reason of appearance** of using public office for **private gain and/or the giving of preferential treatment** to any person.
>
> E. **Public officials**, whether full-time or part-time, must avoid any action which, **in fact or by reason of appearance, will adversely affect the confidence of the public in the integrity** of it municipal government or the public officials involved.
>
> F. Elected officials . . . of the village shall certify to the Clerk of the village, in writing each April, that **they have read and understand the Code of Ethics** of the village, as follows: "I, the undersigned, have read the Ethics Code of the village, at least once in the prior 12 months, and understand it. Dated _____; Title _____; Title _____".

See Ex. O – Village Code § 53-7 (emphasis added).

As set forth in Village Code § 53-7(F), each year elected officials are required to certify that they have read and understand the Village's Code of Ethics. Mayor Pilla's statement that he did not read the complete Code of Ethics when deciding whether to disclose his relationship with Laberge is not a defense.[9]

Mayor Pilla acknowledges his failure to disclose his prior relationship and attempted business collaboration with Laberge, both publicly on the record (§ 53-4(A)) as well as in writing (§ 53-4(B)) violated the Code of Ethics. The evidence demonstrates that Mayor Pilla and/or his consulting company never received any financial compensation from Laberge. However, his joint submission of the Greenburgh RFP indicates Mayor Pilla and Laberge previously had a shared financial interest at or around the time Mayor Pilla decided to commence his Mayoral reelection campaign. Failing to win the Greenburgh bid does not alter the fact that Mayor Pilla had a

[9] I am uncertain whether Mayor Pilla and the Board of Trustees annually complete this requirement. Regardless, because Mayor Pilla has served the Village as Mayor and/or Trustee for approximately ten (10) years, he knew, or at minimum should have known what the Code of Ethics requires of public officials.

professional relationship with Laberge that required verbal, public disclosure at or prior to the Board's September 8, 2015 meeting.

This violation appears more significant in light of the recent discovery of the "High" priority September 8, 2015 4:56 p.m. email from Mr. Syden to Mayor Pilla, sent just two (2) hours before the Board's vote on the grant writing RFP. See Ex. I. The Board agenda and its backup documents had previously been provided to the Board, but neither Mr. Syden nor Mayor Pilla have any recollection of what prompted Mr. Syden to send the urgent 4:56 p.m. email to Mayor Pilla. The structure of the email indicates that there likely was contact between Mayor Pilla and Mr. Syden prior to the 4:56 email. Specifically, the email as sent with "High" priority; its subject was "info"; it failed to include any greeting or salutation; and it demonstrated Mr. Syden had conducted research prior to sending it, as it quoted Millennium's website and gave data in support of Laberge's perceived superiority. At least circumstantially, it does not appear Mr. Syden sent Mayor Pilla the 4:56 p.m. email in a vacuum.[10] Later that evening, Mayor Pilla did not mention anything about his relationship with Laberge or the fact he received an email from their Vice President just before the meeting began. He did however prominently acclaim Laberge's grant writing abilities, multiple prior instances where Laberge competently worked for the Village, and then he successfully moved to table the vote so that the professional staff could further research Millennium's New York grant writing experience versus Laberge's.

Further, after Mayor Pilla's NYCOM presentation with Laberge came to light was and was discussed during the September 21, 2015 Board meeting, Mayor Pilla did not fully disclose the extent of his relationship with Laberge. He did not disclose his involvement with the Greenburgh RFP just seven (7) months earlier. The Mayor did not publicly acknowledge his role in the

[10] Under the facts presented, I do not credit Mayor Pilla's recent statement to me that, upon my asking, he recently found Mr. Syden's September 8, 2015 email in his inbox and it was "unread".

Greenburgh RFP until he mentioned it during his Westmore News interview published the week after the Board already awarded the grant writing bid to Millennium. See Ex. J.

Mayor Pilla asserts that his sole motivation during the grant writing RFP was to get the best result for the Village by emphasizing the importance of New York-specific grant writing experience. Even if his ends were pure and in the Village's best interests, the ends he used to make his point, namely failing to disclose his relationship with Laberge and failing to recuse himself from the debate and vote constitute violations of Sections § 53-7(D) and (E) of the Code of Ethics, which state:

> D. **Public officials**, whether full-time or part-time, **must avoid any action which, in fact or by reason of appearance** of using public office for private gain **and/or the giving of preferential treatment** to any person.
>
> E. **Public officials**, whether full-time or part-time, **must avoid any action** which, **in fact or by reason of appearance, will adversely affect the confidence of the public in the integrity** of it municipal government or the public officials involved.

Ex. O.

Recommendations

- If not currently adhered to, the Village should immediately take steps to comply with Village Code § 53-7(F), which requires all elected officials (among others) to read the Code of Ethics and sign/date indicating they have read it and understand its contents.
- The Board of Trustees should counsel Mayor Pilla in writing regarding his violation of the Code of Ethics. Once Mayor Pilla learned that Laberge was a finalist in the grant writing RFP, in order to avoid the appearance of giving preferential treatment and/or adversely affecting the confidence of the public in the integrity of it its public officials, Mayor Pilla should have, both in writing and publicly on the record, disclosed the full extent of his relationship with Laberge and he should have recused himself from participating in the subsequent debate or vote.

c. **Bulkhead RFP**

On or about February 18, 2015 the Village put out a RFP for the design and construction plans for the repair of the collapsed bulkhead along the Byram River. Responses were initially due by March 16, 2015. Due to its complexity, the RFP was modified a number of times and was ultimately approved by the New York State Department of State. Four (4) responses were received; the professional staff reviewed all proposals, interviewed all candidates, and recommended two (2) finalists to the Board – McLaren and Boswell.

The finalists' proposals varied greatly in design, scope, and cost. They provided the Village with two (2) very different options to repair the collapsed bulkhead. According to Mr. Steers, due to the drastic differences between the approaches of the finalists, he and his professional staff recommended that the Board interview the candidates and make the final decision. Some members of the Board, including Mayor Pilla, felt that the professional staff should decide between the two (2) finalists and make a single recommendation to the Board.

During my interview with Mayor Pilla, he advised me that he was "blown away" by McLaren's river walk / revetment proposal due to both its aesthetics as well as its lower cost. He believed the decision was a "no brainer" for the Village, and hoped that Mr. Steers and the professional staff would agree with his sentiment and recommend McLaren to the Board, rather than have the Board review both proposals, interview both finalists, and make the final decision on their own.

"Collusion" Allegation

In Mr. Steers' Memo (Ex. A), he referenced the June 2nd Executive Session during which Trustee Adams accused Mayor Pilla of "collusion" due to the Mayor's conduct during McLaren's presentation. According to Trustee Adams, Mr. Steers, and Mr. Ameigh, during Boswell's presentation Mayor Pilla was uninvolved and asked very few, if any, questions. However, during

McLaren's presentation, Mayor Pilla was much more animated and involved, told McLaren that Boswell said that McLaren's revetment plan was not possible, and advised McLaren of Boswell's proposed price for the bid. This different treatment of the finalists in Executive Session angered Trustee Adams and led to him using the work "collusion".

When I interviewed Trustee Adams and asked him about his use of the word "collusion" regarding Mayor Pilla, Trustee Adams advised me that collusion was the "wrong word" to describe the Mayor's conduct. He stated that the Executive Session ran very long and he was frustrated because he felt that the interview process "was wrong". He did not like that one (1) finalist was asked questions and received feedback and competitor information (McLaren), but the other finalist merely presented to a silent Board (Boswell). Trustee Adams would have preferred if each presentation was given in the presence of both finalists so that everyone had access to the same information,

"Four Votes" Threat Allegation

In his Memo Mr. Steers also referenced a conversation he had with Mr. Cerreto shortly before the Board held its final vote on the bulkhead RFP. During that conversation Mr. Cerreto told Mr. Steers that Mayor Pilla wanted Mr. Cerreto to convey the following message:

"What do I have to do with Steers to get him on board with McLaren, get four votes against him?"

Mr. Steers "consider[ed] this statement as a direct threat against [his] job and possibly a violation of criminal law." See Ex. A. He reiterated these sentiments during my interview of him. Mr. Steers stated that in his opinion, Mayor Pilla's comment may constitute a violation of Penal Law § 195.05, Obstructing Governmental Administration in the Second Degree, a Class A Misdemeanor ("OGA"). Mr. Steers provided me with a copy of PL § 195.05, which states, in pertinent part, that:

> A person is guilty of obstructing governmental administration when he intentionally obstructs, impairs or perverts the administration of law or other governmental function or prevents or attempts to prevent a public servant from performing an official function, by means of intimidation, physical force or interference, or by means of any independently unlawful act . . . .

During my interview of Mr. Cerreto, he corroborated Mr. Steers' account of their conversation and confirmed that the above-quoted statement attributed to Mayor Pilla is an exact quote. Mr. Cerreto stated that Mayor Pilla's inquiry to Mr. Steers occurred during a telephone call between he and Mayor Pilla. During the conversation Mayor Pilla was very frustrated by Mr. Steers' and the professional staff's decision to, contrary to the usual practice, recommend two (2) finalists to the Board rather than one (1). Mayor Pilla felt that the Village Manager should make a final recommendation to the Board rather than leave the Board to decide between two (2) finalists. Brimming with frustration, the Mayor flatly asked, "[w]hat do I have to do with Steers to get him on board with McLaren, get four votes against him?", and then requested that Mr. Cerreto relay that message to Mr. Steers.

Mr. Cerreto advised me that although he was disturbed and perplexed by Mayor Pilla's statement, he took care to accurately pass the message on to Mr. Steers as Mayor Pilla requested. Mr. Cerreto told me he did not understand why the Mayor wanted him to relay that message because, in essence, the Mayor made Mr. Cerreto a witness to what could be deemed a troubling statement.

During my interview of Mayor Pilla and numerous follow-up conversations, he presented a very different recollection of this particular telephone conversation with Mr. Cerreto. Mayor Pilla is certain he never referenced choosing McLaren when speaking to Mr. Cerreto and he never threatened Mr. Steers with the "four (4) votes" comment. The Mayor asserts that either: Mr. Cerreto misunderstood what Mayor Pilla told him; or Mr. Steers misunderstood the (correct) message that Mr. Cerreto transmitted from Mayor Pilla.

Recalling the above-described conversation with Mr. Cerreto, Mayor Pilla remembered that his question to Mr. Cerreto was, "[w]hat do we have to do to get Steers to listen to the Board?" According to Mayor Pilla, the message to Mr. Steers stemmed from his belief that a majority of the Board wanted Mr. Steers and the professional staff to "do their job" by vetting the two (2) finalists and, based on that process, recommend which developer the Board should award the bid to. Mayor Pilla did not like that Mr. Steers and the professional staff provided the Board with two (2) finalists, but deferred to the Board to make the final decision. In support of this interpretation of the conversation, Mayor Pilla asked me to speak with Trustees Adams, Marino, and Cecarelli whom he felt were in agreement with his perspective.

During my conversation with Trustee Adams, he remembered that the professional staff left the final decision to the Board, but did not recall members of the Board being upset or troubled that it was left to the Board. He was comfortable with the Board making the final decision. Trustee Adams stated that Mayor Pilla was not speaking on his behalf if Mayor Pilla did make either of the above statements[11] to Mr. Cerreto. When I spoke with Trustee Marino regarding his opinion about the final bulkhead RFP decision, he did not recall the exact manner the final decision was made but remembered that the Board put a great deal of effort into the decision and made the decision that was in the best interests of the Village. He too stated that if Mayor Pilla made either of the above statements to Mr. Cerreto, he was not doing so on his behalf. Trustee Cecarelli stated that with regard to RFPs, he typically prefers that Mr. Steers and the professional staff vet the candidates and recommend one (1) finalist to the Board. He recalls that was his preference during the bulkhead RFP process. However, Trustee Cecarelli had no recollection of any conversations where a majority of the Board expressed a desire to compel Mr. Steers and the professional staff to make a

[11] Referring to Mr. Steers' version of the statement and Mayor Pilla's version of the statement.

firm recommendation and, like his colleagues, stated that Mayor Pilla was not speaking on his behalf if Mayor Pilla made either of the above statements to Mr. Cerreto.

Findings

Based on the evidence presented, I find that Mayor Pilla asjed Mr. Cerreto, "[w]hat do I have to do with Steers to get him on board with McLaren, get four votes against him?" I also find that Mayor Pilla requested that Mr. Cerreto relay that inquiry to Mr. Steers. During my initial interview and subsequent follow-up conversations with Mr. Cerreto I found him to be a very credible, though reluctant witness. It was clear that Mr. Cerreto was uncomfortable speaking about this exchange because it placed him squarely between Mayor Pilla and Mr. Steers – two (2) men he respects and has worked with and counseled for many years. However, as a fact witness he recognized his responsibility to honestly answer the questions posed to him. Mr. Cerreto told me that as soon as Mayor Pilla made the above statement to him he recognized its potential significance and his undesirable role as its messenger. Thus he took great care to remember and transmit the message to Mr. Steers verbatim.

Although I can understand Mr. Steers' subjective unhappiness and/or frustration regarding Mayor Pilla's statement, objectively there is insufficient evidence to deem Mayor Pilla's statement a "direct threat to [Mr. Steers'] employment" or "possibly a violation of criminal law." See Ex. A. First, at the time Mr. Cerreto relayed the above-described inquiry, Mr. Steers' position as Village Manager was arguably more secure than it had ever been. In April of 2015 – just two (2) months prior – at his request a unanimous Board extended Mr. Steers' contract for an additional two (2) years. The extension also provided him with a generous severance package protecting him should the Board elect to terminate his employment prior to the expiration of his contract. Objectively, it is difficult to imagine a scenario where, two (2) months after receiving a contract extension that six (6)

of the seven (7) Trustees sitting on the Board[12] awarded Mr. Steers, that Mayor Pilla or anyone else could muster the four (4) votes required to terminate Mr. Steers' employment. Notwithstanding his message to Mr. Steers, under the Village Code the Mayor has no independent authority do anything other than set the Board's agenda. He did not have the authority to fire the Village Manager nor did he have anywhere near the four (4) votes required for the Board to take such an extreme and expensive action for the Village.

Second, contrary to Mr. Steers' assertion, there is insufficient evidence that Mayor Pilla's statement "[w]hat do I have to do with Steers to get him on board with McLaren, get four votes against him?" constitutes a violation of criminal law. Penal Law § 195.05, OGA, states that:

> A person is guilty of obstructing governmental administration when he **intentionally** obstructs, impairs or perverts the administration of law or other governmental function or prevents or attempts to prevent a public servant from performing an official function, by means of intimidation, physical force or interference, or by means of any independently unlawful act . . . .

(Emphasis added).

Many of the terms within OGA have their own definitions. Most relevant, Penal Law §15.05(1) defines the term "intentionally" as follows:

> A person acts intentionally with respect to a result or to conduct described by a statute defining an offense when his **conscious objective is to cause such result** or to engage in such conduct.

(Emphasis added).

Here, there is insufficient evidence Mayor Pilla acted with the intent necessary to convert his message to Mr. Steers from an ill-advised, frustrated outburst to a crime. It is clear that Mayor Pilla greatly preferred McLaren's bulkhead repair proposal over Boswell's. Admittedly, Mayor Pilla was "blown away" by McLaren's vision, design, and cost savings relative to Boswell. Mr. Cerreto made

[12] Mayor Pilla, who was successful in his bid for reelection, was the only "new" Trustee. He replaced outgoing Mayor Neil Pagano.

it clear that during the course of the above-described conversation with Mayor Pilla, the Mayor was very frustrated with the status of the bulkhead RFP and Mr. Steers' decision to not make a final recommendation to the Board, which (presumably) the Board would adopt. He wanted Mr. Steers to make a decision – and he wanted that decision to go with McLaren's design.

Although Mayor Pilla adamantly denied uttering the instant statement, during our conversations he told me that in his earlier conversations with members of the professional staff, he learned they too favored McLaren's proposal over Boswell's. It is likely that Mayor Pilla's desire to see McLaren win the bid plus his underlying belief that the professional staff echoed his sentiment – but did not make that recommendation to the Board – caused a frustrated Mayor to make the above-described comment to Mr. Cerreto. However, Mayor Pilla's venting does not constitute legally sufficient evidence that Mayor Pilla's "conscious objective" was to cause the actual result of Mr. Steers being fired as Village Manager.

The fact that Mayor Pilla uttered this alleged "threat" to, of all people, Mr. Cerreto – the Village's long-standing and respected attorney – is further evidence that he did not intend to actually terminate Mr. Steers' employment. Had Mayor Pilla actually intended to have Mr. Steers fired, the last person he would have shared that information with was the Village Attorney. Mayor Pilla's statement to Mr. Cerreto was ill-advised and uttered out of frustration, but it was not a direct threat to Mr. Steers nor a crime.

Recommendations

- The Board should refrain from conducting interviews and/or receiving presentations regarding controversial topics (such as the Bulkhead RFP) during Executive Sessions. In the alternative, the Board should record any such events conducted during Executive Sessions so that the public may later review such interviews and/or presentations.

- Mayor Pilla should be counseled and/or reminded of the limited role and minimal independent authority of the Mayoral position under the Village's Charter.

VI. The Four (4) "Threats" Mr. Steers Alleges Mayor Pilla Made Against Mr. Steers' Continued Employment as Village Manager

a. Threat 1 – "Not part of my team" and "services no longer needed" – October 2012.

In October 2012, a meeting regarding the collapsed bulkhead was held in Village Hall between Mr. Steers, Mayor Pilla, Mr. Cerreto, and Mr. Gomez. In his Memo, Mr. Steers alleged that during the meeting Mayor Pilla advised the attendees that they were "not part of his team" and, when reelected, their services would no longer be needed and they would not be reappointed. Mr. Cerreto corroborated Mr. Steers' account. Mr. Gomez confirmed as well, recalling that Mayor Pilla said, in sum and substance, "[i]f you guys can't make this [the bulkhead] happen, I'll find a team that will." Mayor Pilla has no recollection of any such meeting or conversation.

Findings

All attendees, with the exception of Mayor Pilla, verified this conversation occurred. Notwithstanding, Mayor Pilla's statements did not amount to an objective threat against Mr. Steers' continued employment. Any action taken regarding Mr. Steers' employment requires a majority of the Board – a minimum of four (4) votes. Mayor Pilla's comment alone is not enough. The Village Manager serves at the pleasure of the Board. If at any time a majority of the Board was unhappy with Mr. Steers' handling of the bulkhead or any other aspect of his employment, that majority could vote to terminate his employment, subject to the terms of Mr. Steers' employment contract. This possibility is a risk of Mr. Steers' position.

Recommendation

- Take no further action.

b. Threat 2 – "Not party of my team" and "insubordinate" – ~ October 25, 2012.

In late October of 2012, shortly after the above-described meeting, Mr. Steers and Mayor Pilla conducted an IDA meeting regarding the marina. They were the only two (2) attendees. Mr. Steers alleges that during this meeting, Mayor Pilla grew irate and (again) told Mr. Steers that he was "not part of [Mayor Pilla's] team" and that Mr. Steers and his team were "insubordinate" to the Mayor. Mayor Pilla recalls having a meeting with Mr. Steers about the IDA and Showboat at or around that date, but has no recollection of ever using the words "not part of my team" or "insubordination". An email chain between Mr. Steers and Mayor Pilla following this alleged meeting recounts Mr. Steers' recollection of the meeting. See Ex. P. In his emailed response, Mayor Pilla did not contradict Mr. Steers' summary of their meeting. Id.

Findings

Due to its similarity in tone and nature to "Threat 1" above as well as Mayor Pilla's contemporaneous decision not to dispute Mr. Steers' account of their conversation summarized in Mr. Steers' follow-up email dated October 25, 2012 (see Ex. P), I find Mr. Steers' account of the above-described conversation credible. However, for the identical reasons set forth above in "Threat 1", in my opinion there is insufficient evidence that Mayor Pilla's statements amount to an objective threat against Mr. Steers' continued employment. Mr. Steers was aware that Mayor Pilla had no independent power to direct Mr. Steers or his staff to do anything; only a majority of the Board could take any action regarding Mr. Steers.

Recommendation

- Take no further action.

c. Threat 3 – Westmore News Chart "Mayoral Candidates Pinned Down on Village Issues". March 6, 2015. See Ex. Q.

During the 2015 Mayoral election, the Westmore News asked the mayoral candidates "Would you keep Chris Steers as Village Manager?" Then-Mayoral candidate Pilla responded "no". Based on his past experience with Mayor Pilla and "rumors" he heard around the Village, Mr. Steers considered Mayor Pilla's public comment a threat to his employment and, shortly after the election, wrote the Board a memorandum to that effect. It resulted in Mr. Steers' contract extension. Mayor Pilla advised me that his answer to the Westmore News was election season "political rhetoric" from a candidate running for office.

Findings

Despite Mr. Steers' subjective feelings, I find Mayor Pilla's one-word response to a direct question from the Westmore News during his reelection campaign cannot be construed as a threat against Mr. Steers' continued employment with the Village. Under the Village Charter, the position of Village Manager is the single most important position in Village government. The nature of the position and who occupies it is fair game for public discussion and debate, particularly during an election season. Candidates are required to take stances on policy and personnel issues – it is what allows the public to distinguish candidates from each other. Had he so chosen, in theory Mayor Pilla could have campaigned saying, "[i]f re-elected, I will work to immediately terminate Mr. Steers' employment as Village Manager." Even that would not be deemed an actionable threat to Mr. Steers' employment. Although sometimes unpleasant, it is part of the nature of Mr. Steers' chosen career path.

Recommendation

- Take no further action.

d. Threat 4 – Mayor Pilla's telephone conversation with Mr. Cerreto – "[w]hat do I have to do with Steers to get him on board with McLaren, get four votes against him?" Summer 2015.

- Discussed above in the Bulkhead RFP discussion.

VII. Kevin Brennan Interview

At Mayor Pilla's request, I conducted a phone interview of Mr. Kevin Brennan ("Mr. Brennan"), a former Code Enforcement Officer for the Village. Mayor Pilla indicated that Mr. Brennan can shed some light as to why Mr. Steers drafted the Memo and publicly released it. In the past, Mr. Brennan told Mayor Pilla that Mr. Steers had made negative comments concerning Mayor Pilla.

When I called Mr. Brennan, he advised me that Mr. Steers hired him as a part-time Code Enforcement Officer in 2010. Upon his retirement from a local fire department, Mr. Brennan received a Retirement and Social Security Law § 211 waiver and worked for the Village full-time. Mr. Brennan advised me that on three (3) occasions he had conversations with Mr. Steers about Mayor Pilla.[13] According to Mr. Brennan, one conversation occurred in mid-January, 2013 in Village Hall's break room. There, Mr. Steers told Mr. Brennan that he was unhappy with Mayor Pilla's desire to be a "strong Mayor" and his insistence on constantly meddling with Village business. According to Mr. Brennan, Mr. Steers said that he wanted to do his job without always having to answer to the Mayor.

The other conversation occurred in mid-February 2013 in front of the 1st floor elevators in Village Hall. On that occasion, Mr. Brennan observed Mr. Steers walk out of the Village Hall offices visibly agitated. Mr. Brennan stated that as Mr. Steers walked by him, a frustrated Mr.

[13] Only two (2) of those conversations are relevant to this discussion.

Steers stated, "[w]e have to get Dennis out of office as soon as possible," without any further comment or conversation.

When I asked Mr. Brenna about his relationship with Mayor Pilla, he advised me that he met Mayor Pilla at a Village event in 2009, approximately one (1) year before he began working for the Village. Regarding his relationship with Mr. Steers, Mr. Brennan stated that Mr. Steers hired him and although they had "some issues" during the course of their employment, their relationship was always cordial.

Mr. Steers

After speaking with Mr. Brennan I contacted Mr. Steers about Mr. Brennan's allegations. Regarding Mr. Brennan's employment with the Village, Mr. Steers indicated that although Mr. Brennan initially was a friend and a seemingly strong employee, over time serious concerns developed regarding Mr. Brennan's continued employment with the Village, requiring the Village to commence a number of investigations into Mr. Brennan's conduct. Further, Mr. Steers advised me that Mr. Brennan and his wife had worked on at least two (2) of Mayor Pilla's recent election campaigns.[14]

When I asked Mr. Steers whether either of the conversations with Mr. Brennan outlined above ever occurred, he replied that although he did his best to hide his (sometimes frequent) frustration with Mayor Pilla, it was possible that Mr. Brennan may have overheard him expressing his frustration about Mayor Pilla at one point or another. However, Mr. Steers had no recollection of ever speaking of "getting the Mayor out of office" and was positive that due to his position as Village Manager, regardless of how frustrated he was Mayor Pilla, he would never speak with a staff member – one of his own employees – about removing a sitting Mayor from office.

Findings

[14] Mr. Brennan did not tell me that he had worked on any of Mayor Pilla's campaigns.

I find Mr. Steers' account of his interactions (or lack thereof) with Mr. Brennan to be credible, particularly due to Mr. Brennan's reluctance to be completely candid about the extent and depth of his relationship with and efforts on behalf of Mayor Pilla.

Regardless, even if Mr. Brennan's recollections of his conversations with Mr. Steers are accurate, they are not of any probative value to this investigation because they are similar in nature to Mayor Pilla's ill-advised and frustrated statements discussed above that do not warrant further action.

Recommendation

- Take no further action.

Exhibit “A”

Village of Port Chester

Office of the Village Manager

MEMORANDUM

TO: Dennis G. Pilla, Mayor

FROM: Christopher D. Steers, Village Manager

DATE: October 5th, 2015

RE: Your Bid Process Concerns

Reference is made to the RFP #2015-04 Grant Writing Services Confidential Memorandum issued to you and the Board of Trustees dated September 10th, 2015 (attached). Reference is also made to my email responses to you and the BOT regarding the Dog Park Bid process dated July 30th, 2015, and July 31st, 2015. Reference is also made to my email(s) to you and the BOT regarding the Bulkhead Bid process dated June 5th, 2015 and June 8th, 2015 (attached). Final reference is made to the article in volume 51 of the Westmore News dated Friday, October 2 – Thursday, October 8, 2015 (article attached).

I have again been placed in the trying and disquieting position of being forced to respond to some statements that you made; specifically in the above referenced article. For the record New York State competitive bidding laws and our own Village procurement policy spell out the strict guidelines for bidding. I have explained this numerous times, and I will not be party to any unlawful or seemingly unlawful activity. I will therefore continue to endeavor to preserve the integrity of all Village Bids, the integrity of my staff, and the integrity of this Board.

In said article you stated (among other things) the following:

"...this whole thing has been a diversion (from the fact) that the process is broken."

This statement in conjunction with your other spurious assertions not only obfuscates the issue at hand (that your actions and/or inaction created), but also attacks my office and my staff. Your assertions seem to attempt to somehow shift the blame for your perceived ethical oversights to staff. This is unconscionable and likely beneath the Office of the Mayor of this fine Village.

First case in point; the Dog Park Bid process. The following are excerpts from an email response to you regarding same sent to you on July 30th, 2015:

Gentlemen,

This is really much ado about nothing. As I expressed to the Mayor in our conversation earlier today and as a matter of fact throughout this entire process, the BID was designed for several specific purposes:

1. *To know the actual cost of building the dog run the right way*
2. *To have a single contractor perform the work (to alleviate additional delays)*
3. *To allow for a competitive process (we received 5 bids)*
4. *To allow for the Village to pare back as needed to remain within budget*
5. *To allow for the potential to accept additional donations in alignment with Item 4*
6. *To have a professionally designed professionally installed dog run to insulate the Village as much as is reasonably possible from apparent liability*
7. *To comply with the State Comptroller's position on the need for competitive bidding so as to not circumvent the subject laws relating to Item 3*

Next, there seems to be a push towards a particular fence company, who by the way was not responsive to the BID. To scrap the BID process at this point is at least perilous as it at a minimum suggests manipulation of the BID, and at its worst could be considered BID rigging. I for one would not recommend the foregoing nor do wish to be placed into a position to have to explain this to the State Comptroller or to a Court. I also do not appreciate the attempt to maneuver me into contravening the majority will of the Board.

...The process allows us to build a safe dog run, within a park, next to a children's playground. Again, the BID is structured to allow us to come in on budget while simultaneously allowing us to accept donations to cover any gaps. The budgeted amount is likely more than adequate to cover the core project costs...

The next excerpts are from another email response to you regarding same; sent to you on July 31th, 2015:

Dennis,

- *Did not imply anything just stated the facts.*
- *Not arguing, again just stating the facts.*
- *You approved the RFP approach.*
- *We received three responsive Bids from bidders that can provide and install fencing, asphalt, shrubs, and particular poop stations and benches.*
- *Did not state that **you** were pushing towards a specific contractor: "That's a bit much to overpay when other vendors are ready, willing, and able to do the job for much less in the same timeframe." Who exactly?*
- *Yes I can negotiate terms and pricing (final pricing has not been determined yet).*

I am perhaps more cognizant of the tax payer's dollar than you realize as I have to sign off on every Village bill and expenditure. As such I must note that historically the Village seems to have been penny wise and pound foolish in many instances; and I have worked diligently with this and other boards over the last six years to clean up the messes left behind from that short sightedness.

I am not sure what phone call you are referring to, we spent about an hour and a half together today discussing this and other items in detail. Further, you were in the office from about 3:30 until about 5:15; if you needed to, we could have spoken some more then.

In any case, you seemed very out of sorts today and I am concerned that any further conversations with you on this issue this week will be counter-productive. Let's talk next week.

This RFP was awarded, the Dog Park has been opened, and we came in under budget. All accomplished while complying with New York State competitive bidding requirements.

In reference to RFP #2015-04 and the staff recommendation to award said BID to Millennium Strategies, LLC; staff's recommendation as drafted is very self-explanatory and stands on its own. Because your favored consultant was not recommended does not mean there was a problem with the process; and your opinions, particularly when baseless, do not amount to fact.

Further, when I wrote to you and the BOT prior to the September 21st BOT meeting about the Laberge Group's apparent relationship with you it was intended as an opportunity for you to take a step back and think:

It is with great perturbation that I bring the following to this Board, but I am obligated to do so.

It has been brought to my attention that there is an existing relationship between Laberge Consulting LLC and our sitting Mayor that was not disclosed during the RFP process by the referenced applicant. I will not seek to characterize the relationship nor cast any dispersions but merely disclose the issue as brought to me and make the following recommendation.

At a minimum Labegre, LLC should be disqualified from consideration and the Mayor should recuse himself from any further discussion on this matter. Further, the recommendation to award the BID to Millennium Strategies, LLC should be on the next agenda and the award should proceed as recommended by staff. The following is likely the best case scenario in the light of the foregoing.

I stand by my recommendation and submit to you that had you followed it, the situation that you have placed yourself in now would not exist.

Finally; (this portion of the discussion is the most disturbing and concerning to me); the Bulkhead RFP process was as challenging as the others if not more so due to your actions. The RFP that was released was vetted and re-vetted and ultimately signed off on by the Department of State. We had four responses of which two finalists (Boswell Engineering, and the McLaren Group) were chosen. Staff interviewed all four applicants and recommended those two finalists to the Board for them to also interview.

During the June 2nd interviews with the BOT your actions prompted Trustee Adams to assert "*collusion*" on your part. I had a follow up meeting with Trustee Adams about his assertion and additional concerns; and thereafter recommended to the BOT that we have a second round of public interviews so as to assuage Trustee Adam's concerns and to preserve the integrity of the RFP process (see email dated June 5th, 2015).

During this same RFP process I was informed by the Village Attorney that you were very upset with me because I was not pushing to award the Bid to the McLaren Group. The Village Attorney let me know that you encouraged him to relay your dissatisfaction and in sum the following threat to me: *"what do I have to do with Steers to get him on board with McLaren, get four votes against him?"* I consider this statement as a direct threat against my job and possibly a violation of criminal law.

I am astounded and deeply disappointed that you have placed me in the position to have to reduce these facts to writing. The additional stresses created by this situation (through your pattern of behavior) in addition to the myriad of others inherent to my job is not appreciated and appears intentional. I say the following to you in the most professional and respectful manner that I can muster: the only thing that I can see that is perhaps "*broken*" in the Bid processes, may be your direct involvement in them.

Now, this is not the first or even the second such threat that you have made against me, it is actually the fourth; but mind you it will be the last and I will take whatever steps necessary to ensure same. I have a right to be able to perform my duties in a healthy work environment, without interference, and without your threats. As I have stated to you in the past I will not allow anyone to distract me from the responsibility entrusted to me by the Board of Trustees. Moreover, I will not accept unfounded insinuations that impugn my staff, and negatively affect their motivation as they try to faithfully discharge their duties. Any effort that seeks to take away our focus, interfere with or distract us from our primary duties is unacceptable and will be responded to accordingly.

Attachments

CC: Board of Trustees
Anthony Cerreto, Village Attorney
File

Village of Port Chester

Office of the Village Manager

CONFIDENTIAL MEMORANDUM

TO: Anthony Cerreto, Village Attorney &
the Mayor, and Board of Trustees

FROM: Christopher D. Steers, Village Manager

DATE: September 10th, 2015

RE: RFP #2015-04 Grant Writing Services

Reference is made to the Grant Writing RFP #2015-04 and recommendation to award said BID to Millennium Strategies, LLC.

It is with great perturbation that I bring the following to this Board, but I am obligated to do so.

It has been brought to my attention that there is an existing relationship between Laberge Consulting LLC and our sitting Mayor that was not disclosed during the RFP process by the referenced applicant. I will not seek to characterize the relationship nor cast any dispersions but merely disclose the issue as brought to me and make the following recommendation.

At a minimum Labegre, LLC should be disqualified from consideration and the Mayor should recuse himself from any further discussion on this matter. Further, the recommendation to award the BID to Millennium Strategies, LLC should be on the next agenda and the award should proceed as recommended by staff. The following is likely the best case scenario in the light of the foregoing.

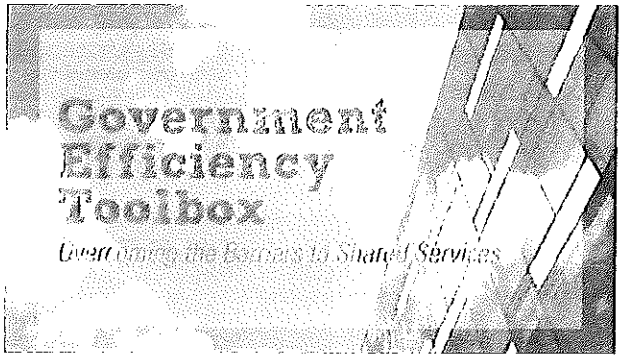
Attachments

CC: File

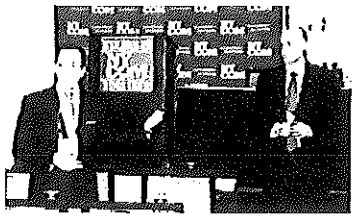
Government Efficiency Toolbox: Overcoming the Barriers to Shared Services

feel free to call us (518) 458-7112 clientservices@labergegroup.com

News, Planning, Presentations



(http://67.231.241.82/~labergeg/wp-content/uploads/2015/05/bensyden.jpg)Laberge Group, in partnership with DP Strategic Advisory Services, recently presented "Moving the Barometer: Overcoming Barriers to Shared Services in Local Government" at the 2015 NYCOM Winter Legislative Meeting held last month in Albany, NY.



Laberge Group is among the state's most experienced local government efficiency consulting firms. Our Strategic Assessment Team blends five decades of technical engineering skills with government operations and efficiency expertise to create cost efficient and effective solutions to providing municipal services. We look forward to the opportunity to discuss your community's needs.

Are you ready to overcome the barriers of shared services? Click here to view the presentation. (http://67.231.241.82/~labergeg/wp-content/uploads/2015/05/Overcoming-Barriers_ppt_v3.pdf)

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Addition to the Planning & Community Development Division (http://labergegroup.com/2015/06/30/addition-to-the-planning-community-development-division-2/)

Laberge Group welcomes Mr. Nathan Wojcik to the firm as a Junior Planner. Prior to joining the firm, Mr. Wojcik...

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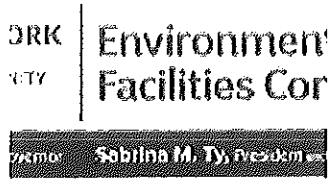
Let The Grant Games Begin! (http://labergegroup.com/2015/05/15/let-the-grant-games-begin/)



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Moving the Barometer

Overcoming Barriers to Shared Services in Local Government

February 9, 2015

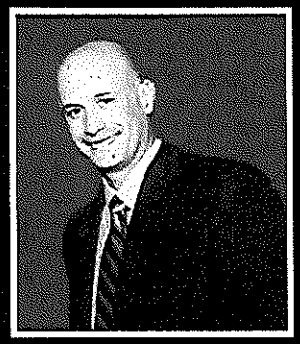
NYCOM

Laberge ENGINEERING ARCHITECTURE Group SURVEYING PLANNING

- and -

DP Strategic Advisory Services

Introduction



Laberge Group

Benjamin H. Syden, AICP, Vice President

DP Strategic Advisory Services

Dennis G. Pilla, Principal

Government Do-Over Day

What changes would you make on a government "do-over" day?

- In the current economic climate, spending of any kind is under the microscope and the pressure to cut back is intense
- Government organizations must strive to meet the implications of massive debt and loss of revenue sources
- Current service delivery is often redundant, inefficient and non-standardized
- Regionalized service delivery is sometimes considered unresponsive, detached and inflexible
- Municipal responsibilities are becoming increasingly complex and demanding

Drivers for Change

External

- Do More with Less - Declining state aid and funding
- Government policies and mandates
- Resident expectations and demands to lower cost and reduce duplication
- Resident demand for self-service, (i.e. interactive on-line tools and services)
- Financial incentives to cooperate to save and/or realize economies of scale

Internal

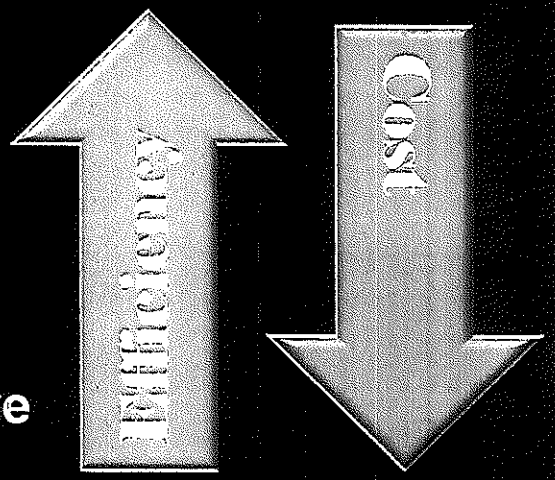
- Fiscal constraints
- Desire to improve service quality
- Growth and demographic shifts placing pressure on infrastructure
- Need to attract and retain skilled staff
- Need to keep up with rapid technology changes
- Need to standardize policies and technologies for greater accountability

Drivers for Change – Pressing Local Issues

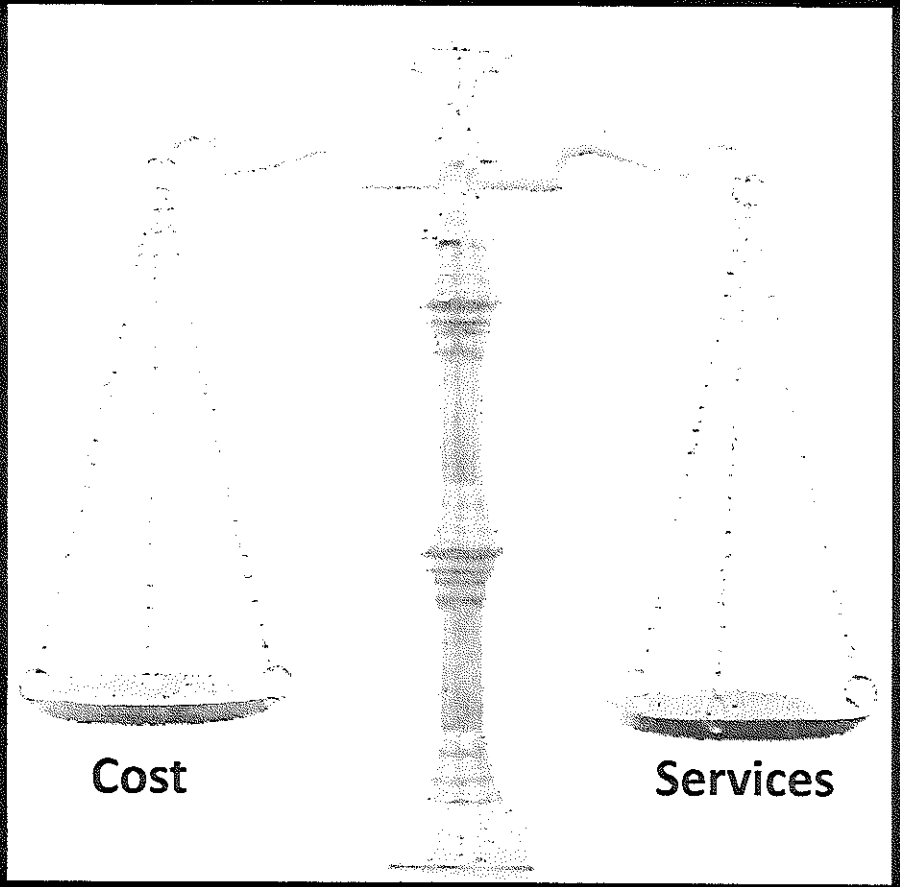
- Common need for large capital investment – Library e.g.
  - Rye Brook needed to build a library
  - Port Chester library needed major capital improvements
  - Unique shared capital funding formula became "win-win" for both villages & the library.
- Largest opportunity is likely the Police Department
  - Will find most opposition here
    - Public safety concerns
    - Unions
  - Start small – shared dispatch; shared detective division

The Primary Objectives of Shared Services

- To contribute to the efficiency and effectiveness of local governments
- To achieve cost reductions based on economies of scale and better leverage
- To eliminate or minimize duplication of services
- To share resources and specialized skills
- To improve service through timeliness, quality and cost management of common services
- To develop a model that results in a cost effective platform that is based on best practices, yet remains consistent and accountable to the people
- To focus on services that can be better provided through sharing or consolidating than they could by individual agencies



Balancing Community Values vs. Cost Savings



- Cost ↓
- Services ↔

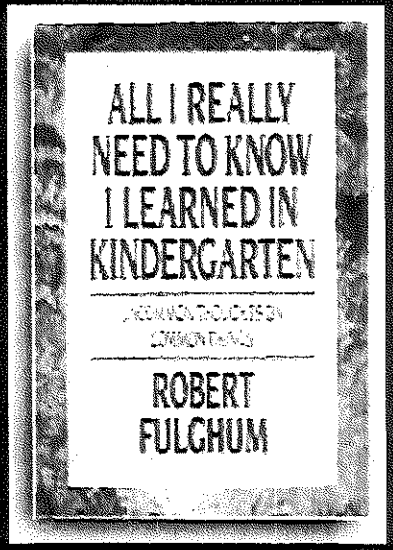
- Cost ↓
- Services ↑

- Cost ↔
- Services ↑

- Cost ↑
- Services ↑

All I Really Need to Know I Learned in Kindergarten

- **Share everything.**
- **Play fair.**
- **Don't hit people.**
- **Put things back where you found them.**
- **Clean up your own mess.**
- **Don't take things that aren't yours.**
- **Say you're sorry when you hurt somebody.**



Identifying The Barriers

Identifying The Barriers

Loss of Political/Power	• Who's in Charge • Seal/Logo • Community Identity
Control	• Budget • Timing of Provision of Services • Staffing – Hire/Fire
Level of Service	• Concierge Services • Frequency • Police/Public Safety • Response Time • Degradation of Service Provision
Unions	• Benefits • Titles • Longevity • Job Loss
Fiscal	• Cost • Staffing • Facilities • Revenue • Compatibility of Capital Assets

Overcoming Barriers: Managing Uncertainty & Fears

Stakeholder Involvement:

Key Actions:

- Engage staff early in the process to identify shared values and interests
- Identify areas of common ground and benefit
- Build consensus on partnership working and shared services
- Emphasize the contribution sharing can make to community goals
- Explain the various mechanisms that can be used (i.e. contracts, governance arrangements, service level agreements)

Stakeholder Interviews • Roundtable Discussions • Department Head & Staff Surveys

Overcoming Barriers: Building Consensus

Vision and Communication

Key Actions:

- Work with partners to develop a clear vision and plan
- Communicate the vision to all relevant stakeholders
- Allow all relevant stakeholders to be involved in 'fleshing out' the vision
- Ensure that the goals and values of the partnership are clearly articulated
- Deal with concerns and misconceptions
- Ensure the rationale shows the contribution of each partner
- Explain to individuals and groups the benefits they can expect

Overcoming Barriers: Building Consensus Continued

Managing Change

- Many issues identified are symptomatic of the prevailing culture
- Shared service arrangements demand skills and resources in moving from one way of working to another

Key Issues to be Dealt with:

- Identify and correct shortcomings in current systems and processes
- Introduce new systems and procedures that will ensure continuity of service
- Develop systems needed to ensure that costs are managed and benefits realized (i.e., cost tracking and standardization)
- Anticipate risks created by the transition and develop policies, procedures and mitigation plans to deal with them

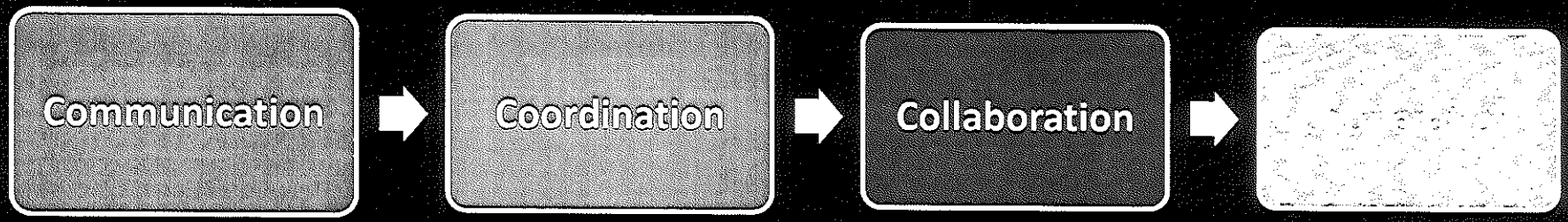
Overcome the Barriers – One By One

Consider Shared services versus outsourcing -

- Paid (shared) EMS was a hometown hero, but costs were out-of-line with other communities
- Attempts to consider alternate delivery models were met with great community resistance
- Cost anomalies were with back office. Outsourcing (or sharing) billing back office achieved cost improvements without impacting service delivery
- Shared services: "The lesser of the evils…"
- Look for asymmetrical opportunities

Demonstrate Leadership

- **Successful shared services are built upon committed and cooperative leadership.**
- **Leadership must understand and promote the 4 "C' s" of Shared Services:**



Keys to Success: Leadership

Effective collaborative working is first and foremost a human resources and political challenge.

Key Actions:

- Be aware of the effects change will have on employees and public opinion
- Job losses may be inevitable - carefully examine redeployment opportunities
- Initiate early dialogue with union officials
- Build commitment among staff to a new way of working
- Put the interests of customers above narrower political concerns
- Recognize that political support and resource availability will be key constraints on any progress

Keys to Success: Leadership

Leadership has a major bearing on the success of any initiative, particularly where staff engagement and reassignment is concerned.

Key Actions:

- **Understand areas of weakness**
- **Build a strong case for redesigning process and organizational structure**
- **Identify the new skills needed for managing and operating a shared service**
- **Maximize the potential contribution that existing staff can make through re-deployment and training**

Start with Small Projects & Build Upon Success

- **Purchasing**
- **Information technology**
- **Billing**
- **Functional Consolidation of Water District**
- **Civil Service/Human Resources**
- **Joint Fueling/Salt**
- **Snow Plowing/Sanitation Rerouting**
- **Joint Equipment**
- **Joint Management**

Examples of Overcoming Barriers

Village of Port Chester Dissolution & Shared Services Feasibility Study

- Purpose: To study the feasibility of Town dissolution to identify shared services among the Villages of Port Chester & Rye Brook - and identify areas of potential cost savings and improved efficiency
- Process: Explored many potential alternatives (i.e., consolidation of parks, shared personnel, equipment, police dispatch)
- Outcome: Town dissolution still under discussion. Shared service alternatives are still on the table.

Challenges:

- Dissolution remains highly charged for 3rd village involved
- Urban vs. Rural service levels
- Differences in pay scale making shared services appear more costly
- Need for detailed facility analysis to determine joint facility needs

Examples of Overcoming Barriers

Chemung County DPW Highway Services Study

- Purpose: **Explore alternatives for expansion of highway services and/or full consolidation of highway departments**
- Process: **Explored a wide range of options and alternative service delivery scenarios among different partners**
- Outcome: **Developed a hybrid model, combining aspects of functional consolidation, centralization, and decentralization**

Challenges:

- **Urban versus rural needs**
- **Skepticism: "If it isn't broke, why fix it?"**

Results:

- **Start with baby steps and remain flexible**
- **Develop a phased approach. First share specialized services and staff among a smaller partnership – grow partnership as trust evolves**

Examples of Overcoming Barriers

Albany Countywide Shared Services Highway Study

- Purpose: **Explore alternatives for expansion of highway services and/or full consolidation of highway departments**
- Process: **Explored a wide range of options and alternative service delivery scenarios among different partners**
- Outcome: **Developed a hybrid model, combining aspects of functional consolidation, centralization, and decentralization**

Results:

- **DPW Facility Analysis**
- **Joint Purchasing**
- **Developing of "Swap & Shop"**
- **Pilot Projects for Winter Maintenance**
  - **Road Exchange**
  - **Contracting for Services**
  - **Joint Facilities**

Examples of Overcoming Barriers

Other Examples of Shared Services and/or Consolidation in NYS

- Emergency Dispatch
- Code Enforcement
- Parks and Recreation
- Functional Consolidation of Water/Sewer Districts
- Winter Maintenance /Sidewalks
- Street Sweeping
- Circuit Rider Planning
- Solid Waste
- Public Defender
- Justice Courts
- Library
- Police Chief/Administration
- Building and Grounds
- Video Conference
- Economic Development

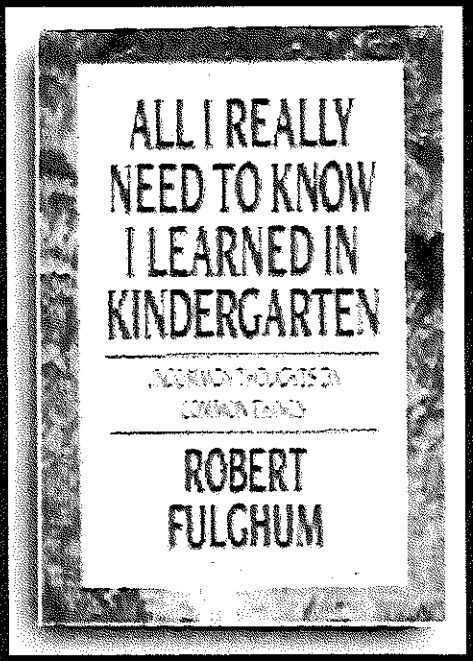
Be Creative

The Definition of Insanity

The definition of insanity is doing the same thing over and over again and expecting a different result

- Albert Einstein -

Questions and Answers...



- **What services do you share?**
- **What are some obstacles or barriers that exist in your community?**
- **How have you overcome those barriers?**

For further information contact:

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Benjamin H. Syden, AICP
Vice President
Email: bsyden@labergegroup.com
Website: www.labergegroup.com

DP Strategic Advisory Services
Dennis Pilla
President
Email: dennispilla@gmail.com

MOVING THE BAROMETER:

Overcoming Barriers to Shared Services in Local Government

By Ronald J. Laberge, PE, Executive Vice President, Laberge Group, Benjamin H. Syden, AICP, Vice President, Laberge Group and Dennis G. Pilla, Principal of DP Strategic Advisory Services and former Mayor, Village of Port Chester

It's easy to jump on the shared services and government efficiency bandwagon, but when it is time to act, are you ready to overcome the barriers?

Introduction

Every level of government in New York State is responding to the repercussions of a slow economic recovery, forced to develop municipal budgets that must account for unfunded mandates and increasing demand for quality services, all while keeping the budget under the tax cap. Shared service strategies have become increasingly critical to help municipalities meet these demands and have evolved from rhetoric to a standard of practice.

For some time, state and local officials have been aware of the high costs of duplicated government services, and they have responded by encouraging innovative solutions through intermunicipal cooperation. As economic conditions continue to strain the budgets of many local governments, discussions about consolidation and shared services agreements have flourished.

It is well known by those working in the day-to-day efforts of local government that resource sharing is not a new concept in New York State. Many local municipalities have been working together and sharing resources for decades on an informal basis. The current challenge is to identify new areas for sharing, both where savings are possible and barriers can be overcome to take advantage of these opportunities. The goal is simple – to maintain or improve delivery of service while achieving cost savings. While many local government leaders cite increased efficiency and/or the decreased costs as the primary shared service goal during a fiscal crisis, the process often leads to a further discussion about equity, quality and local control.

Government Do-Over Day

If you had a chance, what changes would you make on a ***Government Do-Over Day***? We all have ideas that fall under the same goal – improve delivery of services while simultaneously lowering the cost to taxpayers. But if it is so easy, why isn't everyone doing it? What

See: Proper Planning on Page 15

From Page 14: Proper Planning for Successful Shared Service Agreement Includes Understanding the Barriers that can Complicate Sharing Services

are the drivers for change, and what are the obstacles or barriers in our way?

The theory behind Government Do-Over Day is simple – if you had one chance to start over, would you establish the same government that exists today? Would you have one county, three cities, six villages, and 10 towns all providing the same services in the same manner, or would you change the way services are provided? Do municipal boundary lines established hundreds of years ago still encourage the efficient delivery of services?

Government service delivery is often redundant, inefficient and non-standardized. Regionalized service delivery is often considered unresponsive, detached and inflexible. In the current climate, spending of any kind is under the microscope, and the pressure to cut back is intense. Government leaders are being asked to do more with less, run their community like a business, keep a lid on tax increases in the face of government policies and mandates, and to do so while grappling with an increased need or expectation by their residents for a concierge level of service. So where do we go from here?

Identifying the Barriers

Sharing services is a proven way to lower costs and increase fiscal and operational efficiency. Cooperating with a neighboring municipality, school district, or quasi-public agency can produce direct cost savings to services that can be shared. Savings can be the result of economizing on the scale of shared purchases, consolidating staff, or reorganizing service delivery routes to increase productivity and efficiencies (i.e. winter maintenance or sanitation. A shared service approach that charges a fee based on actual utilization can also reduce service delivery costs, as can functional or full consolidation. These approaches, because of their potential for cost reduction, improved services and increased efficiencies, have quickly gained support among local leaders across the state.

In preparing to enter into the planning of shared services, it is important to understand the barriers. Fear of change often paralyzes local leaders or staff members. The barriers to successful shared services are often political and center around the level of service provided, personnel management issues and fiscal impacts.

First and foremost is the fear of a loss of political power and control. Communities may have different political allegiances, making sharing services a challenge. There likely will be internal politics associated with who will be in charge of the shared services program, the location and type of service delivery, and the budget and cost allocation of the services rendered. While sharing services and yielding cost savings is the goal, municipalities aim to control their direct ability to address their unique needs and conditions. This is one of the most critical barriers for sharing.

In addition, if there is a shared management team, how the roles will be shared between the two or more entities at times results in having to rise above trust issues that may exist between the entities. To overcome these issues, it is important for local authorities to carefully consider their agreements and not to rush into a situation that may not be the right fit.

A second batch of obstacles comes equally from elected officials and residents alike – a fear of the degradation of the level of services provided. While many municipal functions are provided similarly (e.g. highway or DPW services, assessment, purchasing,

See: Shared Service Plan on Page 16

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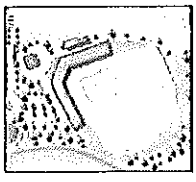
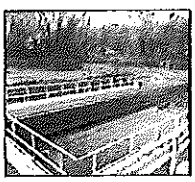
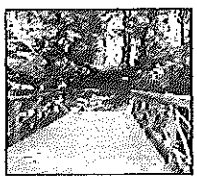
New York State Offices in Albany and Utica
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licensing, billing, IT technology, public safety and fire services), the level and response rates often vary across boundaries and even across regions. In some communities, residents receive, or expect to receive, concierge level services. This may come in the form of rear yard pick-up of garbage, vacation police checks or in sidewalk snow plowing and is often a key obstacle in increased sharing of services.

A third group of barriers arises from staff. Sharing services typically means consolidating resources and personnel into a shared function, and so there are potential job losses and foreseeable interest and participation of unions. Often, this is the most significant barrier to shared services, and much care must be taken to evaluate the positions and services to be involved in sharing agreements and to preserve the rights and future of our valued municipal employees.

Finally, while potentially less volatile and/or emotional than the aforementioned barriers, the fiscal concerns and obstacles are very real. Compatibility of equipment, training, staff and facilities can be a sticking point in negotiations, especially when communities have different resources. In addition, municipal treasurers and comptrollers will all have questions regarding the repayment of debt, potential loss of revenues and the long-term cost of services. Each of these can be negotiated in good faith.

Overcoming the Barriers to Shared Services in Local Government

To overcome the barriers identified above, it is important to have strong leadership, a clear vision and to promote the four "Cs" to shared services:

- Communication
- Coordination
- Collaboration
- Cooperation

Successful shared services are built upon committed and cooperative leadership, and have a major bearing on the success of any initiative, particularly where service realignment and potential staff reassignment is concerned. Effective collaborative working is first and foremost a human resources and political challenge. Leaders must build trust – with other local officials, with the staff and employees, and with the general public. A case for change must be developed and well articulated, and community buy-in for change is a requirement for success.

Identifying the Barriers

- Loss of Political Power
  - Who's in Charge
  - Seal/Logo
  - Community Identity
- Control
  - Budget
  - Timing of Provision of Services
  - Staffing – Hire/Fire
- Level of Service
  - Concierge Services
  - Frequency
  - Police/Public Safety
  - Response Time
  - Degradation of Service Provision
- Unions
  - Benefits
  - Titles
  - Longevity
  - Job Loss
- Fiscal
  - Cost
  - Staffing
  - Facilities
  - Revenue
  - Compatibility of Capital Assets

Begin with identifying the "low-hanging fruit." Areas of potential small projects may be found in the back office functions of purchasing, information technology, billing, receiving of taxes and human resources. Larger more visible changes or opportunities for shared services may be found in joint fueling and/or equipment sharing, joint winter and summer maintenance, or in the consolidation of special districts, courts and public safety.

"The definition of insanity is doing the same thing over and over again and expecting a different result," Albert Einstein once said. Now is the time to set a clear vision, identify the opportunities and the barriers to success and cooperatively plan for ***Government Do-Over Day.*** ❐

Steers, Christopher

From: Steers, Christopher
Sent: Friday, July 31, 2015 12:06 AM
To: Pilla, Dennis (Mayor)
Cc: SaverioTerenzi (Trustee External EMail); Ameigh, Chris; Board of Trustees and Mayor Preferred EMail Group; Veltri, Maryanne; Cerreto, Tony; Douglas, Leonie
Subject: RE: Dog Park Documents

Dennis,

- Did not imply anything just stated the facts.
- Not arguing, again just stating the facts.
- You approved the RFP approach.
- We received three responsive Bids from bidders that can provide and install fencing, asphalt, shrubs, and particular poop stations and benches.
- Did not state that you were pushing towards a specific contractor: *"That's a bit much to overpay when other vendors are ready, willing, and able to do the job for much less in the same timeframe."* Who exactly?
- Yes its I can negotiate terms and pricing (final pricing has not been determined yet).

I am perhaps more cognizant of the tax payer's dollar than you realize as I have to sign off on every Village bill and expenditure. As such I must note that historically the Village seems to have been penny wise and pound foolish in many instances; and I have worked diligently with this and other boards over the last six years to clean up the messes left behind from that short sightedness.

I am not sure what phone call you are referring to, we spent about an hour and a half together today discussing this and other items in detail. Further, you were in the office from about 3:30 until about 5:15; if you needed to, we could have spoken some more then.

In any case, you seemed very out of sorts today and I am concerned that any further conversations with you on this issue this week will be counter-productive. Let's talk next week.

Have a good weekend.

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

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From: Pilla, Dennis (Mayor)
Sent: Thursday, July 30, 2015 8:53 PM

To: Steers, Christopher <CSteers@PortChesterNY.com>
Cc: SaverioTerenzi (Trustee External EMail) <SamTcpa@aol.com>; Ameigh, Chris <CAmeigh@PortChesterNY.com>; Board of Trustees and Mayor Preferred EMail Group <BoardofTrusteesandMayorPreferredEMailGroup@PortChesterNY.com>; Veltri, Maryanne <mveltri@PortChesterNY.com>; Cerreto, Tony <TonyC@PortChesterNY.com>
Subject: Re: Dog Park Documents

Dear Chris
I don't know how to react with you implying there is a push to a particular fence company. There is certainly no push coming from this way I assure you. I don't care who gets picked - I do care how much it costs the taxpayers. I am quite sure the Comptroller would have no problem with the sincerity of my intent. The bids are more than our budget - largely because of the RFP approach.

I see an uncompetitive bid spec - caused by unreasonable assumptions that a vendor might sell fencing, asphalt, shrubs, and particular poop stations and benches - and I see the fact that the vendor you are selecting bid 40% more for the fence than the lowest fence bid - the most important and most expensive item - that we immediately need for the park. That's a bit much to overpay when other vendors are ready, willing, and able to do the job for much less in the same timeframe.

I simply don't want to overpay for the convenience of having 1 stop shopping for theses other items that are not on the critical path (a fence and signs). I do want to give you the opportunity to negotiate the fence down near that lowest price however - if that is legal (?)

Nor do I wish to get into a protracted argument with you here.

Please call me when you can as I have requested.

Many thanks
Dennis

Sent from my iPhone - please excuse any typos...

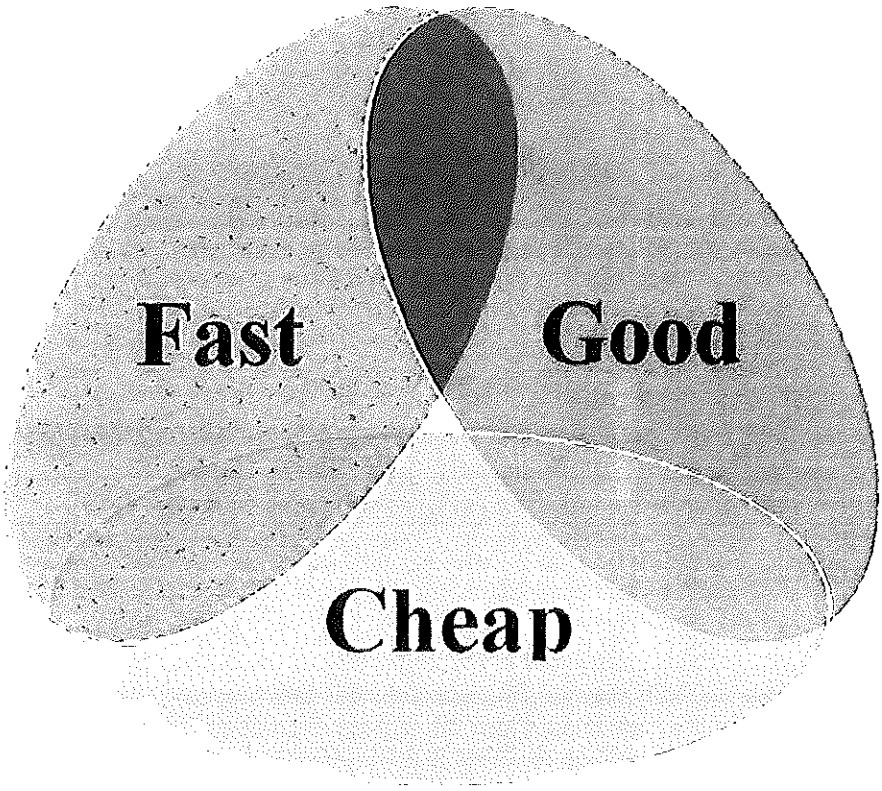
On Jul 30, 2015, at 8:20 PM, Steers, Christopher <CSteers@PortChesterNY.com> wrote:

> Gentlemen,
>
> This is really much ado about nothing. As I expressed to the Mayor in our conversation earlier today and as a matter of fact throughout this entire process, the BID was designed for several specific purposes:
>
> 1. To know the actual cost of building the dog run the right way
> 2. To have a single contractor perform the work (to alleviate additional delays)
> 3. To allow for a competitive process (we received 5 bids)
> 4. To allow for the Village to pare back as needed to remain within budget
> 5. To allow for the potential to accept additional donations in alignment with Item 4
> 6. To have a professionally designed professionally installed dog run to insulate the Village as much as is reasonably possible from apparent liability

7. To comply with the State Comptroller's position on the need for competitive bidding so as to not circumvent the subject laws relating to Item 3

Next, there seems to be a push towards a particular fence company, who by the way was not responsive to the BID. To scrap the BID process at this point is at least perilous as it at a minimum suggests manipulation of the BID, and at its worst could be considered BID rigging. I for one would not recommend the foregoing nor do wish to be placed into a position to have to explain this to the State Comptroller or to a Court. I also do not appreciate the attempt to maneuver me into contravening the majority will of the Board.

The BOT as a whole approved this process and aligned behind the "Project Triangle" described by Trustee Brakewood:



EXAMPLE: *You are given the options of Fast, Good, and Cheap, and told to pick any two. Here Fast refers to the time required to deliver the product, Good is the quality of the final product, and Cheap refers to the total cost of designing and building the product. This triangle reflects the fact that the three properties of a project are interrelated, and it is not possible to optimize all three – one will always suffer. In other words you have three options:*

- *Design something quickly and to a high standard, but then it will not be cheap.*
- *Design something quickly and cheaply, but it **will not be** of high quality.*
- *Design something with high quality and cheaply, but it will take a relatively long time.*

The process allows us to build a safe dog run, within a park, next to a children's playground. Again, the BID is structured to allow us to come in on budget while simultaneously allowing us to accept donations to cover any gaps. The budgeted amount is likely more than adequate to cover the core project costs. I will be meeting with the lowest responsive bidder tomorrow to work through the details and hopefully come to an agreement. I will keep you posted.

Respectfully,

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

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From: Saverio L. Terenzi [mailto:samtcpa@aol.com]
Sent: Thursday, July 30, 2015 5:45 PM
To: Pilla, Dennis (Mayor) <DPilla@PortChesterNY.com>
Cc: Ameigh, Chris <CAmeigh@PortChesterNY.com>; Board of Trustees and Mayor Preferred EMail Group <BoardofTrusteesandMayorPreferredEMailGroup@PortChesterNY.com>; Steers, Christopher <CSteers@PortChesterNY.com>; Veltri, Maryanne <mveltri@PortChesterNY.com>; Cerreto, Tony <TonyC@PortChesterNY.com>
Subject: Re: Dog Park Documents

Dennis,

I'm confused as usual. Who was charged with preparing the specs for this $#%&ing park. The Village or the Dog Park people. My concerns that the Park doesn't look like a piece of garbage. My other concerns is who is filling in the gap in this pricing structure. Even @ $112,000 that seems we are still $30K short, and that takes into consideration the fact that we killed the walkway. I hate to see what the number would have been if the walkway was handled.

Comparing this to the baseball group is a little different. The PCYBL probably have more Board of Directors than the total amount of people that are going to use this park. It's a group of people with expertize
in many different areas and they run a program that probably touches 50% of the community indirectly.

Not too sure how you pull the bids at this point. If you just want to isolate just the fencing and rebid then who will be responsible for all of the rest of the items that seem to be needed. I'm not too sure the rest of the BOT is in a position to abdicate complete control over this project.

Just my two cents.

Sam,

Saverio L. Terenzi CPA PLLC
225 Westchester Ave. #311
Port Chester, New York 10573

914-937-0601

914-937-6961 (fax)
914-391-2066 (cell)

-----Original Message-----
From: Pilla, Dennis (Mayor) (Mayor) <DPilla@PortChesterNY.com>
To: SaverioTerenzi (Trustee External EMail) <SamTcpa@aol.com>
Cc: Ameigh, Chris <CAmeigh@PortChesterNY.com>; Board of Trustees and Mayor Preferred EMail Group <BoardofTrusteesandMayorPreferredEMailGroup@PortChesterNY.com>; Steers, Christopher <CSteers@PortChesterNY.com>; Veltri, Maryanne <mveltri@PortChesterNY.com>; Cerreto, Tony <TonyC@PortChesterNY.com>
Sent: Thu, Jul 30, 2015 5:12 pm
Subject: Re: Dog Park Documents

Sam
Actually I want to pay the least for a fence and get everything else donated by the Dog Park Group - like they wanted to do.

But it looks like we
will overpay for the fence by about $20k (40%) instead, and buy other stuff (benches, shrubs, poop stations,...) that we could have received and had installed for free.

Rather disappointing.

Tomorrow is the 60 day deadline
btw... and the contract is not even awarded.

Too bad we pre-authorized this.
It really didn't buy us any time - and it locked us in to a very uncompetitive
approach (The cheapest fence company was eliminated because they don't do shrubs
or poop stations - even though staff said on the record that they would consider
partial bids, I seem to recall...)

Passing that resolution was a *big*
mistake in hindsight.

Had we not, I would have suggested instead that we
reject these bids because the "lowest responsible bidder" ($112.8k) is much higher than our budget ($80k).

We should have let the dog park group install
the fence and other stuff to our spec (with an insurance certificate), which they wanted to do in the first place, and which NYCOM counsel said is not prohibited by NYS law.

Isn't that what the Baseball League did at Lyon Park?
That's apparently done all over NYS - for good reason...

Can't wait to hear
the outcome on this...

I added a discussion for the BOT to be briefed at our
upcoming meeting.

Best regards
Dennis

Sent from my iPhone - please
excuse any typos...

On Jul 30, 2015, at 4:31 PM, Saverio L. Terenzi
<samtcpa@aol.com<mailto:samtcpa@aol.com>> wrote:

Ok, does he want the BOT to
bid on this project. Just let me know who the lowest qualified bidder and
let's
award the contract. Not sure why we need to get the specs. But what do I
know.

Saverio L. Terenzi CPA PLLC
225 Westchester Ave. #311
Port Chester,
New York 10573

914-937-0601
914-937-6961 (fax)
914-391-2066
(cell)

-----Original Message-----
From: Ameigh, Chris
<CAmeigh@PortChesterNY.com<mailto:CAmeigh@PortChesterNY.com>>
To: Board of
Trustees and Mayor Preferred EMail Group
<BoardofTrusteesandMayorPreferredEMailGroup@PortChesterNY.com<mailto:BoardofTrusteesandMayorPreferredEMailGroup@PortChesterNY.com>>
Cc:
Steers, Christopher
<CSteers@PortChesterNY.com<mailto:CSteers@PortChesterNY.com>>; Veltri,
Maryanne
<mveltri@PortChesterNY.com<mailto:mveltri@PortChesterNY.com>>
Sent: Thu, Jul
30, 2015 11:55 am
Subject: Dog Park Documents

As per the mayor's request.
Attached are the original Dog Park specifications and plans along with the
Bid
package.

Thank You,

Christopher Ameigh
Aide to the Village Manager
914
939 2200
222 Grace Church Street
Port Chester NY 10573

Steers, Christopher

Subject:	bulkhead interviews
Location:	conf room
Start:	Tue 6/2/2015 7:00 PM
End:	Tue 6/2/2015 9:00 PM
Show Time As:	Out of Office
Recurrence:	(none)
Meeting Status:	Accepted
Organizer:	Youngblood, Jesica
Required Attendees:	Ameigh, Chris; Steers, Christopher; Gomez, Chris
Importance:	High

Boswell, McLaren: final interviews for bulkhead design grant.

Steers, Christopher

Subject:	Meet w/Trustee Adams
Location:	VM Office
Start:	Wed 6/3/2015 2:30 PM
End:	Wed 6/3/2015 3:30 PM
Recurrence:	(none)
Meeting Status:	Accepted
Organizer:	Veltri, Maryanne
Required Attendees:	Steers, Christopher

Trustee Greg Adams - cell: (914) 498-4325 or home: (914) 481-1121

BOSWELL ENGINEERING
ENGINEERS ▫ SURVEYORS ▫ PLANNERS ▫ SCIENTISTS
330 Phillips Avenue • P.O. Box 3152 • South Hackensack, N.J. 07606-1722 • (201) 641-0770 • Fax (201) 641-1831

VIA REGULAR AND
ELECTRONIC MAIL

June 5, 2015

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

Ms. Jesica Youngblood, Planner
Planning and Development
Village of Port Chester
222 Grace Church Street, Room 202
Port Chester, New York 10573

Dear Mr. Steers and Ms. Youngblood:

Boswell Engineering was established in 1924. Throughout our 91 year history and three generations of family management, our reputation for integrity has been beyond reproach. Therefore, we were very disturbed by the content of our conversation with you yesterday. Three things in particular were disconcerting.

First, you asked us why we "changed" our presentation from our initial interview to the interview with the Mayor and three trustees. The presentation was identical in both cases, except we changed the date on the first slide of our Power Point presentation. Neither the two Boswell employees with me for both presentations, nor I, have any idea what you were talking about when you asked why we changed the presentation.

Second, you asked me what you termed a "frank" question, inquiring if we had spoken to any trustee prior to our presentation. As I indicated to you, we did not, but there is a nefarious implication in the question itself.

Third, you felt it necessary to have your counsel on the call. It is virtually unprecedented in my experience for a potential client to feel the need for a lawyer to participate in a conference call asking for clarification of a presentation.

Based on the above, we withdraw from consideration for this project. We do not take this action lightly, but we will always hold our reputation for integrity as the paramount consideration in all of our actions, and we are extremely uncomfortable with our interpretation of your implications in yesterday's conference call.

We wish the Village of Port Chester the best of luck with this project.

Very truly yours,

BOSWELL ENGINEERING

Stephen T. Boswell, Ph.D., P.E., SECB, LSRP

STB/mmf
cc: The Honorable Dennis G. Pilla

150605L1

BOSWELL ENGINEERING

Steers, Christopher

From:	Steers, Christopher
Sent:	Friday, June 05, 2015 5:00 PM
To:	Board of Trustees and Mayor Preferred EMail Group; sltcpa@aol.com; SaverioTerenzi (Trustee External EMail)
Cc:	Cerreto, Tony; Youngblood, Jesica; Gomez, Chris
Subject:	Bulkhead RFP
Attachments:	June 5 2015 Letter.pdf; Response to June 5 2015 Letter.pdf

Gentlemen,

Please see attached.

Boswell has withdrawn from consideration in the process. Please read their letter and my response to same.

The questions I directed to Mr. Boswell were aimed at preserving the integrity of the process. The questions were necessitated due to the concerns raised by Trustee Adams and other member's present in the executive session.

At this point my suggestion is to bring back the remaining **three** applicants for a similar but more **structured interview.** Thereafter the Board can make its selection.

Otherwise I would suggest we would need to re-bid /RFP and start over.

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

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Steers, Christopher

From: Steers, Christopher
Sent: Friday, June 05, 2015 4:44 PM
To: 'Margherite Faiello'; Pilla, Dennis (Mayor); Youngblood, Jesica
Cc: stboswell@boswellengineering.com
Subject: RE: Bulkhead RFP
Attachments: Response to June 5 2015 Letter.pdf

Hello, attached is a follow up to the below.

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

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From: Margherite Faiello [mailto:mfaiello@boswellengineering.com]
Sent: Friday, June 05, 2015 1:58 PM
To: Pilla, Dennis (Mayor); Youngblood, Jesica; Steers, Christopher
Cc: stboswell@boswellengineering.com
Subject: Bulkhead RFP

Attached is a letter from Stephen T. Boswell dated June 5, 2015. The original letter has been mailed via USPS.

Margherite M. Faiello
Administrative Assistant to Stephen T. Boswell

BOSWELL ENGINEERING
330 Phillips Avenue
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Tel: (201) 373-8900 Fax: (201) 641-2211
ENGINEERS/PLANNERS/SURVEYORS/SCIENTISTS

VILLAGE OF
PORT CHESTER
222 Grace Church Street, Port Chester, NY 10573

Christopher D. Steers
Village Manager

(914) 939-2200
Fax: (914) 937-3169
E-mail: csteers@portchesterny.com

June 5th, 2015

Mr. Stephen T. Boswell Ph.D.
330 Phillips Avenue
P.O. Box 3152
South Hackensack, N.J. 07606-1722

VIA REGULAR AND ELECTRONIC MAIL

RE: Bulkhead RFP & follow Up Questions

Dear Mr. Boswell:

Reference is made to your letter dated June 5th, 2015 and your withdrawal from consideration for the above referenced RFP.

It was your reputation for quality, integrity and professionalism as well as your company's extensive experience that moved your organization into becoming one of the finalists for consideration. The questions put to you in the referenced conversation were about any third party contacts and our concern that the Board members present may not have gotten the full benefit of the content of the presentation that you and your colleagues gave to staff. You are correct about the slide show but we were concerned that the time constraints may have impacted the free flowing dialogue staff experienced when we first had the opportunity to meet. You did acknowledge that you wanted to have more time for questions and answers so you spent less time on the presentation.

This is why we asked if you would be amenable to a final question and answer session with the Board of Trustees to answer some of the additional questions that came out in the Board's subsequent deliberations. The Attorney's presence on the call was for my own benefit to assure that I or my other staff did not say anything that would taint the process. No implication or insinuation was intended nor do we believe was conveyed.

In any case, should you choose to re-consider we would be more than happy to have you continue to be a candidate in the process. Please let me know. Otherwise, thank you very

much for your interest in working with the Village, we learned a lot from your input and appreciate your professionalism.

Sincerely,

Christopher D. Steers
Village Manger

Cc: Dennis Pilla, Mayor
Board of Trustees
Tony Cerreto, Village Attorney
Christopher Gomez, Director of Planning and Development
Jesica Youngblood, Planer
Christopher Ameigh, Administrative Aide

Steers, Christopher

From: Steers, Christopher
Sent: Monday, June 08, 2015 7:12 PM
To: Pilla, Dennis (Mayor); Ceccarelli, Gene (Trustee)
Cc: Board of Trustees and Mayor Preferred EMail Group; sltcpa@aol.com; SaverioTerenzi (Trustee External EMail); Cerreto, Tony; Youngblood, Jesica; Gomez, Chris; Ameigh, Chris
Subject: RE: Bulkhead RFP
Attachments: FINAL Bulkhead RFP rubric May 2015.pdf; FINAL Bulkhead RFP rubric - combined totals May 2015.pdf

Importance: High

Gentlemen,

The purpose of the process is simply to have the entire board weigh in on what is likely one of the most important projects the Village will be undertaking. Secondly the other purpose was and is to maintain transparency in the process (although the executive session seems counter intuitive to this, it allowed for additional vetting by the BOT allowing for more frank discussions as occurred).

BTW Boswell contacted us late today to let us know that they have reconsidered and they are anxious to continue in the process.

In the context of the afore going and in the interest of preserving the integrity of the process my prior recommendation remains the same. Bring back the two finalists on the 15th for a final public vetting, and immediately thereafter the Board can make its choice. We have finalized the additional questions discussed, which will be forwarded to both applicants.

Please see attached staff's rubric on responsiveness to the RFP and our ranking based upon the metrics therein and staff's interviews. I belief both rubrics distill down the submittals and ranks to a simplified and understandable level.

Christopher D. Steers, MPA, CFM
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Port Chester, NY 10573
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Fax (914) 937-3169
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From: Pilla, Dennis (Mayor)
Sent: Saturday, June 06, 2015 9:04 PM
To: Ceccarelli, Gene (Trustee)
Cc: Board of Trustees and Mayor Preferred EMail Group; Steers, Christopher; sltcpa@aol.com; SaverioTerenzi (Trustee

External EMail); Cerreto, Tony; Youngblood, Jesica; Gomez, Chris
Subject: Re: Bulkhead RFP

+1 on allowing staff to recommend.

Sent from my iPhone

On Jun 6, 2015, at 8:52 PM, "Ceccarelli, Gene (Trustee)" <GCeccarrelli@portchesterny.com> wrote:

> This was not the best turn of events, but we have to move on.
>
> I spent hours reading the RFP responses for the 2 finalists, and making prep notes for the presentations. This was not what I initially thought would be the most productive way to make a selection, but I went along with it. My position has, and continues to be, that Staff do a complete vetting job, and then based on their ***collective findings***, a recommendation be made on the finalists. (Sort of like the matrix that was initially presented to the BOT at the start.)
>
> I personally put a lot of stock into our professional staffs' assessments, which will weigh heavily into my decisions. I would never have had the time to do all of the groundwork that was needed to declare the 2 recent finalists.
>
> I hope that the rest of the Board agrees to allow Staff to do the heavy lifting as the process continues, and come back with a recommendation of 1st, 2nd, and 3rd (or just 1st). But if members of the Board want to do the vetting themselves, then I guess I will have no other choice but to dig in myself.
>
> I don't know about anyone else, but a hundred bucks a week for this kind of work is a little low. Can I get a 2nd on a resolution to at least go to $101?

From: Steers, Christopher
Sent: Friday, June 05, 2015 4:53 PM
To: Board of Trustees and Mayor Preferred EMail Group; sltcpa@aol.com; SaverioTerenzi (Trustee External EMail)
Cc: Cerreto, Tony; Youngblood, Jesica; Gomez, Chris
Subject: Bulkhead RFP

Gentlemen,

Please see attached.

Boswell has withdrawn from consideration in the process. Please read their letter and my response to same.

The questions I directed to Mr. Boswell were aimed at preserving the integrity of the process. The questions were necessitated due to the concerns raised by Trustee Adams and other member's present in the executive session.

At this point my suggestion is to bring back the remaining **three** applicants for a similar but more **structured interview**. Thereafter the Board can make its selection.

Otherwise I would suggest we would need to re-bid /RFP and start over.

Christopher D. Steers, MPA, CFM
Village Manager

222 Grace Church Street
Port Chester, NY 10573
Phone (914) 939-2200
Fax (914) 937-3169
CSteers@PortChesterNY.com

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BULKHEAD RFP - VILLAGE OF PORT CHESTER, NY
ASSESSMENT CRITERIA

	COWI-OCC	LANGAN	McLAREN	BOSWELL
Cost	$ 193,032	$ 333,000	$ 275,754	$ 228,263
Time	8 Months	13-14 months	13 Months	4.5 months (147 days)
Staff, plus Subconsultants	17, +1	7 +3	8 +4	10
M/WBOE	Pereira Engineering & Hydro Data, Inc; Ocean & Coastal	Eliana Construction Consultants; Atlantic Testing Laboratories	Through subs Setty & Associates; Jersey Boring and Drilling; Historical Perspectives, Inc	U&S Engineers, PC; Richard Grubb & Assoc.
PE's on Staff	YES	YES	YES	YES
Divers on Staff	YES	No (sub contractors)	YES	YES
# OF MEETINGS (included in price)	3	2	5	2
RFP/NYSDOS Contract Task Comparison		**A = Above Compliance**	**C = Complies**	**D = Deficient**
Task 6 *Second Project Meeting - Meeting held; Provide written meeting summary*	C	C	C	C
Task 7.a *Site Reconnaissance - Perform detailed site investigation; Provide maps and written summary of findings*	C	Believes that current data on subsurface conditions sufficient. Would back out $68,000 of cost to avoid borings	Included a PHASE 1 ESA; detailed subsurface investigation; Archeological and historic resource survey; Wetlands assesment	C
Task 7.b *Schematic Designs - Provide 3 schematic designs with a summary*	C	Describes process for place making design focus in design	C	C
Task 8 *Public Meeting - Hold public meeting on designs, provide summary of comments*	C	C	C	Did not reference providing comments for meeting
Task 9 *Construction Req. Analysis - Provide written construction analysis and hold pre-permitting meeting with identified entities*	C	C	C	Only referenced meeting with DOS
Task 10 *Environmental Quality Review - SEQRA documents*	Additional Cost for DEIS (however all respondants anticipate Type II Action)	C	C	C
Task 11 *Draft Final Design - Provide Draft Design and supporting materials*	90% completion; will include Opinion of Probable Cost	C	60% completion; contingency for cost at 20%; will include Opinion of Probable Cost	C
Task 12 *Final Design and Construction Documents - Provide same*	Going to provide updated Opinion of Probable Cost	Will provide final cost estimate	Will provide a 15% Opinion of Probable Cost	C
Task 13 *Permits - Required permits and approvals; Provide written certification of floodplain management compliance (if applicable)*	Fish, wildlife, habitat study (additional cost); SWPPP not included; 2 rounds of permit revisions included in price	Will respond to all requests for information from agencies	Pre-Application meeting; Floodplain Management Certification included in price	Does not speak to any services beyond the Filing of applications for permits
Out of Scope Services Provided	Bid Assistance and Construction Management and Full-time Resident Engineer (during construction) available for additional $154,072	Placemaking focused design, (assesment of pedestrian uses, accessibility, lighting and plantings)	Construction Admin and inspection services available for additional $111,500	Construction Admin and inspection services available for additional $149,830
Relevant Experience	Byram River - Greenwich bulkhead; Croton Yacht Club; Tuckahoe; Bridgeport; Poughkeepsie waterfront; Brooklyn Marine Terminal	Hudson Riverfront - Jersey City X3; East River - Brooklyn X3; Gowanus - Brooklyn; Hunts Point - Bronx; New Haven Harbor - New Haven X2; Hudson River - Peekskill Landing; Newtown Creek - Queens	Water Front Park - Dobbs Ferry; 4th and 5th St Piers - Brooklyn NY; Homeport Bulkhead/Seawall rehab - Staten Island NY; As Needed Waterfront facility design and inspections - NYC Ferry System 2005-2012; SUNY Maritime campus pier rehab - Throgs Neck NY; Brooklyn Navy Yard as needed - Brooklyn NY; Long Slip Bulkhead Restoration - Hoboken NJ; Green Street Pier rehab/reconstruction - Brooklyn NY	NY, NJ projects; New Rochelle Bulkhead; Hoboken 'Castle Point and Sinatra Park;' Passaic bulkhead repair; Garfield, NJ: public park and placemaking
Conducted Site Visit	YES	Yes	Yes	YES

SCORE SHEET

		LANGAN	BOSWELL	OCC/COWI	MACLAREN
Proposal - %	**70**	*61*	*64*	*63*	*64*
Specialized Experience of Firm - %	25	24	24	24	24
Project Personnel - %	50	42	44	43	44
Approach to Proposal - %	25	21	23	23	24
Staff Interview - %	**30**	*24*	*27*	*23*	*27*
Presentation: Style, content, ability to meet time constraints; effectiveness; communication/presentation skills	9	7	8	6	8
Questions & Answers: Technical experience; managerial experience; creativitiy; communication skills	12	10	11	10	11
Project Team: Principal-in-Charge; Project Manager; Project Engineer	9	7	8	7	8
		85	**91**	**86**	**91**

	LANGAN	BOSWELL	OCC/COWI	MACLAREN
Proposal Price	$ 398,000	$ 228,289	$ 193,032	$ 275,754
DOS Contract Requirement Completeness	YES	YES	YES	YES
Out of Scope Services Provided	none provided	$149,830	$ 154,072	$111,500
Timeframe Proposed	13-14 months	5 months	8 months	13 months

Exhibit "B"

AWARDING BID FOR FENCING FOR DOG RUN IN ABENDROTH PARK

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, the Board has previously acknowledged a $25,000 gift from the Port Chester Dog Park Group and an additional $25,0000 gift from the Port Chester Dog Park Group and PetSafe subject to the terms of the PetSafe contest rules to defray the cost of the dog run; and

WHEREAS, Dog Park Capital Project 5.7110.400.2015.159 has been established for this project; and

WHEREAS, the Village of Port Chester has advertised for bids for fencing for the proposed dog run in Abendroth Park (Bid No. 2015-09); and

WHEREAS, with the release of an addendum to the bid package, the Village has commensurately extended the date for the opening of bids to July 27, 2015 and

WHEREAS, the Board desires that this matter be expedited so that construction can begin without delay. Now, therefore, be it

RESOLVED, that the Village Manager is hereby authorized to consider and make an award to the lowest responsible bidder with regard to the fencing for the dog run at Abendroth Park within the budgeted allocation for this project.

Approved as to Form:

Anthony M. Cerreto, Village Attorney

Fencing

$25k – gift → PC Dog Park Grp
$25k – gift → PC " & Pet Safe

ROLL CALL

AYES: Trustees, Brakewood, Ceccarelli, Marino, Adams and Mayor Pilla.
NOES: None.
ABSENT: Trustees Terenzi and Kenner.

DATE: July 20, 2015

Exhibit "C"

Dolph Rotfeld Engineering, P.C.

CONSULTANTS & DESIGNERS

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

July 29, 2015

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

RE: Port Chester Dog Park
Bid No. 2015-09
Port Chester, New York

Dear Mr. Steers:

On July 27, 2015, five bids were received for the above referenced project. Two of the bids only included pricing for fencing while another bid neglected to include a bid price for one of the line items. These three bids were deemed unresponsive.

Of the remaining two bidders the bidder with the apparent lowest bid was Central Industries, Inc. of Yonkers, NY with a base bid price of $112,811.00. An Alternate of the contract represents a substitution of the line item for "Asphalt Pavement at seating area" in the base bid for "Gravel Pavement w/ steel edge at seating area." Considering the substitution of this line item with all received Alternate bids, the bidder with the apparent lowest adjusted bid price is Central Industries, Inc. with an adjusted bid price of $124,241.00.

This office has checked some of the municipal references provided by Central Industries, Inc. and has found that their work is satisfactory and that they are capable of completing the work.

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

Sincerely,

James Natarelli, P.E.

C: A. Cerreto, Village Attorney
J. Richards, Village Clerk
L. Douglas, Village Treasurer
R. Morabito, Village DPW General Foreman
C. Summa, Village DPW Assistant General Foreman

Exhibit "D"

Steers, Christopher

From: Steers, Christopher
Sent: Friday, July 31, 2015 12:06 AM
To: Pilla, Dennis (Mayor)
Cc: SaverioTerenzi (Trustee External EMail); Ameigh, Chris; Board of Trustees and Mayor Preferred EMail Group; Veltri, Maryanne; Cerreto, Tony; Douglas, Leonie
Subject: RE: Dog Park Documents

Dennis,

- Did not imply anything just stated the facts.
- Not arguing, again just stating the facts.
- You approved the RFP approach.
- We received three responsive Bids from bidders that can provide and install fencing, asphalt, shrubs, and particular poop stations and benches.
- Did not state that <u>you</u> were pushing towards a specific contractor: *"That's a bit much to overpay when other vendors are ready, willing, and able to do the job for much less in the same timeframe."* Who exactly?
- Yes its I can negotiate terms and pricing (final pricing has not been determined yet).

I am perhaps more cognizant of the tax payer's dollar than you realize as I have to sign off on every Village bill and expenditure. As such I must note that historically the Village seems to have been penny wise and pound foolish in many instances; and I have worked diligently with this and other boards over the last six years to clean up the messes left behind from that short sightedness.

I am not sure what phone call you are referring to, we spent about an hour and a half together today discussing this and other items in detail. Further, you were in the office from about 3:30 until about 5:15; if you needed to, we could have spoken some more then.

In any case, you seemed very out of sorts today and I am concerned that any further conversations with you on this issue this week will be counter-productive. Let's talk next week.

Have a good weekend.

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

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From: Pilla, Dennis (Mayor)
Sent: Thursday, July 30, 2015 8:53 PM

To: Steers, Christopher <CSteers@PortChesterNY.com>
Cc: SaverioTerenzi (Trustee External EMail) <SamTcpa@aol.com>; Ameigh, Chris <CAmeigh@PortChesterNY.com>; Board of Trustees and Mayor Preferred EMail Group <BoardofTrusteesandMayorPreferredEMailGroup@PortChesterNY.com>; Veltri, Maryanne <mveltri@PortChesterNY.com>; Cerreto, Tony <TonyC@PortChesterNY.com>
Subject: Re: Dog Park Documents

Dear Chris
I don't know how to react with you implying there is a push to a particular fence company. There is certainly no push coming from this way I assure you. I don't care who gets picked - I do care how much it costs the taxpayers. I am quite sure the Comptroller would have no problem with the sincerity of my intent. The bids are more than our budget - largely because of the RFP approach.

I see an uncompetitive bid spec - caused by unreasonable assumptions that a vendor might sell fencing, asphalt, shrubs, and particular poop stations and benches - and I see the fact that the vendor you are selecting bid 40% more for the fence than the lowest fence bid - the most important and most expensive item - that we immediately need for the park. That's a bit much to overpay when other vendors are ready, willing, and able to do the job for much less in the same timeframe.

I simply don't want to overpay for the convenience of having 1 stop shopping for theses other items that are not on the critical path (a fence and signs). I do want to give you the opportunity to negotiate the fence down near that lowest price however - if that is legal (?)

Nor do I wish to get into a protracted argument with you here.

Please call me when you can as I have requested.

Many thanks
Dennis

Sent from my iPhone - please excuse any typos...

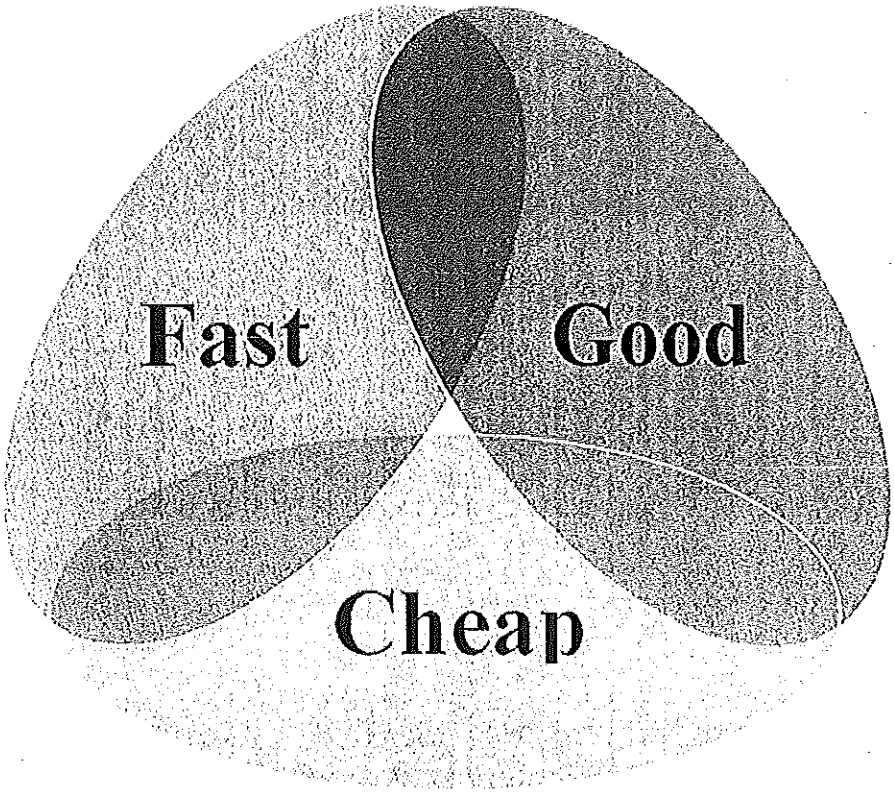
On Jul 30, 2015, at 8:20 PM, Steers, Christopher <CSteers@PortChesterNY.com> wrote:

> Gentlemen,
>
> This is really much ado about nothing. As I expressed to the Mayor in our conversation earlier today and as a matter of fact throughout this entire process, the BID was designed for several specific purposes:
>
> 1. To know the actual cost of building the dog run the right way
> 2. To have a single contractor perform the work (to alleviate additional delays)
> 3. To allow for a competitive process (we received 5 bids)
> 4. To allow for the Village to pare back as needed to remain within budget
> 5. To allow for the potential to accept additional donations in alignment with Item 4
> 6. To have a professionally designed professionally installed dog run to insulate the Village as much as is reasonably possible from apparent liability

7. To comply with the State Comptroller's position on the need for competitive bidding so as to not circumvent the subject laws relating to Item 3

Next, there seems to be a push towards a particular fence company, who by the way was not responsive to the BID. To scrap the BID process at this point is at least perilous as it at a minimum suggests manipulation of the BID, and at its worst could be considered BID rigging. I for one would not recommend the foregoing nor do wish to be placed into a position to have to explain this to the State Comptroller or to a Court. I also do not appreciate the attempt to maneuver me into contravening the majority will of the Board.

The BOT as a whole approved this process and aligned behind the "Project Triangle" described by Trustee Brakewood:



EXAMPLE: *You are given the options of Fast, Good, and Cheap, and told to pick any two. Here Fast refers to the time required to deliver the product, Good is the quality of the final product, and Cheap refers to the total cost of designing and building the product. This triangle reflects the fact that the three properties of a project are interrelated, and it is not possible to optimize all three – one will always suffer. In other words you have three options:*

- *Design something quickly and to a high standard, but then it will not be cheap.*
- *Design something quickly and cheaply, but it **will not be** of high quality.*
- *Design something with high quality and cheaply, but it will take a relatively long time.*

The process allows us to build a safe dog run, within a park, next to a children's playground. Again, the BID is structured to allow us to come in on budget while simultaneously allowing us to accept donations to cover any gaps. The budgeted amount is likely more than adequate to cover the core project costs. I will be meeting with the lowest responsive bidder tomorrow to work through the details and hopefully come to an agreement. I will keep you posted.

Respectfully,

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

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From: Saverio L. Terenzi [mailto:samtcpa@aol.com]
Sent: Thursday, July 30, 2015 5:45 PM
To: Pilla, Dennis (Mayor) <DPilla@PortChesterNY.com>
Cc: Ameigh, Chris <CAmeigh@PortChesterNY.com>; Board of Trustees and Mayor Preferred EMail Group <BoardofTrusteesandMayorPreferredEMailGroup@PortChesterNY.com>; Steers, Christopher <CSteers@PortChesterNY.com>; Veltri, Maryanne <mveltri@PortChesterNY.com>; Cerreto, Tony <TonyC@PortChesterNY.com>
Subject: Re: Dog Park Documents

Dennis,

I'm confused as usual. Who was charged with preparing the specs for this $#%&ing park. The Village or the Dog Park people. My concerns that the Park doesn't look like a piece of garbage. My other concerns is who is filling in the gap in this pricing structure. Even @ $112,000 that seems we are still $30K short, and that takes into consideration the fact that we killed the walkway. I hate to see what the number would have been if the walkway was handled.

Comparing this to the baseball group is a little different. The PCYBL probably have more Board of Directors than the total amount of people that are going to use this park. It's a group of people with expertize
in many different areas and they run a program that probably touches 50% of the community indirectly.

Not too sure how you pull the bids at this point. If you just want to isolate just the fencing and rebid then who will be responsible for all of the rest of the items that seem to be needed. I'm not too sure the rest of the BOT is in a position to abdicate complete control over this project.

Just my two cents.

Sam,

Saverio L. Terenzi CPA PLLC
225 Westchester Ave. #311
Port Chester, New York 10573

914-937-0601

914-937-6961 (fax)
914-391-2066 (cell)

-----Original Message-----
From: Pilla, Dennis (Mayor) (Mayor) <DPilla@PortChesterNY.com>
To: SaverioTerenzi (Trustee External EMail) <SamTcpa@aol.com>
Cc: Ameigh, Chris <CAmeigh@PortChesterNY.com>; Board of Trustees and Mayor Preferred EMail Group <BoardofTrusteesandMayorPreferredEMailGroup@PortChesterNY.com>; Steers, Christopher <CSteers@PortChesterNY.com>; Veltri, Maryanne <mveltri@PortChesterNY.com>; Cerreto, Tony <TonyC@PortChesterNY.com>
Sent: Thu, Jul 30, 2015 5:12 pm
Subject: Re: Dog Park Documents

Sam
Actually I want to pay the least for a fence and get everything else donated by the Dog Park Group - like they wanted to do.

But it looks like we
will overpay for the fence by about $20k (40%) instead, and buy other stuff (benches, shrubs, poop stations,...) that we could have received and had installed for free.

Rather disappointing.

Tomorrow is the 60 day deadline
btw... and the contract is not even awarded.

Too bad we pre-authorized this.
It really didn't buy us any time - and it locked us in to a very uncompetitive
approach (The cheapest fence company was eliminated because they don't do shrubs
or poop stations - even though staff said on the record that they would consider
partial bids, I seem to recall...)

Passing that resolution was a *big*
mistake in hindsight.

Had we not, I would have suggested instead that we
reject these bids because the "lowest responsible bidder" ($112.8k) is much higher than our budget ($80k).

We should have let the dog park group install
the fence and other stuff to our spec (with an insurance certificate), which they wanted to do in the first place, and which NYCOM counsel said is not prohibited by NYS law.

Isn't that what the Baseball League did at Lyon Park?
That's apparently done all over NYS - for good reason...

Can't wait to hear
the outcome on this...

I added a discussion for the BOT to be briefed at our
upcoming meeting.

Best regards
Dennis

Sent from my iPhone - please
excuse any typos...

On Jul 30, 2015, at 4:31 PM, Saverio L. Terenzi
<samtcpa@aol.com<mailto:samtcpa@aol.com>> wrote:

Ok, does he want the BOT to
bid on this project. Just let me know who the lowest qualified bidder and
let's
award the contract. Not sure why we need to get the specs. But what do I
know.

Saverio L. Terenzi CPA PLLC
225 Westchester Ave. #311
Port Chester,
New York 10573

914-937-0601
914-937-6961 (fax)
914-391-2066
(cell)

-----Original Message-----
From: Ameigh, Chris
<CAmeigh@PortChesterNY.com<mailto:CAmeigh@PortChesterNY.com>>
To: Board of
Trustees and Mayor Preferred EMail Group
<BoardofTrusteesandMayorPreferredEMailGroup@PortChesterNY.com<mailto:BoardofTrusteesandMayorPreferredEMailGroup@PortChesterNY.com>>
Cc:
Steers, Christopher
<CSteers@PortChesterNY.com<mailto:CSteers@PortChesterNY.com>>; Veltri,
Maryanne
<mveltri@PortChesterNY.com<mailto:mveltri@PortChesterNY.com>>
Sent: Thu, Jul
30, 2015 11:55 am
Subject: Dog Park Documents

As per the mayor's request.
Attached are the original Dog Park specifications and plans along with the
Bid
package.

Thank You,

Christopher Ameigh
Aide to the Village Manager
914
939 2200
222 Grace Church Street
Port Chester NY 10573

Exhibit "E"

[Globe]

5. We will guarantee all plant material for a minimum of one year, or as otherwise noted, from time of Landscape Architect's Final written approval.

6. We will accept the unit prices listed below should the Owner decide to increase or reduce the work. Unit prices include all work necessary to complete, in place, each listed item.

7. We will furnish and install all labor, materials, and incidentals thereto for the sum of 50,400.00 (figures);

Fifty thousand and four hundred dollars
Dollars (words) – including all taxes.

8. **LUMP SUM PRICES**

Lump Sum Prices include all work necessary to complete, in place, each listed item.

8.1. SITE PREPARATION: (DISPOSAL OF ALL WASTE MATERIAL IN A LEGAL AND SAFE MANNER. SITE ACCESS & RESTORATION UPON COMPLETION OF PROJECT) LS N/A

8.2. FENCES & GATES:
A. Vinyl-coated chain link fence & gates – 4' ht. LS 10,309.00
B. Vinyl-coated chain link fence & gates – 6' ht. LS 17,167.00
C. Galvanized chain link fence & gates – 6' ht. LS 22,924.00
} & 50,400

8.3. PAVEMENTS:
A. Asphalt Walk Pavements LS N/A
B. Asphalt Pavement at seating area. LS N/A
C. *ALTERNATE/DEDUCT*
Gravel Pavement w/ steel edge at seating area *LS* N/A

8.4. SITE FURNSHINGS:
A, New Benches LS N/A
B. Relocated Picnic Table LS N/A
C. New Trash Cans/Pet Stations LS N/A

8.5. PLANTING LS N/A

9. **UNIT PRICES**

Unit Prices include all work necessary to complete, in place, each listed item including mulch and planting soil mixture.

Exhibit "F"

[Central]

5. We will guarantee all plant material for a minimum of one year, or as otherwise noted, from time of Landscape Architect's Final written approval.

6. We will accept the unit prices listed below should the Owner decide to increase or reduce the work. Unit prices include all work necessary to complete, in place, each listed item.

7. We will furnish and install all labor, materials, and incidentals thereto for the sum of $112,811.00 (figures);

ONEHUNDRED TWELVE THOUSAND EIGHTHUNDRED ELEVEN DOLLARS & ZERO CENTS

Dollars (words) – including all taxes.

8. **LUMP SUM PRICES**

Lump Sum Prices include all work necessary to complete, in place, each listed item.

8.1. SITE PREPARATION: (DISPOSAL OF ALL WASTE MATERIAL IN A LEGAL AND SAFE MANNER. SITE ACCESS & RESTORATION UPON COMPLETION OF PROJECT)	LS	$3,900.00
8.2. FENCES & GATES:		
A. Vinyl-coated chain link fence & gates – 4' ht.	LS	$15,000.00
B. Vinyl-coated chain link fence & gates – 6' ht.	LS	$24,800.00
C. Galvanized chain link fence & gates – 6' ht.	LS	$25,600.00
8.3. PAVEMENTS:		
A. Asphalt Walk Pavements	LS	$4,870.00
B. Asphalt Pavement at seating area.	LS	$5,370.00
C. *ALTERNATE/DEDUCT* *Gravel Pavement w/ steel edge at seating area*	*LS*	$16,800.00
8.4. SITE FURNSHINGS:		
A, New Benches	LS	$9,100.00
B. Relocated Picnic Table	LS	$ 500.00
C. New Trash Cans/Pet Stations	LS	$575.00
8.5. PLANTING	LS	$23,096.00

$65,400

9. **UNIT PRICES**

Unit Prices include all work necessary to complete, in place, each listed item including mulch and planting soil mixture.

Exhibit “G”

STANDARD QUESTIONS - GRANT WRITER RFP

QUESTION	MILLENNIUM 8/15/15	LABERGE
How have previous client relations been?	WEST HARRISON Meetings ok	o/c
NY vs. NJ vs. Westchester -- Do you foresee any limitations regarding grant funding experience? To what extent is your knowledge of NY grants?	↓ Limited Co-Hires Familiar	Experienced
Please explain your anticipated strategies for going after grants not tied to existing projects	State Federal Private Foundations (Sample grant) will provide Harbor Dem	Limited number of clients at issue / due of's very Detailed Scope
Do you anticipate travel time/distance affecting client communication or productivity?		
Please explain a BID/SID project completed		
Any existing professional/personal ties to Port Chester?	no Harbor Distance knowledge of PC	no they love the village
What types of private sector grants have you been successful in acquiring? County-level, other?	MLB 110 - $2.5K USSoc. Rotary/Beck & US Tennis (USTA)	Rebuild Library Levant A-95, 5' Trail multiuse, State, Federal Dyker Revitalization
How familiar are you with environmental review per NYS requirements? (SEQRA)	QRU	✓
Legislation/stakeholder involvement: Experience with public input, public hearings, holding charrettes, etc?	Nursery rehab etc. STDS	✓
What does grant administration entail? Is grant administration included in proposal?	✓	A - Z
What is your most successful grant program, i.e. econ dev, housing, etc? What is your least successful grant program?	650 FOL Harbor PD 3y 45 5 sessions	CDBG #1
Estimated time line for contract execution/commencement of work?	Bleachers Development	

Hazard mitigation

MILLENNIUM

- Expert staff
  - PM has political / policy making skills
- project base teams more demonstrate / Tri-State area
- Harrison-Tann
- facilitate rebirth & future growth of communities
- full service grant writing / admin firm
- result oriented.
- Economic Development Specialization
- FEMA involvement!

MILLENIUM

- extension of admin. office
- Dave works w/ Harrison
- 2 people on staff dedicated to finding grants
- hands-on, hire a lot, meet face-to-face

$3000 not necessarily covering admin/reporting

Harrison: 1/6-7 applied for, recycle bins for parks

experience creating foundations to get funds

engagement w/ gov't

understanding of older, diverse, poorer communities

insuring fit b/n grant - program

econ. dev, SEDs → county

↳ BID is niche, takes about 1 year
- not in current proposal
$20,000 for feasibility study

project readiness is important to be competitive

available to draft RFP / prep. work for future grants

most successful: 650K for police dept.
5 officers / 3 years
500K for canal greenway
1.8 mil. Bloomberg Foundation for downtown

PIC outreach: presentations, public hearings
provide notices, etc.

DBG: Dave's niche, esp. housing
- does hearings, admin
- subcontract w/ rehab company

* Dover, Lambertville, NJ
↓
similar to C.

person team
- Dave as Manager
- Research associate
- Ed as problem solver / ad. team-mate

interfacing w/ granting agencies very common

LABELLE:

- Hastings, Dobbs Ferry (DPW options)
Sleepy Hollow, Tarrytown
Yonkers, Mount Kisco, Pound Ridge
- specific projects, not grants

- Prefers 1 grant / county, avoid competition

- 11/14 CFAs

- Extensive knowledge of NY grants, admin. rates, IDAs, etc.

- Relationships w/ grant agencies, dialogues, phone.

- Fee 2500 - 7500 / grant, hourly estimate, scope for each project

- they know the game, the governor's expectations, the timing

[redacted] Nicole for oversight, Ben if needed, occasional additional person

Nicole = [redacted]
customer service, planning expertise

- passive research: email notification about new grants

STANDARD QUESTIONS - GRANT WRITER RFP

QUESTION	MILLENNIUM 8/19	LABERGE 8/20
How have previous client relations been?	extension of admin. office	Extension of staff
NY vs. NJ vs. Westchester – Do you foresee any limitations regarding grant funding experience? To what extent is your knowledge of NY grants?	Dave is retiring through Harrison (client PA) Skills applicable outside of state lines, good w/ people, getting integrate.. ; Huge resource dept.	Lots of knowledge of NY grant programs
Please explain your anticipated strategies for going after grants not tied to existing projects	Staff of researchers proactive research for known community assets	focus on quit
Do you anticipate travel time/distance affecting client communication or productivity?	1 hr	2 hrs
Please explain a BID/SID project completed		
Any existing professional/personal ties to Port Chester?	NO	No
What types of private sector grants have you been successful in acquiring? County-level, other?	• Snapple • recreation → baseball tomorrow MLB 10-25K • environmental US Soccer Fnd. • Port Security Tennis (USTA)	• dyson, • USU. use municipal/ state/regional/federal
How familiar are you with environmental review per NYS requirements? (SEQRA)	No	lots of understanding/ experience
Legislation/stakeholder involvement: Experience with public input, public hearings, holding charrettes, etc?	Experience explaining grant priorities, steering legislation away/towards suitable opps., explaining in eligibility	Public meetings → pre-eligibility for CDBG housing Presentations to board ie prioritization
What does grant administration entail? Is grant administration included in proposal?	No	As much as needed; split up in-house Scope of services per grant
What is your most successful grant program, i.e. econ dev, housing, etc? What is your least successful grant program?	Public Safety, disaster recovery → spec. staff down town, transportation (national funding)	CDBG
Estimated time line for contract execution/commencement of work?		

• strengths: implementation engineering experience
• lacks: work beyond grant; see with changes

David - Hanson

Staff Comments

ECR grant mtng; @ extension

BIO development – feasibility study; $20K; addt'l $ for implementation... lots.
– 6 months ↑; very longer for implementation

ide

Grant Dev

IPES to Albany → connections w/ other state agencies?

DBG*

A – mainly engineering/infrastructure grants

– How many people devoted to ECH? 3 person team: Grant manager, Research Assoc., Sr. Assoc

– lots of interface w/ granting agencies

– reality/balance between grant application & funded attempts
– David J familiar w/ EFA

– strategic funding plan → BOT needs to see? very strategic → formalizing vision of priorities

– can work w/ non profits if affiliated w/ client

– US Soccer – private foundation / Home Depot

– Elaborate on interaction w/ legislative bodies → have you heard any interface w/ it

(lots of experience w/ this! (written & in person)

Have no other w.c clients except for Hastings.

by state family focused

project + small grants

Impact Hub

Get weekly emails

Research

on list eligible by NIMEA

* Didn't really ask on any questions.

Fenton-NY, round -5

STANDARD QUESTIONS - GRANT WRITER RFP

pushed having good client services.

QUESTION	MILLENNIUM	LABERGE very cookie-cutter
How have previous client relations been?	un-call	
NY vs. NJ vs. Westchester – Do you foresee any limitations regarding grant funding experience? To what extent is your knowledge of NY grants?	only David Jenkins has done work... maybe we need to speak to him separately...	
Please explain your anticipated strategies for going after grants not tied to existing projects	2 staff members constantly devoted to researching.	
Do you anticipate travel time/distance affecting client communication or productivity?	1hr travel time.	2~ hours
Please explain a BID/SID project completed	(see back sheet)	
Any existing professional/personal ties to Port Chester?	NO	NO; except for comp. Plan
What types of private sector grants have you been successful in acquiring? County-level, other?	Snapple; Baseball; US soccer;	dont do private sector grants
How familiar are you with environmental review per NYS requirements? (SEQRA)	ϕ but knew Jersey w/ similar system	(can do call.
Legislation/stakeholder involvement: Experience with public input, public hearings, holding charrettes, etc?	Grant Admin - public hearing if required by municipality; worked w/ legislators for grant support	
What does grant administration entail? Is grant administration included in proposal?	not really; would need to amend & have specific language in contract	can be flexible but may command higher cost
What is your most successful grant program, i.e. econ dev, housing, etc? What is your least successful grant program?	resiliency/climate relief & parks & fire; lots of sports stuff... housing & CDBG	CDBG; CFA; municipal grants
Estimated time line for contract execution/commencement of work?		

terminology (attract, business)

DRI/NDI interpret as town wide vision, character of immediate area

How done DOT grants

Not private funding driven majority of public/municipal grants.

1-2 people assigned per grant program.

- high retention rate
- client management/research/needs assessment

Being extension of staff

Exhibit "H"

R14

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

AGENDA MEMO

Department: Office of the Village Manager

BOT Meeting Date: 9/8/2015

Item Type: Resolution

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

Description	Yes	No	Description	Yes	No
Fiscal Impact	x	☐	Public Hearing Required	☐	x
Funding Source:			BID #		
Account #:			**Strategic Plan Priority Area**		
	Yes	**No**	Broad Based		
Agreement	X		**Manager Priorities**		
Strategic Plan Related	x		Other		

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

Awarding Bid # 2015-04, RFP for Grant Writing Services and authorizing manager to enter into contract with winning bidder.

Summary

Background: On 6-29-15 the Village released an RFP seeking professional services to assist the Village in researching and identifying grant opportunities from both public and private sources, providing application preparation and submission, and management of awarded grants.
Having received multiple bids and having interviewed the top two candidates Village Staff recommends awarding the contract to Millennium Strategies LLC.
An attached memo outlines staff's intent and logic in making this choice.
Also attached is a resolution awarding the bid and authorizing the Village Manager to enter into a contract with Millennium Strategies, not to exceed $35,000 a year for said services.

Proposed Action

That the Board of Trustees adopt the Resolution

Attachments
Resolution RFP 2015-04 Millennium Strategies LLC RFP response Laberge Consulting LLC RFP response Memo from staff

VILLAGE OF PORT

OFFICE OF THE VILLAGE

MEMORANDUM

TO: Mayor and Board of Trustees

FROM: Grant Writing Work Group

THROUGH: Christopher D. Steers

DATE: September 4, 2015

RE: Grant Writing Service RFP 2015-04

After evaluating three initial responses to RFP 2015-04, "Grant Writing Services," Village of Port Chester Staff determined two responses to be qualified and complete. Laberge Engineering and Consulting Group LTD and Millennium Strategies LLC were interviewed during the week of August 17, 2015.

Village Staff's analysis of these firms, as well as a recommendation for selection, is as follows.

Fee Structure:

Millennium:

- A flat fee of $3,000/month for a two-year period allows for unlimited consulting services across the spectrum of available grants. Contractor resources and grant writing services are available as needed and can be called upon freely based upon client needs.

Laberge:

- A not-to-exceed fee of $29,500 per year for a two-year period based on hourly rates. The response approximated an individual grant application fee to range from $2,500-$7,500 depending on complexity. This places a clear limitation on availability of contractor resources.

Submitted Materials:

Millennium:

- Application package was tailored to the Village of Port Chester and the RFP criteria: the document contained detailed information regarding recent successes in the grant writing field.

- List of prior clients demonstrated a wide range of grant writing experience at various funding levels, i.e. local, state and federal programs.
- Applicant will provide a Grant Writing Strategic Plan that includes a proactive investigation of strategic opportunity areas from both public and private sources.
- Grant Manager assigned to Port Chester demonstrated a high level of success and experience in the grant writing field, having received award of over $40 million in grant funding over the last three years.

Laberge:

- Submitted experience and qualifications list covered grants awarded through 2006 with no recent experiences discussed.
- Majority of listed clients are no longer working with Laberge, and only two grant writing clients are current contracts.
- Firm's central focus is on engineering and planning, and grant writing is an incidental service without specialized or dedicated staff members.
- Grant Manager assigned to Port Chester demonstrated proficiency in planning with only secondary expertise in grant writing.

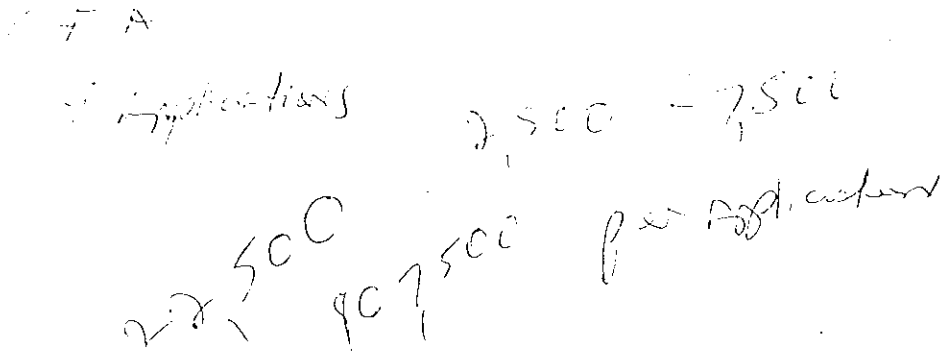
Millennium:

- Funding approach casts a broad net for grants from private, federal, state and foundation-based sources. A designated, in-house research team seeks out nontraditional funding to supplement the application opportunities Port Chester already leverages (DOS, LWRP, EFC, NYMS, ESD, FEMA, CDBG, etc.). Nontraditional funding areas would greatly increase Village opportunity for future grant success.
- Proposed Grant Manager demonstrated a wide range of knowledge and a working style indicative of strong management skills, a focus on the client's needs, and autonomy over the management of the contract.

Laberge:

- Funding approach is focused on traditional state grant programs. This approach would supplement Port Chester's previous successes with funding sources such as the CFA and CDBG but would not avail the Village of additional private, federal, or foundation-based funds
- Laberge seeks project specific funding as directed by staff. Grant acquisition efforts are not proactive and do not extend beyond the client's current objectives.

For the above reasons, Staff recommends Millennium Strategies LLC for award of RFP 2015-04.



AWARDING BID FOR GRANT WRITING SERVICES

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

WHEREAS, the Village solicited bids for grant writing services through a Request for Proposals process (RFP-2015-04); and

WHEREAS, the Village received three responses, two of which were deemed complete; and

WHEREAS, upon a review of these two proposals and interviews, Village staff recommends Millennium Strategies LLC to the Board as the superior respondent. Now, therefore, be it

RESOLVED, that the Board of Trustees hereby accepts the proposal of Millennium Strategies LLC, 60 Roseland Ave Caldwell, NJ 07006 to provide grant writing services to the Village of Port Chester, and; be it further

RESOLVED, that the Village Manager is hereby authorized to negotiate and execute an agreement with the vendor not to exceed a term of 2 years at a rate which will not exceed the amount budgeted for FY 15-16 or as may be budgeted in the following year.

Approved as to Form:

_____

Anthony M. Cerreto, Village Attorney

Exhibit "I"

Syden, Benjamin H.

From: Syden, Benjamin H.
Sent: Tuesday, September 08, 2015 4:56 PM
To: 'Dennis Pilla'
Subject: info

Importance: High

From their webpage:

Since 2005, Millennium Strategies has delivered over $60 million in grants to its clients. Our results oriented approach focuses on assessing our client's need, researching the grant and economic development opportunities and aggressively securing funding.

We have secured over $135 million since 2000. Plus we just got up to an $18 million zero interest loan for a client which is equal to over a $3 million grant for a water line! That isn't included in our numbers.

We won 11/14 CFA last year alone and have secured over 100 CDBG grants including housing, homeownership, micro enterprise, strategic planning, water, wastewater, flood mitigation, sidewalk; and public facilities.

NYS funding and implementation is our specialty.

Benjamin H. Syden - A.I.C.P.

Vice President

(518) 458-7112 x126

1964 - 2014 50 YEARS OF EXCELLENCE

Laberge Group

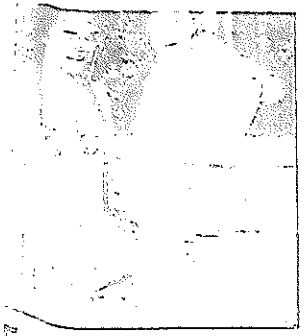
4 Computer Drive West

Albany, New York 12205

LabergeGroup.com

Laberge ENGINEERING ARCHITECTURE Group SURVEYING PLANNING

Exhibit "J"



Fall Fling fun

ndian summer serves as backdrop for outdoor fun

For more photos, page 24

upporters show up

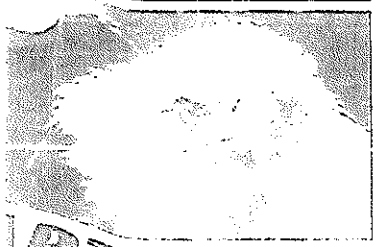
fwice as many people spoke in favor of Port Chester schools' proposed building project

For the story, page 12

Double trouble

Port Chester soccer Rams beat Eastchester, Harrison

For story, page 14



IRT 10573

PORT CHESTER
Westmore

0378 ----------CR LOT 0007D--C013
PORT CHESTER VILLAGE 000021 000012
ATTN: MAYOR DENNIS PILLA
222 GRACE CHURCH ST
PORT CHESTER NY 105735168

Vol. 51 No. 40 • An edition of Westmore News
Friday, October 2 - Thursday, October 8, 2015

Trustee Terenzi accuses mayor of village ethics code violations

By Jananne Abel

A Port Chester trustee has strongly suggested that the mayor has violated the village ethics code, to the extent that he has sent an email to the chairman of the Board of Ethics asking him and his board to weigh in on the matter.

Trustee Sam Terenzi has asked Chairman Alex Payan and his board to consider whether it was a conflict of interest for Mayor Dennis Pilla to advocate for the Albany-based Laberge Group to be awarded the contract for grant writing services at the village board's Sept. 8 and Sept. 21 meetings. Village Manager Chris Steers had recommended that Millennium Strategies LLC out of Caldwell, N.J. be awarded the contract.

Steers wrote in a Sept. 21 memo to the board that the village received multiple bids in response to its request for proposals and interviewed these two top candidates, with staff recommending Millennium.

Pilla, however, said the village only received responses from two firms in New York when there are dozens of firms that do grant writing in the state.

Terenzi sent a memo to Payan on Sept. 25 laying out the facts as he sees them and referring to a previous phone conversation in which he asked Payan to watch the pertinent village board meetings.

Pilla advocated for Laberge at the Sept. 8 meeting because they have experience in New York while Millennium has only limited experience in the state. The vote was put off until the Sept. 21 meeting to give staff more time to research the two firms.

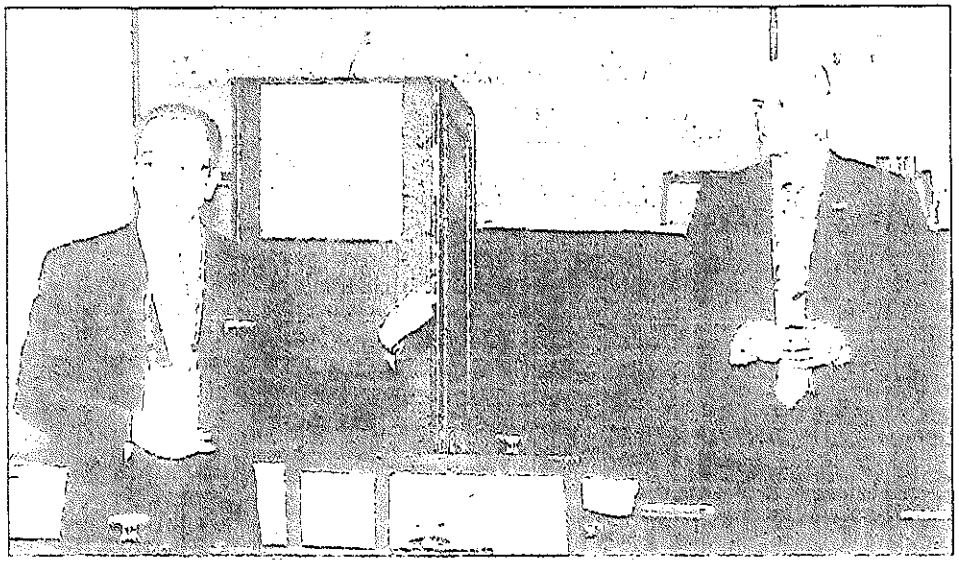


Photo from the Laberge Group website showing Dennis Pilla (left) making a presentation on shared services with Ben Syden, vice president of Laberge, at the Feb. 9, 2015 New York Conference of Mayors Winter Legislative Meeting.

In the meantime, Terenzi sent an email to Pilla on Sept. 16 saying "you need to explain to the rest of the BOT what your relationship is with the Laberge Group. If my memory serves me, I believe that they dropped the ball on the Comp Plan. Steers was recommending Millennium for the grant writing RFP. You seemed very vocal that Laberge was more qualified. I believe you should have disclosed your relationship and at best recuse yourself from the process."

"If you think I'm out of line, maybe you should bring your case to the ethics board and clear the air," Terenzi concluded.

At the Sept. 21 meeting, former Port Chester

Please turn to page 13

Trustee Terenzi accuses mayor of village ethics code violations

Continued from page 1

Trustee Joe Rende got up during public comments and said he was Googling Laberge Group and spotted a picture of Pilla on their website making a presentation with them on government efficiency at the 2015 New York Conference of Mayors Winter Legislative Meeting in February.

The Laberge website says "Laberge Group, in partnership with DP Strategic Advisory Services [Pilla's consulting company], recently presented 'Moving the Barometer: Overcoming Barriers to Shared Services in Local Government' at the winter NYCOM meeting in Albany.

In his email to Payan, Terenzi sites sections of the village's Code of Ethics, one being "Conflicts of Interest," another saying "Any officer or employee of the Village of Port Chester, whether paid or unpaid, who has knowledge of any matter being considered by any board, agency, officer or employee of said village in which he has any direct or indirect financial or other private interest, shall be required to disclose, in writing, his interest to such board, agency or employee and the nature and extent thereof."

The third section states: "Public officials...must avoid any action which will result in or create the appearance of using public office for private gain and/or the giving of preferential treatment to any person."

Searching for answers

Terenzi requested that the Ethics Board ask Pilla a list of questions about his relationship with the Laberge Group.

The Westmore News set out to get those questions answered and, after several phone calls and emails, tracked Pilla down Tuesday night.

When asked why he didn't recuse himself from the discussion and vote about hiring Laberge for grant writing services, Pilla responded: "The big issue that was going on there and is going on here at the moment is that we are spending taxpayer dollars and I'm questioning the specifications for the grants and questioning why we have to put out these RFPs multiple times."

"I didn't recuse myself because I didn't have to," he added. "I have never had a formal relationship with the Laberge Group. We did have discussions about working together on a project before I became a [mayoral] candidate, the end of last year or the beginning of this year. It was interesting to consider, but I said no."

"It's not about why aren't you hiring Laberge, it is about why are you hiring a firm that's never won a grant in New York State and why are we sending out an RFP that doesn't have New York experience as a requirement and why are we getting only two responses in New York when there are dozens and dozens of firms?"

Pilla had other problems with the RFP requirements as well.

"I have been mayor for six years and have won a lot of grants," he said. "I'm not carrying water for the Laberge Group. Why are we going to give $32,000 to a firm that doesn't have training wheels?"

Pilla admitted that he should have disclosed his dealings with Laberge but said "this whole Laberge thing has been a diversion [from the fact] that the process is broken."

"I'm the mayor and it is my responsibility to make sure the taxpayers' money is spent smartly," said the mayor. He added that the village spent 45% more for the dog park than it should have because of the way the RFP was written.

Pilla should have disclosed and will rectify the oversight

"I should have disclosed that they did talk to me about an interest in working together on a project," he said, "but I declined and nothing formal was consummated and there is therefore no reason to recuse myself. I wasn't trying to skirt the issue the other night, but I didn't want it to become a distraction."

He will, however, rectify that oversight at the next public meeting on Monday, Oct. 5.

"I intend at the first moment after we open the next meeting to clarify the record," he said.

Pilla reiterated that he has no financial arrangement with Laberge, but he has great respect for the firm.

With the help of Laberge when the firm was working on the village's master plan, "I put a downtown revitalization strategy together and we got a half a million dollar grant awarded that we never collected on because of the [affordable housing] lawsuit [against the county]," Pilla said. In addition, the village got a $500,000 grant to do the facades downtown and $100,000 from the Dormitory Authority for the train bridge project and lighting under the train bridges.

As far as the meeting referred to on the Laberge website, the mayor said: "Ben Syden [vice president of Laberge] called me up around yearend and asked me if I wanted to participate in a talk at NYCOM, not for money, not to pitch business, but he was asked to pitch on shared services and Port Chester has a lot of shared services and I know a lot about it."

In addition, he did go to a meeting in Greenburgh when he was considering working on a project with Laberge.

Pilla did not have a business relationship with Laberge prior to the village awarding them the comprehensive plan contract, one of Terenzi's other questions.

"I met them in Albany at a NYCOM conference and told them we were bidding, so they took interest to look at our website and we interviewed them with three others. I had no relationship with them before then. I worked closely with them when they were in Port Chester."

The village has Community Development Block Grant applications due in October, so it was important to get the grant writers in place as soon as possible. "When Sam asked why don't you go to the ethics board," said Pilla, there was no time because "we have exigent circumstances because grants are very important to Port Chester."

"This is political drama and a distraction to the bigger issue," the mayor concluded.

He would have liked to see the consultant advise the village on the best things to write grants for rather than leaving it up to the village. "That's the kind of guidance I'm looking to get from a grant writing consultant, someone to help us with the strategy," Pilla said. "Again Laberge wrote our master plan and has great insight into what our needs are and knows New York grants."

In the end the vote to award a grant writing contract to Millennium Strategies was 5-2 with Trustee Dan Brakewood siding with the mayor in opposition.

Ethics Board actions uncertain

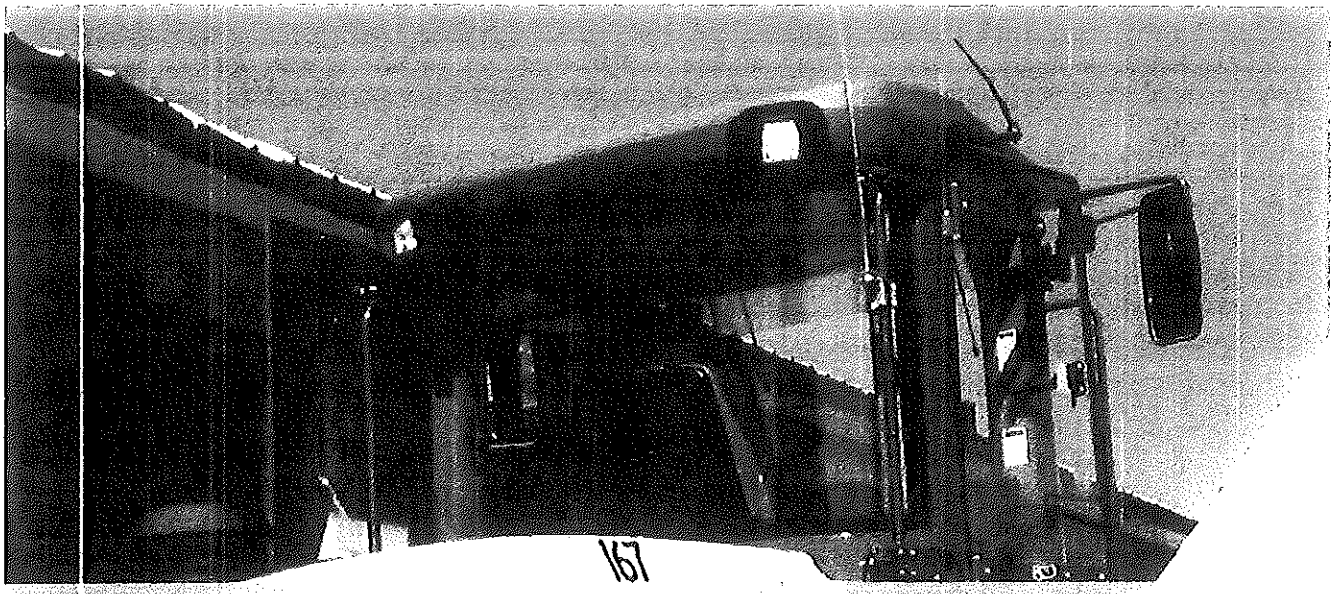
An email sent to Payan asking if the Ethics Board planned to take up Terenzi's referral about Pilla at one of their future meetings resulted in the following automatic reply: "I will be out of the office on Thursday, Sept. 24 until Thursday, Oct. 1. I will reply to all messages after I have returned to the office."

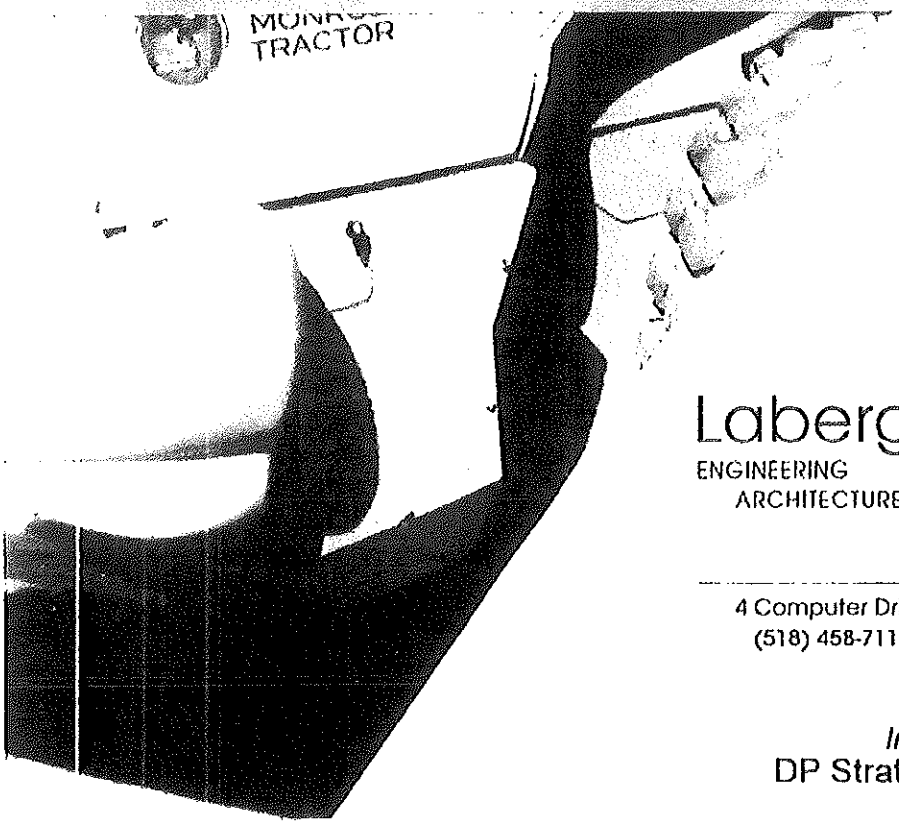
A phone call to Payan also went unanswered.

Terenzi said in his email to Payan that he was disappointed that none of his fellow village board members had shown any concern about what he believed to be an obvious appearance of conflict of interest.

"I will also be sending my concerns to the Public Integrity Division of the Westchester County DA's office," he wrote. "They have a lot more power to investigate my allegations. If Mayor Pilla has done nothing wrong, I'm sure he would embrace a full investigation to clear up any misinformation that he thinks is out there that would hurt his reputation."

Exhibit "K"





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March 2, 2015

Mr. Paul J. Feiner, Supervisor
Town of Greenburgh
Attention: Joan M Dudek
177 Hillside Avenue
Greenburgh, NY 10607

Re: **Supplemental Professional Service Proposal**
Review of Departments of Public Works
Town of Greenburgh, New York

Dear Supervisor Feiner:

We are honored to have been selected as a finalist to assist the Town of Greenburgh in preparing a comprehensive review of the Town's Department of Public Works, and are thankful for the opportunity to participate in the tour and discussion last week. Our team came away from the meeting very impressed with your operations and the commitment, knowledge and expertise of your staff.

As discussed with Commissioner Victor Carosi, P.E and Deputy Commissioner Richard Fon, the steps that have already been taken to modernize the town garage in terms of lighting, vertical loft stacking, and radiant heat coupled with the exceptional service of the Equipment Repair Bureau, the sign shop, the radio staff and the rest of the department have already reaped deep financial benefits to the Town of Greenburgh. We are very excited to work with your team to ***review, refine, reorganize and redeploy*** your assets in a manner that may increase your efficiency and/or lower your costs of services. Through discussions on the tour we were immediately able to identify a few opportunities to explore with department management for future increased revenue and operational efficiencies.

Laberge Group's Strategic Assessment Team has analyzed over fifty (50) municipal Highway/DPW departments all over New York State, including the Village of Dobbs Ferry ad the Village of Hastings-on-Hudson. From purchasing and staff management improvements to facility modernization and inter-governmental shared services, our team has identified areas of service enhancements and/or efficiencies that has the potential to result in millions of dollars of cost savings. As discussed during the tour, our assessment and recommendations may include service efficiencies that may allow enhanced utilization of staff in order to increase the concierge level of service that the town residents have come to know and appreciate, as well as identify services that can be provided to others for a fee resulting in opportunities for increased revenue to the department.

Project Staffing:

After discussing the project more in depth with Alvin Fenichel, Mr. Corsi and Mr. Fon we have reassessed our own internal staffing approach to your engagement. As a result, we are assigning Ronald J. Laberege PE, Executive Vice President and Chief Engineer as the Principal in Charge of this Project, and assigning Ben Syden, AICP Vice-President as the Project Manager to lead the Strategic Assessment Team. We believe that as industry leaders statewide their expertise is vital to the success of this engagement, and we are pleased to offer their assistance without a change to our fee for services. In addition, we have reallocated hours to increase engineering review as an integral part of the assessment. Laberge Group is committed to the Town of Greenburgh and believes that having a joint engineering and government efficiency approach to the analysis will yield the best results for the project.

This engagement will be staffed out of our Albany, New York office with local benchmarking, inventory and operational assistance provided by Mr. Dennis Pilla, Principal of Principal of DP Strategic Advisory Services. Our Strategic Assessment Team will be scheduling meetings on-site for interviews, tours, committee meetings, public meetings and to provide updates to the Town Board.

Our Strategic Assessment Team Approach:

The purpose of the *Comprehensive Review of Department of Public Works* will be to evaluate the current practices and to determine if there is a more cost effective or efficient approach with the provision of public works services currently delivered by the Town. The study will focus on the cost, quality, and efficiency of municipally provided services within each of the DPW divisions. Prior to the kick-off meeting the Laberge Group Strategic Assessment Team will begin the process of completing primary data collection for the DPW Overview Review. Our team will schedule on-site visits to the Town to interview of department heads, key operations staff and stakeholders; tour operational sites; review budgets, personnel and other operating records; identify existing cooperative arrangements (formal and informal); collect electronic and paper copies of key documents like union contracts, fixed asset inventory lists, audited financial statements and budgets. This hands-on approach will enable our team to develop a comprehensive understanding and complete a high-level review of the Town's current DPW operations.

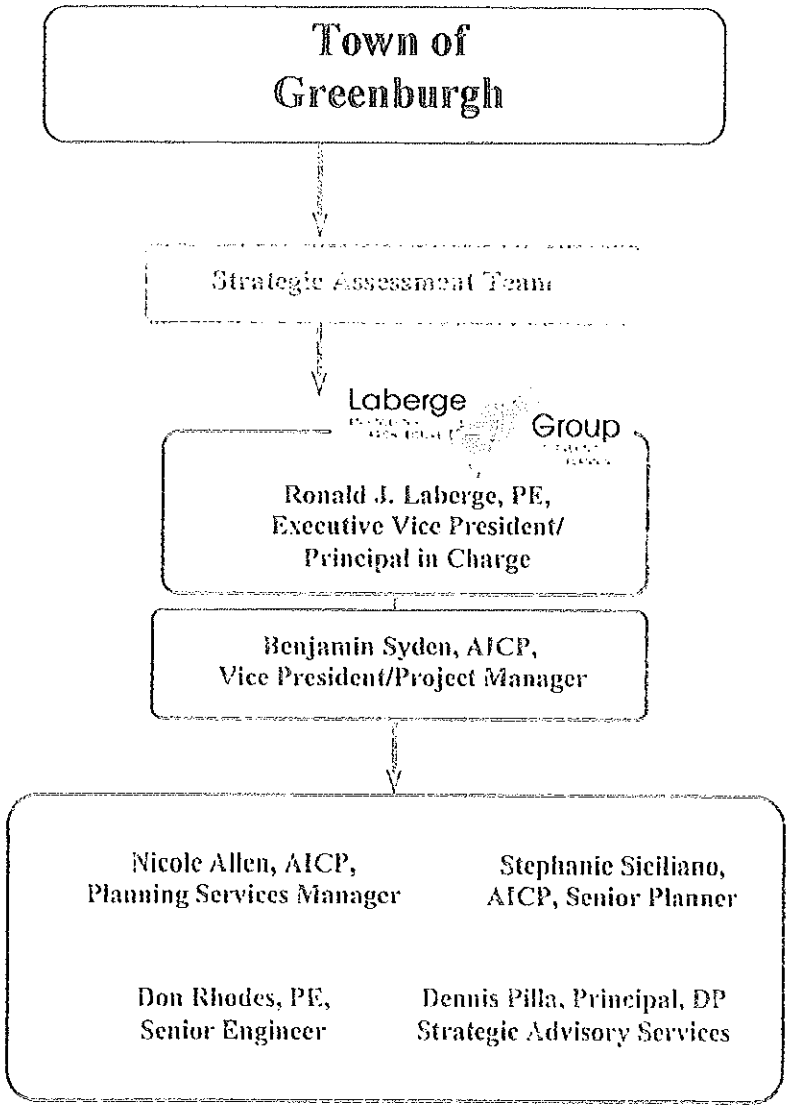
As part of this phase, Laberge Group will provide the underlying results of the review (e.g. comparisons of the Town's operations statistics with comparable other local government units). We will compare up to three communities as part of the high level benchmarking analysis. Data and information collected will be used to develop alternatives and options for enhancing efficiency and effectiveness of the Town's administration and service delivery. Although our review is comprehensive and at a high level, it will contemplate the "whole" of the municipal organization and our review will be presented on a functional basis for each division to allow the Town to evaluate our findings on a service-by service level. In addition, based on our experience in the villages of Dobbs Ferry and Hastings-on-Hudson Laberge Group will provide opportunities for inter-municipal shared services that may lead to greater efficiency and/or cost savings.

Laberge Group is among the state's most experienced local government efficiency consulting firms. Our Strategic Assessment Team blends five decades of technical engineering skills with government operations and efficiency expertise to create cost efficient and effective solutions to providing municipal services We look forward to the opportunity to assist you on this project, and are certain that this committed and experienced team is uniquely prepared for this challenging assignment.

Very truly yours,
LABERGE GROUP

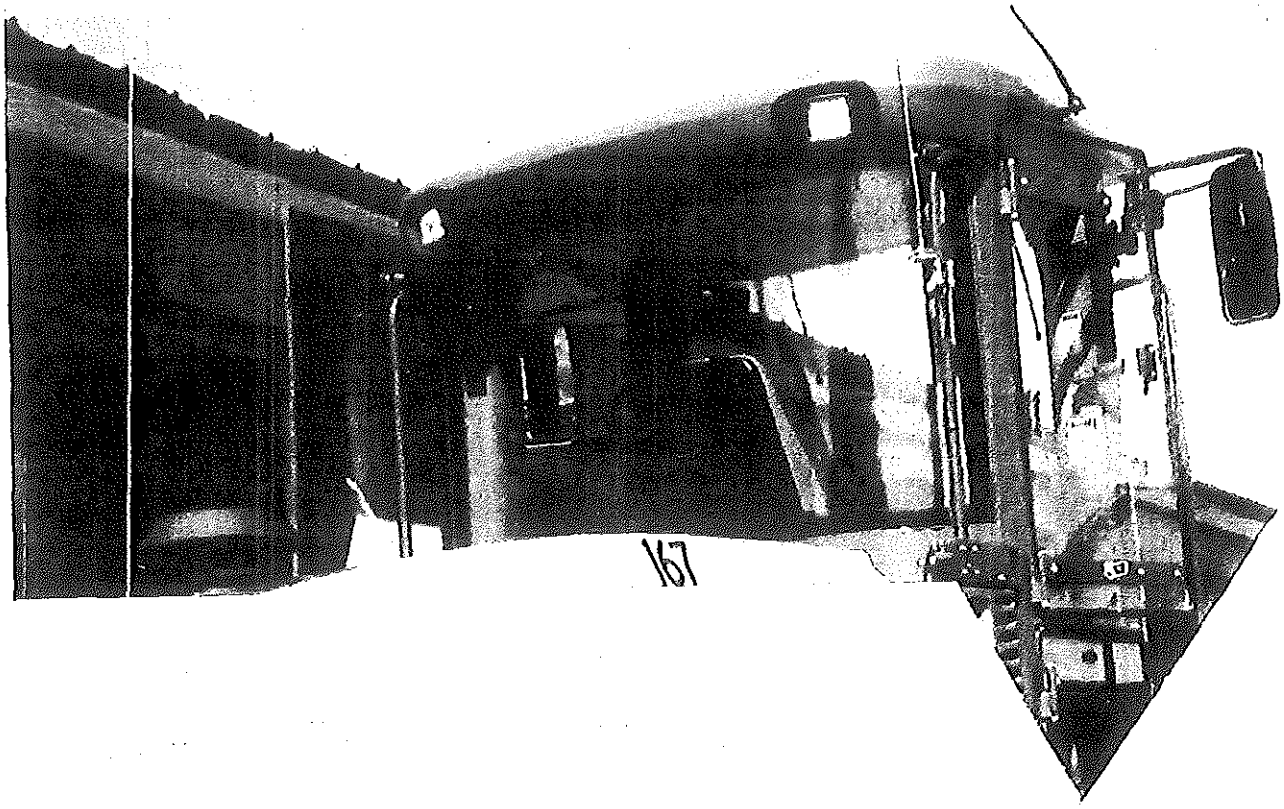
By: _____
Richard F. Laberge, P.E.
President

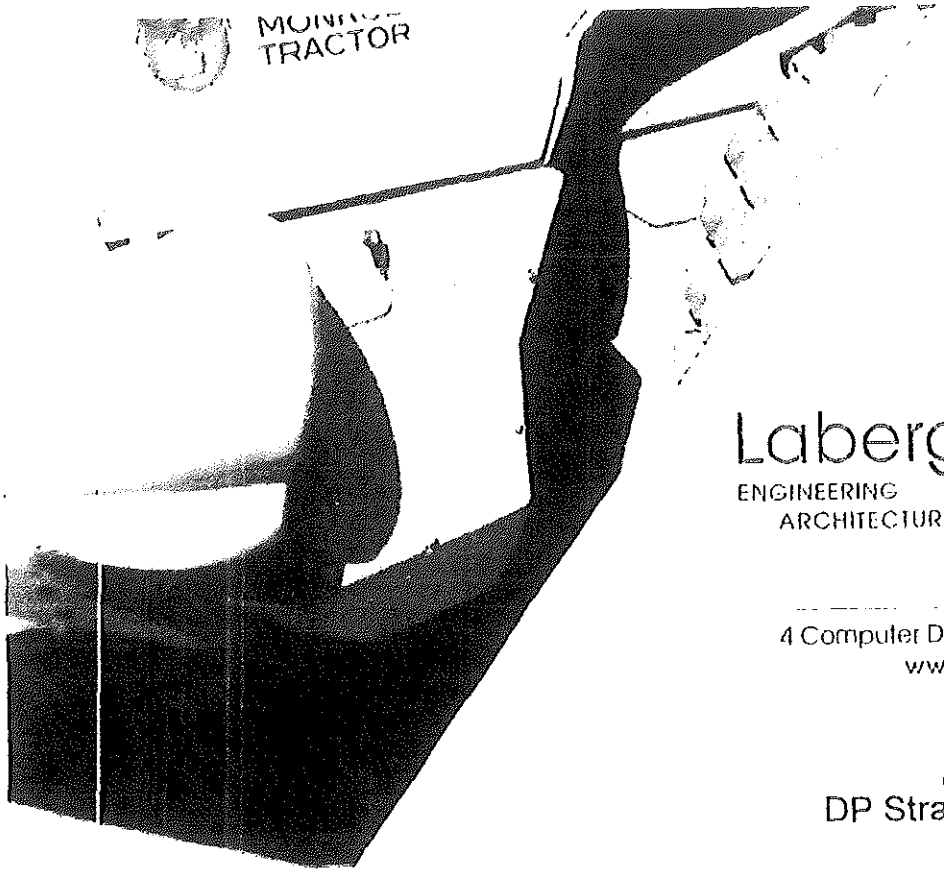
nta/RFL: kab
I:\..\Greenburgh\Supplemental Information\Cover Letter_030215.doc


Town of Greenburgh
Strategic Assessment Team
Laberge Group
Ronald J. Laberge, PE, Executive Vice President/ Principal in Charge
Benjamin Syden, AICP, Vice President/Project Manager
Nicole Allen, AICP, Planning Services Manager
Stephanie Siciliano, AICP, Senior Planner
Don Rhodes, PE, Senior Engineer
Dennis Pilla, Principal, DP Strategic Advisory Services

FEE BREAKDOWN

Estimated Hourly Rates	$135	$135	$135	$135	$135	$85		
DESCRIPTION	Executive Vice President/Principal/Owner Ronald J. Labrge, P.E. Labrge Group	Vice President/Project Manager Benjamin H. Syden, AICP Labrge Group	Planning Services Manager Nicole T. Allen, AICP Labrge Group	Senior Planner Stephanie L. Siciliano, AICP Labrge Group	Senior Project Engineer Don Rhodes, P.E. Labrge Group	D.P Strategic Advisors Dennis Pitta	Subtotal	Total Fee
DPW Overview Report (Phase I)								
Activity 1: DPW Processes, Organizational Setting & Administrative Review								
Subtotal by Person	14	22	26	44	20	40	166	$20,410
Activity 2: Review the business strategies/practices employed in the operation of each Department/Building								
Subtotal by Person	16	32	28	36	14	40	166	$20,410
Activity 3: Review results of infrastructure (excluding the water operations) auditing								
Subtotal by Person	24	16	4	4	24	12	84	$10,740
Activity 4: Assess operating control procedures, including:								
Subtotal by Person	6	16	15	15	5	16	73	$9,055
Activity 5: Final written report to be issued to and reviewed with the Town Board and the publicly available. The report will include:								
Subtotal by Person	10	12	9	9	6	14	60	$7,480
Estimated Total Hours by Staff	70	98	82	108	69	122		
							Subtotal	$68,015
							Reimbursable Phase I	$4,085
							Total Phase I	$72,100





Laberge
ENGINEERING
ARCHITECTURE

Group
SURVEYING
PLANNING

4 Computer Drive West • Albany, New York 12205
www.labergegroup.com

In Association with:
DP Strategic Advisory Services

Laberge Group

January 12, 2015

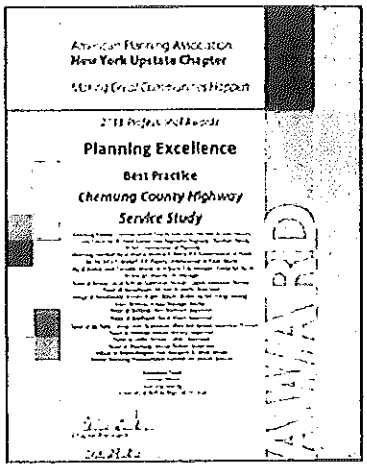
Town of Greenburgh
Office of the Town Clerk
Attention: Joan M Dudek
177 Hillside Avenue
Greenburgh, NY 10607

Re: **Professional Service Proposal**
Review of Departments of Public Works
Town of Greenburgh, New York

Dear Ms. Dudek:

Thank you for accepting the Laberge Group's submission for professional services to assist the Town of Greenburgh in preparing a comprehensive review of the Town's Department of Public Works and its services. As the enclosed qualifications demonstrate, the Laberge Group has a highly qualified and respected team of professionals looking forward to the opportunity to work with you in completing your study. Your needs will be met by a professional team specifically selected for their expertise, experience, and familiarity with both shared services and the needs of your community.

Laberge Group, as a multidisciplinary engineering firm, includes our own experienced planners, engineers and architects that have analyzed over fifty (50) municipal Highway/DPW departments all over New York State, including those of Westchester County. Our team also includes Dennis Pilla of DP Strategic Advisory Services and former mayor of the Village of Port Chester. Dennis Pilla is well versed in municipal operations, the six sigma (Lean Government) process improvement methods, strategic planning, business and technology operations, finance and capital planning, and disaster recovery in both the municipal and corporate sectors.



The Laberge Team Highlights: The Laberge Group is among the state's most experienced local government efficiency consulting firms and has played an instrumental role in supporting a variety of projects to create cost efficient and effective solutions to providing municipal services. As local governments search for ways to reduce overall spending while often seeking to increase service delivery, Laberge Group has led the way in providing practical cost saving alternatives to tax increases and municipal program cuts.

Laberge Group has assisted multiple communities in designing and delivering projects that reduced duplicate layers of local government and encouraged fiscal savings for municipalities and taxpayers. From inter-municipal highway garages and water systems, to joint planning efforts and shared services/consolidation plans, Laberge Group continuously works with communities to identify cost savings and services enhancement solutions.

To provide a brief overview of our most recent experience, the Laberge Group is in process of completing the Village of Dobbs Ferry / Village of Hastings-on-Hudson *DPW Consolidation Feasibility Study*; has completed the Albany County *Shared Highway Services Study* (including 19 municipal Highway and DPW departments); the *Shared Highway Services Study* for Chemung County and its municipalities (including 14 municipal Highway and

TABLE OF CONTENTS

INTRODUCTION

Project Team & Overview 5
Overview of Services 6

PROJECT EXPERIENCE & REFERENCES

Albany County 8
Dobbs Ferry & Hastings-on-Hudson 9
Chemung County 10

KEY PERSONNEL

Benjamin H. Syden, AICP 11
Nicole T. Allen, AICP 12
Stephanie L. Siciliano, AICP 13
Donald C. Rhodes, PE 14
Dennis Pilla 15

PROPOSED FEE AND TIMELINE

Fee & Timeline Proposal 16

ATTACHMENTS

One Size Does Not Fit All: Chemung County's Hybrid Approach to Shared Highway Services
Talk of the Towns, Association of the Towns of the State of NY, Jan/ Feb 2011
Prepared by: Laberge Group
Benjamin H. Syden, *AICP Director of Planning and Community Development*
Stephanie L. Siciliano, *AICP, Senior Planner*

Dennis G. Pilla

Principal

MUNICIPAL CHANGE AGENT | STRATEGIC PLANNING CONSULTANT

BUSINESS TRANSFORMATION SPECIALIST

♦ ORGANIZATIONAL EVALUATIONS & BENCHMARKING ♦ STRATEGY CONSULTING ♦

♦ UTILIZING SIX SIGMA METHODS TO STREAMLINE & TRANSFORM OPERATIONS ♦

Today more than ever, municipal governments are being challenged to reduce costs, streamline and consolidate their operations, share services, and run their organizations more like corporations.

Dennis Pilla is a deeply experienced executive who brings a unique background in municipal government strategic planning and evaluation consulting, shared services, and corporate operations and finance.

His professional history is rich in demonstrated successes:

- as Mayor of Port Chester, NY;
- from private and public sector strategic planning, process improvement, and evaluation consulting projects at Ernst & Young & The Johnsson Group; and
- at executive roles at General Electric, Citigroup, PepsiCo, and Time Warner.

Dennis is well versed in municipal operations, six sigma process improvement methods, strategic planning, business and technology operations, finance and capital planning, and disaster recovery planning in both the municipal and corporate sectors.

LEADERSHIP EXPERIENCE & ACCOLADES

MAYOR OF PORT CHESTER, NY | 2007 – 2013
THE JOHNSSON GROUP | CONSULTING VICE PRESIDENT | 2003 – 2007
CITIGROUP | VICE PRESIDENT, GLOBAL MARKETS OPERATIONS/ TECHNOLOGY | 1999 – 2001
GE CAPITAL | CHIEF INFORMATION OFFICER, CORPORATE TREASURY | 1995 – 1999
TIME WARNER | DIRECTOR, CORPORATE FINANCIAL SYSTEMS | 1994 – 1995
PEPSICO, INC | GROUP MANAGER, CORPORATE FINANCIAL SYSTEMS | 1989 – 1994
ERNST & YOUNG | MANAGER, STRATEGIC PLANNING & EVALUATION SERVICES | 1987 – 1989

- Implemented a Village Comprehensive Master Plan, updating obsolete zoning, licensing and permitting regulations; and revitalizing the commercial downtown districts.
- Improved process controls in Port Chester's Parking Collections, Building, Code Enforcement, Justice Court and Finance departments. Reduced staffing through efficiency improvements.
- Improved Port Chester's financial condition: increasing fund balance; reducing expenses, long-term debt and property taxes; and upgrading the bond-rating from Baa3 to AA3.
- Enhanced inter-municipal shared services for Fire, EMS, and Library services.
- Obtained S3+MM in state and federal funding for economic development, process automation, court enhancements, downtown revitalization and government consolidation projects.
- Implemented shared service back office operations centers at Citigroup, PepsiCo & Time Warner.
- Re-engineered trading desk front and back office processes & systems at Citigroup & GE Capital.
- Led over 30 six sigma process improvement projects at GE Capital resulting in multi-million dollar recurring savings.
- Developed and implemented strategic operations and systems plans for PepsiCo, Citigroup, Time Warner & GE Capital, and for several public and private sector clients at Ernst & Young and The Johnsson Group.
- Led and completed over 10 operations evaluation and benchmarking reviews for clients at Ernst & Young and The Johnsson Group.

914.563.9978 ✦ DennisPilla@gmail.com

Based upon our understanding of the project, we have separated our cost into two phases. Phase 1 will be completed for a lump sum fee not to exceed $72,700. Prior to initiating Phase 2, a technical scope will be provided and approved by the Town. For budgeting purposes we recommend approximately $44,000 for Phase 2. Based upon experience and the final scope of Phase 2, Laberge Group is proposing to complete the entire project for a lump sum fee for services in the amount of $117,000 inclusive of normal reimbursable expenses.

	Estimated Hourly Rates	$135	$85			
	DESCRIPTION	Laberge Group	D.P. Strategic Advisors	Subtotal	Total Hours	Total Fee
Activity 1	DPW Effectiveness, Organizational, Staffing & Administrative Review	120	60		180	$21,300
Activity 2	DPW Business Strategies/Practices Employed by each Department	120	60		180	$21,300
Activity 3	Review Status of Infastructure (excluding the water operations)	60	20		80	$9,800
Activity 4	Assess Operating Control Porcedures	50	20		70	$8,450
Activity 5	Final Written Report	40	20		60	$7,100
				Subtotal	570	$67,950
				Reimbursables Phase 1:		$4,750
				Total Phase 1:		$72,700
Activity 6	DPW Detailed Divisional Performance Evaluation (Up to 2 Divisions)	250	90		340	$41,400
				Subtotal	340	$41,400
				Reimbursables Phase 2:		$2,890
				Total Phase 2:		$44,290
	Total Project Hours Subtotal	640	270	Total Hours	910	
	Total Dollar Subtotal	$86,400	$22,950			$109,350
				Reimbursables Phase 1:		$7,650
					Total Fee	$117,000

As previously indicated, our Team offers its assurance that the project will be completed within the designated time frame presented in the RFP and that key personnel assigned to the project will be dedicated resources to the Town. We feel that we are uniquely qualified for this challenging and exciting project and we are prepared to start immediately upon award.

Exhibit "L"

Town of Greenburgh
Department of Public Works

Request for Proposal (RFP) Informational Meeting
December 4, 2014

Attendance Sign-In Sheet

Name: Dolph Rotfeld
Company: Dolph Rotfeld Engineers
Address: 200 White Plains Rd
Address: Tarrytown NY 10591
Tel: 914-631-8600
Email: dolph@drepc.com

Name: Michael Ritchie
Company: Dolph Rotfeld Engrs.
Address: 200 White Plains Rd.
Address: Tarrytown, NY 10591
Tel: 914 631 8600
Email: mritchie@drepc.com

Name: Hugh Greecham
Company: Woodard & Curran
Address: 709 Westchester Ave
Address: White Plains NY
Tel: 448-7266
Email: HGREECHAM@WOODARDCURRAN.COM

Name: CARL STONE
Company: WESTON & SAMPSON
Address: 301 MANCHESTER Rd. SUITE 301A
Address: POUGHKEEPSIE NY
Tel: 845-454-3344
Email: stonec@wseinc.com

Name: Dennis Pilla
Company: Laberge Group
Address: 4 Computer Drive West
Address: Albany, NY 12205
Tel: 518-458-7112
Email: DennisPilla@GMAIL.COM

Name: Anthony C. Catalano
Company: Woodard & Curran
Address: 709 Westchester Ave
Address: White Plains
Tel: (914) 960 2836
Email: acatalano@woodardcurran.com

Exhibit "M"

VILLAGE OF
PORT CHESTER
222 Grace Church Street, Port Chester, NY 10573

(914) 939-2200
Fax: (914) 937-3169

February 25, 2016

Laberge Group
4 Computer Drive West
Albany, New York 12205
Attn: Richard F. Laberge, P.E.

Re: Village of Port Chester Investigation

Dear Laberge Group and/or Mr. Laberge:

Enclosed please find a subpoena commanding your attendance at an interview which is to be conducted by Brian P. Murphy, Esq., Special Counsel to the Board of Trustees of the Village of Port Chester (the Board). A copy of the Board resolution authorizing Mr. Murphy to conduct this investigation is enclosed with this letter. Prior to issuing this subpoena, the Board was advised that to date, you and/or your office failed to respond to Mr. Murphy's attempts to contact you via telephone messages, certified mail, and fax.

Your interview is to be held on March 11, 2016 at 9:30 a.m. in Village Hall, Room 150. The subpoena also requires you to produce certified copies of certain business records on that date and time.

Should you have any questions, Mr. Murphy can be contacted at The Matera Law Firm, 560 Broadhollow Road, Suite 303, Melville, NY 11747, (516) 741-6700.

Thank you for your anticipated cooperation.

Very truly yours,

THE BOARD OF TRUSTEES OF THE VILLAGE OF PORT CHESTER

Gregory K. Adams
Deputy Mayor
Board of Trustees of the Village of Port Chester

GKA:mtv
Enclosure

Board of Trustees of the Village of Port Chester
County of Westchester

IN THE MATTER OF CERTAIN CORRESPONDENCE BETWEEN THE VILLAGE MANAGER AND THE MAYOR

SUBPOENA AD *TESTIFICANDUM* and *DUCES TECUM*

TO: Laberge Group
4 Computer Drive West
Albany, New York 12205
Attn: Richard F. Laberge, P.E.

Greetings:

WE COMMAND YOU, pursuant to Chapter 77-7D of the Code of the Village of Port Chester, that all business and excuses being laid aside, you personally appear and attend before Brian P. Murphy, Esq., Special Counsel to the Board of Trustees of the Village of Port Chester at **Village Hall, 222 Grace Church Street, Port Chester, NY 10573** on the **11h day of March, 2016 at 9:30 am** and at any recess or adjourn date, to be questioned regarding an investigation of the above-captioned matter and that you bring with you, and produce the following certified business records:

- Any and all W-2s and/or 1099s issued to Dennis G. Pilla and/or DP Strategic Advisory Services between January 1, 2013 and the present;
- Any and all employment contracts and/or independent contractor contracts between Laberge Group and Dennis G. Pilla and/or DP Strategic Advisory Services executed between January 1, 2013 and the present;
- Any and all responses to Requests for Proposals (RFPs) submitted to public and/or private sector clients by Laberge Group between January 1, 2013 and the present which include and/or make reference to Dennis G. Pilla and/or DP Strategic Advisory Services;
- Any and all written or recorded handouts, materials, or PowerPoint presentations related to all speaking engagements presented by the Laberge Group in conjunction with Dennis G. Pilla and/or DP Strategic Advisory Services between January 1, 2013 and the present; and
- Any and all written and/or electronic communication (i.e., email) between Laberge Group principals, officers, and/or employees and Dennis G. Pilla and/or DP Strategic Advisory Services between January 1, 2013 and the present.

Failure to comply with this subpoena is punishable as a contempt of Court and shall make you liable to the person on whose behalf this subpoena was issued for a penalty not to exceed fifty dollars and all damages sustained by reason of your failure to comply.

Dated: Port Chester, New York
February 25, 2016

THE BOARD OF TRUSTEES OF THE VILLAGE OF PORT CHESTER

Gregory K. Adams
Deputy Mayor
Board of Trustees of the Village of Port Chester
222 Grace Church Street
Port Chester, NY 10573
(914) 939-2200

Sworn before me on this the 25th day of February, 2016

Carol Klaint
Notary Public

CAROL PLANT
Notary Public State of N.Y.
No. 01PL6197486
Qualified in Westchester County
Commission Expires Dec. 1, 20 18

CERTIFICATION OF RECORDS

STATE OF NEW YORK)

SS:

COUNTY OF WESTCHESTER)

I, David Thomas, the undersigned Village Clerk of the Village of Port Chester, New York, DO HEREBY CERTIFY.

That I have compared the annexed copy of a resolution adopted by the Board of Trustees of the Village of Port Chester, New York on November 2, 2015, and that the same is a true and correct copy therefrom.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the Village of Port Chester, New York this 24th day of February, 2016.

(Seal)

Village Clerk
Village of Port Chester, New York

RESOLUTION TO RETAIN SPECIAL COUNSEL REGARDING CORRESPONDENCE BETWEEN THE VILLAGE MANAGER AND THE MAYOR

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

WHEREAS, the Village Manager has directed correspondence dated October 5, 2015 to the Mayor, and provided copies to the Board of Trustees and Village Attorney; and,

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

WHEREAS, given the unique circumstances presented, the Board elects to delegate its investigatory authority to a special counsel who has a labor law background and experience in workplace investigations; and

WHEREAS, the Village Attorney has solicited qualified candidates for the position prior to presentment of his recommendation. Now, therefore, be it

RESOLVED, that the Village Attorney is hereby directed and authorized to retain Brian Murphy, Esq. 560 Broadhollow Road, Suite 303, Melville, New York 11747 pursuant to his proposal dated October 30, 2015 to investigate the correspondence between the Village Manager and the Mayor, compensation to be $280/hour, to be appropriated from Legal/ Contractual 1.1420.400 and be it further

RESOLVED, that as part of his investigation, Mr. Murphy be directed to engage in fact-finding, and within 45 days of retainer, prepare a report to the Board with a recommended course of action.

Approved as to Form:

Anthony M. Cerreto

Anthony M. Cerreto, Village Attorney

11/2/2015

086

ROLL CALL

AYES: Trustee Terenzi, Kenner, Brakewood, Ceccarelli, Adams and Mayor Pilla
NOES: None
ABSENT: Trustee Marino

DATE: November 2, 2015

Exhibit "N"

VILLAGE OF PORT CHESTER
COUNTY O\F WESTCHESTER
STATE OF NEW YORK

In the Matter of Certain Correspondence between the Village Manager and The Mayor of the Village of Port Chester

---

AFFIDAVIT IN RESPONSE TO SUBPOENA
DUCES TECUM

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

I, the undersigned, Richard F. Laberge, being duly sworn depose and say:

1. That I am the President of Laberge Group with offices at 4 Computer Drive, Albany, New York 12205 in the County of Albany and State of New York.

2. I am in receipt of a Subpoena *Ad Testificandum* and *Duces Tecum* in the above matter which was dated February 25, 2016 and signed by the Deputy Mayor, Gregory K. Adams.

3. I am attaching hereto documents which are described in the five bullet points set forth in the above mentioned subpoena and which have been retrieved from the files and records of the Laberge Group to include the electronic records of e-mail communications which I understand meet the description of the subpoena. These documents in each case are during the period set forth in the subpoena and in each case relate to the Laberge Group as a party to the subpoenaed document.

4. As to the first bullet point in the unnumbered paragraph of the subpoena which requests W-2s and/or 1099s issued to Dennis G., Pilla, and/or DP Strategic Advisory Services, I have caused the records and files of the LaBerge Group to be searched for any such documents and there are none, which is consistent with my personal knowledge as well.

5. As to the second bullet point in the unnumbered paragraph of the subpoena which requests any employment contracts and/or independent contractor contracts with Dennis G. Pilla and/or DP Strategic Advisory Services, there are no such documents in the records or files of the Laberge Group and none exist to my knowledge.

6. As to the third bullet point in the unnumbered paragraph of the subpoena which requests any responses by Laberge Group to Requests for Proposals (RFPs) submitted to public or private sector clients which include and/or make reference to Dennis G. Pilla and/or DP Strategic Advisory Services, I am attaching the following:

a) Town of Greenburgh, Review of Department of Public Works, Proposal for Professional Services dated January 12, 2015, which consists of a 16 page proposal. This proposal also included a 4-page article written for the Association of Towns published in Jan/Feb, 2011 titled: One Size Does Not Fit All. Also included is an eleven page summary of power point images supporting an oral presentation of the Town of Greenburgh proposal.

b) An article written for and published by the New York Conference of

Mayors entitled Moving the Barometer – Overcoming Barriers to Shared Services in Local Government published on February 9, 2015. The documents provided here include a 13-page summary of power point images prepared for an oral presentation to a Conference of Mayors seminar as well as the published article as entitled above and included here in two different formats.

7. As to the fourth bullet point in the unnumbered paragraph of the subpoena which requests any written or recorded handouts, materials, or PowerPoint presentations related to all speaking engagements presented by the Laberge Group in conjunction with Dennis G. Pilla and/or DP Strategic Advisory Services, I have included and attached all such materials and documents which are described in the previous paragraph numbered 6 herein as meeting the documents and materials requested in your fourth bullet point. There are no other documents in the possession or records of LaBerge Group which meet your description of materials or documents described in bullet point 4, and I know of no other such materials or documents.

8. As to the fifth bullet point in the unnumbered paragraph of the subpoena which requests all written and/or electronic communication (i.e. e-mail) between Laberge Group principals, officers, and/or employees and Dennis G. Pilla and/or DP Strategic Advisory Services, I provided a copy of the subpoena bullet point description for these described written or e-mail communications to Laberge Group employees who had any reason to make, create or save any such described written or electronic communications

with Dennis Pilla or DP Strategic Advisory Services and I was provided the attached 91 pages of mostly e-mail communications with some apparent attachments to such e-mails also provided herein. That is, I did my best to provide a complete search of our written records and electronic e-mail sources to comply with the subpoena herein and I have no reason to believe that there are any records in the Laberge files that meet the description of the requested documents in the subpoena, that have not been turned over in the materials which are attached hereto.

9. I am submitting this affidavit as my certification of the records requested in the subpoena *duces tecum* and to the best of my knowledge such documents are a complete and accurate set of records maintained by Leberge Group in the course of their business and it is their business to keep such records and such records are all such records as meet the documents requested in the subpoena.

10. By complying with the subpoena to the extent described herein, I am not waiving any other rights that I have to contest the subpoena *ad testificandum* for all of the reasons that are set forth in CPLR section 2304 or as may otherwise be provided in law, to include the authority of the Village of Port Chester to have issued the said subpoena.

RICHARD F. LABERGE, P.E.

Sworn to before me this 10th
day of March, 2016

CAROL J. BUROMETTO
Notary Public, State of New York
Registration #01BU6051831
Qualified in Albany County
Commission Expires Dec. 4, 2018

Exhibit "O"

Village of Port Chester, NY
Thursday, December 3, 2015

Chapter 53. Ethics, Code of

§ 53-1. Declaration of policy.

The proper operation of the village government requires that officials, officers and employees be independent, impartial and responsible to the people; that government decisions and policy be made in the proper channels of the governmental structure; that public office not be used for personal gain; that public officials, officers and employees observe in their official acts the highest standards of morality and discharge faithfully the duties of their office regardless of personal consideration; and that the public have confidence in the integrity of its government and the officers and employees thereof. In recognition of these goals, there is hereby established a Code of Ethics for all officials and officers of the Village of Port Chester as defined in its Charter, and for all employees of such village hereinafter referred to as the "village." In the event of any conflict between the provisions of this code and the provisions of Article 18 of the General Municipal Law, the latter shall control.

§ 53-2. Conflicts of interest.

No official, officer or employee of the village shall have any interest, financial or otherwise, direct or indirect, or engage in any business or transaction or professional activity or incur any obligation of any nature, which is in conflict with, or might reasonably tend to conflict with, the proper discharge of his duties in the public interest.

§ 53-3. Representation of private interests.

No official, officer or employee of the village shall represent private interests before any department, board, office or agency of the village nor represent private interests in any section or proceeding against the interests of the village or in any litigation to which the village is a party.

§ 53-4. Disclosure of interest.

A. Any official, officer or employee of the Village of Port Chester, whether paid or unpaid, who has a direct or indirect financial or other private interest in any matter being considered by the Village Board of the Village of Port Chester, or by any other official or agency, officer or employee of said village, and who participates in discussions before or gives opinions to such Board, agency or individuals, shall publicly disclose on the official record and nature and extent of such interest.

B. Any officer or employee of the Village of Port Chester, whether paid or unpaid, who has knowledge of any matter being considered by any board, agency, officer or employee of said village in which he has any direct or indirect financial or other private interest, shall be required to disclose, in writing, his interest to such board, agency, officer or employee and the nature and extent thereof.

C. A copy of every disclosure required under Subsection **A** and **B** above, including a copy of any

transcript of such disc .re, shall be promptly transmitted by the l d, agency, officer or employee receiving such disclosure, to the Village Clerk, who shall file and maintain same as a public record.

§ 53-5. Gifts and favors.

No official, officer or employee shall accept any gift or gratuity, whether in the form of service, loan, thing or promise or any other form, from any person, firm or corporation which to his knowledge is interested directly or indirectly in any manner whatsoever in business dealings with the village and over which business dealings he has power to take or influence official action.

§ 53-7. Interests in conflict with official duties.

[Amended 2-1-1989 by L.L. No. 1-1989[1]]

A. Any official, officer or employee of the village shall abstain from making personal investments in enterprises which he has reason to believe may be directly affected in decisions to be made by him or which will otherwise create conflict between his public duty and his private interest and shall refrain from passing upon any questions in which he or any member of his immediate family has an interest which might reasonably be deemed to create such conflict.

B. To the extent that any member of a board or commission of the village shall own or have an interest in any property for which approval under Chapter 98 of the Village Code is required, such interest shall be made known by filing a written notice of such interest with the Village Clerk and shall thereafter take no part in the approval process except as an applicant.

C. No elected official shall vote on any proposal or action where that official has expressed an interest in property which will be affected by the adoption of the proposal or action, unless or until the official has disclosed the expression of interest in writing to the Village Clerk and has notified the owner or agent to whom the interest was expressed that it is terminated.

D. Public officials, whether full-time or part-time, must avoid any action which will result in or create the appearance of using public office for private gain and/or the giving of preferential treatment to any person.

E. Public officials, whether full-time or part-time, must avoid any action which, in fact or by reason of appearance, will adversely affect the confidence of the public in the integrity of its municipal government or the public officials involved.

F. Elected officials and appointed officers of the village shall certify to the Clerk of the village, in writing, each April, that they have read and understand the Code of Ethics of the village, as follows:
"I, the undersigned, have read the Ethics Code of the village, at least once in the prior 12 months, and understand it.

Title

Dated: April _____

[1] *Editor's Note: The preamble of this local law reads as follows: "It is the intention by the enactment of this Code of Ethics to require public officials, whether full-time or part-time, to avoid any action which will result in, or give the appearance of, impropriety."*

§ 53-8. Incompatible employment.

No official, officer or employee of the village shall accept other employment which will impair his

independence of judgment in the exercise of his official duties.

§ 53-9. Future employment.

[Amended 2-24-1993 by L.L. No. 3-1993]

A. No official, officer or employee of the village shall solicit, negotiate for or promise to accept employment by any person, firm or corporation with which he or his department, office or agency is engaged on behalf of the village in the transaction of business which is or may be affected by his official action.

B. The Mayor and members of the Board of Trustees may not be employed by and may not be considered for employment with the Village of Port Chester while holding such positions and for a one-year period after leaving such office, whether by expiration of term, registration or otherwise.

§ 53-10. Obligation to citizens.

A. No official, officer or employee of the village shall use or attempt to use his official position to secure unwarranted privileges or exemptions for himself or others to grant any special consideration, treatment or advantage to any citizens beyond that which is available to every other citizen.

B. An official, officer or employee of the village should not by his conduct give reasonable basis for the impression that any person can unduly influence him or improperly enjoy his favor in the performance of his official duties, or that he is affected by the kinship, rank, position or influence of any party or person.

§ 53-11. Use of village employees or public property.

A. No official, officer or employee of the village shall direct or cause any official, officer or employee of the village to do or perform any service or work outside of public work or employment, or accept any such service or work, nor shall any officer or employee of the village offer to or perform any such service or work for such official, officer or employee. This section shall not preclude any official, officer or employee from voluntarily performing any such service or work outside of the hours during which he is assigned to perform duties for the village.

B. No official, officer or employee of the village shall request or permit the use of village-owned vehicles, equipment, materials or property for personal convenience or profit, except when such services are available to the public generally or are provided as village policy for the use of such officer or employee in the conduct of official business.

§ 53-12. Board of Ethics.

[Amended 10-28-1987]

A. Pursuant to § 808 of the General Municipal Law, there is hereby established a Board of Ethics for the Village of Port Chester. The Board of Ethics shall be appointed by the Board of Trustees of the Village of Port Chester, which is hereby specifically designated as the body to make such appointments. The members of the Board of Ethics shall serve at the pleasure of the appointing body. The Board of Ethics shall have not less than three nor more than five members, a majority of which shall not be officers and/or employees of the village, and one of whom must be an elected or appointed municipal office or employee.

B. The Board of Ethics shall render advisory opinions to officers and employees of the Village of Port Chester pursuant to the written request of any such officer or employee. In addition, it may make recommendations with respect to the drafting and adoption of a Code of Ethics or amendments thereto upon request of the Village Board of Trustees of the Village of Port Chester.

C. The Corporation Counsel and Village Attorney are authorized to provide legal advice to the Board of Ethics upon request.

§ 53-13. Distribution of Code of Ethics.

The Village Clerk shall cause a copy of Article 18 of the General Municipal Law and this Code of Ethics to be distributed to every official, officer and employee of the village.

§ 53-14. Penalties for offenses.

Any violation of the provisions of this Code of Ethics shall constitute cause for removal from office or employment or other disciplinary action as provided by law.

§ 53-15. Definitions.

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

AGENCY

Includes any board, commission, committee, department, branch or bureau of the Village of Port Chester, consisting of one or more persons, paid or unpaid, which forms any function of the village government.

INTEREST

Includes, without limitation, any right, title, share or participation in anything or in any advantage, profit or benefit, whether such right, title, share or participation be direct or indirect, legal or beneficial, contingent or vested, financial or otherwise, as owner, partner, stockholder, mortgagee, creditor, broker, agent or in any other capacity, but shall not include an interest in any corporation listed on any security exchange, subject to the regulations of the Security Exchange Commission. For the purpose of this chapter, a municipal officer or employee shall be deemed to have an interest in the contract of his spouse, minor children and dependents, except a contract of employment with the municipality which such officer or employee serves; a firm, partnership or association of which such officer or employee is a member or employee; a corporation of which such officer or employee is an officer, director or employee; and a corporation any stock of which is owned or controlled directly or indirectly by such officer or employee.

VILLAGE

The Village of Port Chester.

§ 53-16. Civil service employees.

This Code of Ethics shall not be deemed in any way to repeal or modify any act of the legislature of the State of New York relating to the civil service rights, privileges or bonus of any employee of the village, and the provisions hereof shall not apply wherever and to the extent that the effect thereof would be to repeal or modify any such act or portion thereof.

Exhibit "P"

"Mayor threat" FE2
7 DA - related

Steers, Christopher

From: Steers, Christopher
Sent: Friday, October 26, 2012 9:36 AM
To: Cerreto, Tony
Subject: Fwd: Follow up

FYI. As usual he takes no responsibility for his actions.

Sent from my iPhone

Begin forwarded message:

> **From:** "Pilla, Dennis Mayor (Internal E-Mail)" <DPilla@PortChesterNY.com>
> **Date:** October 26, 2012 7:21:14 AM EDT
> **To:** "Steers, Christopher" <CSteers@PortChesterNY.com>
> **Subject: RE: Follow up**
>
> As I said before, I hope we can find a way to communicate that works for us both.
>
> Dennis G. Pilla, Mayor
> Village of Port Chester
> 914-939-5201 (Office)

From: Steers, Christopher
Sent: Thursday, October 25, 2012 04:29 PM
To: Pilla, Dennis Mayor (Internal E-Mail)
Subject: RE: Follow up

Mayor,

Respectfully, we discussed the majority of what we were going to go over today on the phone yesterday; and I was ready to follow up with you today and will do so below. It has taken some doing to work to get this back on track since the episode at previous IDA meeting. I committed to you that I would endeavor to do so and was indeed successful at same. In sum I was able to build consensus on a more defined process moving forward with the IDA and the proposed license agreement almost identical to your suggested approach.

Our next steps are for the ID and Waterfront to get together to discuss the general concept. It seems that all parties are as anxious as you to have a more defined plan. They are looking to do so possibly at the next IDA meeting. Staff will be reaching out to either New Rochelle or Mamaroneck to tap into their subject matter expertise and ask for them to perhaps give a brief presentation on the subject. In short we are not reinventing the wheel and should tap into these resources, maintain transparency In the process, and get an agreement executed that protects the interests of all stake holders. Further, we are going to

including the recent recommendations of the Waterfront Commission to put the resulting guideline into the LWRP so that it helps to govern the process.

I am also disappointed at my need to walk out of the meeting. As I expressed to you I was not prepared to discuss the allegations you made against me and/or my staff of being insubordinate to you. Your allegation came out of the blue and I was taken aback by it and I clearly expressed to you that I was not prepared nor willing to continue the discussion on your accusation at that time. I offered to you to continue the purpose and intent of the meeting as described above. Since you insisted on having the discussion I told you that I would be leaving the meeting, and I did. I found your tone, the allegation, and your apparent sense of impunity most disturbing and upsetting. Unfortunately, this has not been the first time you have taken an adversarial position against me and my staff, and the frequency within my short tenure as Village Manager has been unwarranted, and unprofessional. If you seek to communicate with me more effectively I suggest that you first do not lecture nor threaten me or my staff, and second remove your political fears from our discussions.

I do not expect you to understand the rigors of my position. My time is in high demand and my responsibilities are great. I will not allow anyone to distract me from the responsibility entrusted to me by the Board of Trustees. Any effort that seeks to take away my focus, interfere with or distract me from my primary duties is unacceptable and will be dealt with accordingly. Your insinuation that we are not following up with you is erroneous (I give you more of my time than to any other Trustee) and merely attempts to obfuscate what appears to be your disregard for my position and my time. I have great respect for the BOT and the position of the Mayor, and I am greatly disheartened by this bizarre turn of events, and hope that we may resume the amicable relationship we have enjoyed over the past three years.

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

-----Original Message-----
From: Pilla, Dennis Mayor (Internal E-Mail)
Sent: Thursday, October 25, 2012 3:15 PM
To: Steers, Christopher
Subject: Follow up

Chris,

While I am disappointed that you walked out on our earlier discussion, especially since I am only trying to find a way for us to find an effective way of communicating, I am still hopeful that we can agree on an approach that works for us both.

When will you be ready to meet to discuss this and the IDA Waterfront project approach?

Thanks
Dennis

Dennis G. Pilla, Mayor
Village of Port Chester
914-939-5201 (Office)

Exhibit "Q"

"And we know that in all things God works for the good of those who love him, who have been called according to his purpose."
Romans 8:28

"Whatever you do, work at it with all your heart, as working for the Lord, not for men, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving."
Colossians 3:23-24

Mayoral candidates pinned down on village issues

Following interviews of the two Port Chester mayoral candidates at the Westmore News offices on Friday, Feb. 27, both candidates were asked to answer "yes" or "no" to the following questions. Candidates were told if they left an answer blank, their response would be listed as "refused to answer."

Gene Ceccarelli
Republican
Conservative
Independence

Dennis Pilla
Democrat
No Municipal Center

	Gene Ceccarelli	Dennis Pilla
Are you satisfied with the latest Stanwood proposal which includes retail, medical office space, hotel, senior housing and mixed housing?	YES	NO
Do you think Port Chester should go to an all-volunteer fire department?	REFUSED TO ANSWER	NO
Are you in favor of installing the sewer rent tax?	YES	NO
Are you in favor of working with G&S to make the marina parking lot paid rather than fee?	YES	YES
Would you keep Chris Steers as village manager?	YES	NO
Would you support dissolving the Town of Rye and forming a coterminous town-village?	YES	YES
Are you in favor of going forward with the National Development Council to construct a municipal center at Irving Ave. ue and Putnam Street?	YES	NO
Are you in favor of extending the permit amnesty program again (after it expires in September 2015?	YES	NO
Are you in favor of increasing the manpower for code enforcement?	YES	NO
Should the Village of Port Chester have a law addressing nepotism?	YES	YES
Would you support requiring future residential developers to set aside a portion of their project for affordable housing?	NO	YES
Are you in favor of reducing Wednesday bulk trash collection to every other week?	NO	NO
Are you in favor of putting a limit on the number of residential units that can be built in the city going forward?	YES	YES

"But as for you, you meant evil against me; but God meant it for good..."
Genesis 50:20

"And a servant of the Lord must not quarrel but be gentle to all, able to teach, patient, in humility correcting those who are in opposition, if God perhaps will grant them repentance, so that they may know the truth, and that they may come to their senses and escape the snare of the devil, having been taken captive by him to do his will."
2 Timothy 2:24-26

MEMORANDUM

TO: THE BOARD OF TRUSTEES OF THE VILLAGE OF PORT CHESTER

FROM: BRIAN P. MURPHY, ESQ., THE MATERA LAW FIRM

SUBJECT: ADDENDUM TO SPECIAL COUNSEL INVESTIGATION: G.M.L. ARTICLE 18 – CONFLICTS OF INTEREST

DATE: APRIL 12, 2016

CC: T. CERRETO, VILLAGE ATTORNEY

After meeting with the Board on April 4, 2016 but prior to concluding my assignment I researched whether any of the conduct described in my April 4th Report violated any other state laws, specifically New York General Municipal Law Article 18 – Conflicts of Interests ("Article 18"). Kindly accept this brief report as an Addendum to my April 4, 2016 Report ("April 4th Report") to the Board of Trustees (the "Board).

I find that Mayor Pilla's relationship with Laberge Group ("Laberge"), as described in detail in my April 4th Report, does not violate the criminal provisions of Article 18 because the first (and, hypothetically, second) of four (4) elements required to prove a conflict of interest under Article 18 are not present here.

Article 18 prohibits municipal officers and employees from having an interest in a contract with the municipality for which he (or she) serves. Any municipal officer or employee who willfully or knowingly violates Article 18 is guilty of a misdemeanor. See G.M.L. § 805. Four (4) elements must exist in order for a relationship between a municipal officer and an entity to violate Article 18. Those elements are:

1. There must be a "contract"[1] with the municipality;

2. The "municipal officer"[2] must have an "interest"[3] in that contract;

3. The municipal officer, in his official capacity, must have one or more of the duties that can give rise to a prohibited interest; and

4. The situation must not fit into any of the statutory exceptions included in Article 18.

See G.M.L. § 801.

Mayor Pilla's relationship with Laberge does not violate Article 18 because during the relevant time period, Laberge never entered into a contract with the Village of Port Chester (the "Village") for grant writing or anything else. The grant-writing bid was awarded to Millennium Strategies, LLC ("Millennium"), not Laberge. Because the Village never contracted with Laberge for grant writing, the first required element of an Article 18 violation is absent and no Article 18 violation exists.

Second, *hypothetically*, even if the Board chose Laberge over Millennium and entered into a contract with Laberge for grant writing, Mayor Pilla's relationship with Laberge still would not constitute a violation of Article 18 because Mayor Pilla would not have had an "interest" in that (hypothetical) contract between the Village and Laberge. Evidence shows that Mayor Pilla would not have received a "direct or indirect pecuniary or material benefit" from such a contract nor was he an "officer, director or employee, or directly or indirectly owns or controls any stock" of Laberge, which is required to prove a violation of Article 18. See G.M.L. § 800(3)(c), (d).

Because the first as well as the second (hypothetical) required elements of an Article 18 Conflict of Interest violation are missing, Mayor Pilla's failure to disclose his prior relationship with Laberge is not a violation of Article 18 and no further analysis of the remaining two (2) elements is warranted. All factual finding and recommendations contained in my April 4th Report remain unchanged.

---

[1] Article 18 defines a "contract" as any "claim, account or demand against or agreement with a municipality, express or implied . . . ."

[2] Under Article 18, Village Mayor is deemed a "municipal officer".

[3] Article 18 defines "interest" as "a direct or indirect pecuniary or material benefit accruing to a municipal officer . . . as the result of a contract with the municipality which such officer serves."

RES - 12
BOT 11-21-2016

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

AGENDA MEMO

Department: Police Department

BOT Meeting Date: 11/21/2016

Item Type: Resolution

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

Description	Yes	No	Description	Yes	No
Fiscal Impact	x	☐	Public Hearing Required	☐	x
Funding Source: Account #:			BID #		
	Yes	No	**Strategic Plan Priority Area** Choose a Strategic Plan Area		
Agreement	☐	☐	**Manager Priorities**		
Strategic Plan Related	☐	x	Other		

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

RESOLUTION
STIPULATION OF AGREEMENT
CSEA – RANK & FILE

Summary

Background: the Village of Port Chester and the CSEA, Local 1000, AFSCME, AFL-CIO, Westchester Local 860 Village of Port Chester Unit (Rank and File) have entered into negotiations for a new multi-year labor agreement for the term of June 1, 2015 through May 31, 2020. The negotiations have successfully concluded and the Association has ratified the Memorandum of agreement. This resolution is for the Board of Trustees to ratify and approve the Memorandum of Agreement with CSEA, Local 1000, AFSCME, AFL-CIO, Westchester Local 860 Village of Port Chester Unit (Rank and File) in the form presented to the Board.

Proposed Action

That the Board of Trustees adopt the Resolution

Attachments

RESOLUTION
STIPULATION OF AGREEMENT
CSEA – RANK & FILE

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 the CSEA, Local 1000, AFSCME, AFL-CIO, Westchester Local 860 Village of Port Chester Unit (Rank and File) have entered into negotiations for a new multi-year labor agreement for the term of June 1, 2015 through May 31, 2020; and

WHEREAS, those negotiations have been successfully concluded; and

WHEREAS, a Memorandum of Agreement reflecting amendments to the existing labor agreement has been signed by the negotiating teams, and subject to the approval of both the Union and Village; and

WHEREAS, the Association has ratified the Memorandum of Agreement. Now, therefore, be it

RESOLVED, that the Board of Trustees hereby ratifies and approves the Memorandum of Agreement with CSEA, Local 1000, AFSCME, AFL-CIO, Westchester Local 860 Village of Port Chester Unit (Rank and File) in the form annexed herein; and be it further

RESOLVED, that the Village Manager be authorized to execute the successor agreement when it is prepared, and be it further

RESOLVED, that the Board of Trustees authorizes the Village Treasurer to modify the FY 2016-17 General Fund Budget as follows:

From:		
Contingency – Contractual	1.1990.400	**$167,291**
To:		
Justice Court – Personnel Services	1.1110.100	$15,248
Village Manager-Personnel Services	1.1230.100	$2,179
Finance – Personnel Services	1.1320.100	$7,308
Village Clerk – Personnel Services	1.1410.100	$2,390
Buildings-Other-Personnel Services	1.1620.100	$2,707
Buildings-Village Hall-Personnel Services	1.1621.100	$2,681
Central Garage-Personnel Services	1.1640.100	$11,741
Police Civilian-Personnel Services	1.3127.100	$4,777
Street Parking – Personnel Services	1.3320.100	$3,639
Building Dept-Personnel Services	1.3620.100	$12,768
Code Enforcement-Personnel Services	1.3989.100	$15,913
Street Administration-Personnel Services	1.5010.100	$4,044
Street Maintenance-Personnel Services	1.5110.100	$15,469
Street Cleaning-Personnel Services	1.5190.100	$2,180

Nutrition (SNAP)-Personnel Services	1.6730.100	$3,037
Nutrition (Transp.)-Personnel Services	1.6750.100	$1,733
Parks-Personnel Services	1.7110.100	$3,612
Youth Program-Personnel Services	1.7310.100	$1,649
Planning – Personnel Services	1.8020.100	$3,195
Refuse/Garbage-Personnel Services	1.8160.100	$39,133
Social Security-FICA	1.9030.802	$9,935
Social Security-Medicare	1.9030.810	$2,253
Total		**$167,291**

APPROVED AS TO FORM:

_____

Village Attorney, Anthony Cerreto

VM - 01
BOT 11-21-2016

Village of Port Chester

Office of the Village Manager

MEMORANDUM

TO: Mayor and the Board of Trustees

FROM: Christopher D. Steers, Village Manager

DATE: November 21st, 2016

RE: Updates

INITIATIVES/PRIORITIES:

- **Economic Development: 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. Staff is working with the Applicant to answer questions related to the construction of the building and its potential impact on the bulkhead and parking lot. The project appeared before the Planning Commission at its September meeting and scheduled for a public hearing at the Planning Commission on October 24, 2016. The Waterfront Commission found the project to be consistent with the LWRP at its October 27, 2016 meeting.

- **Micro Alcohol Establishments**: Zoning text amendments to possibly permit non-bar, alcohol-related establishments within particular districts within the Village. The Board adopted the zoning at its September 19, 2016 meeting. Per Board direction, staff is investigating adding such uses to the MUR District and will report back to the Board.

- **Parking and Mobility Management Action Plan**: Contracts between the Village of Port Chester (the Village)/Port Chester Industrial Development Agency (PCIDA) and the RBA Group (the Consultant) were signed on September 21, 2016.

    - ***Task 1: Project Initiation:*** Percent Complete: 80%

      No activity this period.
      Anticipated Completion Date; 11/30/2016

      Based upon existing knowledge of the community and on-going conversations between the RBA Group and Village/PCIDA staff, a kick-off meeting was foregone so that the Consultant could begin data collection (Task 2). The Consultant and Village staff continue to refine project goals, the project scope, and the overall schedule.

    - ***Task 2: Background and Data Collection:*** Percent Complete: 50%

      Anticipated Completion Date: 12/20/2016

      Task 2.1: Plan Review
      Additional Studies received and under review. Plans and documents associated with the G&S properties' parking and development have been reviewed and assessed. Village Zoning Code is being reviewed, along with other Transportation and Planning studies.

      Task 2.2: Mobility and Parking Inventory
      Existing Conditions continues to be identified and summarized. Site visit was conducted October 18, 2016 to observe existing traffic conditions, physical condition, lane assignments, and signal timings.

      Task 2.3: Parking Utilization
      Detailed data collection was conducted Wednesday, 10/26, and data is being summarized. Field data collection planned for week of October 24th. Observations and assessment of parking demands has been conducted for evening demands impacted by Capitol Theatre events. Spot checks of parking demands have been made during field visits, including G&S Parking Garage.

The RBA Group continued data collection the week of November 11, 2016, including data collection related to the usage, duration, and location of the Marina Parking Lot. During the week of November 18, 2016, the RBA Group evaluated that data in advance of providing the Village will an evaluation of the existing conditions and usage of the Lot, short-term actions to improve its function, and potential long term solutions.

Task 2.4: Mobility Demand
Detailed traffic data collection was conducted for the week, including ATR's and counts. Field data collection planned for week of October 24th.

- ***Task 3: Input from Stakeholders:*** Percent Complete: 15%

  Anticipated completion Date: 12/15/2016

  No activity this period. Preliminary meeting and interview, along with study area tour was conducted with the Village Police Department (Sergeant Martello), and Village Traffic Commission (Joseph Gianfrancesco) on October 18, 2016. Coordination with the Village continues to identify and organized stakeholders for future meetings, interviews, and site visits.

- ***Task 4: Regulatory Analysis of Parking Requirements:*** Percent Complete: 0%

  Began review of existing zoning and regulations
  No other activity was performed for Task 4 during this reporting period.
  Anticipated completion Date 12/9/2016

- ***Task 5: Identification of Future Needs:*** Percent Complete: 0%

  No activity was performed for Task 5 during this reporting period.
  Anticipated Completion Date 1/30/2017

  Task 5.1: Current and Future Mobility and Parking Demands
  Task 5.2: Suggested New, Additional, or Supplementary Facilities or Services

- ***Task 6: Mobility and Parking Management Strategies:*** Percent Complete: 0%
  No activity was performed for Task 6 during this reporting period.
  Anticipated completion Date 2/30/2017.

- ***Task 7: Wayfinding Plan:*** Percent Complete: 0%

  No activity was performed for Task 7 during this reporting period.
  Anticipated completion date: 2/30/2017

- ***Task 8: Complete Streets:*** Percent Complete: 0%

  No activity was performed for Task 8 during this reporting period.
  Anticipated completion date; 3/30/2017

- ***Task 9: Mobility and Parking Management Recommended Plan of Action:*** Percent Complete: 0%
  No activity was performed for Task 9 during this reporting period.
  Anticipated Completion Date: 4/30/17

  Task 9.1: Draft Mobility and *Parking Management Recommended Plan of Action*
  Task 9.2: Recommended Plan of Action

2) Opportunity Area #2:

Police and Court Facility: The subcommittee had a conference call with representatives from NDC and STV. The discussion focused on the feasibility of the reduced project of just the police and court facility at the Irving and Poningo location and what such a proforma might look like. NDC provided two work sheets with the following discussion from Mr. Matthew B. Wexler, Director; National Development Council; in sum:

- **Two models** – one for the Public Safety Building and another for the Village Hall. These are two fundamentally different buildings, initially programmed, designed and estimated for two different sites.

  The initial police and courts facility aka Public Safety Facility (Oct. 2015) was designed as a purely public facility, with the police areas hardened and prepared for 24/7 operations and certain building system redundancies (i.e. back-up generators). The program, design and cost estimating was based upon the North Main Street site, assuming new construction on the property adjacent to the existing police/courts building.

  The originally programmed and designed Village Hall (Oct. 2014) includes police, courts, municipal offices, as well other offices and retail. The building is significantly larger than the police/courts building and because the other uses in the building have lower construction costs, the cost per square foot in the Village Hall is lower overall. This building was designed, programmed and estimated for the site at Irving and Poningo.

- **Two sheets** – one for Public Safety and the other for the Village Hall. On each sheet we present the initial cost estimate based upon the initial program and design, and show a modification next to it.

  In the model we have taken the Public Safety Facility and modified it to increase its overall size. The McClaren reports suggests that the area of the police station should be larger than the STV program, and we have modified the proposed size from 43,644 square feet to 60,000 square feet. This larger number is simply based upon a modest increase in both police and courts areas – a more detailed program would be necessary, and a new site plan and floor plate design would be needed to more accurately revise the square footage for a Public Safety Building on the Irving/Poningo site.

  The Village Hall modification simply removes the 8,315 square feet of retail as well as the revenue generated by the retail leases. This change was based upon our last conference call in which there was discussion about removing the retail component from the building. The modification does not make any changes to the sizing of any other components of that building, including police, courts and municipal offices.

  The worksheets are both simplifications whose purpose is to show you the order of magnitude of the lease payments that the Village would have to pay in different scenarios. To get more accurate numbers, our team would need to re-visit program, design and cost estimating depending on which kind of building the Village decides to pursue.

- **Observation**: The worksheets are relatively self-explanatory (See attached). In sum if we do not have rental income from the retail and office space the debt service (lease payment) becomes proportionally higher. Also the rough order of magnitude does not consider the revenues from the ultimate sale of 350 N. Main (approx. $1.8 million). Further, the revenues gained by the sale of both buildings (350 N. Main & 222 Grace Church) is not realized (approx. $9.8 million). Further still, the savings gained by not having the maintenance of the two buildings is also not realized (about $500K).

- **Recommendations**: NDC encourages us to consider the various revenue options it may have available whether those be changes in parking, the sale of real estate such as the existing police/courts building and/or the building on Grace Church Street, or some other item(s). We may then apply these revenues against the cost of the various building that are being considered to arrive at a net cost to the Village.

- **Next Steps**: For NDC to continue to look at a Police and Courts Facility at Irving/Poningo, they would need to re-engage their full team. NDC is uncertain that the Board is ready to re-engage with a full "predevelopment" agreement as the previous one could be labeled, with all of the architectural and pre-construction services. I can have Mr. Wexler attend the December 7th BOT meeting to clarify our intent and give guidance as to how to proceed.

3) Opportunity Area #3:

- **Bulkhead**: Boswell forwarded the 3 design options to the NYSDOS. NYSDOS had a conference call with staff and Boswell on September 21, 2016 and indicated that the third option (the Village's preferred option) would be the easiest to obtain permits for and provided additional suggestions. Next steps are:

    - Boswell is developing detailed design plans (60%) to submit to NYSDOS for review – anticipated by the end of December.
    - NYSDOS would then review/approve for permitting. NYSDOS then distributes to NYSDEC, Army Corps of Engineers, and Connecticut DEEP for permitting review/approval – They have a maximum of 6 months.
    - Boswell is currently working on the environmental component of the permitting in advance of that review cycle.

    Staff will continue to coordinate with Boswell in advancing the project.

- **Local Waterfront Revitalization Program** (LWRP): 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. (Pending NYSDOS review).

4) Opportunity Area #4:

- **Fox Island**: 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, the Comprehensive Plan supports new "wharf-type" development, including restaurant, commercial and office uses. Specifically, the 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.

    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. One adequate mitigation is completed the LDC could market the redevelopment of the peninsula to a master developer. (Pending further discussion during Strategic Planning).

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

The Applicant has revised their traffic study and provided it to the Village, NYSDOT, Rye, and Rye Brook on September 28, 2016. Staff, AKRF, and SPR provided a memorandum highlighting the outstanding issues related to completeness on October 13, 2016, with a corresponding memorandum from Dolph from October 11, 2016. Staff met with its consultant, the City of Rye, Village of Rye Brook, NYSDOT, and the Applicant on October 20, 2016 to discuss traffic issues. Staff, AKRF, and SPR presented at the November 7, 2016 BOT meeting. A resolution to receiving the Preliminary Final Environmental Impact Statement is on this agenda.

ACTIONS:

- **Strategic Planning:** Jacquelyn McCray and Kevin Knutson have been conducting interviews with staff and Trustees. If you have not availed yourself to speak to them please do so as soon as possible. Again, this is a great opportunity and you get out of it what you put into it. Further, revised potential dates for the strategic planning workshop are included below:
  - **2 – Four hour sessions (recommended)**:
    - **Friday February 3rd and Saturday February 4th** (late afternoon and early morning respectively)
  - **One All- day session:**
    - **Saturday, February 4th**, beginning at 8:30 or 9:00 a.m. **Please check your availability**.

Management Partners is also preparing the survey that will be distributed to the stakeholders. I will receive a draft of the survey on or about November 23rd. Again, the survey will be distributed to stakeholders including employees, board and commission members and community stakeholders. All are encouraged to complete the survey ad submit it.

- **Operations**: It is important to note that we have lost about 33% of our work force over the last 22 months. Whatever the reasons for the turnover the impacts remain the same; a loss of institutional knowledge and continuity; a demand for training and coaching, and increased pressures on existing staff. As I have been saying, my concern is that the combination of the loss of continuity in major functions due to historical knowledge walking out the door, routine unnecessary pressures, and the constant redirection of staff resources will soon lead to mistakes that we cannot afford to make. Again, I am particularly concerned with the shortage of staff in the finance department which not only limits the proper segregation of duties, but also limits analysis and other desired oversight of our procurement processes. I am also very concerned about our DPW workers and Police Officers who are putting in more OT than is advisable due to manpower shortages. In sum our capacity to manage day-to-day operations has been exceeded; so we need to either build additional capacity or reduce expectations accordingly.

  As staff continues to work diligently through the myriad of day to day issues, duties, and responsibilities, and we continue to feel the strain of understaffing at every level. We are currently recruiting for the IT position requested (***Technical Support Specialist***) and must now request that the Board approve an **Administrative Assistant** position that is desperately needed in the Finance Department (job description attached).

  Further as I continue to conduct performance conferences, and assess each department's needs, and identify gaps in various areas of operations. I must draw attention to the following: We need the following additional positions ASAP:

  - Two Police Officers &
  - Two DPW Highway Workers

  Manning within the police department is potentially putting our officers at risk as they respond to various calls. DPW is constantly reshuffling its staff to try to meet demands and utilizing seasonal staff to cover gaps. This situation has led to burnout and injuries and I am concerned that we are at potentially at risk of exposing our officers and our workers to serious injuries.

- **Budget**: As you are aware the budget document includes detailed discussion and analysis of the Village's fiscal health (see budget book). I have stressed over the last several years that our needs are exceeding our capacity to manage them both within the organization (staff, equipment, vehicles, etc.…) as well as in providing service delivery to the community (strain in DPW, PD, Building & Code, etc.). Case in point: Police overtime is now projected to exceed budgeted amounts. The reasons include but are not limited to additional demands for services, man power shortages, and training needs. The Chief will elaborate further, and I am obligated to notify the Board and the Board is obligated to approve the over expenditure, and to allocate additional funding or deny additional funding.

- **Attended the Solidarity Assembly** at St. Peter's Church on Wednesday the 16th. Chief Conway and I were there to clarify law enforcements role and to show support for the board and the community as a whole. I must note that the concerns expressed by our Hispanic and Latino residents was palpable and real; we must be sensitive to the concerns of our largest demographic. I would encourage the community and this board to maintain open dialogue over these concerns and to fully engage the community in an effort to assuage fears and build a stronger sense of community.

- **LED Lighting Project:** Staff has Negotiated agreement with Lumen Light Solutions for LED street light conversion and executed same. The Inventory / field verification process is underway.
  - The process commenced with mapping the records in the ConEd database. This process was slightly delayed due to a server and GIS mapping upgrade, and is nearing completion (November).
  - The next step will be to field verify each light mapped and document all lights existing in the field. This provides us with a literal-map of the system as ConEd sees it and thus what the Village is being billed for, as well as all lights existing on the streets.
  - With the system documented – we will meet to review the mapping and the findings and any desired modifications, etc. The outcome of the review is documented based on the Village's review and modifications to the mapping/lighting plan/standards. Thereafter the final lighting conversion plan will be completed.
  - Installation then begins, which we anticipate will begin just after the New Year holiday.

  Note: I am meeting with the contractor for additional follow up this Tuesday.

- **Columbus Park Lighting:** We are speaking to the lowest bidder relating to them holding the bid price the dialogue is less than promising so the odds are that we will need to re-bid. Further, the Consulting Village Engineer is in contact with the lighting manufacturer to review the specs for further efficiencies.

- **Chamber Banner Program**: the chamber of commerce banner program will be getting underway. They have embraced the Village's 150 Anniversary (see attached banner image). I may recommend that we purchase several of the banners for our own purposes.

DEPARTMENT UPDATES:

- **Justice Court:**
  - Assist the Judge on the Bench during court sessions on Mondays, Thursdays and Fridays
  - Processed Criminal Disposition Reports (CDRs) after court
  - Traffic Night Court 10/25/16
  - Count daily cash taken in by every clerk
  - Take deposit to drop box at the bank
  - Completed court paperwork after court sessions
  - Update excel spreadsheets with Bail disbursements from court
  - Electronically transmitted 302 Criminal Dispositions Reports (CDRs) to New York State Division of Criminal Justices Services as of October 20, 2016
  - Reconciled Judge Troy Justice Account. Ending Bank Balance as of 10/31/16 - $76,696.03
  - Prepared October 2016 Monthly Report to the N.Y. State Comptroller's Office- Justice Court Fund for Judge Troy - $82,275.00 to be reviewed and electronically submitted by Judge Troy
  - Reconciled Judge Castaneda Account. Ending Bank Balance as of 10/31/16 – $59,921.00
  - Prepared October 2016 Monthly Report to the N.Y. State Comptroller's Office- Justice Court Fund for Judge Castaneda $66,757.00 to be reviewed and electronically submitted by Judge Castaneda
  - Reconciled Judge Sisca Justice Account. Ending Bank Balance as of 10/31/16 – $88,958.66
  - Prepared October 2016 Monthly Report to the N.Y. State Comptroller's Office- Justice Court Fund for Judge Sisca - $98,887.30 to be reviewed and electronically submitted by Judge Sisca
  - Reconciled the Bail Account. Ending bank balance as of 10/31/16 - $300,084.42
  - Reconciled Tow Account. Ending Bank Balance as of 10/31/16 - $365
  - Prepared vouchers and Payroll to be sent to the Finance Department
  - 1 Transcript request 11/7/16. 40 minutes to prepare to prepare the DVD

➢ **Treasurer's Office:**

- The FY 2015-16 Financial Audit presentation will occur at this meeting. There was one finding as follows:

Finding 2016-002—Compensated Absences Accrual

Criteria: Adjustments to the compensated absence liability balance should be accurately calculated based upon the requirements set forth within each applicable union contract.

Condition and Context: The Village's compensated absences year end adjustment was found to be incorrectly calculated and applied. All employees except for appointed/non-union employees may not carry over unused vacation time from one year to the next. However, the various union agreements state that with the Village Manager's approval employees may carry over 5 days of unused vacation time that must be used within 60 days of the following fiscal year. Non-union/appointed employees may carry over up to 10 days of unused vacation time each fiscal year for a total not to exceed 45 total days unless prior approval is given by the Village Manager. It was observed that an estimated 84 employees had vacation accruals in excess of their approved carry over per the applicable union contract. Additionally, the Village does not ensure that accrued vacation time is used within 60 days of the following fiscal year. The total known and likely errors were $239,936 and $180,894 respectively.

Our response is as follows:

View of Responsible Officials and Corrective Action Plan: The issue regarding the referenced finding has been under review by the Village for some time. The findings indicate that the existing language within the labor agreement does not square with the recorded vacation time balances for a number of employees. Our review revealed the historical nature of these balances. Previous agreements acknowledged and accepted time balances in excess of annual accruals. They even permitted the employee to sell back time if desired. These provisions had been in place for a number of years but did little to eliminate the excess accruals. The current language of the labor agreement could be read to infer annual accruals of vacation time must be used in the year earned or lost but did not apply to the excess balances.

This matter was reviewed with Labor Counsel as the Village desired to reduce the liability of these compensated balances. Their advice was we could not simply delete the excess balances from the employee records since they had not taken the time in the year earned due in part to the changing contract language over the years.

The approach selected to address this issue was the collective bargaining process. The Village and Union had been negotiating for an extended period of time in an effort to reach a new agreement. The current agreement expired May 31, 2015. We reached a tentative agreement on November 8, 2016 and have prepared a Memorandum of Agreement which

is being circulated to the parties for signature. It contains the following language for the new agreement:

"Despite the foregoing language (referencing the current contract language to use it or lose it) a number of employees have vacation balances in excess of the amount allowable in any given year. These employees will be permitted to sell back up to ten days annually for the purpose of reducing their excess vacation days. In addition such employees will be required to use ten days of excess annual leave as well as the current year's entitlement each year until they come into compliance with the requirement to use vacations days within the fiscal year they were granted. The Village will not hinder such employees from complying with this process. The terms set forth in this paragraph will sunset when all employees have used their annual vacation days within the fiscal year and have no excess days remaining."

It is important to note that the most of these balances have predated my tenure and this finding could have been made at any time over the last eight or more years however the recent staff turnover triggered a closer look this year. Again this is a situation that is indicative of our staffing woes. Staff can't always utilize their time due to manpower shortages (the work has to get done).

- **Payroll Conversion**: The remaining Payroll implementation schedule is as follows:

  - 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.

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

- **Department of Public Works:** See attached memorandum from the General Foreman.

- **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.
- **Recreation:** See attached memorandum from the Recreation Program.
- **Senior Center:** See attached memorandum from the Nutrition Program.
- **Village Attorney**: See attached memorandum from Tony Cerreto.

Attachments.

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

ADMINISTRATIVE ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, incumbents of this position are responsible for carrying out the administrative details involved in a jurisdiction's operations, including such areas as budget, purchase, financial record keeping, personnel administration, personnel record keeping, and other required reports and analyses, including statistical reports. Incumbents conduct regular analysis and monitoring of information and operational activities, making recommendations or reporting trends requiring the attention of municipal administrators. The work involves frequent exercise of independent judgment and action in implementing policies and procedures. Public contact is often required. Supervision may be exercised over subordinate personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Supervises and assists in the preparation of reports, including attendance, retirement, health, personnel, budget and State and Federal periodic reports;

Implements policies, procedures, regulatory and funding requirements in the area of assignments, making improvements to streamline or improve efficiency and effectiveness;

Gathers, reviews and maintains reports, forms, records, supporting documentation, cost estimates, authorizations and other information needed in support of delegated administrative responsibilities;

Performs internal administrative tasks, e.g., interviewing, processing of personnel transactions and payroll records, monitoring contract payment and preparation of departmental budget to reflect current staffing needs;

Assists in preparing specifications for purchases, handling bids and issuing purchase orders;

Prepares statistical charts and makes reports on the findings;

Assists in keeping financial accounts of the municipality;

Analyzes operations and operating needs and plans flow of work;

Supervises the preparation of budget materials and the process involved in budget execution;

Supervises personnel activities and keeps necessary personnel records;

Advises agency supervisors of Civil Service Rules as they relate to the hiring, promoting and terminating of personnel, and works to ensure compliance with same;

Performs the canvassing of Civil Service lists and prepares paperwork required for appointment;

May interview/screen applicants for vacant positions, if appropriate;

Supplies information to employees concerning health insurance, retirement, and all conditions of employment;

EXAMPLES OF WORK (Illustrative Only) (Cont'd.)

Assists in the preparation of vacation schedules;

May make necessary arrangements for the repair of facilities and equipment;

May assist in the coordination and preparation of materials in support of grant applications;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of principles and practices of office management; good knowledge of public administration as it pertains to personnel management, budgeting, purchasing, financial record keeping and civil service administration; familiarity with research methods and statistics; ability to make clear and accurate analysis of facts, figures, and processes; ability to become familiar with and adapt to laws, regulations, policies and practices; ability to plan and supervise the work of others; ability to present oral and written opinions and comments clearly and concisely; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; thoroughness; dependability; courtesy; tact; good judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Satisfactory completion of 60 college credits* and four years of experience in an administrative support, staff, or supervisory capacity** where the primary function of the position was accounting, public administration, personnel administration, financial management or a related field.

SUBSTITUTION: Satisfactory completion of additional college credits* may be substituted at the rate of 30 credits per one year of work experience up to a maximum of two (2) years. There is no substitution for the two additional years of work experience.

**DEFINITION: "Line" functions involved in the delivery of services or in the day to day operations of a department would not be qualifying experience.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

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Monthly Report

October

2016

Code Enforcement

Monthly Performance Report
October 2016

Village of

Port Chester, New York

Department of Code Enforcement

Monthly Report for October 2016

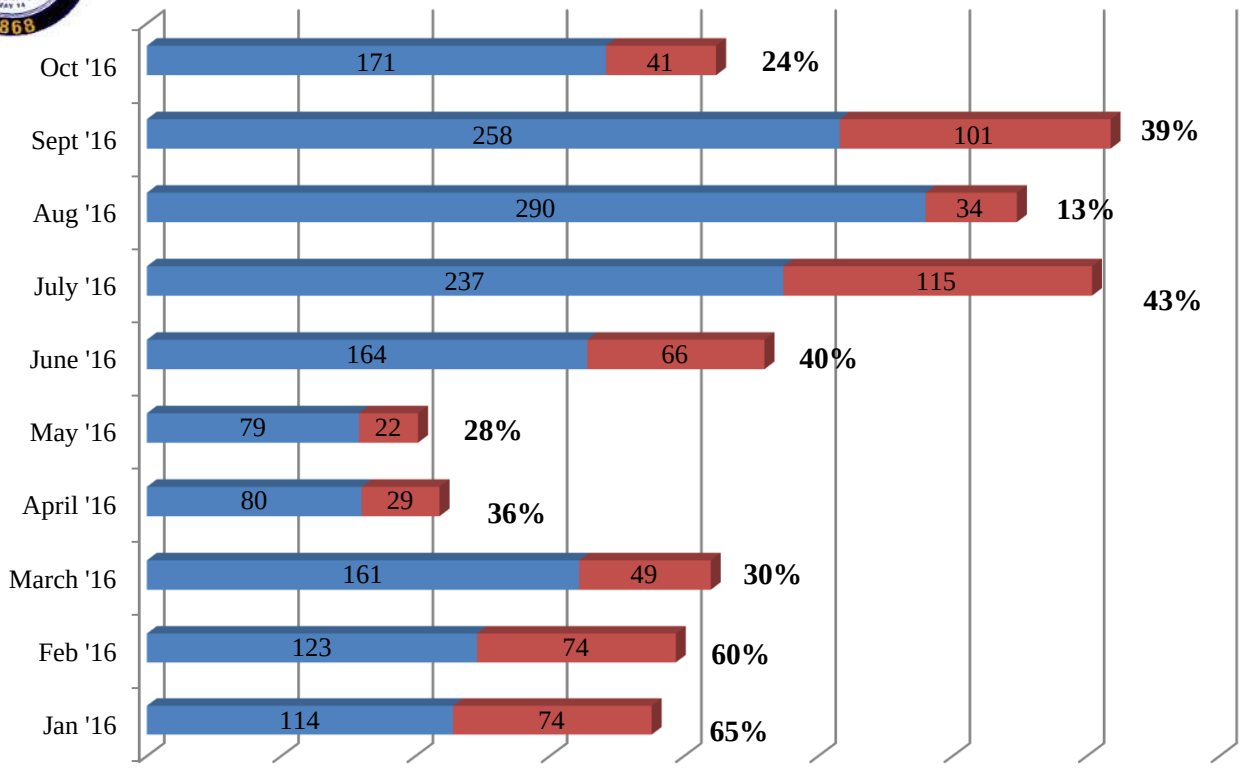
Department of Code Enforcement

Report Contents

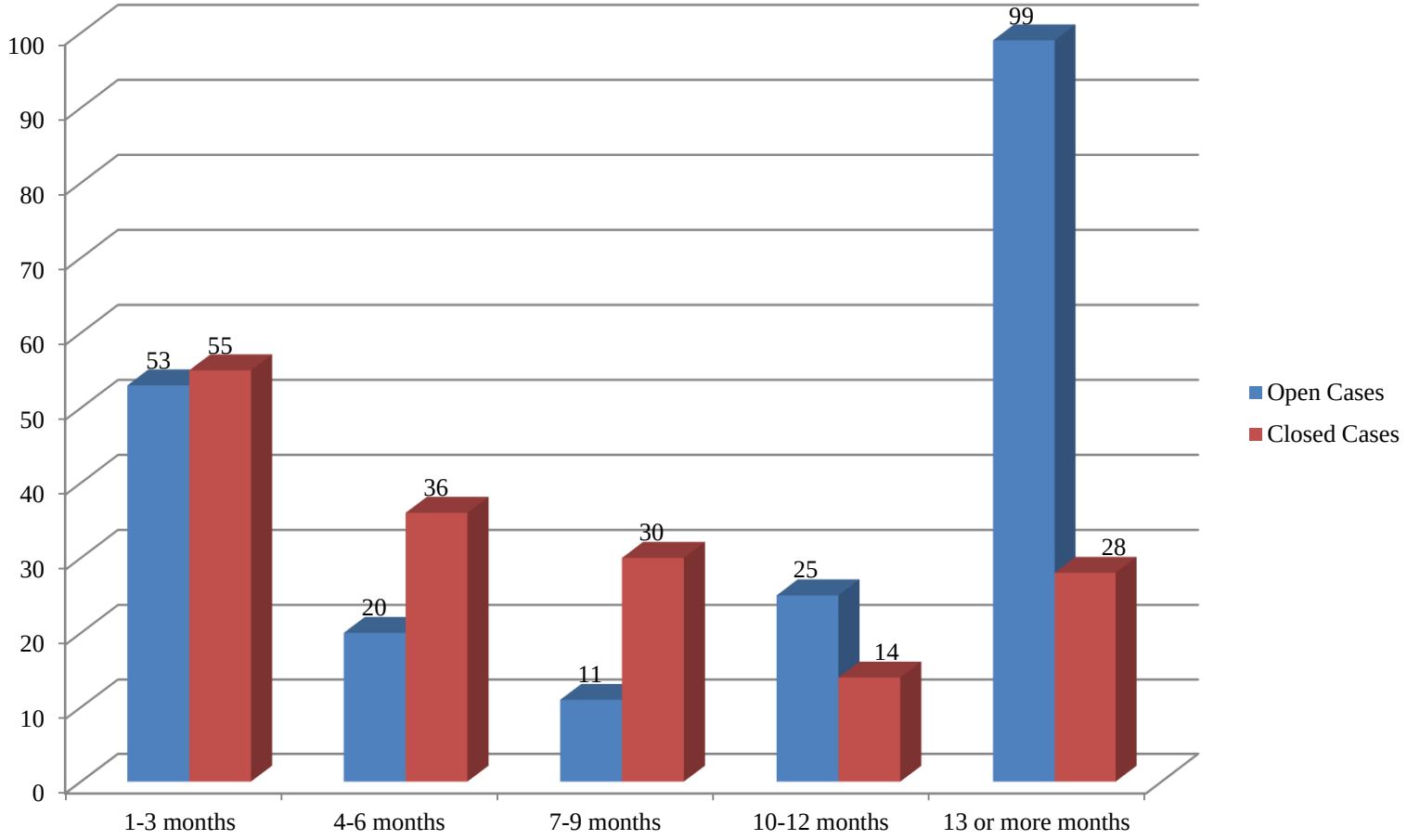
- Code Enforcement Statistics & Trends
- Fire Safety & Statistics
- Court Case Tracking/Aging
- Vacant/Distressed (Zombie) Properties
- Illegal Dwelling/Overcrowding
- Initiatives
- Administrative Notes

October 2016 -Code Enforcement	
Complaints Received	173
Inspections Conducted (as a result of complaints)	427
Right of Entry Requests	7
Notice of Violations Issued	17
Illegal Dwelling, Overcrowding Complaints (IDW & OC)	8
Notice of Violations Issued re: (IDW & OC)	0
Appearance Tickets Issued	3
Stop Work Orders	1
Compliance Case Closed	41
Unfounded	38
Referred to Building Department	25
Referred to Police Department	6
Fire Safety Referral (from PCCE to FS)	0
Referred to DPW	3
Referred to Westchester County Department of Health	0
Referred to Village Engineer	9
Referred to HUD	0
Referred to PCHA	0
Referred to Planning & Zoning	0
Lack of Permit	
NOVs issued for lack of permits referred to PCBD	4
Total number of Vacant Properties	
Vacant/Distressed (Zombie) Properties	41
Total number of Current Vacant Properties	27
Total number of Vacant Properties now Occupied	13
October 2016 Court Cases	
Number of New Court Cases Filed this Month	2
Total Number of Open Court Cases	210
Number of Current Court Cases Closed this Month	4
Total Fines Received this Month	$4,000

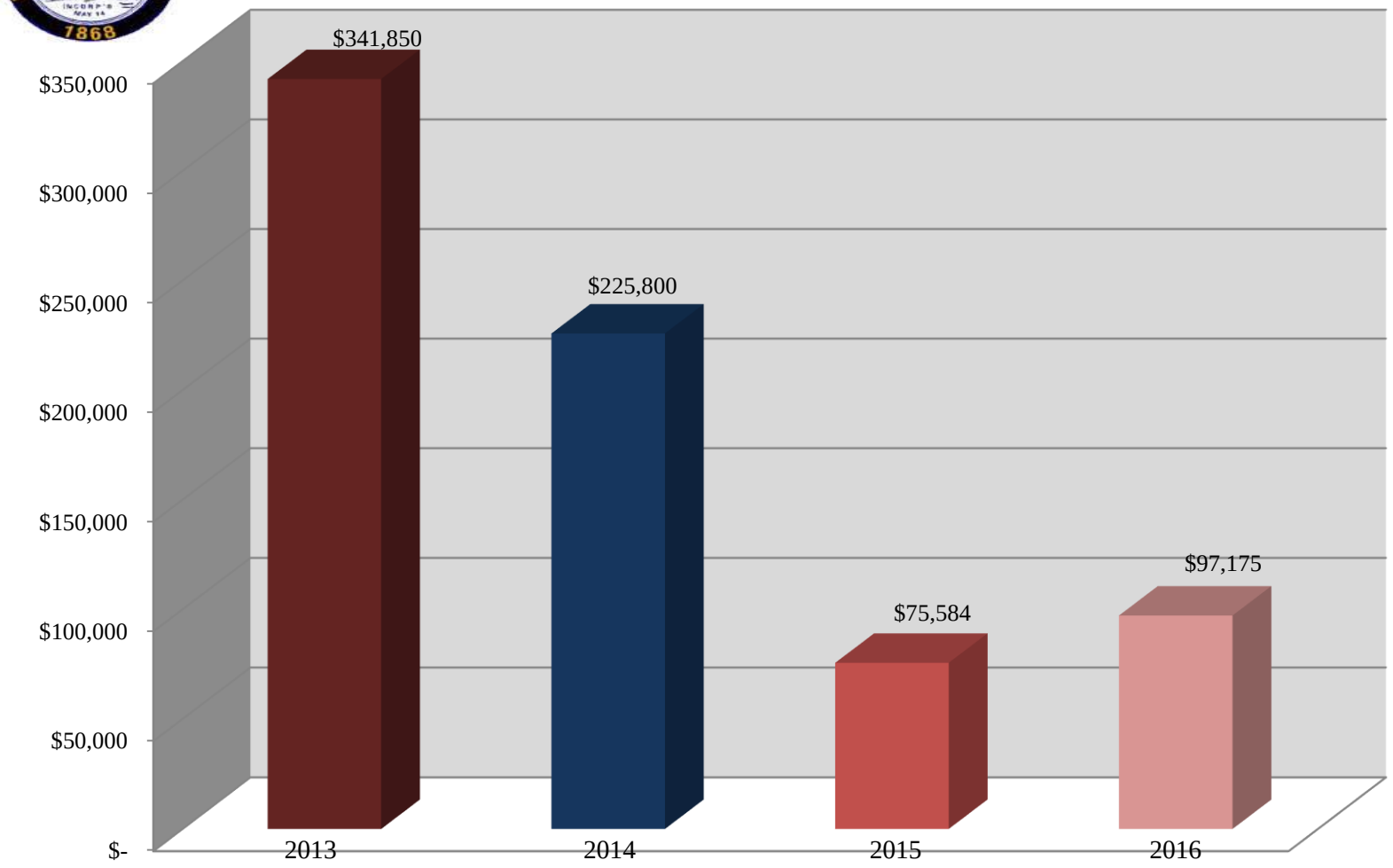
Department of Code Enforcement
Complaints Received
Janurary - October 2016



Court Case Life Cycle
October 2016



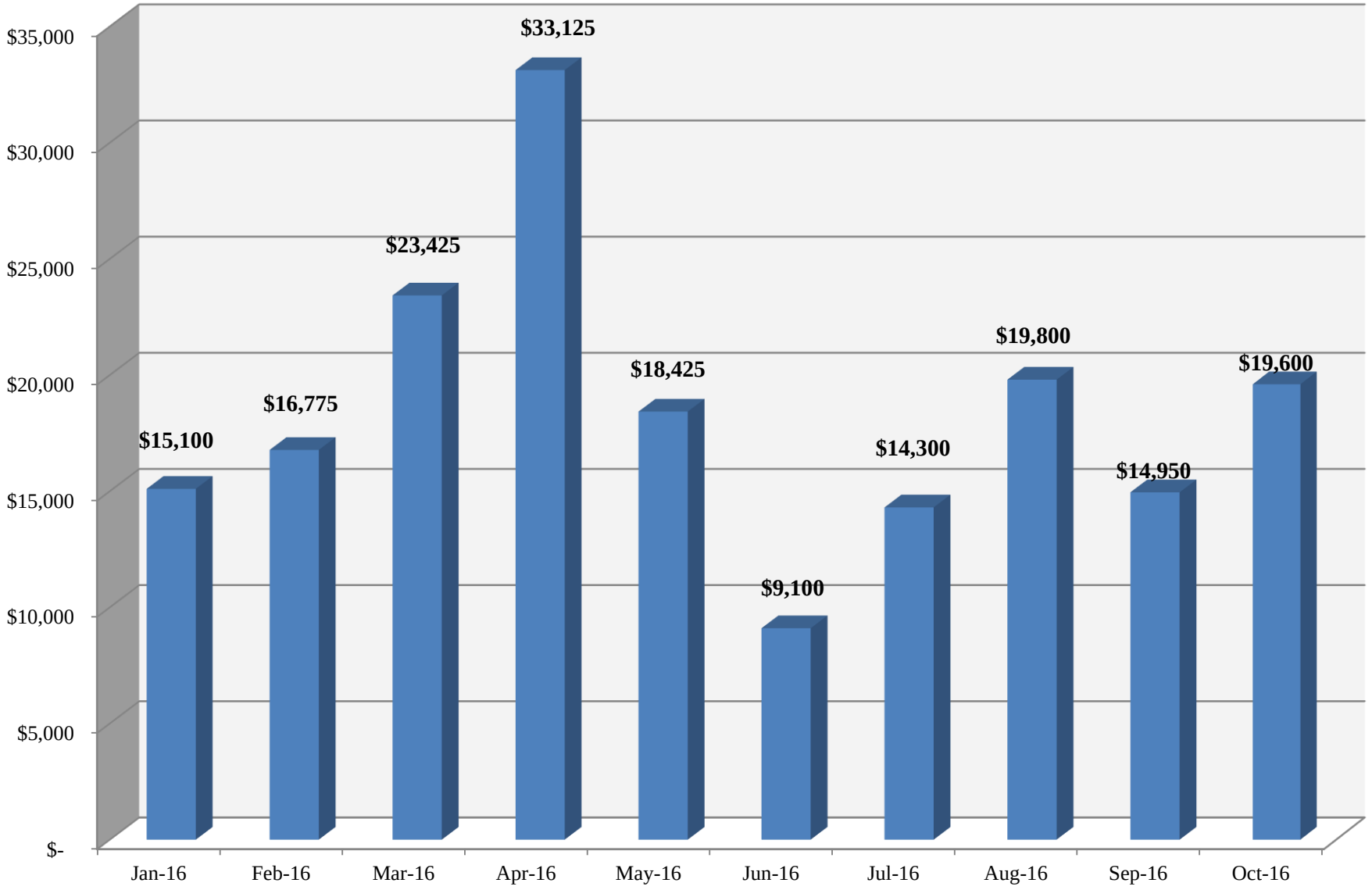
Court Fines


$341,850
$225,800
$75,584
$97,175
$350,000
$300,000
$250,000
$200,000
$150,000
$100,000
$50,000
$-
2013
2014
2015
2016

Fire Safety Program – October

Scheduled Fire Inspections Conducted	**133**
Fire Inspections Failed – NOV issued	***37***
Re-inspections Conducted	**43**
Certificates of Compliance Issued	**20**
Fees Collected	**$19,600**
Request to Conduct Fire Inspection Notices Sent Out	**32**
NOV's for Failure to Respond to Fire Safety Renewal Notice	**25**
Appearance Tickets issued	**5**
Additional Inspections	
Sprinkler/Flow Inspections	0
Sprinklers – Hydrostatic Inspections	**2**
Fire Alarm Inspections	**1**
Kitchen Fire Suppression System Inspections	**1**
Court Inspections	**0**
Stop Work Order Issued	**1**
Fire/Police Referral Inspections	**12**
Unsafe/Unfit Structure Inspections	**1**
Knox Box Inspections	**0**
Lack of Permits	
NOV's Issued for Lack of Permits	**2**
NOV's Issued for (IDW & OC)	**1**
Totals	
Fire Inspections	**133**
Re-inspections	**43**
Total Fire Inspections	**176**
Additional Inspections	**7**
Grand Total	**183**

Fire Safety Fees Collected
January 1, 2016 - October 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 303 Notice of Violations issued for Illegal Dwelling/Overcrowding were referred to the Building Department
- There are currently 76 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

- **Municity Implementation:**
  - Code Enforcement has been the Lead Department with the integration and use of Municity.
  - All 2016 Code complaints have been entered into the system for tracking.
  - Fire Safety Inspections are being managed and tracked through the system.
  - Municity 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.
  - **Execution of a Newly Developed Failure to Comply Program**
  - All cases monitored weekly.
  - All complaints are recorded in Municity.
  - 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 October 31, 2016.

- Code Enforcement has handled a total of **1,679** complaints.
- Total Inspections conducted were **3,725**
- Total of **$97,175** Court Fines levied.
- Collected **$184,050** in Fire Inspection fees.
- Fire Safety Inspections conducted were a total of **1,638**
- 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 training newly hired Full Time Code Enforcement Officer.
  - Currently recruiting for one full time Office Assistant
  - Training of replacement Staff.

SEPTEMBER		OCTOBER		
	TOTALS		TOTALS	
Total # of Active Cases:	88	Total # of Active Cases:	118	
Total # of Cases Closed:	78	Total # of Cases Closed:	89	
Wed (BULK TRASH) CLOSED	29	Wed (BULK TRASH) CLOSED	52	
TOTAL COMPLAINTS CLOSED	88	TOTAL COMPLAINTS CLOSED	118	
OPEN	10	OPEN	29	
UNFOUNDED	2	UNFOUNDED	3	
COMPLAINT TYPES:		**COMPLAINT TYPES:**		
Household/trash/Sanitation	27	Household/trash/Sanitation	35	
Signs	2	Signs	6	
Lights	5	Lights	4	
Storm Drain	1	Storm Drain	1	
Street/pothole	1	Street/pothole		
Dead Animal/Carcass	1	Dead Animal/Carcass	1	
Trees	9	Trees	6	
Sewer		Sewer		
Sidewalk	2	Sidewalk Repairs	7	
Miscell	10	Miscell	2	
Leaves (Leaf loader)		Leaves (Leaf loader)	4	
Snow		Snow		
Street Cleaner	1	Street Cleaner		
PROACTIVE: Wed (BULK TRASH) Uncollectable per Westchester County Guidelines emailed to Code Enforcement weekly for compliance considered CLOSED	29	PROACTIVE: Wed (BULK TRASH) Uncollectable per Westchester County Guidelines emailed to Code Enforcement weekly for compliance considered CLOSED	52	
HIGHWAY		**HIGHWAY**		
Sewer Jobs		Sewer Jobs		
Sewer Repairs		Sewer Repairs	1	
Storm Drain Jobs		Storm Drain Jobs		
Storm Drain Repairs	5	Storm Drain Repairs	1	
Emergency Repairs		Emergency Repairs		
Sidewalk Repairs	19	Sidewalk Repairs	4	
Curb/Mason Repairs	7	Curb/Mason Repairs		
Street Repair		Street Repair		
Trees		Trees		
Light Repairs		Light Repairs		
Parks		Parks		
Street Mark outs (DIG Requests)	182	Street Mark outs (DIG Requests)	79	

MEMORANDUM

To: Christopher D. Steers
Village Manager

From: Heather Krakowski
Recreation Supervisor

Subject: Monthly Report (October 2016 –November 2016)

Date: November 16, 2016

Please see a list of meetings I have attended and a list of programs that are running or upcoming. This list is usually included in my monthly reports to the Recreation Commission.

Meetings

10/13 150th Anniversary Committee
10/13 Recreation Commission
10/15 5K Run/Walk Event
10/18 Carver Center- Winter Programming
10/18 R. Barrett
10/19 Staff meeting
10/21 M. DeCarlo, Recreation Park Ballfield
10/22 Basketball staff
10/26 Halloween in the park
11/02 M. DeCarlo, R. Cambareri, Recreation Park Ballfield
11/08 US Sports Institute
11/09 Staff Meeting

Programs/Events	**Registered/ Attended**
Fall Youth Tennis **Starts Sept 17th**	**30**
Super Soccer Stars –Soccer **3, 4 and 5 year olds – Sept**	**35**
New -Fall Lacrosse	**24**
Drop-in Basketball (Free) Starts Nov-2nd	25
After School Reading & Art Starts November 2016-May 2017	**65**
Karate October 6th – May 2017	**45**
Clay Art Classes – Fall	**10**
Halloween in the Park **(Oct 26th)**	**500**
After School 3rd – 5th Grade basketball **Starts November**	**25**

UPCOMING Programs/Events	**Registered/ Attended**
Coat Drive (starts November)	
Santa in the Park (December 7th)	
Special Citizens Luncheon **(December 3rd)**	
Winter Soccer (Jan – March)	

From October 2016 – November 2016

- **Organized and Overseeing currently running programs listed above**
- **Overseeing the After School Staff & park permits applications**
- **Upcoming contracts**
- **Organizing upcoming Santa in the Park Event**
- **Organizing the Special Event programs (Examples – Coat Drive, Halloween in the Park, Santa in the Park, etc.)**
- **Working on Winter Activities Brochure**
- **Working on Spring Schedules (Tennis, Floor Hockey, Soccer, Lacrosse)**
- **Interviewed Seasonal Staff (Park Attendants and After School Programs)**
- **Coat Drive**
- **Winter Soccer Programming –secured space for programming**
- **Budget for Part-time staff – Minimum wage**
- **Coordinating work to be done at Recreation Park ballfield**

VILLAGE OF PORT CHESTER
DEPARTMENT OF PLANNING & ECONOMIC DEVELOPMENT

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ACTIVE PLANNING AND DEVELOPMENT INITIATIVES (November 2016)

PLANNING

INITIATIVE	SUMMARY	STATUS
G&S – Redevelopment of "Retail D"	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.
G&S – Restaurant Pad	Proposal to construct an approximate 5,500 s.f. restaurant in the Marina Redevelopment Project Urban Renewal District (MUR).	The Applicant provided staff plans for informal review on July 15, 2016. The Applicant presented the project at the August 15, 2016 meeting. At the September 6, 2016 meeting, Staff recommended that the project is complete for Board review and the Board accepted the project as complete for review, referred it to the Planning Commission, Waterfront Commission, and Westchester County Board. Staff is working with the Applicant to answer questions related to the construction of the building and its potential impact on the bulkhead and parking lot. The project appeared before the Planning Commission at its September meeting, with a public hearing at the Planning Commission on October 24, 2016. The Waterfront Commission found the project to be consistent with the LWRP at its October 27, 2016 meeting

Redevelopment of the former United Hospital Site (Starwood)	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.	A public hearing was held on the April 2016 pFEIS and proposed zoning on May 24/ 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. The Applicant submitted a revised version of the pFEIS on July 25, 2016. Staff, AKRF, SPR, Adler, and Dolph have provided comments and will continue to review towards completeness. Staff has been discussing the project with AKRF and SPR on a routine basis to keep forward progress and to answer specific questions of the Board. In addition, Staff has been coordinating with NYSDOT on their review of the project. The Applicant has revised their traffic study and provided it to the Village, NYSDOT, Rye, and Rye Brook on September 28, 2016. Staff, AKRF, and SPR provided a memorandum highlighting the outstanding issues related to completeness on October 13, 2016, with a corresponding memorandum from Dolph from October 11, 2016. Staff met with its consultant, the City of Rye, Village of Rye Brook, NYSDOT, and the Applicant on October 20, 2016 to discuss traffic issues. Staff, AKRF, and SPR will be present at the November 7, 2016 BOT to discuss the project.

Port North Zoning Petition	Proposal to create a new C4-R Gateway Retail District, in conjunction with a site plan proposed for 531/601 North Main Street.	The project received special exception and site plan approval at the September 26, 2016 Planning Commission meeting.
Project Proposal Forms	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.
Planning Workshops	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.
LWRP Coastal Assessment Forms	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. 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.	The Board adopted the zoning at its September 19, 2016 meeting. Per Board direction, staff is investigating adding such uses to the MUR District and will report back to the Board.
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.	5 individuals are part of the LULA Program, which began on September 13, 2016 and culminated on November 4, 2016.
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	RFPs issued on September 9, 2016. Responses were received on September 30, 2016. A review committee reviewed all responses and interviewed a short list of respondents during the week of October 24, 2016. Additional fee information was requested and recommendation to the BOT is anticipated for the November 21, 2016 BOT meeting.

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 CFA applications, which were due on July 29, 2016 (see below). The Village was successful in winning a Long Island Sound Futures grant and staff will be attending an announcement in Mamaroneck on November 14, 2016.
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. Application, management and oversight of other applicable local, state and federal grant opportunities.	DOS-LWRP FY2013-2014: awarded $225,420 for design and construction plans + permits. The BOT established a project advisory committee per DOS contract agreement. A kick-off meeting was held in January 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 presented their alternatives at the July 18, 2016 BOT meeting and at an August 3, 2016 Steering Committee meeting. The Steering Committee presented the three design alternatives to the Board was

		at the August 15, 2016 BOT meeting. Boswell forwarded the 3 design options to the NYSDOS. NYSDOS had a conference call with staff and Boswell on September 21, 2016 and indicated that the third option (the Village's preferred option) would be the easiest to obtain permits for and provided additional suggestions. Next steps are: • Boswell is developing detailed design plans (60%) to submit to NYSDOS for review – anticipated by the end of December. • NYSDOS would then review/approve for permitting. NYSDOS then distributes to NYSDEC, Army Corps of Engineers, and Connecticut DEEP for permitting review/approval – They have a maximum of 6 months. • Boswell is currently working on the environmental component of the permitting in advance of that review cycle. Staff will continue to coordinate with Boswell in advancing the project.
Dept. of State Grant: Local Waterfront Redevelopment Plan (LWRP) Update	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.	Staff is working with the Department of State to update the LWRP document to reflect current zoning, development patterns, and waterfront priorities. Based upon input from the State, staff is discussing changes to the draft to then be forwarded to the State. 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.
New York State Regional Economic Development Council (REDC) Grant Funding	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 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.	Village worked with Millennium Strategies on preparing for the CFA 2016 applications that were due July 29, 2016. Announcements are anticipated to be announced in December.
New York State Community Development Block Grant Funding	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.	Awarded. Staff working with OHCR and Dolph to ensure that work performed for the Senior Center and on the sewers is reported correctly under the CDBG program.
New York State Environmental Facilities Corporation (EFC) – State Revolving Fund	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.	Staff, working with Dolph Rotfeld, and Millennium Strategies, submitted an application on June 20, 2016. Staff worked with EFC on providing additional information that they requested. Although Port Chester did not receive funding during this round of awards, the Village is favorably positioned for Round 3 funding awards.
FEMA	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,	Village has two open project funds, one for debris clean up and one for generator operation. Staff is working

	including material costs and labor hours.	with FEMA to close out these grants.
150th Anniversary	Proposed formation of a steering committee to complete specific beautification projects in anticipation of the Village's150th anniversary in 2018. Possible projects include: • 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 was awarded a $10,000 grant under the Empire State Development – Market New York program. The 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. Based on discussion at the BOT, staff developed a press release calling for volunteers for a 150th Citizens Advisory Committee. It is anticipated that the matter will be discussed at the November 21, 2016 BOT meeting.

ENVIRONMENTAL PLANNING

INITIATIVE	SUMMARY	STATUS
FEMA Emergency Management Planning	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.
Hazard Mitigation Planning (Countywide Plan)	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. New York State and FEMA approved the County Hazard Plan on July 1, 2016.
MS4 Permit Management	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.
Local Waterfront Revitalization Program (LWRP)	Update to adopted 1992 village waterfront policy and vision plan. Guidelines for Waterfront Commission project consistency review.	Staff is working with the Department of State to update the LWRP document to reflect current zoning, development patterns, and waterfront priorities. Based upon input from the State, staff is discussing changes to the draft to then be forwarded to the State. 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.

VISIONING, BRANDING, AND ECONOMIC DEVELOPMENT STRATEGIES

INITIATIVE	SUMMARY	STATUS
Economic Development Promotional Material	Economic development promotional materials citing Comprehensive Plan, Strategic Plan, LWRP vision. Coordination with IDA Strategic Planning efforts.	On-going. Staff continues to work with the Industrial Development Agency and provides project information where applicable.
150th Anniversary	Proposed formation of a steering committee to complete specific beautification projects in anticipation of the Village's150th anniversary in 2018. Possible projects include: • 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 was awarded a $10,000 grant under the Empire State Development – Market New York program. The 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. Based on discussion at the BOT, staff developed a press release calling for volunteers for a 150th Citizens Advisory Committee. It is anticipated that the matter will be discussed at the November 21, 2016 BOT meeting.
Mobility and Parking Management Action Plan	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 coordinating with the RBA Group on fieldwork and information. See weekly status report from RBA attached.

ADMINISTRATION

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

Planning Commission, Zoning Board of Appeals, and IDA Applications (October 2016)

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
202 South Regent Street	Special exception and site plan approval for existing bakery and retail uses	Applicant has withdrawn application and will be submitting a new application.
528 Willett Avenue	Site plan approval for new underground storage tank, site improvements and convenience store.	Public meeting to be scheduled.
167 Irving Avenue	Re-establishment of deli and two residential units after fire.	Applicant has withdrawn application and will be submitting a new application.
136-194 So. Main Street	New auto parts shop, approximately 6,900 sq. ft.	Public hearing adjourned to November 2016.
16-18 Main Street	Renovation of existing building and reconstruction of adjacent building for use as restaurant and multi-family residential.	Received area variance from ZBA. Public hearing continued to November 2016.
Colony Grill	Site plan approval for 5,500 foot restaurant as conceptually approved in 1999.	Public hearing closed in October 2016.
139 South Main Street	Potentially rescind site plan approval for existing restaurant.	Public hearing adjourned to November 2016.
Rye Ridge Tile	Site plan approval for existing business.	Public meeting scheduled for November 2016.

ACTIVE ZONING BOARD OF APPEALS APPLICATIONS

Address	Project Description	Status of Project
1 Shore Drive	Requesting variance to construct a 2nd curb cut, driveway, and parking area in the front yard.	New public hearing scheduled for November 2016.
202 South Regent Street	Requesting use and parking variances.	Applicant has withdrawn application and will be submitting a new application.
167 Irving Avenue	Requesting area variances.	Applicant has withdrawn application and will be submitting a new application.
43 Elizabeth Street	Requesting an additional curb cut for off street parking.	Public hearing adjourned to November 2016.
65 Glendale Place	Requesting alterations to a rear deck.	Findings of Fact anticipated November 2016.
139 South Main Street	Request to extend existing granted variances.	Public hearing adjourned to November 2016.
214 Grace Church Street	Requesting variance to construct deck and re-issue permit to install an above ground pool.	Findings of Fact anticipated November 2016.
29 Tower Hill Drive	Requesting variance to construct three decks and an above ground pool.	Public hearing scheduled for November 2016.
28 Ridge Boulevard	Requesting variance to expand the rear deck.	Public hearing scheduled for November 2016.
66 Hawley Avenue	Requesting variance to expand the rear deck.	Public hearing scheduled for November 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 Avenue	Site plan approval for woodworking shop.	5/28/2015
21 Abendroth Avenue	Shared parking approval.	2/23/2015
141 Willett Avenue	New health club.	5/28/2015
8 Slater Street	Warehouse expansion for vehicle storage.	10/16/2014
120 North Pearl Street	New multi-family building (50 units) with high-end amenities & parking.	10/27/2014
163 North Main Street	Tarry Market alleyway.	10/27/2014
25 Willett Avenue	Creation of American Bar & Restaurant.	5/22/2014
242 King Street	Expansion of existing office building.	5/22/2014
264 Boston Post Road	Legalization of freezer at existing drive-thru restaurant.	5/22/2014
411 Westchester Ave.	Modification of existing base station and renew existing special exception use permit for wireless telecomm facility (Verizon).	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	Open a family oriented Papa John's pizza restaurant.	3/31/2014
999 High Street	Renewal for special exception use permit for wireless telecomm facility (AT&T).	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 Street	Modification of existing base station and renew existing special exception use permit for wireless telecomm facility (Sprint).	2/24/2014
45 Townsend Street	Remove an existing two family dwelling and use the parcel for open storage of materials.	11/25/2013
126 North Main Street	Gastropub styled restaurant featuring weekend acoustic performances.	10/28/2013
33 New Broad Street	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 Avenue	Two-lot subdivision	1/3/2013
145 Westchester Ave.	Expansion of use and operation of the space by annexing it into the adjacent existing overall operations of The Capitol	3/25/2013

	Theatre.	
149-151 Westchester Avenue	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 dining and a service kitchen for private dining.	7/29/2013
400 Westchester Ave.	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 Avenue	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 Avenue	Shared parking approval.	2/23/2015
411 Westchester Ave.	Modification of existing wireless facilities.	1/8/2015
500 North Main Street	Health club approval.	1/8/2015
110 Midland Avenue	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
115 Pearl Street	New warehouse storage site for refrigerated trucks, includes office.	8/29/2016
169 Terrace Avenue	Wireless facility upgrades.	8/29/2016
141 Abendroth Avenue	Site plan conditions amendments	9/26/2016

531 North Main Street	New retail use.	9/26/2016
601 North Main Street	New retail use.	9/26/2016
316 Westchester Avenue	Convert existing building to first floor office with two residential units, addition of on-site parking.	10/24/2016
83 Inwood Avenue	Use variance.	10/20/2016

MONTHLY REPORT OCTOBER, 2016

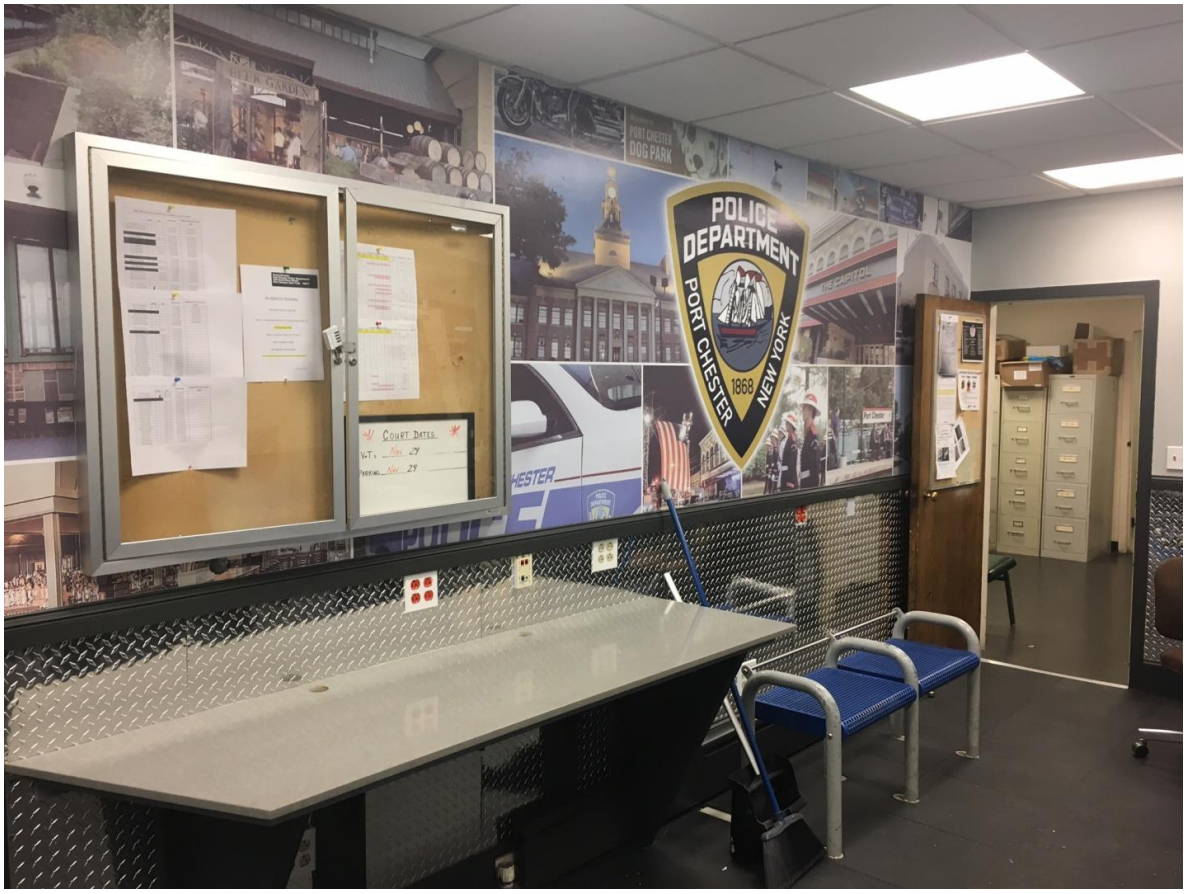
HEADQUARTERS IMPROVEMENT PROJECT

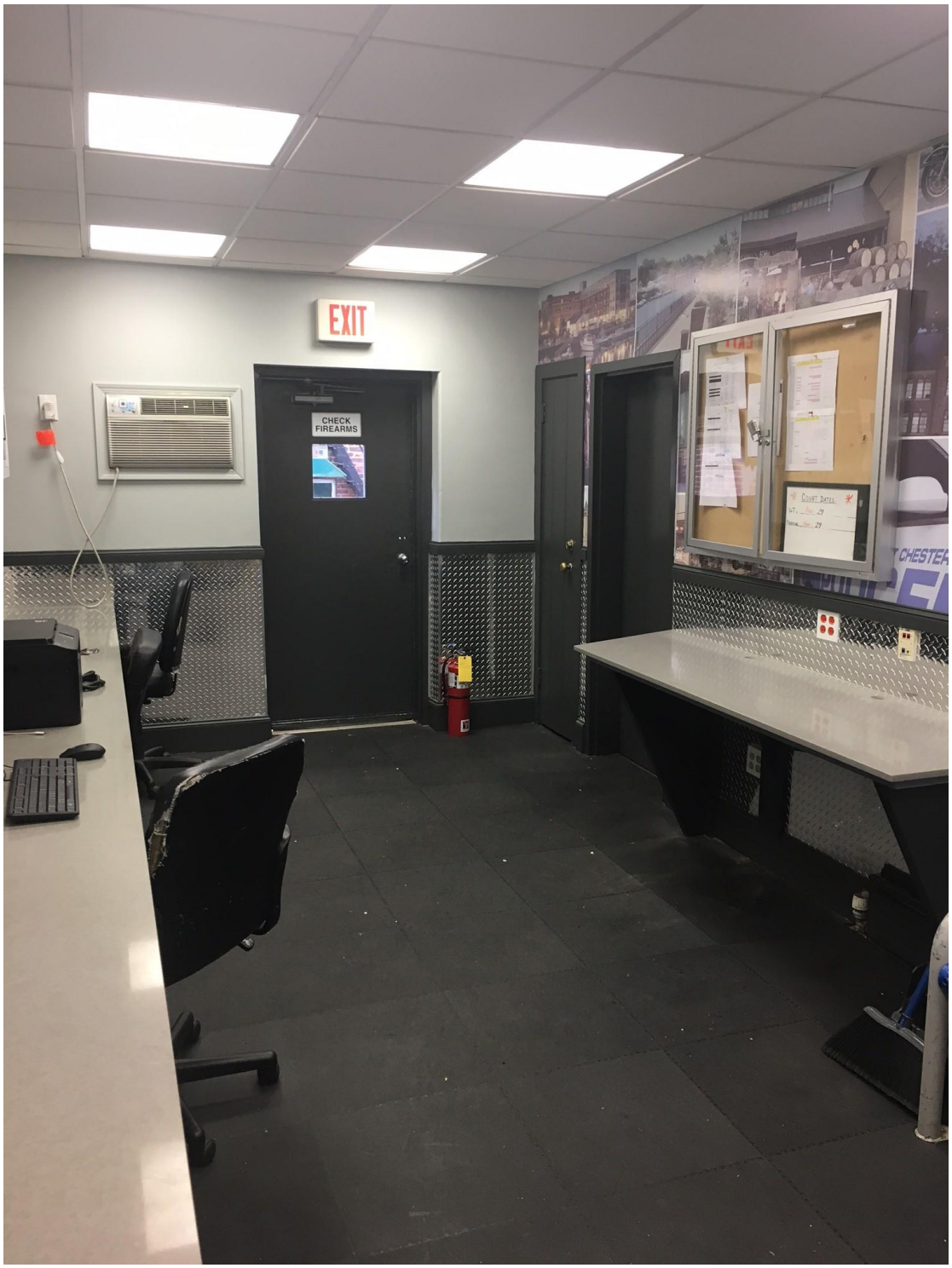
1. A facelift of the squad room was completed in late October. DPW staff under the direction of Rocco Cambareri repaired the walls, installed stainless steel diamond plate wainscot 3 feet up the wall with a chair rail. This was followed by the installation of 24 inch quartz countertop to allow for writing reports. After a fresh coat of paint a vinyl mural designed and produced by Police Officer Ken Manning Jr. depicting life in the village was installed on the West wall. We are only awaiting the installation of a flat screen smart TV which will act as a roll call board for outgoing patrol tours

2. Work is near completion on the break room. DPW staff was able to repair the walls, and add a drop ceiling, and new Windows. The second phase involves the installation of kitchen cabinets and countertops. A full-size refrigerator freezer was added, as was a kitchen sink. The completion of the break room will mark the first time in over 30 years that the Department has had such a facility available.

3. In mid-October work was completed on a metal security door separating the public lobby from the interior office area. This became necessary due to the fact that access to the administrative offices, and locker room area was restricted by only a glass door. This created a hazardous condition as the doors could easily be broken by someone attempting to gain access to the desk

area, or administrative offices. The doors presented a further hazard in that officers engaged in a struggle could easily fall or be pushed through the doors.





TRAINING HIGHLIGHTS

- On October 21, 2016, Police Officers Jose Nieves, and Kevin Munnelly successfully completed the New York City Police Department's High Impact Drug Trafficking Area or HIDTA course. This 5 day, 40 hour course of study includes both classroom and practical instruction in such areas as legal issues, surveillance, street encounters, and search warrants. The course is conducted at the NYPD facility in Rodman's Neck in the Bronx. The practical phase utilizes a mockup of a city street and is considered one of the finest programs of its kind in the Country. All training, and facility use is being provided free of charge to the Village

- On October 28th, Detectives Marcello Presta, and David Valdovinos successfully completed the Special Victims investigators Course conducted by the New York City Police Department. This 6 day comprehensive course of study prepares officers to investigate sexually based crimes.

- On October 21, 2016 Sgt. Chris Ceccarelli successfully completed the Municipal Police Training Council, Supervisor Training Course. This three-week 120 hour course of study is New York State mandated for entry level supervisors, and must be completed within one year of appointment. It includes modules on basic supervision and leadership, legal issues and liability, and tactical aspects of supervision. The course was held at the Westchester County Police Academy Valhalla New York.
- On October 14 detectives David Valdovinos, Walter Alcivar, and Angel Sanchez successfully completed the crime and social media course held in Holbrook Long Island. This two day 16 hour course of study, developed by HIDTA, was designed to prepare investigative level personnel to recognize, and investigate social media-based crime.
- On October 12, 2016 Lieutenants Charles Nielsen, and Mark Braccio, along with Police Officer Thomas Krempa completed the eight hour Improvised Explosive Device Course put on by the FBI. This course of study held at the Rockland County police Academy was designed to provide law enforcement officials with an overview of improvised explosive devices (IEDs) Topics covered included the recognition, manufacture, and capability of IED's commonly utilized by criminal and terrorist elements.
- On October 26, 2016 for members of the Emergency Service Unit participated in the countywide Code Black Tactical Drill held at the Westchester County Police Academy. This six-hour drill involved tactical and emergency service unit personnel

only. It was designed to orient special operations personnel with the County's tactical mutual aid plan.

INTERESTING CASES

1. On Tuesday, October 11 at approximately 11:03 PM, Police Officers Gregory Ferraro, Vincent Fiumara, Nicholas Stella, And Jeff Garcia responded to a domestic dispute 65 College Ave. According to initial reports, a 28-year-old male subject had cut himself in the neck with a kitchen knife and fled the scene threatening to kill himself. A short time later Police Officer Jason Behar observed the subject, Justin Gagne, 28, of Cottage Street, walking into the entrance of the Courtyard Marriott on Midland Avenue in Rye. The Officers, now joined by PO Jose Nieves, quickly converged on Gagne and observed what appeared to be a knife wound on the right side of his neck. As they attempted to check on his well-being, Gagne climbed atop a counter. Officers attempted to talk him down but Gagne refused. Shortly thereafter Gagne leapt from the counter and charged the officers with a 6 inch steak knife. Utilizing skills developed in HIDTA, and defensive tactics training, the officers were able to subdue Gagne and wrestle the knife from his hand. Gagne then sprayed the officers with a can of pepper spray he had hidden on his body. He was eventually restrained and handcuffed, but in the course of the struggle one officer sustained a knife wound to his hand. Gagne was transported to the hospital by EMS for treatment of his neck wound and psychiatric evaluation. Charges are pending upon Gagne's release from the hospital by City of Rye Police who assisted at the scene and are handling the criminal investigation.

2. On October 27, at approximately 0603 hrs. the Narcotics Unit executed a search warrant at an apartment located at 125 Poningo Street in the Village. This was part of a an ongoing joint investigation with the Westchester County Police Narcotics Squad. The entry, carried out by the Port Chester Police Emergency Service Unit resulted in the seizure of over 30 bags of cocaine, and a significant amount of marijuana. Two residents of the apartment were subsequently arrested on various drug charges. They are being held at police headquarters pending arraignment. The raid marked the first tactical entry conducted by our Emergency Service Unit.

Oscar Aguilar age 21 who was charged with; criminal possession of a controlled substance third degree, a class B felony, criminal possession of a controlled substance fourth degree, a class C felony, and criminal possession of marijuana, a class A misdemeanor

José Luis Aguilar age 23, who was charged with; criminal possession of a controlled substance third degree a class B felony, criminal possession of a controlled substance fourth degree a class C felony

LETTERS OF COMMENDATION

Letters of commendation were awarded to the following members during the Month of October for actions as diverse as subduing an emotionally disturbed man with a knife, to forming the Department's first Color Guard.

1. Lieutenant Charles Nielsen
2. PO Jose Nieves (2)
3. PO Melissa Rosario
4. PO Michael Sprague
5. PO Jeffery Cave
6. PO Nicholas Stella (2)
7. PO Jeff Garcia
8. PO Jason Behar
9. PO Vincent Fiumara
10. PO Gregory Ferraro
11. PO Michael Giandurco
12. Det. Michael Presta

RECRUITMENT PROGRAM

In furtherance of our recruitment effort, we conducted test preparation sessions for police officer candidates. The sessions held on October 5th 19th and 26, were attended by approximately 50 police applicants. Police Officers Michael Giandurco, and Jason Behar conducted the two hour reviews. Both officers volunteered for the task, and worked on their off-duty hours. To our knowledge this to be the only such program conducted by police agency

in Westchester County. We believe this program is not only a recruiting aid but also a public service to members of the community who aspire to a career in government service.

DIRECTED PATROLS

During the past year the Department has received numerous requests for increased police presence. Many of these requests involve quality-of-life complaints. In order to address these concerns, the Department initiated a directed patrol program aimed at quality-of-life conditions. The directed patrols, which target locations that have received numerous complaints including; public housing, Village parks, houses of worship, and transportation facilities**. During the month of October, Department personnel carried out 220 directed patrols. Of that 161 were conducted at public housing locations, the remaining 59 targeted houses of worship, Village parks, and schools.**

YOUTH POLICE INITIATIVE

In late October, Kevin McGuire, the Commissioner of the Westchester County Department of Social Services advised us that his agency was awarding $20,000 to conduct two sessions of Youth Police Initiative. The Department has utilized this program to great success over the past eight years. The funding is intended to cover the administration of the program which is provided through the North American Family Institute We were aided in acquiring this funding through the efforts of former trustee Joseph Kenner, and Mr. Alex Payan, of the Council for Community Services. Mr. Payan is also handling the logistics, and was successful in locating a suitable site for both our sessions and the graduation ceremony. He was also able to recruit 20 at risk youth willing to participate in the program.

There will be two one-week sessions. They will be held at the Salvation Army facility located on 36 Bush Ave. The first session will begin on November 28 and run in till December 2. Sessions will be conducted between 3:30 PM and 5:30 PM. The second session will begin on December 12 and on December 16 it also will be held at the Salvation Army facility and will follow the same time schedule.

STATISTICS

Tickets and Arrests

CATEGORY	Dec. 2015	Jan. 2016	Feb. 2016	Mar.	April	May	June	July	Aug	Sept	Oct

PARKING TICKETS	4235	4550	4279	4802	3451	3819	4528	**4217**	**4606**	**4454**	**4410**
TRAFFIC TICKETS	339	539	452	493	321	649	494	**334**	**377**	**505**	**377**
ARRESTS	158	115	127	113	111	165	113	**118**	**131**	**127**	**141**
SCOFFLAWS	13	25	31	15	13	10	20	**18**	**8**	**18**	**8**

FBI Part 1 Crimes

CRIME CATEGORY	**Dec. 2015**	**Jan. 2016**	**Feb. 2016**	**March**	**April**	**May**	**June**	**July**	**Aug**	**Sept**	**Oct**
MURDER	0	0	0	0	0	0	0	**0**	**0**	**0**	**0**
			0	0	0	0	0	**1**	**0**	**0**	**0**
RAPE	0	0									
ROBBERY	2	2	2	2	0	3	2	**3**	**1**	**1**	**3**
ASSAULT	5	4	0	3	0	1	1	**2**	**2**	**0**	**1**
BURGLARY	3	2	1	4	2	2	3	**3**	**4**	**8**	**9**
LARCENY	57	33	37	25	42	37	34	**38**	**44**	**48**	**63**
MOTOR VEHICLE THEFT	3	1	1	2	2	3	2	**0**	**1**	**1**	**3**

Common Calls for Service

CALL FOR SERVICE	**JAN**	**Feb**	**March**	**April**	May	**June**	**July**	**Aug**	**Sept**	**Oct**
ACCIDENTS	118	96	122	124	147	136	**107**	**131**	**123**	**117**
AIDED CASES, MEDICAL	175	154	196	161	161	162	**162**	**140**	**155**	**163**
ALARMS	118	124	84	89	93	91	**79**	**117**	**100**	**108**
DISTURBANCES	65	7	12	9	10	7	**23**	**19**	**17**	**13**
DRIVING WHILE INTOXICATED	16	12	21	12	29	14	**20**	**18**	**20**	**28**
JUVINILE INCEDENTS	5	6	5	10	4	13	**6**	**5**	**3**	**4**
ALCOHOLIC BEVERAGE LIC CHECKS	47	8	1	1	10	0	**1**	**0**	**0**	**0**
WARRANT ARRESTS	8	9	7	19	31	22	**21**	**12**	**18**	**18**
DISORDERLY CONDUCT	7	6	8	12	19	19	**14**	**11**	**5**	**14**
SCHOOL CROSSINGS	8	5	8	48	67	15	**0**	**0**	**16**	**6**

Total Calls For Service October 2016- **1620**

2016 Training Breakdown

1. On January 15th Detectives Thomas Munnelly and Chris Krzeminski successfully completed the Homicide Investigator Course conducted by the New York City Police Departments Detective Bureau. This prestigious two week course of study is considered among of the finest of its type in the nation. The training evolution marks the Departments 2nd training collaboration with the NYPDs Detective Bureau. **Total 160 hrs**

2. Detective Marcello Presta and Police Officer William Krzeminski successfully completed the Advanced Handcuffing Instructor Course conducted by Safariland Corporation in New Jersey. This 3 day course of study qualified Det. Presta and PO Krzeminski to instruct members in the latest advancements in handcuffing techniques. We expect their newly developed expertise to be an integral part of our defensive tactics curriculum. **Total 48 hrs**

3. On January 11th of Probationary Police Officers Leonard Carriero, Yovani Lago, and Kenneth Manning began training at the 142nd session of the Westchester County Police Academy. The 20 week course of study is designed to provide recruit officers with the skill necessary to begin their careers as Police Officers. Traditional topics such as; first aid, defensive tactics, legal issues, and firearms are covered along with segments on terrorism and hazardous materials.

4. Detective Marcello Presta, Police Officers William Krzeminski, Matt Chalmers, successfully completed the 3day, O.C, Baton instructor course. This 24 hour course of study developed by Safariland is designed to prepare students to be instructors in the use of OC spray and batons. Areas of instruction include, use of force continuum, deployment techniques, and legal issues. Marcello, Billy, and Matt will now incorporate this training into the Department's defensive tactics curriculum. **Total 96 hrs**

5. Detectives Tom Munnelly and Marcello Presta Successfully completed the 5 day Advanced Interrogation Course conducted by the New York City Police Department's Detective Bureau. This 40 hour course of study is designed to prepare investigators to perform interviews of suspects in criminal cases and is regarded as one the finest of its type in the nation. **Total 160**

6. Police Officers Arthur Dusenbury and Michael Giandurco successfully completed the 10 day Instructor Development Course held at the Westchester County Police Academy. This 80 hour course of study is required curriculum in the development of qualified police instructors. Prospective instructors are required to prepare lesson plans and conduct instruction on assigned topics of varying length. This is accomplished under the critical eye of academy staff. We take great pride in welcoming Mike and Artie to our training staff. **Total 160 hrs**

7. During the third week of March the Department conducted the second phase of its in-service active shooter curriculum in conjunction with the Rye Brook Police Department and the Port Chester Rye EMS. This course of study is designed to build on the basic active shooter course held last year at Port Chester High School which introduced students to room clearing and small unit movement.
   Held at an undisclosed training facility in Rockland County, phase two utilized simunitions, real weapons modified to shoot plastic projectiles at over 800 feet per second. And yes, they do leave a mark! The over 50 officers who participated were put through various active shooter scenarios, with members of the firearms training staff in the role of the assailant. Wearing protective gear, the officers confronted the active shooter threat while receiving active fire from the "Bad guys." Tactical mistakes were reinforced by the sting of a high velocity pellet.
   Total 416 hrs

8. In mid-May Police Officers Michael Giandurco and Michael Sprague successfully completed the rescue phase of the Yonkers Police Departments Emergency Service School. This 5 week, highly competitive course of study prepares students to function as ESU operators. Subject areas such as; hostage rescue, flood response, handling subjects in emotional crisis, dangerous animals, and mass casualty response are covered in detail. **Total 400 hrs**

9. On May 27th Probationary Police Officers Leonard Carriero, Yovani Lago, and Kenneth Manning successfully completed training at the 142nd session of the Westchester County Police Academy. The 20 week course of study is designed to provide recruit officers with the skills necessary to begin their careers as Police Officers. Traditional topics such as; first aid, defensive tactics, legal issues, and firearms are covered along with segments on terrorism and hazardous materials. **Total 2400 hrs**

10. On May 13th, Police Officer Arthur Dusenbury successfully completed the FBI Firearms Instructor Course. This 2-week, 80 hour course of study prepares students for certification as an FBI Firearms Instructor. The course is highly competitive and requires an arduous qualification process for entry. Congratulations to PO Dusenbury, who will be joining our firearms training staff this Summer. **Total 80 hrs**

11. On May 6, 2016 Sergeants Reynaldo Santamaria, and Michael Spizzirri successfully completed the Municipal Police Training Council, Supervisor Training Course. This three-week 120 hour course of study is New York State mandated for entry level supervisors, and must be completed within one year of appointment. It includes modules on basic supervision and leadership, legal issues and liability, and tactical aspects of supervision. The course was held at the Westchester County Police Academy Valhalla New York. **Total 240 hrs**

12. In late June Police Officer Michael Sprague successfully completed the tactical phase of the Yonkers Police Departments Emergency Service School. This 5 week, highly competitive course of study prepares students to function as ESU/SWAT operators. Subject areas such as; hostage rescue, active shooter, and high-risk search warrants are covered and reinforced with simulated scenarios. Police Officers Sprague and Giandurco both officially graduated from Yonkers ESU School in a ceremony held on June 24th**.** **Total 200 hrs**

13. On July 23, six members of the Department successfully completed the Advanced Active Shooters Scenario tactics and Operations Course. The 3 day course of study was held at the New York State Preparedness Training Center in Oriskany, New York. This training evolution relies heavily upon a scenario-based approach to guide students through a mix of situations involving multiple disciplines of emergency responders. Topics covered include: Police EMS coordination, tactical emergency medical care, door breaching, and room clearing.
    This represents the Departments first group training effort at DHSES's state of the art training facility. Training, transportation, and lodging were funded by the New York State Division of Homeland Security and Emergency Services **Total 144 hrs**

14. On August 26, Detective Donald DeSimone, PO Kevin Munnelly, PO Marcelo Pereira, and PO Vincent Fiumara successfully completed the Advanced Active Shooters Scenario Tactics and Operations Course. The 3 day, 24 hour course of study was held at the New York State Preparedness Training Center in Oriskany, New York. This training evolution relies heavily upon a scenario-based approach to guide students through a mix of situations involving multiple disciplines of emergency responders. Training scenarios are based on real world events and instruction is provided by former tier 1 (SEAL Team Six, Delta Force) operators. Topics covered include: Police EMS coordination, tactical emergency medical care, door breaching, and room clearing. Training, transportation, and lodging were funded by the New York State Division of Homeland Security and Emergency Services. **Total 94 hrs**

15. During the first two weeks of August, 55 members of the Department successfully completed the semiannual firearms qualification course. This 7 hour training block is held at the Harrison Police Department Outdoor Range. Members are trained and evaluated on firearms safety, proficiency, tactical movement, and use of cover. Each officer was required to qualify on three 43 round courses of fire. **Total 385 hrs**

16. On September 2 Police Officer Melissa Rosario and Detective Thomas Munnelly successfully completed the 40 hour Basic Police Juvenile Officers Course held in Geneva New York. The course was administered through the New York State Police Juvenile Officers Association. The syllabus covered the range of topics required to qualify police personnel as juvenile officers. These topics included; rights of juveniles, parental consent, legal aspects of juvenile interrogation, investigating juvenile sex cases, and school resource officer**.** **Total 80 hrs**

17. On September 23, Sergeant Chris Ceccarelli, and Police Officers Gregory Ferraro, David Arroyo, and Mark Morales successfully completed the Advanced Active Shooters Scenario Tactics and Operations Course. The 3 day, 24 hour course of study was held at the New York State Preparedness Training Center in Oriskany, New York. This training evolution relies heavily upon a scenario-based approach to guide students through a mix of situations involving multiple disciplines of emergency responders. Training scenarios are based on real world events and instruction is provided by former tier 1 (SEAL Team Six, Delta Force) operators. Topics covered include: Police EMS

coordination, tactical emergency medical care, door breaching, and room clearing. Training, transportation, and lodging were funded by the New York State Division of Homeland Security and Emergency Services**.** **Total 96 hrs**

18. On September 16 2016, Police Officers Gregory Ferraro and Nicholas Stella successfully completed the New York City Police Department's High Impact Drug Trafficking Area or HIDTA course. This 5 day, 40 hour course of study includes both classroom and practical instruction in such areas as legal issues, surveillance, street encounters, and search warrants. The course is conducted at the NYPD facility in Rodman's Neck in the Bronx. The practical phase utilizes a mockup of a city street and is considered one of the finest programs of its kind in the Country. All training, and facility use is being provided free of charge to the Village **Total 80 hrs**

19. During the first two weeks of August, 51 members of the Department successfully completed the OC spray, pepper ball launcher course. This 7 hour training block is held at police headquarters, and the EMS training. Members received classroom training in; legal aspects of OC use, medical issues, and related first aid techniques. This was followed by a practical segment during which officers were required to demonstrate proficiency in the use of both less than lethal weapons**.** **Total 357 hrs**

20. On October 21, 2016, Police Officers Jose Nieves, and Kevin Munnelly successfully completed the New York City Police Department's High Impact Drug Trafficking Area or HIDTA course. This 5 day, 40 hour course of study includes both classroom and practical instruction in such areas as legal issues, surveillance, street encounters, and search warrants. The course is conducted at the NYPD facility in Rodman's Neck in the Bronx. The practical phase utilizes a mockup of a city street and is considered one of the finest programs of its kind in the Country. All training, and facility use is being provided free of charge to the Village **Total 80 hrs**

21. On October 28th, Detectives Marcello Presta, and David Valdovinos successfully completed the Special Victims investigators Course conducted by the New York City Police Department. This 6 day comprehensive course of study prepares officers to investigate sexually based crimes. **Total 96 hrs**

22. On October 21, 2016 Sgt. Chris Ceccarelli successfully completed the Municipal Police Training Council, Supervisor Training Course. This three-week 120 hour course of study

is New York State mandated for entry level supervisors, and must be completed within one year of appointment. It includes modules on basic supervision and leadership, legal issues and liability, and tactical aspects of supervision. The course was held at the Westchester County Police Academy Valhalla New York**.** **Total 120 hrs**

23. On October 14 detectives David Valdovinos, Walter Alcivar, and Angel Sanchez successfully completed the crime and social media course held in Holbrook Long Island. This two day 16 hour course of study, developed by HIDTA, was designed to prepare investigative level personnel to recognize, and investigate social media-based crime. **Total 32 hrs**
24. On October 12, 2016 Lieutenants Charles Nielsen, and Mark Braccio, along with Police Officer Thomas Krempa completed the eight hour Improvised Explosive Device Course put on by the FBI. This course of study held at the Rockland County police Academy was designed to provide law enforcement officials with an overview of improvised explosive devices (IEDs) Topics covered included the recognition, manufacture, and capability of IED's commonly utilized by criminal and terrorist elements**.** **Total 24 hrs**

25. On October 26, 2016 for members of the Emergency Service Unit participated in the countywide Code Black Tactical Drill held at the Westchester County Police Academy. This six-hour drill involved tactical and emergency service unit personnel only. It was designed to orient special operations personnel with the County's tactical mutual aid plan**.** **Total 24 hrs**

Total training hours (without travel) 6136

MANPOWER NEEDS

In July 1971 the Village commissioned a staffing and manpower analysis through the NYS Office for Local Government, Division for Local Police. The study, though not taking into account the character of the Village, was thorough in its depth. In July of 1971, when the Village had a population of 25803 (1970 Census), the Port Chester Police Department consisted of 62 sworn members. The 8 page report summarized that **" It is concluded that the current manpower available to the Chief is the minimum necessary to staff the positions of the Department. "**

Now forty four years later, the Department stands at an authorized strength of 62 with a present complement of 61 sworn officers. based on a U.S. Census Bureau 2014 population estimate of 29,522 that gives us a Police Officer per thousand ratio of approximately 2. Officers per thousand residents is regarded as the standard by which agency manpower is measured**. The Department presently maintains the lowest officer per resident ratio in Westchester (equal to New Rochelle) and more than 1 standard deviation from the average of 2.84 (see attached)**

POLICE OFFICERS PER THOUSAND RESIDENTS

Municipality	Population	Pop. Density per sq. mile	Police Officers	Officers per 1000
Ardsley	4523	3425	19	2.3
Bedford	17627	439	37	2.1
Briarcliff Manor	7976	3425	19	2.4
Bronxville	6390	6323	21	3.3
Croton	8180	1647	20	2.4

Eastchester	19800	902	45	2.2
Elmsford	4735	4664	18	3.8
Greenburgh	44787	2408	115	2.6
Harrison	27876	1579	61	2.1
Irvington	6530	2293	22	3.5
Mamaroneck Town	12146	3422	37	3.3
Mamaroneck Village	19164	5736	49	3.5
Peekskill	23908	5127	54	2.3
Pelham Manor	5558	4220	26	5
Pelham	6983	8000	25	3.6
Port Chester	29328	12070	58	2
Rye	15910	2577	35	2.2
Rye Brook	9480	2671	27	2.8
Scarsdale	17564	2562	42	2.4
Mount Kisco	11028	3509	29	2.6
New Rochelle	78800	7410	154	2
New York City	8396126	26403	34822	4.1
Ossining Village	25314	7831	55	2.2
White Plains	57559	5734	190	3.3
Yonkers	199134	10651	616	3

Average 2.84

In addition to the increase in population, the demands for police service in the Village have increased dramatically, among those factors:

- A consistently high level of FBI part 1 crimes; (murder, rape, robbery, assault, burglary, and larceny). Presently the Department averages 10.6 part 1 crimes per officer**. This is the highest ratio in Westchester and more than 2 standard deviations above the average of 4.9 (see attached)**

- The addition of shopping and entertainment venues which have swelled the non-residential population of the Village during both day and night hours.
- The changing nature of law enforcement requiring the dedication of officers to specialized duties; narcotics/gun enforcement, youth bureau, staff services, and traffic which depletes the patrol force on a full-time basis
- The exponential increase in required and supplemental training which periodically depletes the patrol force. As patrol squads are minimally staffed, the assignment of an officer to training requires his/her position be filled by officers on overtime

- **An increase in officer injuries (5 long term, aggravated by the increased individual workload) Resulting in additional strain on budgeted overtime necessary to meet minimum staffing**

In order to increase Department effectiveness and alleviate the strain on the overtime budget, an increase in sworn personnel is needed. The chart below illustrates the change in the officer per thousand resident ratio brought about by additional hiring**. Based on this data the Department, with a staffing level of 70 sworn officers would rank number 16 (tied with two other agencies) out of the 25 agencies studied. This staffing level would also be required to equal the 2.3 ratio of the city of Peekskill (a municipality with similar demographics but a much lower population density)**

This proposed increase in staffing is a long-term solution. Even if accomplished immediately this action would have no effect on manpower levels until August 2017 at which time newly hired recruits would be ready to perform on their own and thus be counted toward meeting minimum manpower levels.

- In order to minimize the use of overtime funding for the rest of the 2016 – 17 fiscal year the Department has by interim order prohibited supervisors (lieutenants and sergeants) from working in the capacity of Police Officers during manpower shortages. It is expected that this action may result in forced overtime (based on reverse seniority) to meet minimum manpower on outgoing patrol squads. In order to prevent undue fatigue on Junior members, we have ordered that after two ordered overtime tours, the officer so ordered would revert to the bottom of the available over time pool.

- Another step likely to have an immediate effect on overtime trained is to fill the existing vacancy in authorized strength with a resign/ reinstatement appointment. A candidate so hired would be available for service after a short field training period, rather than the eight months required for completion of the Police Academy and recruit field training.

NUMBER OF OFFICERS	OFFICER PER THOUSAND RATIO
61	2.03
62	2.06
63	2.1
64	2.13
65	2.16
66	2.2
67	2.23
68	2.26

69	2.30
70	2.33

Reported Part 1 Crimes Per Officer

Municipality	Part 1 Violent	Part 1 Property	Police Officers	Part 1 Crimes per Officer	Rank
Ardsley	5	33	19	2	20
Bedford	5	156	37	4.6	10
Briarcliff Manor	1	11	19	0.6	22
Bronxville	0	47	21	2.2	19
Croton	1	53	20	2.7	18
Eastchester	2	168	45	3.7	16
Greenburgh	48	578	115	5.4	7
Harrison	6	225	59	3.9	14
Irvington	0	23	22	1	21
Mamaroneck Town	1	1588	37	4.2	13
Mamaroneck Village	8	181	49	3.8	15
Peekskill	30	248	54	5.1	8
Pelham	7	172	25	7.1	4
Port Chester	48	572	58	10.6	1
Rye Brook	2	88	27	3.3	17
Scarsdale	1	184	42	4.4	12

Monthly Report - Port Chester Senior Center (Nutrition Program)

22,608- ***Meals served to date—1/1/16-11/30/2016***

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

Thanksgiving meals will be delivered to homebound seniors or anyone who is alone and would like a hot dinner on Thanksgiving. Volunteers will be delivering on the Holiday with coordination from the center. Meals will be provided from Holy Rosary Food Kitchen free of charge.

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, Manicures once a month by Linda.

November events: 11/1—Day of the Dead (Mexican Holiday) Music and special menu, 11/10—Veteran's Day Luncheon, 11/12- Trip to Sands Casino, Bethlehem, Pa., 11/14—Trip to PC Public Library for free flower drawing class, 11/17—Thanksgiving luncheon, 11/18 Sight and Sound Theatre, Jonah & the Whale, 11/23—Trip to see Thanksgiving Balloons inflated with Upper Class Bus Tours, 11/29—Happy Hour Mocktail and Paint Night

Community Center Calendar: 11/14—Clay Art Center Board Meeting, 11/15—CSEA meeting, 11/16—Park/Rec commission, 11/16—PCBY baseball meeting, 11/21—Soccer Meeting, 11/29—Starwood Meeting, Planning.

Exterminator here on 11/15/16.

Bids received for replacement of pipes and grease trap in kitchen. Leonie putting on agenda 11/07 for acceptance of money from CDGB money, so we can get the trap replaced.

DPW ordered new bus for senior center.

submitted—11/16/2016 Carol Nielsen

Village of Port

Office of the Village

MEMORANDUM

TO: Christopher D. Steers, Village Manager

FROM: Anthony M. Cerreto

DATE: November 16, 2016

RE: Monthly Report
November 1, 2016- November 18, 2016

Board of Trustees

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

Consultations with Special Investigator/Counsel Brian Murphy regarding the finalization of his investigation into a personnel complaint.

Following Board's conceptual approval, review and proposing revisions to the Adopt-an-Island program so that it may be effectively implemented without delay

Follow-up with Village Code Prosecutor regarding certain code enforcement cases and the possibility the appointment of a receiver to manage violation properties.

Research and preparation of local law for staff discussion with regard to parades and processions.

Elimination of the Paid Fire Fighters and Related Issues

Consultations with Labor Counsel on the complaint filed by the Union with PERB.

Litigation

Review of court papers and consultation with special counsel regarding appeal and motion for a calendar preference from NYS OPWDD for proposed group home at 51 Betsy Brown Road.

Joint Defense Agreement executed and forwarded to the defense group. Reviewed and signed letter from group to the County Attorney regarding the County's unwillingness to execute Agreement.

Consultations with NYMIR defense counsel on various matters as well as assigned defense counsel in the Contreras matter which is scheduled for trial in January 2017.

Contracts

Consulted with East Coast Abstract with regard to phase 1 title search on certain waterfront access areas near the end of Fox Island Road.

Consulted with insurance broker for requested discussion with NYMIR regarding liability issues of imposing a requirement for the use of police officers in future bid specifications for street paving contracts.

Planning and Zoning

Attended agenda review meetings with staff and ensuing meetings of the Planning Commission and Zoning Board of Appeals. Prepared proposed findings of facts supporting Zoning Board's determinations. Memo to Zoning Board regarding 1 Shore Road application regarding an apparent New York State Thruway Authority easement.

Staff meeting with regard to implementation of engineering permit and site plan procedures requiring engineering review.

Consultations and review of various Building Department applications and pre-submission meeting with architect regarding proposed mixed use development on the southwest corner of Westchester Avenue and South Main Street.

Preparation for special counsel, Mark Chertok's discussion with Board regarding Starwood Development's proposed rezoning. Critiqued Adler Consulting's report to staff regarding proposed traffic mitigation.

Reached out to other municipalities that are considering grant of franchise agreement with Mobilitie to install "gap filler" devices on telephone poles. Follow up discussion with provider to finalize its proposal for presentation to the Board.

Research and compiling case-law for tutorial to be given to Zoning Board.

Assistance to Other Departments/Boards and Commissions

Assisted Clerk and Treasurer in preparing responses to Freedom of Information Law (FOIL) requests. Reviewed Agenda Management Software proposed by Clerk.

Follow up meeting at Bush Homestead with the Village Clerk and historical group to advance grant opportunities and/or volunteer sponsorship for restoration.

Meeting with Police Department and Port Chester Housing Authority, regarding an application for towing and booting licenses.

Meeting with Housing Authority regarding unpaid sewer rent.

Meeting with Village Engineer to provide guidance on sewer rent appeals.

Initial research into campaign contribution restrictions issue at request of Board of Ethics.

Other

Follow up with Village's consulting engineer with regard to Byram River Dry Weather Discharge.

Research and completion of 2015 Registered Transfer Station Annual Report. Discussion with NY Department of Environmental Conservation counsel with regard to complaint.

Informal Conference with Department of Labor regarding PESH violations for 222 Grace Church Street and 82 Fox Island Road.

Prepared memo for Village Manager regarding agenda clarification.

Foil Request with the Town/Village of Harrison regarding "Pearl of the Atlantic" court case to assist title company determine access rights on Fox Island Road.

MIN - 01
BOT 11-21-2016

MEETING HELD AUGUST 15, 2016

A Meeting of the Board of Trustees of the Village of Port Chester, New York, was held on Monday, August 15, 2016 at 6:00 p.m. in the Village Justice Courtroom of the Police Headquarters Building, 350 North Main Street, Port Chester, New York

Present in addition to Mayor Pilla were Trustees Francis Ferrara, Gene Ceccarelli, Gregory Adams and Luis Marino.

Also present were Village Clerk Dave Thomas, Legal Assistant to the Village Attorney David Kenny, Village Manager Christopher Steers, Planning Director Eric Zamft, Village Engineer Vincent Masucci, Police Chief Richard Conway and Fire Chief Edward Quinn. Village Treasurer Leonie Douglas arrived at 7:16 p.m..

On motion of TRUSTEE BRAKEWOOD, seconded by TRUSTEE FERRARA, the meeting was declared opened at 6:35 p.m.

ROLL CALL

AYES: Trustees Ferrara, Brakewood, Ceccarelli, Adams, Marino and Mayor Pilla
NOTES: None
ABSENT: Trustee Didden

PROPOSED MOTION FOR EXECUTIVE SESSION

On motion of Trustee Marino, seconded by Trustee Ceccarelli, the Board went into Executive Session for:

1. **Discussion with counsel regarding the employment of a particular person.**

ROLL CALL

AYES: Trustees Ferrara, Brakewood, Ceccarelli, Adams, Marino and Mayor Pilla
NOTES: None
ABSENT: Trustee Didden

It should be noted that Trustee Didden arrived at 6:37 p.m..

The Board came out of Executive Session at 7:00 p.m.

On motion of TRUSTEE FERRARA, seconded by TRUSTEE ADAMS, the Executive Session was declared closed.

On motion of TRUSTEE FERRARA, seconded by TRUSTEE BRAKEWOOD, the Public Hearing was declared open.

ROLL CALL

AYES: Trustees Didden, Ferrara, Ceccarelli, Adams, Marino and Deputy Mayor
NOES: None
ABSENT: None

PUBLIC HEARING ON 50/50 SIDEWALK BETTERMENT PROGRAM

Village Engineer Vince Masucci gave a slide presentation on the 50/50 Program. This is designed to help homeowners in the area to repair the sidewalks. With this program we are hoping to cover all of Port Chester. This is a ten-year program.

Trustee Didden noted that the business owners in the downtown area did not receive any help from the Village. Everybody should be responsible for their own.

Trustee Adams noted that the Village voted to spend $20,000 on a specific area of this Village because of a group home.

PUBLIC COMMENTS ON THE PUBLIC HEARING

Ms. Goldie Solomon commented we are not an elitist community. Sidewalks should be repaired by tax money.

Mr. John Reavis commented on the labor costs for this program. Will there be any concern about subcontractors coming into our community and paying sub-standard wages? Mayor Pilla replied that the workers will be paid the prevailing wage. The Village has taken the liberty of planting trees and the roots have raised the sidewalk. This is the responsibility of the Village.

Mr. Richard Abel commented the program is a good idea. The curbs are the responsibility of the Village. Is there a plan to fix the curbs? There is no permit needed for the sidewalk or the apron.

Mr. William Finke commented on the interest rate. The 10 year payback would be under 2.5%. In the past have people been mandated to be in the program?

Trustee Brakewood commented on the Volunteer Program of past years. This program is good for entire neighborhoods.

Mr. Tim Chambers believes this is a good program. You have almost a year to decide whether you want to pay off the debt before the 10-year period. If you decide to have the curb or apron done it is between you and the contractor. All the safety precautions are in place. The contractor is responsible..

Mr. Eric Matelli said the unit price is a good idea. How do we control change orders? This is just surface areas. Mr. Steers commented we monitor this closely.

Ms. Elizabeth Minnulli commented on the curbs. Mr. Masucci replied the sidewalks are mandatory. Curbs are the responsibility of the Village.

Village Treasurer Douglas said all property owners have been notified. If they don't reply they will be assessed over the 10-year period at the 50/50 rate.

Mr. Abel commented if a homeowner does not agree with the assessment. There is an arbratrator and an appeals process.

Mr. Masucci commented that if there were no Sidewalk Betterment Program it would be up to Code Enforcement to go out and issue violations, and you would pay 100%.

On motion of TRUSTEE FERRARA, seconded by TRUSTEE DIDDEN, the public hearing was declared closed.

ROLL CALL

AYES: Trustees Didden, Ferrara, Ceccarelli, Adams, Marino and Deputy Mayor
NOES: None
ABSENT: None

PRESENTATIONS

Colony Grill – G&S

Mr. Daniel Tartaglia, Attorney for G&S LLC gave a presentation on the Colony Grill site plan. Also present were the engineers representing Colony Grill restaurant.

Trustee Ceccarelli commented on parking space availability for this restaurant.

Trustee Adams commented on wheelchair accessibility.

Trustee Didden commented on a basement in the building and the stabilization of the building.

Trustee Brakewood commented on how you would replace the tiebacks.

Report from the Traffic Commission

Mr. Joe Gianfrancesco, Chairman of the Traffic Commission, spoke of started projects that were never completed. He gave a slide show of traffic issues. He started with the earliest which was a crosswalk at 50 South Main Street (which belongs at Purdy and South Main). The County approved this as a temporary crosswalk. Attorney Tartaglia commented that G&S will make curb cuts to comply with anything set by the DOT.

Parkway Drive is before the Traffic Engineer. We need to accommodate for the increased population.

We have a request from Fire Chief Quinn to mark the streets in front of the Washington Park firehouses. The signs at the firehouses also have to be addressed.

Abendroth Avenue has three different problems. At Willett between the Mariner and Saltaire, there was no crosswalk. Now there are three crosswalks. At Mill Street there are no signs designating a left turn for the Post Road and right turn to I-95.

Nella Way was dedicated to the Village. We have two problems with this -- one is with the fire department and the rear entrance; and now Nella Way is becoming a street for abandoning cars. The gate needs to be addressed.

Abendroth Place is a Village road but has not been dedicated. The signage is horrendous and the police department cannot enforce the parking.

Wesley, Neuton and Columbus never had a stop sign. With the population growth, getting across Columbus onto Barton is an issue. We need a stop sign on Columbus and Neuton. Village Manager Steers commented we need to have the Traffic Engineer look at this.

Speed Bumps are located on Hawthorne. You have to go slow, you can't clean snow or ice around them. Fire trucks could break an axle going over them. Ambulances cannot do CPR going over them. Motorcyclists can lose control.

Ms. Angela Chambless commented on the speed bumps on the streets in her neighborhood. Regarding deliveries, G&S and their tenants have to understand that they border a residential area. They should only be parking in legal receiving areas. Village Manger Steers will work with the police chief on this issue.

Attorney Tartaglia commented we also have to look at Pearl Street and East Broad Street.

Trustee Adams asked for a discussion item on the second September meeting to address a follow up on the issues on Traverse as well as other issues.

PUBLIC COMMENTS

Ms. Doris Reavis commented that you check the signage on Travese Avenue and other places. The Traffic Commission should outline in a document what we need here in Port Chester in the way of signage. She commented on the MTA improving the railroad station. This is disrespectful to our community. The Post Office is deplorable. She advocated for Voting District 16. The polling place used to be at Summerfield Church and now the people from this district have to go to Holy Rosary. She commented on the Starwood Project. Periodically the lawyer should come to the meetings to keep the public informed.

Mr. Richard Abel commented on the MTA's replacing a piece of sidewalk on Broad Street. We should look at pavers as crosswalks on our Village roads.

DISCUSSIONS

1. **Bulkhead Reconstruction Project Recommendation – Steering Committee**
   The mayor started the Discussion by introducing members of the Bulkhead Advisory Committee members, Mr. Passerelli and Ms. Imbesi. The committee had sent a letter to the Board of Trustees expressing their opinion:

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

2. Police Court Upgrade Project

The Mayor suggested an upgrade and the Board should consider construction behind the current Police Station.
Trustee Marino suggested the committee meet again to review the project.
Trustee Brakewood suggested they start with requirements and options for the project.
Village Manager Steers reminded the Board that we answers to those questions in a previous report.
Trustee Didden agreed with both the Village manager and Trustee Brakewood but stated that he preferred not to build on the current site and to hire a consultant.
Trustee Brakewood stated that it's not a question of what we require but what we can

afford and that we may be able to improve the existing structure.
Village Manager Steers commented on the fact that there is already information on options available from past studies.
Chief Conway commented on the current conditions and the prospect of moving temporarily.
Trustee Ceccarelli commented on his research into the project.
The Board suggested the subcommittee meet in early October

3. **Trustee election system & charter reform**

   The mayor suggest Trustee Ceccarelli and Ferrara informally meet to plan for the March election.
   Trustee Didden commented on the various voting possibilities.

4. **Consent agenda Trial run**

   The mayor suggested that the Board "Test drive" the Consent Agenda system.

5. **RFP# 2016-06 for Strategic Planning Facilitation Services**

   The Village Manager suggests the Board participate in Strategic Planning Session run by a professional consultant.

RESOLUTIONS

RESOLUTION #3

APPROVING REQUEST FOR PARKING LIMITATION AT WALGREENS PARKING LOT

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, 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 our 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 hour time limitation at the Walgreens parking lot.

Approved as to Form:

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Anthony M. Cerreto, Village Attorney.

ROLL CALL

AYES: TRUSTEES DIDDEN, FERRARA, BRAKEWOOD, CECCARELLI, ADAMS, MARINO AND MAYOR PILLA
NOES: NONE
ABSENT: NONE

DATE: AUGUST 15, 2016

RESOLUTION #1

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

On motion of TRUSTEE DIDDEN, seconded by TRUSTEE FERRARA, 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:

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Anthony M. Cerreto, Village Attorney

ROLL CALL

AYES: TRUSTEES DIDDEN, FERRARA, BRAKEWOOD, CECCARELLI, ADAMS, MARINO AND MAYOR PILLA
NOES: NONE
ABSENT: NONE

DATE: AUGUST 15, 2016

RESOLUTION #2

AWARDING BID FOR 2016 ROAD RESURFACING BID# 2016-05

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

WHEREAS, the Village 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:

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Anthony M. Cerreto, Village Attorney

ROLL CALL

AYES: TRUSTEES DIDDEN, FERRARA, BRAKEWOOD, CECCARELLI, ADAMS, MARINO AND MAYOR PILLA
NOES: NONE
ABSENT: NONE

DATE: AUGUST 15, 2016

RESOLUTION #4

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 DIDDEN, 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 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-l, 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:

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Village Attorney, Anthony Cerreto

ROLL CALL

AYES: TRUSTEES DIDDEN, FERRARA, BRAKEWOOD, CECCARELLI, ADAMS, MARINO AND MAYOR PILLA
NOES: NONE
ABSENT: NONE

DATE: AUGUST 15, 2016

RESOLUTION #5

APPOINTMENT TO THE PLANNING COMMISSION AS A MEMBER

On motion of TRUSTEE MARINO, seconded by TRUSTEE CECCARELLI, 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:

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Anthony M. Cerreto, Village Attorney

ROLL CALL

AYES: TRUSTEES DIDDEN, FERRARA, BRAKEWOOD, CECCARELLI, ADAMS, MARINO AND MAYOR PILLA
NOES: NONE
ABSENT: NONE

DATE: AUGUST 15, 2016

RESOLUTION #6

APPOINTMENT TO THE ZONING BOARD OF APPEALS

AS AN ALTERNATE MEMBER

On motion of TRUSTEE DIDDEN, seconded by TRUSTEE MARINO, 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:

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Anthony M. Cerreto, Village Attorney

ROLL CALL

AYES: TRUSTEES DIDDEN, FERRARA, BRAKEWOOD, CECCARELLI, ADAMS, MARINO AND MAYOR PILLA
NOES: NONE
ABSENT: NONE

DATE: AUGUST 15, 2016

RESOLUTION #7

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

On motion of TRUSTEE FERRARA, seconded by TRUSTEE DIDDEN, 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:

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Anthony M. Cerreto, Village Attorney

ROLL CALL

AYES: TRUSTEES DIDDEN, FERRARA, BRAKEWOOD, CECCARELLI, ADAMS, MARINO AND MAYOR PILLA
NOES: NONE
ABSENT: NONE

DATE: AUGUST 15, 2016

ADD ON RESOLUTION

PROVIDING NEW PARKING REGULATIONS FOR SPRING STREET

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

WHEREAS, it has been brought to the attention of the Board of Trustees that there exists an issue with regard to the timing of its street cleanings on Spring Street, and the related parking restrictions; and

WHEREAS, the Board of Trustees wishes to solve these issues by moving the times of the street cleaning and related parking restrictions to a time where less traffic occurs on Spring Street; and

WHEREAS, after discussion, the Board has determined to advance this subject for action. Now, therefore, be it

RESOLVED, the Code of the Village of Port Chester, Vehicles and Traffic, Section 319-76, Schedule XV, Parking Prohibited Certain Times, pursuant to the provisions of Section 319-22 is amended as follows:

Name of Street	Side	Time	Location
Spring Street	East	Wednesdays [8:30 a.m.] 9:30 a.m. to 11:30 a.m.	From Westchester Ave to Olivia Street

and be it

RESOLVED, the above regulations to take effect at such date as appropriate signage is put in place at the direction of the Village Manager.

Approved as to Form:

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Anthony M. Cerreto, Village Attorney

ROLL CALL

AYES: TRUSTEES DIDDEN, FERRARA, BRAKEWOOD, CECCARELLI, ADAMS, MARINO AND MAYOR PILLA
NOES: NONE
ABSENT: NONE

DATE: AUGUST 15, 2016

ADD ON RESOLUTION

RECOMMENDING THE DENIAL OF A LIQUOR LICENSE RENEWAL REQUEST WITH THE NEW YORK STATE LIQUOR AUTHORITY

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

WHEREAS, Nico's Chicken, Inc., ("Nico's") has applied for a liquor license at premises located at 137 Irving Avenue, Port Chester; and

WHEREAS, pursuant to Alcohol Beverage Control Law, Section 64(2-a), an applicant must give a municipality thirty (30) days' notice prior to the submission of an application for a liquor license; and

WHEREAS, Nico, has requested that the Village waive the 30-day notice requirement in an effort to expedite the granting of the liquor license.

WHEREAS, the Building Inspector found outstanding Fire Inspection notices of violations. Now, therefore, be it

RESOLVED, that the Village Board of Trustees of the Village of Port Chester does not waive the thirty (30) day Liquor License notice requirement to Nico's Chicken, Inc. for premises located at 137 Irving Avenue, Port Chester; and it is,

FURTHER RESOLVED, that the Building Inspector is to write a letter to the New York State Liquor Authority recommending that Nico's Chicken, Inc. application for a liquor license be denied.

Approved as to Form:

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Village Attorney, Anthony Cerreto

ROLL CALL

AYES: TRUSTEES DIDDEN, FERRARA, BRAKEWOOD, CECCARELLI, ADAMS, MARINO AND MAYOR PILLA
NOES: NONE
ABSENT: NONE

DATE: AUGUST 15, 2016

REPORT OF THE VILLAGE MANAGER

1. The contract for the LED Lighting has been executed.
2. 201 Grace Church Street has been demolished and a bid has been awarded for construction of the parking lot,
3. Columbus Park Lighting – we have reached out to Westchester County relating to potential funding.

APPROVAL OF MINUTES

On motion of TRUSTEE CECCARELLI, seconded by TRUSTEE MARINO, the minutes of February 23, 2016 were approved.

ROLL CALL

AYES: Trustees Brakewood, Ceccarelli, Adams, Marino and Mayor Pilla
NOES: None
ABSENT: None
RECUSED: Trustees Didden and Ferrara

DATE: August 15, 2016

On motion of TRUSTEE MARINO, seconded by TRUSTEE CECCARELLI, the minutes Of March 17, 2016 were approved.

ROLL CALL

AYES: Trustees Brakewood, Ceccarelli, Adams, Marino and Mayor Pilla
NOES: None
ABSENT: None
RECUSED: Trustees Didden and Ferrara

DATE: August 15, 2016

On motion of TRUSTEE MARINO, seconded by TRUSTEE FERRARA, the minutes of May 6, 2016 were approved.

ROLL CALL

AYES: Trustees Didden, Ferrara, Brakewood, Ceccarelli, Marino and Mayor Pilla

NOES: None
ABSENT: None
RECUSED: Trustee Adams

DATE: August 15, 2016

On motion of TRUSTEE FERRARA, seconded by TRUSTEE CECCARELLI, the minutes of May 10, 2016 were approved.

ROLL CALL

AYES: Trustees Didden, Ferrara, Brakewood, Ceccarelli, Adams and Mayor Pilla
NOES: None
ABSENT: None
RECUSED: Trustee Marino

DATE: August 15, 2016

On motion of TRUSTEE FERRARA, seconded by TRUSTEE MARINO, the minutes of May 24, 2016 were approved.

ROLL CALL

AYES: Trustees Ferrara, Brakewood, Ceccarelli, Marino and Mayor Pilla
NOES: None
ABSENT: None
RECUSED: Trustees Didden and Adams

DATE: August 15, 2016

CORRESPONDENCE

Procession Request from Saint Virgin of Guadalupe of Banos-Cuenca, Ecuador

St. Peter Requesting Permission to hold Procession on August 20, 2016

Village Board of Ethics – Alex Payan resignation letter of 7/27/2016

Request for Linden Street Block Party on September 3, 2016

were referred to staff for approval subject to conditions.

Election of Dan Scales to Fire Patrol & Rescue Co. No. 1

Election of Estella Perrone to Harry Howard Hook & Ladder Co. No. 1

A motion was made by TRUSTEE MARINO. seconded by TRUSTEE DIDDEN, to accept Dan Scales and Estella Perrone to the Port Chester Fire Department.

ROLL CALL

AYES; Trustees Didden, Ferrara, Brakewood, Ceccarelli, Adams, Marino and Mayor Pilla
NOES: None
ABSENT; None

DATE" August 15, 2016

Resignation of Greg Gregory from the Planning Commission.

PUBLIC COMMENTS

Mr. Richard Abel asked if the Village holds a referendum to change our voting system, would the County run it and we wouldn't have to pay for it? The BOT meetings in the past were over in an hour. Decisions were made previous to the meetings. This Board lets the public see how you make your decisions. Discussion items should move to the end of the meeting.

Vince Masucci commented that the Auto School building is going to be taken down right after Labor Day. We have seen the MTA elevator plans.

Trustee Didden commented on the Birthday of St. Don Bosco. He offered condolences to the Sabato family.

Trustee Brakewood commented on Fire Chief Quinn having a section in the Village Manager's report. Regarding the folks on Traverse Avenue regarding the traffic this is a very dense neighborhood. We have a mix of manufacturing and residential. This needs to be addressed as a residential neighborhood. We had a successful Byram River clean-up day. We should speak with the Port Chester Yacht Club regarding launching in the River.

Trustee Ceccarelli commented on the Charter. It is a document that goes back to 1868. The height of the grass at Metro North is in defiance of the code. As a public service company they have a right not to comply if anything interferes with the running of the railroad. He acknowledged the work done by the members resigning from several boards. The parking kiosks have enclosures, protecting people from the rain while using them. We should impose a time limit on the pFEIS.

Trustee Adams thanked all who wished his family condolences on the passing of his mother.

On motion of TRUSTEE DIDDEN, seconded by TRUSTEE MARINO, the meeting was adjourned at 11:43 p.m.

Respectfully submitted,

David Thomas, Village Clerk

MIN - 02
BOT 11-21-2016

MEETING HELD SEPTEMBER 6, 2016

A meeting of the Board of Trustees of the Village of Port Chester, New York, was held on Monday, September 6, 2016 in the Court Room of the Police Headquarters Building, 350 North Main Street, Port Chester, New York, with Trustee Daniel Brakewood presiding.

Present in addition to Trustee Brakewood were Trustees Bart Didden, Francis Ferrara, Gene Ceccarelli, and Gregory Adams.

Also present were: Village Manager Village Clerk David Thomas, Director of Human Resources Ed Brancoti, Village Treasurer Leonie Douglas; Director of Planning Eric Zamft, Chief of Police, Richard Conway; Legal Intern, David Kenny;

On motion of TRUSTEE BRAKEWOOD, seconded by TRUSTEE FERRARA, the meeting was declared opened at 6:10 p.m.

ROLL CALL

AYES: Trustees Ferrara, Brakewood, Ceccarelli, Adams,
NOES: None.
ABSENT: Trustee Marino and Mayor Pilla

On motion of TRUSTEE FERRARA, seconded by TRUSTEE CECCARELLI, Trustee Brakewood was appointed Chairman of this meeting.

ROLL CALL

AYES: Trustees Ferrara, Brakewood, Ceccarelli, Adams,
NOES: None.
ABSENT: Trustee Marino and Mayor Pilla

On motion of TRUSTEE DIDDEN, seconded by TRUSTEE CECCARELLI, the Board voted to go into special Executive Session to discuss:

1. ***Discussion with counsel regarding Fire Department Issues***
2. ***Discussion with counsel regarding Affordable Housing***
3. ***Proposed interview with Tim Murphy for Planning Commission Alternate***.

Village Attorney Cerreto commented that Trustee Ceccarelli mentioned that the Affordable Housing should be in Public Session. Mr. Chertok also has no objection. Trustee Brakewood commented we will do this before the final Public Comments.

Mr. Hyman commented on the issue of residents' preference. Even when there is HUD money in a project, HUD has approved a resident preference. If there is no HUD or State money, preferences are allowed as long as you are not in a settlement community. In terms of set aside,

the last e-mail said that 10% has worked economically.

Chairman Brakewood commented we are going to move this item to Public.

A motion was made by TRUSTEE ADAMS, seconded by TRUSTEE FERRARA, that we go into Closed Session staff and counsel to discuss

Fire Department Issues.
Interview with Tim Murphy for Planning Commission Alternate

ROLL CALL

AYES: Trustees Ferrara, Brakewood, Ceccarelli, Adams,
NOES: None.
ABSENT: Trustee Marino and Mayor Pilla

The Board came out of Closed Session at 7:06 p.m. The regular meeting opened at 7:08 p.m.

PUBLIC HEARING

Micro Breweries

On motion of TRUSTEE ADAMS, seconded by TRUSTEE FERRARA, the Public Hearing on Micro Breweries was declared open.

ROLL CALL

AYES: Trustees Didden, Ferrara, Brakewood, Ceccarelli, Adams,
NOES: None.
ABSENT: Trustee Marino and Mayor Pilla

Village Planning Director, Eric Zamft, gave an overview on having micro alcohol establishments in the downtown area. A Local Law is before you tonight for a Brewery, a Brew Pub and a Distillery. This would also permit microbreweries and microwineries and tasting rooms in Districts M1 and M2 and in the C1, C2, C3, C4, C5, C5T, CD and CDS and DW and DW2 Districts. Staff has submitted environmental verification.

PUBLIC COMMENTS ON THE PUBLIC HEARING

Ms. Goldie Solomon commented we have enough alcohol in our Village. We are a restaurant community with enough alcohol.

Mr. John Reavis commented his concern identifies who is responsible to insure this process is followed through. Does it include present restaurants and who is going to certify these microbreweries to operate. Mr. Zamft replied that an existing restaurant would have to go through a change of use. Mr. Reavis commented this would have to be monitored by the Village. Our staff is overworked now and this would require additional personnel. Another question is tax assessment and if a restaurant already exists it's tax should go up if they offer more services.

Ms. Bea Conetta asked for clarification on a brewery. Village Planner Zamft commented that a microbrewery is an establishment primarily used for the manufacture of craft beer.

Mr. Reavis commented that with the change of the population it is a good law to pass. It will bring additional revenue.

Attorney Tartaglia commented this completely surrounds, but does not include, the MUR zone. It would seem you would want to include the MUR districts. Attorney Cerreto commented it could be part of the proposed Local Law and would require a Public Hearing. Mr. Zamft would update SEQRA.

Ms. Solomon commented that we don't need more alcohol for our kids.

Mr. Reavis asked if the breweries are local or are they designed to distribute over the country. The intent is local. The Law restricts the amount that can be produced. If the microbreweries are profitable they may come back to increase their operation.

Trustee Ceccarelli commented this is a trend in the urban areas. It is up to the people to drink responsibly. His concern is about the resources that are needed. There should be a fee to cover the Village resources needed.

Mr. Joseph Rende commented that it is obvious the Board is taking a proactive approach to this new Industry that we want to welcome. It is going to generate jobs. It should also include the G&S area downtown.

On motion of TRUSTEE FERRARA, seconded by TRUSTEE ADAMS, the Public Hearing was closed.

ROLL CALL

AYES: Trustees Ferrara, Brakewood, Ceccarelli, Adams,
NOES: None.
ABSENT: Trustee Marino and Mayor Pilla

PRESENTATION

Presentation by 511NY Rideshare on Car-Free Day 2016

Village Planning Director, Eric Zamft, introduced Carol Pegledi of 511 Rideshare who gave a presentation about 2016 Car Free Day.

ADD-ON RESOLUTION

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

That the Board of Trustees of the Village of Port Chester commitment to Free Day on September 22, 2016 and partnership with 511 Rideshare to promote Port Chester Car Free Day 2016.

Whereas International Car Free Day is September 22, 2016 and

Whereas 511 New York Rideshare is coordinating Car Free Day 2016 in the Hudson Valley, and

Whereas the Village of Port Chester is committed to sustainability of the community of Port Chester now and in the future,

Therefore, be it RESOLVED that the Board supports 511 Rideshare Port Chester Car Free Day 2016.

Approved as to Form

_____
Village Attorney/ Anthony M. Cerreto
ROLL CALL

AYES: Trustees Didden, Ferrara, Brakewood, Ceccarelli, Adams,
NOES: None.
ABSENT: Trustee Marino and Mayor Pilla

DATE: September 6, 2016

Mr. John Reavis noted that the 511 Rideshare Presentation used the seal of the Village of Port Chester. He would like to know if this was pre-approved and the process for using the Seal. He is concerned about

liability. He spoke of G&S in terms of the MUR. The public is due a progress report on Starwood and other projects in our community.

Attorney Mark Chertok commented that Starwood submitted a proposed final environmental impact statement on July 30th. That document has been under review by the Village staff and its consultants for the Board to review. That cannot be finalized because the state DOT issued a recent comment letter that the traffic analysis needs to be redone. We are awaiting that traffic report. The question of whether affordable housing should be required is a decision of the Board.

PUBLIC COMMENTS

Ms. Goldie Solomon commented that the agenda should be followed. She thanked the Board for our saviors. She thanked the Board for the setting the 9/11 remembrance ceremony.

Mr. Joseph Rende spoke of his father serving as chairman of the Port Chester - Town of Rye Bi-Centennial committee. He presented to the Village a copy of the 1975 Resolution. He also sent a photograph and a letter of best wishes from President Gerald Ford. He also asked for an explanation of the litigation with the fire fighters and an explanation of what has transpired in the litigation, including costs.

Ms. Bea Conetta commented that the agenda should not be changed. She commented on the Amnesty Program and the people suffering from it did not do anything wrong. The Board should spend time to go over and understand the Amnesty Program and work with the Building Department.

Jeffrey Smith, an Attorney with Disabled Alliance Inc. He commented on the affordable housing issue. There needs to be a policy discussion. Only a few comments submitted by the Alliance were discussed in the comprehensive plan. You can't avoid affordable housing. You have to look at how this project impacts housing in the entire Village. This is a policy issue.

Mr. Vitigliano commented on staff being overworked and yet were asked to prepare a local law for a public hearing.

Ms. Dina Goren commented that the bulletin board has been put in the Dog Park. The pawsiversary party is coming up on September 24th. She commented on the puppy mill law.

RESOLUTIONS

RESOLUTION

APPOINTMENT OF MARIE MARTIN TO THE PARKS COMMISSION

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

RESOLVED, that Marie Martin, of Port Chester, NY, be and she hereby is appointed as a member of the Port Chester Parks Commission, effective immediately, with said term to expire on September 6, 2021.

Approved as to Form:

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Anthony M. Cerreto, Village Attorney

ROLL CALL

AYES:.TRUSTEES DIDDEN, FERRARA, BRAKEWOOD, CECCARELLI AND ADAMS
NOES: NONE
ABSENT: TRUSTEE MARINO AND MAYOR PILLA
DATE: September 6, 2016

RESOLUTION

ACCEPTANCE AND APPROVAL OF DAN SCALES AS AN ACTIVE MEMBER OF FIRE PATROL & RESCUE CO. NO.1

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

WHEREAS, at the August 2, 2016 meeting of Fire Patrol & Rescue Co. No. 1 the company held an election for a new active member; and

WHEREAS, Dan Scales has been elected to be a new active member. Now, therefore, be it

RESOLVED, that the Board of Trustees hereby accepts and approves the election of Dan Scales to Fire Patrol & Rescue Co. No. 1, as an active member of the Port Chester Fire Department

Approved as to Form:

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Anthony M. Cerreto, Village Attorney

ROLL CALL

AYES:.TRUSTEES DIDDEN, FERRARA, BRAKEWOOD, CECCARELLI AND ADAMS

NOES: NONE
ABSENT: TRUSTEE MARINO AND MAYOR PILLA

DATE: SEPTEMBER 6, 2016

RESOLUTION

ACCEPTANCE AND APPROVAL OF ESTELLA PERRONE AS AN ACTIVE MEMBER OF HARRY HOWARD HOOK & LADDER CO. 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, at the August 2, 2016 meeting of Harry Howard Hook & Ladder Co. No. 1 the company held an election for a new active member; and

WHEREAS, Estella Perrone has been elected to be a new active member.

Now, therefore, be it

RESOLVED, that the Board of Trustees hereby accepts and approves the election of Estella Perrone to Harry Howard Hook & Ladder Co. No. 1, as an active member of the Port Chester Fire Department

Approved as to Form:

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Anthony M. Cerreto, Village Attorney

ROLL CALL

AYES:.TRUSTEES DIDDEN, FERRARA, BRAKEWOOD, CECCARELLI AND ADAMS
NOES: NONE
ABSENT: TRUSTEE MARINO AND MAYOR PILLA

DATE: September 6, 2016

RESOLUTION

RESOLUTION ESTABLISHING A SIDEWALK IMPROVEMENT AREA IN AND FOR THE VILLAGE OF PORT CHESTER, COUNTY OF WESTCHESTER, STATE OF NEW YORK

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

WHEREAS, the Board of Trustees ("Board') desires to continue the Village's Sidewalk Betterment Program whereby benefitted residential property owners have the ability to split the cost of improving the public sidewalk abutting their property on a 50/50 basis and have the option of paying for the expense in installments over a ten year period; and

WHEREAS, pursuant to the Village Code, the maintenance of the public sidewalks is the obligation of the abutting property owner; and

WHEREAS, the Board in recognition that a comprehensive, pro-active, rational and equitable approach for sidewalk improvements is required directed that a map or plan be prepared to identify a further area for the construction, improvement and financing for the replacement and reconstruction of the public sidewalks, including all necessary labor, personnel, materials, equipment, machinery and apparatus, but excluding curbs, driveways, storm sewer drains and improvements, (the "Project"), and

WHEREAS, in furtherance of same, such a map or plan of costs was prepared by the Village's consulting engineer, Dolph Rotfeld Engineering, P.C. and filed with the office of the Village Clerk (revision date June 24, 2016) describing the nature of the Project, estimated total cost, benefitted properties, and the estimated cost to be apportioned and assessed to the properties benefitted on a front-footage basis, and that to be borne by the Village at large, as annexed hereto as "Schedule A"

WHEREAS, such map or plan of the Project was prepared in such a manner and in such detail determined by the Board of Trustees as required by Section 22-2200(2) of the Village Law; and

WHEREAS, the properties to be included in the Project were selected based on the concentration of sidewalk infrastructure problems, and the close proximity to the Edison Elementary School; and

WHEREAS, in accordance with Village Law, Section 22-2200, a public hearing was scheduled for, and held on, August 15, 2016 to consider the establishment of the Project; and

WHEREAS, notice and such map or plan of the Project was given by publication and United States mail to owners of all lands benefitted by such Project ("benefited lands"); and

WHEREAS**,** such map or plan was also duly filed in the office of the Village Clerk and was available for public inspection in the office of the Village Clerk of the Village located at 222 Grace Church Street, Port Chester, New York; and

WHEREAS**,** all interested parties received due notice of the public hearing as aforesaid

and were given an opportunity to be heard at the public hearing.

NOW THEREFORE, BE IT RESOLVED, by the Board of Trustees of the Village of Port Chester, County of Westchester, New York, as follows:

Section 1. Due notice of the public hearing was given to all affected parties as required by law.

Section 2. All parties interested in the subject of the public hearing were given an opportunity to be heard at the public hearing and their views were taken into consideration by said Board of Trustees in making required determinations.

Section 3. The Board of Trustees hereby finds that the establishment of the sidewalk improvement area is in the public interest and hereby determines to establish a sidewalk improvement areas with the lands to be benefited referenced in the aforesaid map/plan.

Section 4. The Board of Trustees hereby authorize and direct staff to (i) advertise that the Village is seeking competitive bids for this Project, (ii) secure any necessary financing to pay the costs of the Project as so determined, (iii) retain bond counsel for such purposes.

Section 5. Upon completion of the work, the Board of Trustees, pursuant to §22-2200 of the Village Law, will schedule and hold a further public hearing, to apportion and assess a portion of the costs of the Project to be raised by local assessments upon the benefited lands.

ROLL CALL

AYES:.TRUSTEES, FERRARA, BRAKEWOOD, CECCARELLI AND ADAMS
NOES: TRUSTEE DIDDEN
ABSENT: TRUSTEE MARINO AND MAYOR PILLA

DATE: September 6, 2016

RESOLUTION

BUDGET AMENDMENT – DEA FUNDS

TO TRANSFER OF $17,812.00 FROM DEA FUNDS TO THE EQUIPMENT ACCOUNT FOR THE PURCHASE AND INSTALLATION OF AN AUTOMATED LICENSE PLATE READER (ALPR) SYSTEM

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

WHEREAS, the Police Chief is recommending the use of DEA Asset Forfeiture Funds for the Purchase and Installation of an Automated License Plate Reader (ALPR) System, (a total of $17,812.00)

from NDI Recognition Systems, 105 E. State Road 434, Winter Springs, Florida 32708. Now, therefore be it

RESOLVED, that the Board of Trustees of the Village of Port Chester, New York hereby authorizes the Village Treasurer to modify the 2016-17 General Fund Budget as follows:

GENERAL FUND

Balance Sheet:

001-001-0695	Deferred Revenue Police DEA	$(17,812.00)

Revenues:

001-0001-2613	Use of Deferred DEA Revenue	$17,812.00

Appropriations:

001-3120-0220	Police Service Equipment	$17,812.00

Approved as to Form:

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Anthony M. Cerreto, Village Attorney

ROLL CALL

AYES:.TRUSTEES DIDDEN, FERRARA, BRAKEWOOD, CECCARELLI AND ADAMS
NOES: NONE
ABSENT: TRUSTEE MARINO AND MAYOR PILLA

DATE: September 6, 2016

RESOLUTION

SETTING A PUBLIC HEARING TO CONSIDER A LOCAL LAW AMENDING THE CODE OF THE VILLAGE OF PORT CHESTER, CHAPTER 49 "ENGINEER", ESTABLISHING A GENERAL ENGINEERING PERMIT

On motion of TRUSTEE DIDDEN, seconded by TRUSTEE FERRARA, the Resolution below were amended to include a Public Hearing Date of October 3rd and was accepted by the Board of Trustees of the Village of Port Chester, NY.

ROLL CALL

AYES:.TRUSTEES DIDDEN, FERRARA, BRAKEWOOD, CECCARELLI AND ADAMS

NOES: NONE
ABSENT: TRUSTEE MARINO AND MAYOR PILLA

DATE: September 6, 2016

RESOLUTION

SETTING A PUBLIC HEARING TO CONSIDER A LOCAL LAW AMENDING THE CODE OF THE VILLAGE OF PORT CHESTER, CHAPTER 345 "ZONING", WITH REGARD SITE PLAN REVIEW AND THE ROLE OF THE VILLAGE ENGINEER

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

NOW, THEREFORE BE IT,

RESOLVED, that the Board of Trustees hereby schedules a public hearing on September 19, 2016 at 7:00 p.m. at the Police Headquarters/Justice Court, 2nd Floor Courtroom, 350 North Main Street, Port Chester, to consider the advisability of adopting a local law amending the code of the Village of Port Chester, Chapter 345 "Zoning," with regard site plan review and the role of the Village Engineer.

Approved as to Form:

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Anthony M. Cerreto, Village Attorney

ROLL CALL

AYES:.TRUSTEES DIDDEN, FERRARA, BRAKEWOOD, CECCARELLI AND ADAMS
NOES: NONE
ABSENT: TRUSTEE MARINO AND MAYOR PILLA

DATE: September 6, 2016

On motion of TRUSTEE FERRARA, seconded by TRUSTEE DIDDEN, the following

resolution was adopted by the Board of Trustees of the Village of Port Chester, New York:

NOW, THEREFORE BE IT,

RESOLVED, that the Board of Trustees hereby schedules a public hearing on October 3, 2016 at 7:00 p.m. at the Police Headquarters/Justice Court, 2nd Floor Courtroom, 350 North Main Street, Port Chester, to consider the advisability of adopting a local law amending the code of the Village of Port Chester, chapter 49 "Engineer," of the code of the Village of Port Chester establishing a general engineering permit.

Approved as to Form:

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Anthony M. Cerreto, Village Attorney

ROLL CALL

AYES:.TRUSTEES DIDDEN, FERRARA, BRAKEWOOD, CECCARELLI AND ADAMS
NOES: NONE
ABSENT: TRUSTEE MARINO AND MAYOR PILLA

DATE: September 6, 2016

RESOLUTION

ACKNOWLEDGING RECEIPT OF A SITE PLAN PACKAGE AS COMPLETE FOR THE COLONY GRILL APPLICATION, REFERRAL TO THE PLANNING COMMISSION, WATERFRONT COMMISSION AND WESTCHESTER COUNTY PLANNING BOARD, AND SETTING A PUBLIC HEARING

On motion of Trustee ADAMS, seconded by Trustee FERRARA, the following resolution was adopted by the Board of Trustees of the Village of Port Chester, New York:

WHEREAS, G&S Port Chester LLC (the "Applicant") owns the parcel known as Section 142.31, Block 1, Lot 39 of the Town of Rye Official Tax Map (the "Property"); and

WHEREAS, the Property is located within the MUR Marina Redevelopment Project Urban Renewal District; and

WHEREAS, on 1999, the Applicant received approval from the Board of Trustees (hereinafter referred to as the "Board") to develop the Property as a restaurant as part of the Modified Marina Redevelopment Project (MMRP") in 1999; and

WHEREAS, such approval allows use of the Property for a ±6,258 square foot restaurant; and

WHEREAS, the Applicant seeks to develop the Property as a 5,500 square foot restaurant (the "Proposed Action"); and

WHEREAS, on July 15, 2016, the Applicant provided a preliminary set of site plans and associated information (the "Application") to the Department of Planning & Economic Development for their review for completeness, per § 345-67D(3) of the Village Code; and

WHEREAS, the Board is advised that the Application is the continuation of the environmental review process began in 1998 and that the Board of Trustees would re-assume their role as Lead Agency under the New York State Environmental Review Act ("SEQRA"); and

WHEREAS, the Department of Planning & Economic Development, Village Engineer, and Building Department reviewed and commented on said site plans; and

WHEREAS, the Applicant submitted a revised set of site plans reflecting comments from the Department of Planning & Economic Development, Village Engineer, and Building Department; and

WHEREAS, per § 345-67D(4) of the Village Code, the Director of Planning & Economic Development must determine if an application complete prior to formal submittal to the Board of Trustees; and

WHEREAS, as detailed in an August 30, 2016 memorandum, the Director of Planning & Economic Development has determined that the Application is complete;

NOW, THEREFORE, be it

RESOLVED, that the Village of Port Chester Board of Trustees acknowledges receipt of the Application as complete; and be it further

RESOLVED, that this matter be also referred to the Port Chester Planning Commission for their study and report; and be it further

RESOLVED, that the Board of Trustees refers the Application to the Waterfront Commission pursuant to §332-6D for review and comment; and be it further

RESOLVED, that this matter be 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; and be it finally; and be it finally

RESOLVED, that the Board of Trustees sets a public hearing on the Application on October 3, 2016 at 7:00 P.M. or shortly thereafter at the Village Justice Court Room, 350 North Main Street, Port Chester NY 10573.

Approved as to Form:

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Village Attorney, Anthony Cerreto

ROLL CALL

AYES:.TRUSTEES DIDDEN, FERRARA, BRAKEWOOD, CECCARELLI AND ADAMS
NOES: NONE
ABSENT: TRUSTEE MARINO AND MAYOR PILLA

DATE: September 6, 2016

RESOLUTION

FINDING THE BROAD STREET AND NORTH MAIN STREET FROM WESTCHESTER AVENUE TO WILLETT AVENUE CDBG SEWER REPLACEMENT PROJECT EXEMPT FROM ENVIRONMENTAL REVIEW UNDER THE NEW YORK STATE ENVIRONMENTAL QUALITY REVIEW ACT AND THE NATIONAL ENVIRONMENTAL POLICY ACT

On motion of Trustee DIDDEN, seconded by Trustee ADAMS, the following resolution was adopted by the Board of Trustees of the Village of Port Chester New York:

WHEREAS, the New York State Office of Community Renewal ("OCR") awarded the Village of Port Chester $750,000 in Community Development Block Grant ("CDBG") funds to use for sewer replacements; and

WHEREAS, the Village of Port Chester's engineer determined that the best use of the funds was to replace the damaged sewer pipes located on Broad Street and on North Main Street between Westchester Avenue and Willett Avenue (the "Project"); and

WHEREAS, the New York State Environmental Quality Review Act ("SEQRA") states that most projects or activities proposed by a State agency or unit of local government require environmental review, as prescribed by 6 NYCRR Part 617 State Environmental Quality Review; and

WHEREAS, the National Environmental Policy Act (42 U.S.C. 4321 et seq, herein after "NEPA"), requires the evaluation of the environmental effects of an undertaking because the project is CDBG funded and qualifies as a Categorically Excluded Activity pursuant to 24 CFR Part 58.35(a)(1) as "acquisition, repair, construction, reconstruction, rehabilitation, or installation of public facilities and improvements (other than buildings) when the facilities and improvements are in place and will be retained in the same use without change in size or capacity of more than 20 percent"; and

WHEREAS, the Project is a project under SEQRA and NEPA; and

WHEREAS, pursuant to SEQRA guidelines 6 NYCRR Part 617.5(c)(2) the Project is a Type II Action; and

WHEREAS, pursuant to NEPA guidelines 24 CFR Part 58.35(a)(1) the Project qualifies as a Categorically Excluded Activity.

NOW, THEREFORE, be it

RESOLVED, that the Board of Trustees hereby finds and determines that the Project is a Type II Action under SEQRA requiring no further review; and be it further

RESOLVED, that the Board of Trustees hereby finds and determines that the Project is a Categorically Excluded Activity under NEPA requiring no further review.

Approved to form:

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Village Attorney, Anthony Cerreto

ROLL CALL

AYES:.TRUSTEES DIDDEN, FERRARA, BRAKEWOOD, CECCARELLI AND ADAMS
NOES: NONE
ABSENT: TRUSTEE MARINO AND MAYOR PILLA

DATE: September 6, 2016

RESOLUTION

SETTING A PUBLIC HEARING TO CONSIDER A LOCAL LAW AMENDING THE CODE OF THE VILLAGE OF PORT CHESTER, CHAPTER 136 "ANIMALS", WITH REGARD TO PROHIBITION ON SALE OF COMMERCIALLY BRED DOGS AND CATS IN PET STORES

On motion of TRUSTEE DIDDEN, seconded by TRUSTEE FERRARA, the following Resolution was amended to include a Public Hearing Date of October 3rd and was accepted by the Board of Trustees of the Village of Port Chester, NY.

ROLL CALL

AYES:.TRUSTEES DIDDEN, FERRARA, BRAKEWOOD, CECCARELLI AND ADAMS
NOES: NONE

ABSENT: TRUSTEE MARINO AND MAYOR PILLA

DATE: September 6, 2016

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

NOW, THEREFORE BE IT,

RESOLVED, that the Board of Trustees hereby schedules a public hearing on October 3, 2016 at 7:00 p.m. at the Police Headquarters/Justice Court, 2nd Floor Courtroom, 350 North Main Street, Port Chester, to consider the advisability of adopting a local law amending the code of the Village of Port Chester, chapter 136 "Animals", with regard to prohibition on sale of commercially bred dogs and cats in pet stores.

Approved as to Form:

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Anthony M. Cerreto, Village Attorney

ROLL CALL

AYES:.TRUSTEES DIDDEN, FERRARA, BRAKEWOOD, CECCARELLI AND ADAMS
NOES: NONE
ABSENT: TRUSTEE MARINO AND MAYOR PILLA

DATE: September 6, 2016

RESOLUTION

AWARDING RFP # 2016-04 LAND RECORDS AND TITLE SEARCH SERVICES: FOX ISLAND PENINSULA & WATERFRONT ACCESS AREAS

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

WHEREAS, the Village of Port Chester has been looking to promote public access to its waterfront; and

WHEREAS, the Village as part of its strategic goal of promoting public access to the waterfront wishes to utilize any and all public access rights it may have; and

WHEREAS, the Village advertised a request for proposals seeking proposals for title search services, to investigate particular areas of interest that may provide public access rights to the waterfront in various locations in the Village, (RFP 2016-04); and

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

WHEREAS, in order to expedite certain aspects of this project, the Village requested both proposers to provide an addendum to their responses with a phased approach to the work; and

WHEREAS, Ensuring that the work will be completed in separate stages, will allow the Village will be able to take immediate action on the information as it becomes available; and

WHEREAS, The Village has found East Coast Abstract, Inc., of Garden City, New York, to have complied with all pertinent information sought in the RFP, and to be most qualified bidder at $28,725.00.

NOW THEREFORE, BE IT

RESOLVED, that the Board of Trustees hereby awards the proposal for RFP 2016-04 Land Records and Title Search Services: Fox Island Peninsula & Waterfront Access Areas to, and authorizes the Village Manager to enter into an agreement with, East Coast Abstract, Inc., with offices located at 100 Quentin Roosevelt Boulevard, Suite 101, Garden City, NY 11530; and be it,

FURTHER RESOLVED, that the Board of Trustees hereby authorizes the Village Treasurer to transfer $28,725 from the General Fund Contingency contractual line 1.1990.400 to Planning Contractual line 1.8020.400 for said work to be appropriated from.

Approved as to Form:

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Anthony M. Cerreto, Village Attorney

ROLL CALL

AYES:.TRUSTEES DIDDEN, FERRARA, BRAKEWOOD, CECCARELLI AND ADAMS
NOES: NONE
ABSENT: TRUSTEE MARINO AND MAYOR PILLA

DATE: September 6, 2016

RESOLUTION

AUTHORIZING STIPULATION OF SETTLEMENT IN THE MATTER OF AN EMPLOYMENT GRIEVANCE

On motion of TRUSTEE ADAMS, seconded by TRUSTEE FERRARA, 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 the Civil Service Employees Association, Local 1000, AFSCME, AFL-CIO ("Union") were parties to a collective bargaining agreement covering the period of June 1, 2011 through May 31, 2015 ("CBA"), the terms of which are continued pursuant to Section 209-a.1(e) of the Civil Service Law; and,

WHEREAS, on or about December 1, 2015, Deputy Clerk, Vita Sileo submitted a step one (1) grievance to her supervisor, Village Clerk Dave Thomas, relating to Article XVI, Sections 1-2, and Article XXI of the CBA; and

WHEREAS, on or about December 29, 2015, Vita Sileo, after receiving a denial from Mr. Thomas, appealed her grievance to the Village Manager, Chris Steers.

WHEREAS, on or about January 4, 2016 the Village Manager denied Vita Sileo's grievance; and

WHEREAS, on or about January 13, 2016 the Union informed the Village of its intent to move the matter forward to arbitration; and

WHEREAS, the parties desire to avoid the time, expense and accompanying distractions of litigating this matter. Now, therefore, be it

RESOLVED, that the Village Manager is hereby authorized to enter into a Stipulation of Settlement in the matter of Vita Sileo's grievance in connection with Article XVI, Sections 1-2, and Article XXI of the CBA, and in connection with pay Vita Sileo in the amount of twenty-five hundred dollars ($2,500), less applicable deduction.

Approved as to Form:

_____
Anthony M. Cerreto, Village Attorney

ROLL CALL

AYES:.TRUSTEES DIDDEN, FERRARA, BRAKEWOOD, CECCARELLI AND ADAMS
NOES: NONE
ABSENT: TRUSTEE MARINO AND MAYOR PILLA

DATE: September 6, 2016

RESOLUTION

AUTHORIZING STIPULATION OF SETTLEMENT IN THE MATTER OF AN EMPLOYMENT GRIEVANCE

On motion of TRUSTEE ADAMS, seconded by TRUSTEE FERRARA, 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 the Civil Service Employees Association, Local 1000, AFSCME, AFL-CIO ("Union") were parties to a collective bargaining agreement covering the period of June 1, 2011 through May 31, 2015 ("CBA"), the terms of which are continued pursuant to Section 209-a.1(e) of the Civil Service Law; and,

WHEREAS, on or about December 1, 2015, Deputy Clerk, Vita Sileo submitted a step one(1) grievance to her supervisor, Village Clerk Dave Thomas, relating to Article XVI, Sections 1-2, and Article XXI of the CBA; and

WHEREAS, on or about December 29, 2015, Vita Sileo, after receiving a denial from Mr. Thomas, appealed her grievance to the Village Manager, Chris Steers.

WHEREAS, on or about January 4, 2016 the Village Manager denied Vita Sileo's grievance; and

WHEREAS, on or about January 13, 2016 the Union informed the Village of its intent to move the matter forward to arbitration; and

WHEREAS, the parties desire to avoid the time, expense and accompanying

distractions of litigating this matter. Now, therefore, be it

RESOLVED, that the Village Manager is hereby authorized to enter into a Stipulation of Settlement in the matter of Vita Sileo's grievance in connection with Article XVI, Sections 1-2, and Article XXI of the CBA, and in connection with pay Vita Sileo in the amount of twenty-five hundred dollars ($2,500), less applicable deduction.

Approved as to Form:

_____
Anthony M. Cerreto, Village Attorney

ROLL CALL

AYES:.TRUSTEES DIDDEN, FERRARA, BRAKEWOOD, CECCARELLI AND ADAMS
NOES: NONE
ABSENT: TRUSTEE MARINO AND MAYOR PILLA

DATE: September 6, 2016

RESOLUTION

CO-SPONSORING THE "FIRST PAWSIVERSARY" OF THE PORT CHESTER DOG PARK

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

WHEREAS, the Port Chester Dog Park Group ("Group") was instrumental in the establishment of a dog park at Abendroth Park which opened in September 2015; and

WHEREAS, the Group has since taken a strong advocacy role in other related matters leading to local laws involving dog leashing in the parks, dog tethering and "puppy mills"; and

WHEREAS, the Group has asked the Board of Trustees to co-sponsor the "First Pawsiversary" to commemorate the first anniversary of the dog park; and

WHEREAS, such event will include a microchip clinic, t-shirts and other items to incentivize donations, raffle, food, games, music and more; and

WHEREAS, at a meeting on July 13, 2016, the Park Commission conditionally approved the use of the park for this event; and

WHEREAS the Group has made a further presentation at this meeting, to this Board. Now, therefore, be it

RESOLVED, that the Board of Trustees lauds the Port Chester Dog Park Group for their continued volunteer efforts; and be it further

RESOLVED, that the Board accepts the presentation made by the Group, on the "First Pawsiversary" commemorating the first anniversary of the dog park at Abendroth Park; and be it further,

RESOLVED, that the Board is pleased to permit and co-sponsor the "First Pawsiversary" commemorating the first anniversary of the dog park at Abendroth Park as proposed; and be it further

RESOLVED, that the Board hereby accepts as a gift from the Group any of the proceeds from this event to be used for the promotion and maintenance of the dog park and related activities.

Approved as to Form:

_____

Anthony M. Cerreto, Village Attorney

ROLL CALL

AYES:.TRUSTEES DIDDEN, FERRARA, BRAKEWOOD, CECCARELLI AND ADAMS
NOES: NONE
ABSENT: TRUSTEE MARINO AND MAYOR PILLA

DATE: September 6, 2016

RESOLUTION

AUTHORIZING BOND, SCHOENECK & KING TO DEFEND A CROSS APPEAL AND TO PURSUE AND PERFECT THE VILLAGE'S APPEAL

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

NOW, THEREFORE BE IT,

RESOLVED, that, the Village's Labor Counsel, Bond, Schoeneck & King,

("Counsel"), are hereby authorized to defend the cross-appeal brought by Port Chester Professional Firefighter's Association Local 1971, IAFF, AFL-CIO, and to pursue and perfect the Village's appeal in the Matter of the Application of Dennis Pilla, et al v. Sahnjai Karnsomtob, et al; and be it further,

RESOLVED, that Counsel, are further authorized to defend, pursue and perfect, commence any necessary proceedings, and bring any further appeals in connection with the above captioned matters, in order to protect the Village's interests.

Approved as to Form:

_____
Anthony M. Cerreto, Village Attorney

ROLL CALL

AYES:.TRUSTEES DIDDEN, FERRARA, BRAKEWOOD, AND CECCARELLI
NOES: TRUSTEE ADAMS
ABSENT: TRUSTEE MARINO AND MAYOR PILLA

DATE: September 6, 2016

DISCUSSIONS

Consent agenda Trial run

Affordable Housing – Resident Preference

Agenda Review Meeting Trial Run - Trustee Ceccarelli explained the details of his suggestion to produce more productivity for the board

APPROVAL OF MINUTES

On motion of TRUSTEE ADAMS, seconded by TRUSTEE CECCARELLI, the minutes of June 6th were approved.

ROLL CALL

AYES: Trustees Didden, Ferrara, Brakewood, Ceccarelli and Adams
NOES: None
ABSENT: Trustee Marino and Mayor Pilla

DATED: September 6, 2016

On motion of TRUSTEE FERRARA, seconded by TRUSTEE CECCARELLI, the minutes of June 15th were approved.

ROLL CALL

AYES: Trustees Didden, Ferrara, Brakewood, Ceccarelli and Adams
NOES: None
ABSENT: Trustee Marino and Mayor Pilla

DATED: September 6, 2016

On motion of TRUSTEE ADAMS, seconded by TRUSTEE CECCARELLI, the minutes of June 30th were approved.

ROLL CALL

AYES: Trustees Didden, Ferrara, Brakewood, Ceccarelli and Adams
NOES: None
ABSENT: Trustee Marino and Mayor Pilla

DATED: September 6, 2016

CORRESPONDENCE

Thank you for support – Clay Arts Center

Noted

Columbus Day Celebratiion Committee – Request for donation

So recognized. Referred to staff.

Columbus Day Celebration Committee – Request for Showmobile

Referred to staff.

Columbus Day Celebration Committee – Request for Street Closing

Referred to staff for consideration.

Resignation of Greg Gregory from the Planning Commission

We thank him for his years of service.

Resignation of Gerald Espinoza from the Zoning Board of Appeals

We thank him for his service.

Request for Street Closure from Segunda Iglesia Pentecostal Church

Referred to staff.

Complaint # 16-773 Parking in fromt of 19 Browndale Place

This will be referred to the Traffic Commission

Complaint # 16-7674 – Beech Street

Referred to the Traffic Commission

Park Avenue PTO Fall Festival Request for Road Closure October 15, 2016

This will be referred to staff.

PUBLIC COMMENTS AND BOARD COMMENTS

There were no public comments.

Trustee Didden thanked Trustee Brakewood on tonight's meeting. He sent out condolences on behalf of the Board to the Ceccatelli family on the passing of the former Trustee's mother.

Trustee Ceccarelli commented on the April 3rd Resolution regarding Brian Murphy's memo. He asked staff if there were any updates on the Capitol Theatre's fire code violations. There is a resident complaint about a group home on Parkway Drive which is now used as a day care center. This would be a change of use on this property. Port Chester Day was a very nice event. He thanked Heather Krakowski, the DPW, Police Department and EMT.

Trustee Adams offered his condolences to the Ceccatelli family.

Trustee Brakewood thanked the members of the Board for their support at tonight's meeting. Sunday the 9/11 ceremony will be at 2:00 at Lyon Park.

On motion of Trustee Didden seconded by Trustee Ferrara the Board went into Executive Session. The regular meeting was adjourned at 11:40 p.m.

ROLL CALL:

AYES: Trustees Didden, Ferrara, Ceccarelli, Adams and Brakewood
NOES: None
ABSENT: Trustee Marino and Mayor Pilla

PROPOSED MOTION FOR EXECUTIVE SESSION

1. **Garety Property – 28-1/2 Pilgrim Drive**

Respectfully submitted,

David Thomas, Village Clerk

MIN - 03
BOT 11-21-2016

MEETING HELD SEPTEMBER 19, 2016

A Meeting of the Board of Trustees of the Village of Port Chester, New York, was held on Monday, September 19, 2016 at 6:00 p.m. in the Village Justice Courtroom of the Police Headquarters Building, 350 North Main Street, Port Chester, New York

Present in addition to Mayor Pilla were Trustees Bart Didden, Francis Ferrara, Gene Ceccarelli, Gregory Adams and Luis Marino.

Also present were Village Clerk Dave Thomas, Legal Assistant to the Village Attorney David Kenny, Village Manager Christopher Steers, Village Treasurer Leonie Douglas, Planning Director Eric Zamft, Human Resources Director Ed Brancati, Police Chief Richard Conway and Assistant Fire Chief Mike DeVittorio

On motion of TRUSTEE ADAMS, seconded by TRUSTEE MARINO, the meeting was declared opened at 6:04 p.m.

ROLL CALL

AYES: Trustees Didden, Ferrara, Ceccarelli, Adams, Marino and Mayor Pilla
NOTES: None
ABSENT: Trustee Brakewood

PROPOSED MOTION FOR EXECUTIVE SESSION

On motion of TRUSTEE DIDDEN, seconded by TRUSTEE CECCARELLI, the Board went into Executive Session for:

1. **Discussion with Labor Counsel regarding pending litigation in the matter of the Board and the Fire Fighters Union.**
2. **Rye Brook Litigation.**
3. **Village of Rye Brook v. Village of Port Chester discussion of the contract mediation.**
4. **Follow up with Counsel on other matters.**

ROLL CALL

AYES: Trustees Didden Ferrara, Ceccarelli, Adams, Marino and Mayor Pilla
NOTES: None
ABSENT: Trustee Brakewood

The Board came out of Executive Session at 7:10 p.m.

On motion of TRUSTEE MARINO, seconded by TRUSTEE ADAMS, the Executive Session was declared closed.

PUBLIC COMMENTS

Ms. Goldie Solomon commented on the fire department. They are very important to the taxpayers. We need city status because it would mean that we could keep our taxes. The Carver Center takes care of all ages and takes care of all Westchester County. Starwood should be only commercial because with residential we may see more school children.

Mr. Richard Hyman commented on affordable housing. Residency preferences are OK. We need to provide for our own citizens. The current ownership of 999 High Street has nothing to do with the hospital. Of the 41 families at High Street only five of them moved within Port Chester. We should have 10% set aside in all districts for affordable housing.

Ms. Linda Tortorino commented on the anniversary celebration for the Dog Park which will take place on Saturday.

Ms. Bea Conetta commented on the Amnesty Program. She presented eight things she thought were important to this program. The meetings run long and if you want to get rid of Public Comments you should do this at the end of the meeting.

Mr. Joseph Rende commented on the cost of the fire department issue. To eliminate all paid fire fighters is a poor safety decision.

Mr. Brett Lyons commented on the elimination of the paid fire fighters. The law says the BOT may abolish the fire fighters by resolution. This should have gone to a vote of the residents.

Mr. Richard Abel commented on people voicing their opinion. The people should have made the decision on the paid fire fighters, not the Trustees.

Mr. Hyman requested that the Chertok memo be released regarding residency preferences.

DISCUSSION

Item calling for a referendum allowing the voters of Port Chester to vote on the reinstatement of the paid fire fighters.

Trustee Adams commented on the safety problems addressing us today. The people of this Village should be allowed to come forward and say whether they want paid fire fighters.

Mayor Pilla commented that this matter is currently in the Courts and we will receive an answer within ten days.

RESOLUTIONS

RESOLUTION #1(a)

ADOPTING A NEGATIVE DECLARATION UNDER STATE ENVIRONMENTAL QUALITY REVIEW ACT (SEQRA) WITH REGARD TO AMENDING THE CODE OF THE VILLAGE OF

PORT CHESTER, CHAPTER 345, "ZONING", TO DEFINE AND INCLUDE BREW PUB, BREWERY, DISTILLERY, MICROBREWERY, MICRODISTILLERY, MICROWINERY, NANOBREWERY, TASTING ROOM, AND WINERY AS PERMITTED AND SPECIALLY PERMITTED USES WITHIN SPECIFIC ZONING DISTRICTS AND ESTABLISH SPECIAL EXCEPTION AND SUPPLEMENTARY CRITERIA FOR SUCH USES

On motion of TRUSTEE CECCARELLI, seconded by TRUSTEE DIDDEN, 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 (the "Proposed Zoning Text Amendment" or "Proposed Action"); and

WHEREAS, at a duly noticed meeting on July 18, 2016, the Board accepted review of the Proposed Text Amendments, found that the Proposed Action is an Unlisted Action pursuant to the New York State Environmental Quality Review Act ("SEQRA") and the regulations at 6 NYCRR Part 617, noticed its intent to serve as Lead Agency for the purposes of a coordinated review to interested and involved agencies and referred the matter to the Planning Commission and Westchester County Planning Board; and

WHEREAS, all involved agencies advised that they did not object to the Board's designation as Lead Agency; and

WHEREAS, at a duly noticed meeting on August 15, 2016, the Board declared itself Lead Agency under SEQRA and scheduled a public hearing for September 6, 2016; and

WHEREAS, Village Staff has prepared and submitted to the Board and public for review a Full Environmental Assessment Form ("FEAF") Parts 1 and 2, pursuant to SEQRA; and

WHEREAS, the Board held a public hearing on the Proposed Text Amendments on September 6, 2016; and

WHEREAS, staff has recommended that the Board of Trustees adopt a determination that the Proposed Action would not have a significant adverse environmental impact; and

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

NOW, THEREFORE, be it

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

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

Approved as to Form:

_____
Village Attorney, Anthony Cerreto

ROLL CALL

AYES: Trustees Didden, Ferrara, Brakewood, Ceccarelli, Adams, Marino and Mayor Pilla
NOES: None
ABSENT: None

DATE: September 19, 2016

RESOLUTION #1(b)

ADOPTING LOCAL LAW NO. OF 2016 AMENDING THE CODE OF THE VILLAGE OF PORT CHESTER, CHAPTER 345, "ZONING", TO DEFINE AND INCLUDE BREW PUB, BREWERY, DISTILLERY, MICROBREWERY, MICRODISTILLERY, MICROWINERY, NANOBREWERY, TASTING ROOM, AND WINERY AS PERMITTED AND SPECIALLY PERMITTED USES WITHIN SPECIFIC ZONING DISTRICTS AND ESTABLISH SPECIAL EXCEPTION AND SUPPLEMENTARY CRITERIA FOR SUCH USES

On motion of TRUSTEE BRAKEWOOD, seconded by TRUSTEE DIDDEN,

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 (the "Proposed Zoning Text Amendment"); and

WHEREAS, at the July 18, 2016 Board of Trustees meeting, the Board adopted a resolution considering the Proposed Zoning Text Amendment for review; and

WHEREAS, the Proposed Zoning Text 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, the matter was discussed at the July 25, 2016 and August 29, 2016 Planning Commission meetings, and the Planning Commission unanimously voiced their support for the proposed local law; 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 Board held a public hearing on the Proposed Zoning Text Amendment on September 6, 2016 upon, among other things, the question of enactment of Local Law No. _ of 2016, being a Local Law amending the text of Chapter 345, Article XVI of the Village Code (Zoning), which is on file with the Village Clerk's Office of the Village of Port Chester; and

WHEREAS, the Board determined that the Proposed Zoning Text Amendment will not have a significant adverse impact on the environment as described in the Negative Declaration; and

WHEREAS, the Board adopted the Negative Declaration on September 19, 2016.

NOW, THEREFORE, be it

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

LOCAL LAW NO. of 2016

A local law amending the text of Chapter 345 of the Village Code to define and include BREW PUB, BREWERY, DISTILLERY, MICROBREWERY, MICRODISTILLERY, MICROWINERY, NANOBREWERY, TASTING ROOM, and WINERY as permitted and specially permitted uses within specific zoning districts, and establish special exception and supplementary criteria for such uses.

Approved as to Form:

_____
Village Attorney, Anthony Cerreto

ROLL CALL

AYES: Trustees Didden, Ferrara, Brakewood, Ceccarelli, Adams, Marino and Mayor Pilla
NOES: None
ABSENT: None

DATE: September 19, 2016
:

RESOLUTION 1 ©

DIRECTING VILLAGE STAFF TO PREPARE DRAFT TEXT AMENDMENTS AND ASSOCIATED DOCUMENTATION TO PERMIT MICROBREWERY, MICRODISTILLERY, MICROWINERY, NANOBREWERY, AND TASTING ROOM AS PERMITTED USES WITHIN THE MUR MARINA REDEVELOPMENT PROJECT URBAN RENEWAL DISTRICT

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, on September 19, 2016 the Board adopted a local law

WHEREAS, at the July 18, 2016 Board of Trustees meeting, the Board adopted a resolution considering draft zoning text amendments to permit alcohol and micro-alcohol establishments within certain portions of the Village (the "Micro-Alcohol Zoning Text Amendments"); and

WHEREAS, the Micro-Alcohol Zoning Text Amendments did not include the MUR Marina Redevelopment Project Urban Renewal District (the "MUR Zoning District"); and

WHEREAS, the Micro-Alcohol Zoning Text Amendments were evaluated under the New York State Environmental Review Act ("SEQRA") process;

WHEREAS, the Board held a public hearing on the Micro-Alcohol Zoning Text Amendments on September 6, 2016; and

WHEREAS, at the September 6, 2016 public hearing a comment from the public was received asking if the MUR Zoning District could be included in the Micro-Alcohol Zoning Text Amendments; and

WHEREAS, after much discussion from the Board, including questions and responses to and from Village Staff, the Board decided not to include the MUR Zoning District in its consideration at that time, but suggested that it be evaluated separately; and

WHEREAS, the Board adopted the Negative Declaration for the Micro-Alcohol Zoning Text Amendments on September 19, 2016; and

WHEREAS, the Board resolved to adopt the Micro-Alcohol Zoning Text Amendments on September 19, 2016.

NOW, THEREFORE, be it

RESOLVED, that Board of Trustees directs staff to prepare draft text amendments and associated documentation to permit the following uses within the MUR Zoning District: MICROBREWERY, MICRODISTILLERY, MICROWINERY, NANOBREWERY, and TASTING ROOM.

Approved as to Form:

_____

Village Attorney, Anthony Cerreto

ROLL CALL

AYES: Trustees Ferrara, Brakewood, Adams, Marino and Mayor Pilla
NOES: Trustees Didden and Ceccarelli
ABSENT: None

DATE: September 19, 2016

RESOLUTION #2

APPLICATION FOR GRANT FUNDING UNDER THE JUSTICE COURT ASSISTANCE PROGRAM FOR 2016-2017

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

WHEREAS, pursuant to Section 849-h of the State Judiciary Law, the Justice Court Assistance Program (JCAP), provides grant opportunities for municipalities to assist in the operation of local justice courts; and

WHEREAS, after assessing the Court's needs, the Court Clerk has prepared a grant application seeking $20,916.00 in funding for enhanced security and office equipment; and

WHEREAS, in accordance with the JCAP grant guidelines, the local legislative body must adopt a resolution authorizing and supporting the municipal grant application. Now, therefore, be it

RESOLVED, that the Board of Trustees hereby supports and authorizes the submission of an application for a Justice Court Assistance Program grant for 2016-2017 to facilitate necessary improvements to the Port Chester Justice Court; and be it further

RESOLVED, pursuant to the terms and conditions of the application process, the Mayor is hereby authorized to sign the grant application in the form annexed and submit same to the New York Office of Court Administration.

Approved as to Form:

_____

Anthony M. Cerreto, Village Attorney

ROLL CALL

AYES: TRUSTEES DIDDEN, FERRARA, BRAKEWOOD, CECCARELLI, ADAMS, MARINO AND MAYOR PILLA
NOES: NONE
ABSENT: NONE

DATE: SEPTEMBER 19, 2016

RESOLUTION #3

CHANGING THE FIRST MONTHLY MEETING OF OCTOBER FROM OCTOBER 3, 2016 TO OCTOBER 5, 2016

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

NOW, THEREFORE BE IT,

RESOLVED, that the Board of Trustees hereby reschedules its first monthly meeting of the month of October, from Monday, October 3, 2016 to Wednesday, October 5, 2016.

Approved as to Form:

_____
Anthony M. Cerreto, Village Attorney

ROLL CALL

AYES: TRUSTEES DIDDEN, FERRARA, BRAKEWOOD, CECCARELLI, ADAMS, MARINO AND MAYOR PILLA
NOES: NONE
ABSENT: NONE

DATE: SEPTEMBER 19, 2016

RESOLUTION #4

CODE OF THE VILLAGE OF PORT CHESTER, CHAPTER 136 "ANIMALS", WITH REGARD TO PROHIBITION ON SALE OF COMMERCIALLY BRED DOGS AND CATS IN PET STORES

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:

NOW, THEREFORE BE IT,

RESOLVED, that the Board of Trustees hereby reschedules the public hearing originally set for Monday, October 3, 2016, to Wednesday, October 5, 2016 at 7:00 p.m. at the Police Headquarters/Justice Court, 2nd Floor Courtroom, 350 North Main Street, Port Chester, to consider the advisability of adopting a local law amending the code of the Village of Port Chester, chapter 136 "Animals", with regard to prohibition on sale of commercially bred dogs and cats in pet stores.

Approved as to Form:

_____
Anthony M. Cerreto, Village Attorney

ROLL CALL

AYES: TRUSTEES DIDDEN, FERRARA, BRAKEWOOD, CECCARELLI, ADAMS, MARINO AND MAYOR PILLA
NOES: NONE
ABSENT: NONE

DATE: SEPTEMBER 19, 2016

RESOLUTION #5

CODE OF THE VILLAGE OF PORT CHESTER, CHAPTER 136 "ANIMALS", WITH REGARD TO PROHIBITION ON SALE OF COMMERCIALLY BRED DOGS AND CATS IN PET STORES

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:

NOW, THEREFORE BE IT,

RESOLVED, that the Board of Trustees hereby reschedules the public hearing originally set for Monday, October 3, 2016, to Wednesday, October 5, 2016 at 7:00 p.m. at the Police Headquarters/Justice Court, 2nd Floor Courtroom, 350 North Main Street, Port Chester, to consider the advisability of adopting a local law

amending the code of the Village of Port Chester, chapter 136 “Animals”, with regard to prohibition on sale of commercially bred dogs and cats in pet stores.

Approved as to Form:

_____
Anthony M. Cerreto, Village Attorney

ROLL CALL

AYES: TRUSTEES DIDDEN, FERRARA, BRAKEWOOD, CECCARELLI, ADAMS, MARINO AND MAYOR PILLA
NOES: NONE
ABSENT: NONE

DATE: SEPTEMBER 19, 2016

RESOLUTION #6 (a)

ACCEPTANCE AND APPROVAL OF KAITLIN ROHONCZY AS AN ACTIVE MEMBER OF WASHINGTON ENGINE AND HOSE CO. NO.4

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, at the August 5, 2016 meeting of Washington Engine & Hose Co. No. 4 the company held an election for a new active member; and

WHEREAS, Kaitlin Rohonczy has been elected to be a new active member. Now, therefore, be it

RESOLVED, that the Board of Trustees hereby accepts and approves the election of Kaitlin Rohonczy to the Washington Engine & Hose Co. No. 4, as an active member of the Port Chester Fire Department

Approved as to Form:

_____
Anthony M. Cerreto, Village Attorney

ROLL CALL

AYES: Trustees Didden, Ferrara, Brakewood, Ceccarelli, Adams, Marino and Mayor Pilla
NOES: None
ABSENT: None

DATE: September 19, 2016

RESOLUTION #6(b)

ACCEPTANCE AND APPROVAL OF GUSTAVO PALTIN AS AN ACTIVE MEMBER OF RELIANCE ENGINE & HOSE CO. NO.1

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, at the September 2, 2016 meeting of Reliance Engine & Hose Co. No. 1 the company held an election for a new active member; and

WHEREAS, Gustavo Paltin has been elected to be a new active member. Now, therefore, be it

RESOLVED, that the Board of Trustees hereby accepts and approves the election of Gustavo Paltin to Reliance Engine & Hose Co. No. 1, as an active member of the Port Chester Fire Department

Approved as to Form:

_____

Anthony M. Cerreto, Village Attorney

ROLL CALL

AYES: Trustees Didden, Ferrara, Brakewood, Ceccarelli, Adams, Marino and Mayor Pilla
NOES: None
ABSENT: None

DATE: September 19, 2016

REPORT OF THE VILLAGE MANAGER

The Village Manager report on the following:

Completion of the 2016-17 Budget process

Trustee Brakewood inquired about Traffic issues adjacent to the High Schools and Auxiliary Police

Trustee Ceccarelli commented on the Police Chief's report and Quality of Life issues at the Housing projects

APPROVAL OF MINUTES

On motion of TRUSTEE DIDDEN, seconded by TRUSTEE CECCARELLI, the minutes of the meeting of June 21, 2016 were approved with one correction.

ROLL CALL

AYES: Trustees Didden, Brakewood, Ceccarelli, Adams, Marino and Mayor Pilla
NOES: None
ABSENT: None
RECUSED: Trustee Ferrara

On motion of TRUSTEE FERRARA, seconded by TRUSTEE CECCARELLI, the minutes of the meeting of July 5, 2016 were approved.

ROLL CALL

AYES: Trustees Ferrara, Ceccarelli, Adams, Marino and Mayor Pilla
NOES: None
ABSENT: None
RECUSED: Trustees Didden, Brakewood

CORRESPONDENCE

Letter from Howie Ravikoff Re Zoning Changes to C1 Neighborhood Retail.
Acknowledged.

From Washington Engine & Hose Co. #4, Inc. on the election of Kaitlin Rohonczy to active membership.
Noted.

From Reliance Engine & Hose Co., No. 1 on the election of Gustavo Paltin to active membership.
Noted.

From the Park Commission regarding the Major Baseball field at Lyon Park.
We will schedule this for a broader discussion at the next meeting**.** With no objection from the Board, this was referred to staff.

PUBLIC COMMENTS

Ms. Linda Turturino commented on the existing problem of parking on Parkway Drive. On the corner of Parkway and Putnam, the line came down too far and cars are parked too close to the curb. The view is blocked of people coming down Putnam.

TRUSTEE COMMENTS

Trustee Didden commented on Bea Conetta's Amnesty concerns. Mr. Abel's only recourse is the vote.

Trustee Ferrara thanked Eric Zamft for his work on the Microbrewery.

Trustee Ceccarelli commented on Spanish heritage month. The conclusion on the Ethics matter has been covered in a memo from the attorney, Brian Murphy. The draft letter is a matter of public record. This cost the taxpayers almost $20,000. The Mayor committed an ethics error in that he did not disclose his relationship with a vendor. The Mayor has not signed the letter.

Mayor Pilla commented he will put the attorney's letter on the agenda for the next meeting.

On motion by TRUSTEE CECCARELLI, seconded by TRUSTEE DIDDEN, the Board add-on a discussion in executive session regarding the Brian Murphy letter.

Trustee Ceccarelli withdrew the motion.

Trustee Adams congratulated the Dog Park Group on their one year anniversary. The Board should not interact or make comments during Public Comments. He would like a report from the Traffic Sergeant regarding speeding on Traverse Avenue.

Trustee Marino commented on the International Soccer Tournament. He expressed condolences to the Summa family.

Mayor Pilla commented the Chamber of Commerce is having a small business roundtable on Wednesday, September 21st. The G&S subcommittee is meeting tomorrow with saff. Mayor Pilla commented Mr. Reagan would like a conference call between the Village staff and the Starwood staff.

Trustee Marino commented it is time to move on the Police Station.

A motion was made by TRUSTEE ADAMS, seconded by TRUSTEE MARINO, that we go into executive session to discuss:

Strategic Planning Interviews: Julie Novak – Novak Consulting Group; Jacquelyn McCray – Management Partners; Paul Bishop - CGR, Inc.

ROLL CALL

AYES: Trustees Didden, Ferrara, Brakewood, Ceccarelli, Adams, Marino and Mayor Pilla
NOES: None
ABSENT: None

At 10:50 p.m. the Board came out of Executive Session.

On motion of TRUSTEE FERRARA, seconded by TRUSTEE DIDDEN, the Board went back into executive session

ROLL CALL

AYES: Trustees Didden, Ferrara, Brakewood, Ceccarelli, Adams, Marino and Mayor Pilla
NOES: None
ABSENT: None

At 10:55 p.m. the Board came out of Executive Session.

On motion of TRUSTEE DIDDEN, seconded by TRUSTEE BRAKEWOOD, the following Add-On Resolution that the Board of Trustees of the Village of Port Chester hereby authorizes the Village Manager to negotiate a contract with same and awards RFP 06, Strategic Planning Facilitation Services to Management Partners for an amount not to exceed $22,900.00.

ROLL CALL

AYES: Trustees Didden, Ferrara, Brakewood, Ceccarelli, Adams, Marino and Mayor Pilla
NOES: None
ABSENT: None

On motion of TRUSTEE BRAKEWOOD, seconded by TRUSTEE FERRARA the resolution was amended to include firm of Management Partners and the amount to be negotiated not to exceed $22,900.

ROLL CALL ON THE AMENDMENT

ROLL CALL

AYES: Trustees Didden, Ferrara, Brakewood, Ceccarelli, Adams, Marino and Mayor Pilla
NOES: None
ABSENT: None

ADD ON RESOLUTION

AUTHORIZING THE VILLAGE MANAGER TO ENTER INTO NEGOTIATIONS WITH MANAGEMENT PARTNERS FOR RFP# 2016-06.

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

RESOLVED that the Board authorize the Village Manager to enter into negotiations with Management Partners for RFP# 2016-06 Strategic Planning Services for an amount not to exceed $22,900.00.

Approved as to Form:

_____
Anthony M. Cerreto, Village Attorney

ROLL CALL

AYES: Trustees Didden, Ferrara, Brakewood, Marino and Mayor Pilla
NOES: Trustee Ceccarelli and Adams
ABSENT: None

DATE: September 19, 2016

On motion of TRUSTEE DIDDEN, seconded by TRUSTEE BRAKEWOOD, the meeting was adjourned at 11:02 p.m.

Respectfully submitted,

David Thomas, Village Clerk

MIN - 04
BOT 11-21-2016

MEETING HELD OCTOBER 5, 2016

A Meeting of the Board of Trustees of the Village of Port Chester, New York, was held on Wednesday, October 5, 2016 at 6:00 p.m. in the Village Justice Courtroom of the Police Headquarters Building, 350 North Main Street, Port Chester, New York

Present in addition to Mayor Pilla were Trustees Bart Didden, Francis Ferrara, Gene Ceccarelli, Gregory Adams and Luis Marino.

Also present were Village Clerk Dave Thomas, Village Attorney Anthony Cerreto, Legal Assistant to the Village Attorney David Kenny, Village Treasurer Leonie Douglas, Planning Director Eric Zamft, Human Resources Director Ed Brancoti, Village Engineer Vince Masucci, Building Inspector Kevin Donohue, Police Chief Richard Conway and Fire Chief Edward Quinn, Assistant Fire Chief Mike DeVittorio and Assistant Chief Rick Casterella

On motion of TRUSTEE ADAMS, seconded by TRUSTEE FERRARA, the meeting was declared opened at 6:07 p.m.

ROLL CALL

AYES: Trustees Didden, Ferrara, Ceccarelli, Adams, Marino and Mayor Pilla
NOTES: None
ABSENT: Trustee Brakewood

Trustee Brakewood arrived at 6:10 p.m.

PROPOSED MOTION FOR EXECUTIVE SESSION

On motion of TRUSTEE ADAMS, seconded by TRUSTEE MARINO, the Board went into Executive Session for:

1. **Report by Village Attorney regarding Village Prosecutor**

ROLL CALL

AYES: Trustees Didden, Ferrara, Brakewood, Ceccarelli, Adams, Marino and Mayor Pilla
NOES: None
ABSENT: None

On motion of TRUSTEE CECCARELLI, seconded by TRUSTEE DIDDEN, the Board went into Executive Session for:

2. **Consultation with Village Attorney regarding a matter involving an investigation by Special Counsel Murphy**

ROLL CALL
AYES: Trustees Didden, Ferrara, Brakewood, Ceccarelli, Adams, and Marino
NOES: Mayor Pilla

ABSENT: None

On motion of TRUSTEE MARINO, seconded by TRUSTEE BRAKEWOOD, the Board went into Executive Session to discuss:

3. **Consultation with Village Attorney regarding Counseling letter to certain firefighters**

ROLL CALL
AYES: Trustees Didden, Ferrara, Brakewood, Ceccarelli, Adams, Marino and Mayor Pilla
NOTES: None
ABSENT: None

The Board came out of Executive Session at 7:05 p.m.

On motion of TRUSTEE MARINO, seconded by TRUSTEE ADAMS, the Executive Session was declared closed.

ROLL CALL
AYES: Trustees Didden, Ferrara, Brakewood, Ceccarelli, Adams, Marino and Mayor Pilla
NOTES: None
ABSENT: None

PUBLIC HEARING

1. Local Law Amending the Code of the Village of Port Chester, Chapter 136 "Animals", with regard to Prohibition on Sale of Commercially Bred Dogs and Cats in Pet Stores.

On motion of TRUSTEE DIDDEN, seconded by TRUSTEE MARINO, the Public Hearing was declared open.

ROLL CALL:

AYES: Trustees Didden, Ferrara, Brakewood, Ceccarelli, Adams, Marino and Mayor Pilla
NOTES: None
ABSENT: None

Dina Goren read a statement defending the fair treatment of animals.

PUBLIC COMMENTS ON ANIMALS

Ms. Leah Masucci of the New York State Humane Association investigates animal cruelty throughout the state. We teach the sheriff's department how to enforce the law. We should care about animals because they are vulnerable.

Ms. Bea Conneta commented on puppy mills. Dogs are dependent on human beings all of their lives.

Ms. Diane Hyme commented this is a humane issue. No responsible breeder will give their dog to a pet store. You can get pure-bred dogs at shelters, rescue groups and breeders.

Ms. Goren read a letter from Mayor Rosenbloom of Mamaroneck in support of the local law.
Trustee Marino commented on purchasing animals over the Internet. The Village website should display where you can get a puppy.

Attorney Cerreto commented that the Board received a letter from the People for Ethical Treatment of Animals in support of this Local Law.

On motion of TRUSTEE MARINO, seconded by TRUSTEE DIDDEN, the Public Hearing was declared closed.

ROLL CALL:

AYES: Trustees Didden, Ferrara, Brakewood, Ceccarelli, Adams, Marino and Mayor Pilla
NOTES: None
ABSENT: None

On motion of TRUSTEE MARINO, seconded by TRUSTEE BRAKEWOOD, the Local Law 1-36 "Animals" of the Village of Port Chester was amended by the Board of Trustees of the Village of Port Chester, New York.

ROLL CALL:

AYES: Trustees Didden, Ferrara, Brakewood, Ceccarelli, Adams, Marino and Mayor Pilla
NOTES: None
ABSENT: None

DATE: October 5, 2016

2. Local Law Amending the Village Code with Regard to the Village Engineer – Building.

On motion of TRUSTEE DIDDEN, seconded by TRUSTEE FERRARA, the Public Hearing was declared open.

ROLL CALL

AYES: Trustees Didden, Ferrara, Brakewood, Ceccarelli, Adams, Marino and Mayor Pilla
NOTES: None
ABSENT: None

Village Engineer Vince Masucci commented the purpose of this is to have the Village Engineer's costs covered rather than using consulting firms for reviewing plans. The Village Engineer is working directly with the Building Department. This allows the Village Engineer to issue a general permit to cover areas like structural, storm water management that have to be reviewed; and permits should generally be issued for that. He will be working with the Building Department in doing inspections. This allows the Village to charge and get fees for these professional services.

PUBLIC COMMENTS

There were no public comments.

On motion of TRUSTEE FERRARA, seconded by TRUSTEE MARINO, the Public Hearing on a Local Law Amending the Village Code with Regard to the Village Engineer – Building was declared closed.

ROLL CALL

AYES: Trustees Didden, Ferrara, Brakewood, Ceccarelli, Adams, Marino and Mayor Pilla
NOTES: None
ABSENT: None

On motion of TRUSTEE FERRARA, seconded by TRUSTEE MARINO, the Local Law amending the Village Code with Regard to the Village Engineer – Building was approved by the Board of Trustees of the Village of Port Chester, New York.

ROLL CALL

AYES: Trustees Didden, Ferrara, Brakewood, Ceccarelli, Adams, Marino and Mayor Pilla
NOTES: None
ABSENT: None

DATE: October 5, 2016

3. **Local Law Amending the Village Code with Regard to the Village Engineer – Site Plan.**

On motion of TRUSTEE BRAKEWOOD, seconded by TRUSTEE CECCARELLI, the Public Hearing was declared open.

ROLL CALL

AYES: Trustees Didden, Ferrara, Brakewood, Ceccarelli, Adams, Marino and Mayor Pilla
NOTES: None
ABSENT: None

Village Engineer Vince Masucci commented tHat it is a lot less expensive to do this in-house rather than hire outside consulting firms. It is also faster, you do not have to wait weeks or months to get a review process done.

PUBLIC COMMENTS

There were no Public Comments.

Mayor Pilla asked how this compares to our escrow agreement for additional resources. The only time we would have to look at extra money for this would be if the commission said we would have to have a study done or special environmental studies.

On motion of TRUSTEE FERRARA, seconded by TRUSTEE MARINO, the Public Hearing on a Local Law Amending the Village Code with Regard to the Village Engineer – Site Plan was declared closed.

ROLL CALL

AYES: Trustees Didden, Ferrara, Brakewood, Ceccarelli, Adams, Marino and Mayor Pilla
NOTES: None
ABSENT: None

On motion of TRUSTEE FERRARA, seconded by TRUSTEE MARINO, the Local Law amending the Village Code with Regard to the Village Engineer – Site Plan was approved by the Board of Trustees of the Village of Port Chester, New York.

ROLL CALL

AYES: Trustees Didden, Ferrara, Brakewood, Ceccarelli, Adams, Marino and Mayor Pilla
NOTES: None
ABSENT: None

DATE: October 5, 2016

RESOLUTIONS

RESOLUTION #2

AMENDING THE CODE OF THE VILLAGE OF PORT CHESTER CHAPTER 175 "FEES" WITH REGARD TO SETTING FEES FOR VILLAGE ENGINEER SERVICES

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

WHEREAS, the Village has filled the position of Village Engineer as provided for in Chapter 49 of the Village Code; and

WHEREAS, prior to this appointment, the Village was utilizing the services of a consulting engineering firm to perform engineering functions; and

WHEREAS, the Village Engineer will now be involved with reviewing certain plans and applications; and

WHEREAS, the Village wishes to set and adjust the fee amounts to reflect the services that the Village Engineer is now providing. Now, therefore, be it

RESOLVED, that the Code of the Village of Port Chester, Chapter 175, Fees, be amended as follows:

Code Reference		
Chapter 49, Engineer		
General Engineering Permit	**§49-6**	$500
Chapter 281, Stormwater Management		
Review of SWPPPs, Inspection, and SMPs by Stormwater Management Officer	**§281-26**	$500
Each additional inspection		$300
…		
Chapter 345, Zoning		
Site plan review	§ **345-23C**	
Standard		$1,000 plus $25 per parking space
Engineer review		$100
Major		$3,500 plus $25 per parking space
Engineer review		$300
Development Review Committee	§ **345-23C**	$500 per meeting (major only)
Post Approval Review and Inspection	**§345-23H**	
Standard		$100
Major		$300
Re-Inspection		$300/re-inspection

Approved as to form:

Anthony M. Cerreto, Village Attorney

ROLL CALL

AYES: TRUSTEES DIDDEN, FERRARA, BRAKEWOOD, CECCARELLI, ADAMS, MARINO AND MAYOR PILLA
NOES: NONE
ABSENT: NONE

DATE: October 5, 2016

PUBLIC COMMENTS

Ms. Bea Conneta commented that she was shocked by the Mayor being verbally attacked at the last meeting. The mayor is the leader of the ship. This is his administration.

Ms. Linda Torturino commented she will work with Dave Thomas to post Dog articles on the Village website. She thanked the Village for co-sponsoring the Dog Park Anniversary. She commented on Parkway Drive being a busy thoroughfare between King Street and Putnam Avenue.

Mr. Richard Abel commented on the Resolution on the Strategic Planning Seminar. $20,000 is too much money. This money could be better spent on a psychiatrist or psychologist.

Mr. George Ford commented on the Code Enforcement report. You need an army to tackle the problems in this Village. We need additional code enforcement officers. It is good we are doing the road paving but we should be working with the utility companies so that we do not have to repave.

Ms. Torturino commented that Port Chester used to have a Quality of Life Officer. We should have this come back.

REPORT OF THE VILLAGE MANAGER

A presentation was made by the Building Inspector, Kevin Donohue regarding changes to our Code to reflect the Amnesty Program. The program ended June 2016. Portions of the program are proposed to go into our Code.

Attorney Cerreto commented we can present a Local Law at the next Board meeting.

The Village Manager's report stated that hiring an IT person will be a great asset to the Village. The house at 201 Grace Church Street has come down and the parking lot has been installed. There had been a Police Courthouse subcommittee meeting on September 21st.

DISCUSSIONS

1. ***Parkway Drive – Report from Adler, Traffic Commission***

   Village Engineer Masucci presented a Traffic Improvement scenario and a Traffic Study with safety concerns. We authorized Adler to give us a proposal for a traffic study. The recommendation by

Adler was to make Parkway Drive one way westward while maintaining parking on both sides of the street.

The next steps will be to have a Resolution.

2 *Update on Bulkhead Redesign*

Village Planning Director Eric Zamft spoke on the three options that were presented to the Board. Option #3 was preferred by the Committee and the Board. Boswell sent the information to the State. The State said that Option #3 was the preferred option. The State would like the walkway from the Costco parking lot included in the plan. Boswell will refine the plan and submit to the State.

3, Update on Starwood

Village Planning Director Eric Zamft commented that we are still in the SEQRA process. The applicant submitted a pFEIS. There has been a lot of review by staff. The consultants should have a memorandum to the Board and the Public within days. The applicant has submitted a revised traffic study. The DOT has set a meeting on October 21st to discuss traffic.

4. Update by the Marina Parking Lot Sub-Committee.

This should have been discussed in Executive Session This will be moved to the end of the meeting.

RESOLUTIONS

RESOLUTION #1

AUTHORIZING VILLAGE MANAGER TO ENTER INTO AN INTERIM AGREEMENT WITH THE VILLAGE OF RYE BROOK REGARDING DISPUTE OVER THE PROVISION OF FIRE PROTECTION SERVICES

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 provides fire protection services to the Village of Rye Brook pursuant to an inter municipal agreement ("IMA") for the term of June 1, 2013 through May 31, 2018; and

WHEREAS, one of the provisions in the IMA requires Port Chester to staff the Rye Brook Fire Station with a career firefighter overnight; and

WHEREAS, on May 2, 2016, the Board of Trustees adopted the 2016-2017 Village Budget; and

WHEREAS, the budget eliminated funding for the eight career firefighters employed by the Village effective May 31, 2016; and

WHEREAS, the Village of Rye Brook commenced an action in the New York Supreme Court, County of Westchester, alleging that Port Chester's inability to staff the Rye Brook firehouse was breach of contract; and

WHEREAS, with the assistance of the court, the parties agreed to mediate their differences in the hopes of an amicable resolution; and

WHEREAS, the Board selected a subcommittee consisting of three members: Mayor Pilla, Trustee Adams and Trustee Didden to attend the mediation; and

WHEREAS, on September 20, 2016, the mediator convened a mediation session which concluded with an interim agreement subject to ratification by both village boards. Now, therefore, be it

RESOLVED, that the Board of Trustees hereby authorizes the Village Manager to enter into an interim agreement, in such form and may be acceptable to Labor Counsel and the Village Attorney, with the Village of Rye Brook, with regard to fire protection services, on the following terms and conditions:

--Port Chester will assume the actual expense of one career Rye Brook firefighter;

--Port Chester will assume the actual expense of two career Rye Brook firefighters for the 11 day period in the month of May;

--Port Chester will assume certain training costs as previously agreed;

--Rye Brook's claims with regard to a second Rye Brook firefighter are deferred pending the resolution of an arbitration proceeding pending between Rye Brook and the fire union local;

--Rye Brook's additional claims for attorney's fees are likewise deferred;

--Payments made by Rye Brook heretofore shall be reconciled and credited accordingly.

Approved as to Form:

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Anthony M. Cerreto, Village Attorney

ROLL CALL

AYES: TRUSTEES DIDDEN, FERRARA, BRAKEWOOD, CECCARELLI, MARINO AND MAYOR PILLA
NOES: TRUSTEE ADAMS

ABSENT: NONE

DATE: October 5, 2016

RESOLUTION #3

BUDGET AMENDMENT – TRANSFER OF $52,536 FROM THE DEA ASSET FORFEITURE ACCOUNT TO POLICE VEHICLE ACCOUNT FOR THE PURCHASE OF A 2016 CHEVY 2500 SUPER CAB TRUCK TO BE USED AS AN EMERGENCY SERVICE UNIT PLATFORM

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

WHEREAS, the Police Chief is recommending the transfer of $52,536 from the DEA Asset Forfeiture Account to Police Vehicle Account for the purchase of a 2016 Chevy 2500 Super Cab Truck from Vance Chevrolet, C/o of the Cruisers Division, 420 Mount Pleasant Avenue, Mamaroneck, NY 10543, WCC RFB-WC-15304 to be used as an Emergency Service Unit platform. Now, therefore be it

RESOLVED, that the Board of Trustees of the Village of Port Chester, New York hereby authorizes the Village Treasurer to modify the 2016-17 General Fund Budget as follows:

GENERAL FUND

Balance Sheet:

001-001-0695	Deferred Revenue Police DEA	$(52,536.00)

Revenues:

001-0001-2613	Use of Deferred DEA Revenue	$52,536.00

Appropriations:

001-3120-0203	Police Vehicle	$52,536.00

APPROVED AS TO FORM:

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Anthony M. Cerreto, Village Attorney

ROLL CALL

AYES: TRUSTEES DIDDEN, FERRARA, BRAKEWOOD, CECCARELLI, ADAMS, MARINO AND MAYOR PILLA
NOES: NONE
ABSENT: NONE

DATE: October 5, 2016

RESOLUTION #4

BUDGET AMENDMENT – TRANSFER OF $3287.00 FROM THE DEA ASSET FORFEITURE ACCOUNT TO FIRE DEPARTMENT EQUIPMENT ACCOUNT FOR THE JOINT PURCHASE OF AN EAST COAST RESCUE SOLUTIONS FORCIBLE ENTRY DOOR SIMULATOR

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

WHEREAS, the Police and Fire Chiefs are recommending that each department split the cost of the purchase of an East Coast Rescue Solutions Forcible Entry Door Simulator for $6,575 from East Coast Rescue Solutions, 4940 Merrick Road, Suite 172, Massapequa Park, NY 11762, a sole vendor, and

WHEREAS, the Police Chief is recommending that the Police Department's share of $3,287.50 be transferred from the DEA Asset Forfeiture Account to Fire Department Equipment Account. Now, therefore be it

RESOLVED, that the Board of Trustees of the Village of Port Chester, New York hereby authorizes the Village Treasurer to modify the FY 2016-17 General Fund Budget as follows:

GENERAL FUND

Balance Sheet:

001-001-0695	Deferred Revenue Police DEA	$(3,287.50)

Revenues:

001-0001-2613	Use of Deferred DEA Revenue	$3,287.50

Appropriations:

001-3410-0200	Fire Equipment	$3,287.50

APPROVED AS TO FORM:

_____

Anthony M. Cerreto, Village Attorney

ROLL CALL

AYES: TRUSTEES DIDDEN, FERRARA, BRAKEWOOD, CECCARELLI, ADAMS, MARINO AND MAYOR PILLA
NOES: NONE
ABSENT: NONE

DATE: October 5, 2016

RESOLUTION #5

YEAR-END BUDGET TRANSFERS AND MODIFICATIONS

FOR FY YEAR ENDING MAY 31, 2016

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

WHEREAS, New York State Law requires that all Budget be balance at the end of the fiscal year; and all necessary adjustments are made, and

WHEREAS, the General Fund revenues exceeded expenditures by $12,646.99, and

RESOLVED, that the Board of Trustees of the Village of Port Chester does also hereby authorizes the Treasurer to make all necessary year-end budget transfers and modifications of the FY 2015-16 General Fund Budget.

APPROVED AS TO FORM:

_____

Anthony M. Cerreto, Village Attorney

ROLL CALL

AYES: TRUSTEES DIDDEN, FERRARA, BRAKEWOOD, CECCARELLI, ADAMS, MARINO AND MAYOR PILLA
NOES: NONE
ABSENT: NONE

DATE: October 5, 2016

RESOLUTION #6

APPOINTMENT TO THE PLANNING COMMISSION AS AN ALTERNATE MEMBER

This Resolution was deferred until next month.

RESOLUTION #7

AWARDING RFP FOR STRATEGIC PLANNING FACILITATION

SERVICES RFP # 2016-06

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

WHEREAS, the Village of Port Chester has advertised a request for proposals seeking proposals for strategic planning facilitation services (RFP 2016-06); and

WHEREAS, the Village received six proposals for this work; and

WHEREAS, Management Partners was a complete responsive and qualified proposer and complied with all pertinent information sought in the RFP, and was found to have submitted the best proposal for the services sought.

Now therefore, be it

RESOLVED, that the Board of Trustees hereby awards the proposal for RFP 2016-06 Strategic Planning Facilitation Services to, and authorizes the Village Manager to enter into an agreement with Management Partners, 1730 Madison Road Cincinnati, Ohio 45206 for an amount not to exceed $20,900.00; and be it,

FURTHER RESOLVED, that the Village Board of Trustees authorizes the Village Treasurer to transfer the $20,900 from General Fund Contingency line 1.1990.400 to Village Manager Contractual line 1.1230.400 for the funding of said work.

Approved as to Form:

_____

Anthony M. Cerreto, Village Attorney

ROLL CALL

AYES: TRUSTEES DIDDEN, FERRARA, BRAKEWOOD AND CECCARELLI,
NOES: TRUSTEES ADAMS, MARINO AND MAYOR PILLA
ABSENT: NONE

DATE: October 5, 2016

ADD ON RESOLUTION

BOND RESOLUTION, DATED OCTOBER 5, 2016, AUTHORIZING THE ISSUANCE OF AN ADDITIONAL $250,000 AGGREGATE PRINCIPAL AMOUNT SERIAL BONDS OF THE VILLAGE OF PORT CHESTER, COUNTY OF WESTCHESTER, STATE OF NEW YORK TO FINANCE THE ADDITIONAL COST OF THE ACQUISITION, CONSTRUCTION AND RECONSTRUCTION OF IMPROVEMENTS TO VILLAGE PARK LIGHTING.

TRUSTEE DIDDEN submitted the following bond resolution and moved for its adoption. The motion was seconded by TRUSTEE MARINO.

WHEREAS, the Board of Trustees of the Village of Port Chester (the "Village"), a municipal corporation of the State of New York, located in the County of Westchester, determined that it is in the public interest of the Village to authorize the financing of the costs of the acquisition, construction and reconstruction of improvements to Village park lighting (the "Project"), including the acquisition of any applicable equipment, machinery, apparatus, land and rights-in-land necessary therefor and any preliminary and incidental costs related thereto, at a total estimated cost not to exceed $250,000, all in accordance with the Local Finance Law; and

WHEREAS, on May 18, 2015, the Board of Trustees of the Village adopted a serial bond resolution for estimated costs associated with the financing of the costs of (i) the Project ($250,000);

(ii) the acquisition and installation of police and fire alarm systems, signal systems, and any other system of communication of transmission ($38,000); and (iii) the acquisition of fire-fighting apparatus ($437,500) (the "Prior Resolution"); and

WHEREAS, the Board of Trustees of the Village now hereby determines that the maximum cost of the acquisition, construction and reconstruction of improvements to Village park lighting has increased by $250,000 to $500,000, and further determines to fund such additional cost through borrowing under the provisions of the Local Finance Law and authorizing $250,000 serial bonds of the Village hereunder which, together with the borrowing authorized by the Prior Resolution, now authorizes financing of the estimated maximum cost of the Project in the aggregate principal amount of $500,000.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Village of Port Chester, County of Westchester, State of New York, as follows:

Section 1. There is hereby authorized to be issued serial bonds of the Village, and/or bond anticipation notes issued in anticipation of the issuance of such serial bonds, in the aggregate principal amount not to exceed $250,000, pursuant to the Local Finance Law, in order to finance the costs of the Project.

Section 2. It is hereby determined that the Project is of a class of object or purpose as described in subdivision 19(c) of paragraph a of Section 11.00 of the Local Finance Law and that the period of probable usefulness of the Project is fifteen (15) years. The serial bonds authorized herein shall have a maximum maturity of fifteen (15) years computed from the earlier of (a) the date of the first issue of such serial bonds, or (b) the date of the first issue of bond anticipation notes issued in anticipation of the issuance of such serial bonds.

Section 3. The Board of Trustees of the Village has ascertained and hereby states that

(a) the estimated maximum costs of the Project will not exceed $500,000; (b) no money has heretofore been authorized to be applied to the payment of the costs of the Project except

$250,000 serial bonds authorized in the Prior Resolution with respect to the project; (c) the Board of Trustees of the Village plans to finance the costs of the Project from the proceeds of the serial bonds authorized herein, and in the Prior Resolution with respect to the Project, and/or of bond anticipation notes issued in anticipation of the issuance of such serial bonds; (d) the maximum maturity of the serial bonds authorized herein shall be in excess of five (5) years; and

on or before the expenditure of moneys to pay for any costs in connection with the Project for which the proceeds of any obligations authorized herein are to be applied to reimburse the Village, the Board

of Trustees of the Village took "official action" for federal income tax purposes to authorize the capital financing of such expenditure.

Section 4. Subject to the terms and conditions of this bond resolution and the Local Finance Law, including the provisions of Sections 21.00, 30.00, 50.00 and 56.00 to 60.00, inclusive, the power to authorize serial bonds as authorized herein, and/or bond anticipation notes issued in anticipation of the issuance of such serial bonds, including renewals thereof, the power to prescribe the terms, form and contents of such serial bonds and such bond anticipation notes, and the power to issue, sell and deliver such serial bonds and such bond anticipation notes, are hereby delegated to the Village Treasurer, as the chief fiscal officer of the Village. The Village Treasurer is hereby authorized to execute on behalf of the Village all serial bonds issued pursuant to this bond resolution, and all bond anticipation notes issued in anticipation of the issuance of such serial bonds, and the Village Clerk is hereby authorized to impress the seal of the Village (or to have imprinted a facsimile thereof) on all such serial bonds and all such bond anticipation notes and to attest such seal. Each interest coupon, if any, representing interest payable on such serial bonds shall be authenticated by the manual or facsimile signature of the Village Treasurer.

Section 5. The faith and credit of the Village are hereby and shall be irrevocably pledged for the punctual payment of the principal of and interest on all obligations authorized and issued pursuant to this bond resolution as the same shall become due.

Section 6. When this bond resolution takes effect, the Village Clerk shall cause the same, or a summary thereof, to be published, together with a notice in substantially the form prescribed by Section 81.00 of the Local Finance Law, in The Journal News, a newspaper having a general circulation in the Village. The validity of the serial bonds authorized herein, and of bond anticipation notes issued in anticipation of the issuance of such serial bonds, may be contested only if such obligations are authorized for an object or purpose, or class of object or purpose, for which the Village is not authorized to expend money, or the provisions of law, which should have been complied with as of the date of publication of this bond resolution, or such summary thereof, were not substantially complied with, and an action, suit or proceeding contesting such validity is commenced within twenty (20) days after the date of such publication, or if such obligations were authorized in violation of the provisions of the Constitution of the State of New York.

Section 7. Prior to the issuance of any obligations authorized herein, the Board of Trustees of the Village shall comply with all applicable provisions prescribed in Article 8 of the Environmental Conservation Law, all regulations promulgated thereunder by the New York State Department of Environmental Conservation, and all applicable Federal laws and regulations in connection with environmental quality review relating to the Project (collectively, the "environmental compliance proceedings"). In the event that any of the environmental compliance proceedings are not completed, or require amendment or modification subsequent to

the date of adoption of this bond resolution, the Board of Trustees of the Village will re-adopt, amend or modify this bond resolution prior to the issuance of any obligations authorized herein upon the advice of bond counsel. It is hereby determined by the Board of Trustees of the Village that the Project will not have a significant effect on the environment.

Section 8. The Village hereby declares its intention to issue the serial bonds authorized herein, and/or bond anticipation notes issued in anticipation of the issuance of such serial bonds (collectively, the "obligations"), to finance the costs of the Project. The Village covenants for the benefit of the holders of such obligations that it will not make any use of the proceeds of such obligations, any funds reasonably expected to be used to pay the principal of or interest on such obligations or any other funds of the Village, and will not make any use of the Project which would cause the interest on such obligations to become subject to federal income taxation under the Internal Revenue Code of 1986, as amended (the "Code") (except for the federal alternative minimum tax imposed on corporations by section 55 of the Code), or subject the Village to any penalties under section 148 of the Code, and that it will not take any action or omit to take any action with respect to such obligations, the proceeds thereof or the Project financed thereby, if such action or omission would cause the interest on such obligations to become subject to federal income taxation under the Code (except for the federal alternative minimum tax imposed on corporations by section 55 of the Code), or subject the Village to any penalties under section 148 of the Code. The foregoing covenants shall remain in full force and effect notwithstanding the defeasance of any serial bonds authorized and issued under this bond resolution or any other provisions hereof, until the date which is sixty (60) days after the final maturity date or earlier prior redemption date thereo£ The proceeds of any obligations authorized herein may be applied to reimburse expenditures or commitments of the Village made in connection with the Project on or after a date which is not more than sixty (60) days prior to the date of adoption of this bond resolution by the Board of Trustees of the Village.

Section 9. For the benefit of the holders and beneficial owners from time to time of the serial bonds authorized herein, and of bond anticipation notes issued in anticipation of the issuance of such serial bonds, the Village agrees, in accordance with and as an obligated person with respect to such obligations under, Rule 15c2-12 (the "Rule") promulgated by the Securities Exchange Commission pursuant to the Securities Exchange Act of 1934, to provide or cause to be provided such financial information and operating data, financial statements and notices, in such manner as may be required for purposes of the Rule. In order to describe and specify certain terms of the Village's continuing disclosure agreement for that purpose, and thereby to implement that agreement, including provisions for enforcement, amendment and termination, the Village Treasurer is authorized and directed to sign and deliver, in the name and on behalf of the Village, the commitment authorized by subsection 6(c) of the Rule (the "Commitment") to be placed on file with the Village Clerk, which shall constitute the continuing disclosure agreement made by the Village for the benefit of holders and beneficial owners of such obligations authorized herein in accordance with the Rule, with any changes or amendments that are not

inconsistent with this bond resolution and not substantially adverse to the Village and that are approved by the Village Treasurer on behalf of the Village, all of which shall be conclusively evidenced by the signing of the Commitment or amendments thereto. The agreement formed collectively by this paragraph and the Commitment shall be the Village's continuing disclosure agreement for purposes of the Rule, and its performance shall be subject to the availability of funds and their annual appropriation to meet costs the Village would be required to incur to perform thereunder. The Village Treasurer is further authorized and directed to establish procedures in order to ensure compliance by the Village with its continuing disclosure agreement, including the timely provision of information and notices. Prior to making any filing in accordance with the agreement or providing notice of the occurrence of any material event, the Village Treasurer shall consult with, as appropriate, the Village Attorney and bond counsel or other qualified independent special counsel to the Village and shall be entitled to rely upon any legal advice provided by the Village Attorney and such bond counsel or other qualified independent special counsel in determining whether a filing should be made.

Section 10. This bond resolution is subject to a permissive referendum and will take effect upon its adoption by the Board of Trustees of the Village and the expiration of the period prescribed in the Village Law during which petitions for a permissive referendum may be submitted and filed with the Village Clerk.

Approved as to Form:

_____

Anthony M. Cerreto, Village Attorney

ROLL CALL:

AYES: Trustees Didden, Ferrara, Brakewood, Ceccarelli, Marino and Mayor Pilla
NOES: Trustee Adams
ABSENT: None
DATE: October 5, 2016

APPROVAL OF MINUTES

On motion of TRUSTEE FERRARA, seconded by TRUSTEE MARINO, the minutes of the meeting of June 6, 2016 were approved.

ROLL CALL

AYES: Trustees Didden, Ferrara, Brakewood, Ceccarelli, Adams, Marino and Mayor Pilla
NOES: None

ABSENT: None

On motion of TRUSTEE ADAMS, seconded by TRUSTEE DIDDEN, the minutes of the meeting of July 18, 2016 were approved.

ROLL CALL

AYES: Trustees Didden, Ferrara, Brakewood, Ceccarelli, Adams, Marino and Mayor Pilla
NOES: None
ABSENT: None

On motion of TRUSTEE DIDDEN, seconded by TRUSTEE FERRARA, the minutes of the meeting of August 1, 2016 were approved.

ROLL CALL

AYES: Trustees Didden, Ferrara, Brakewood, Ceccarelli, Marino and Mayor Pilla
NOES: None
ABSENT: None
RECUSED: Trustee Ceccarelli and Adams

CORRESPONDENCE

Request from Corpus Christi/Our Lady of the Rosary Church for a procession on October 16, 2016
Referred to Staff

From Mellor Engine & Hose Co. No. 3, Inc. on the removal from the membership roll of Nakeem Marks.
Noted.

From Putnam Engine & Hose Co., No. 2 on the expulsion of Michael J. DeFonce.
Noted.

Request for permission from Clay Arts Center for Temporary Signage Placement.
Referred to Staff.

Official Letter from PETA supporting Interim Local Law I-7 (Puppy Mills)
Referred to Staff.

PUBLIC COMMENTS

Mr. Ford commented on the agreement with Rye Brook with regard to the fire contract. He is concerned about perfectly good asphalt curbs being replaced with concrete curbs. Quintard Drive needs curbs.

Mr. Abel commented on the open meetings law. The strategic plan meeting should be within the Village borders. When you meet, the people have a right to know how you are running the business of the Village.

TRUSTEE COMMENTS

Trustee Didden commented on an outside Ethics Board investigation noted by Ms. Conneta. He corrected this to say this was an Attorney's investigation. Our staff is deficiently short. You can only get so much out of an overly dedicated staff. He read a letter received by the Fire Department from Purchase Fire Department on their assistance at the SUNY fire. He commented on the amount of abandoned cars in the Village. The *Westmore News* article stated that Mayor Pilla wants to have a referendum on the paid fire fighters. Today was the King Street International Walk to School Day.

Trustee Ferrara commented on Citizen Involvement. Your most important vote is at the local level. Register to vote. The first anniversary of the Dog Park was a tremendous success.

Trustee Brakewood commented on the King Street Walk to School Day. It is a disservice to the Mayor of Port Chester when we compare our mayor to other municipalities. We have ramped up the work being done in the village, including curbs and street repairs. Our fire department is doing an excellent job. The Board should put in place a Citizens Committee to oversee the 150th anniversary of the Village.

Trustee Ceccarelli commented on the hours and time spent on Parkway Drive. He pointed out the good job on Walk to School Day. He commented capturing the history of the Village on the 150th Anniversary Celebration. Sgt. Martello has done a fine job in Traffic.

Trustee Adams commented on the Arrows on the Post Road near High Street. They are worn and it is causing some confusing driving problems. He asked that when people come to the podium with public comments the Board members remain respectful. He thanked Steve Otis and George Latimmer on their legislation allowing three Trustees to continue on the Board. He would like a list of the Port Chester fire fighters.

Trustee Marino commented that he is happy to hear that Chris Steers is at home. The volunteer fire fighters do a great job.

Mayor Pilla commented that he has gone public on an Executive Session item. The main reason is to be open and transparent. I do not agree with all of the findings Mr. Murphy alleged.

On motion of TRUSTEE DIDDEN, seconded by TRUSTEE CECCARELLI, the Board went into Executive Session to discuss an update of the Marina parking lot (with staff – Brancati, Zanpf, Assistant Attorney Kenny, Attorney Cerreto).

ROLL CALL

AYES: Trustees Didden, Ferrara, Brakewood, Ceccarelli, Adams, Marino and Mayor Pilla

NOES: None
ABSENT: None

The meeting was adjourned at 11:20 p.m.

Respectfully submitted,

David Thomas, Village Clerk

MEETING HELD OCTOBER 17, 2016

A Meeting of the Board of Trustees of the Village of Port Chester, New York, was held on Monday, October 17, 2016 at 6:00 p.m. in the Village Justice Courtroom of the Police Headquarters Building, 350 North Main Street, Port Chester, New York

Present in addition to Mayor Pilla were Trustees Francis Ferrara, Gene Ceccarelli, Gregory Adams and Luis Marino.

Also present were Village Clerk Dave Thomas, Village Attorney Anthony Cerreto, Legal Assistant to the Village Attorney David Kenny, Planning Director Eric Zamft, Human Resources Director Ed Brancatti, Village Engineer Vince Masucci, Police Chief Richard Conway, Fire Chief Edward Quinn and Engineering Consultant Dolph Rotfeld

On motion of TRUSTEE FERRARA, seconded by TRUSTEE MARINO, the meeting was declared opened at 6:05 p.m.

ROLL CALL

AYES: Trustees Ferrara, Ceccarelli, Adams, Marino and Mayor Pilla
NOTES: None
ABSENT: Trustees Didden and Brakewood

It should be noted that Trustee Didden arrived for Executive Session.

PROPOSED MOTION FOR EXECUTIVE SESSION

On motion of TRUSTEE FERRARA, seconded by TRUSTEE MARINO, the Board went into Executive Session for:

1. **Discussion with Labor Counsel regarding pending litigation in the matters of Dennis Pilla, et al v. Sahniai Kamasomtob et al and Village of Rye Brook v. Village of Port Chester.** (With Human Resources Director Ed Brancati and the Village Attorneys)

ROLL CALL

AYES: Trustees Ferrara, Ceccarelli, Adams, Marino and Mayor Pilla
NOES: None
ABSENT: None

The Board came out of Executive Session at 7:02 p.m.

PRESENTATIONS

1. ***Presentation of the Police Benevolent Association Awards***

Awards were presented by Det. Marcello Preta, PBA president, to officers and members of the public for helping to combat crime. Civilians Christopher Santiago and Robert Vilato, Danielle O'Mara and Mike Gabriel, Lt. Charles Nielsen, Officer Arthur Dusenbury, Sgt. Drew Conetta, Officers Chris Bivona, William Krzeminsky, Anthony Scarlata and Det. Anthony Rivera, Det. Thomas Munnelly, Det. Chris Krzeminsky, Det. Angel Sanchez and Officers Garcia and Tompkins of the Westchester County P.D. Several officers were awarded certificates of merit with honor bars for their bravery in stopping crime.

PUBLIC COMMENTS

Ms. Goldie Solomon commented the police are our heroes. She also thanked the fire department, the DPW and our EMTs. Seniors need to get their taxes down.

Mr. Tom Kissner commented on the Sustainable Port Chester Alliance. The apprenticeship program will expose youths to available training. It is good for all.

Ms. Evelyn Closter, an officer of Longview Owners Inc., commented on temporary parking accommodations while work is being done.

Mr. Joseph Rende commented on the young men from the Police Department receiving awards. The comments made by members of the Board at last month's meeting were upsetting. Issues should be discussed in public. The Board has to work for the best interest of the community.

Mr. Chris Calabrese commented on the apprenticeship program. He is on the board of the Don Bosco workers. The workers at the Castle were never paid a fair wage. We are taking proactive steps to help workers enter into the pre-apprenticeship program.

Ms. Zelke Sanchez, an organizer of the Sustainable Port Chester Alliance, commented that many young people want to work for a reputable construction form. The apprenticeship program is not enough.

Mr. John Crawford commented on the Sustainable Port Chester Alliance. Members get training and safety instructions. This is a four-year program. Non-union people don't have representation. You should have apprenticeship language when hiring someone so that you get career workers.

Mr. Dan Mecca, the apprenticeship training director for Local 3 IBW, commented on training work requirements and safety courses. In Local 3 the apprenticeship includes school training and college courses.

PRESENTATION

2 Sustainable Port Chester presentation on local apprenticeship Programs

Ms. Joan Grangenois Thomas, a member of the Port Chester Sustainable Alliance, gave an overview of what an apprenticeship program can do. The United Hospital development has many work opportunities. We need better jobs in our community. The income for the Black and Latino community is lower than the median income for Port Chester. An apprenticeship pipeline will lead the way to well-paid careers in the construction trades.

Councilman Anthony Macagnone of Oyster Bay, is an officer with the Northeast Organization of Carpenters. In Oyster Bay we enacted the apprentice requirement.

Trustee Ceccarelli commented that there are only a few villages on Long Island that have the apprenticeship program. However, these villages are mostly residential.

Mr. Macagnone said the program in Oyster Bay has been set up by Resolution setting a Local Law. In Hempstead at least 10 percent of the workforce on a project have to be from Hempstead. The apprenticeship programs are paid for by the contractors as a cost to the job.

Village Manager Steers commented on the pre-apprenticeship program being developed at Don Bosco. How is this enforced, and how do you know that the people being funneled through the program come from the Village? Mr. Macagnone said that the Building Department would receive a list with the names and addresses of workers on the site.

The pre-apprenticeship programs are funded by state grants and county grants. Chris Calabrese commented that Don Bosco applied for grants. There are several steps and goes through the Department of Labor.

Trustee Didden commented we Port Chester has a much bigger need than having 10% on a project.

Mr. Dolph Rotfeld commented that we do a lot of work on public works programs. Mr. Macagnone replied for the state for every 4 journeymen you have one apprentice. This keeps costs down and trains someone for the future.

Village Manager Steers commented this program has potential.

Mayor Pilla commented we should get that Law.

Trustee Didden commented that Don Bosco is already active on the pre-apprenticeship program.

DISCUSSIONS

1. ***Police Municipal Center***

   Village Manager Steers commented a conference call is set for tomorrow at 11:00 a.m. Mayor Pilla set a discussion for the next BOT meeting.

2. ***Village of Port Chester Sesquicentennial Committee***

   Trustee Ceccarelli commented we are now at a 20-month window. The Village staff should all be part of this process. Eric and his group are working on this. They need a committee to do some heavy work. Seniors can contribute, the Chamber of Commerce, Village staff and others should all become involved. Soliciting members of the committee is essential.

3. ***Local Law – An alternative method of establishing a legal nonconforming use.***

   We no longer have an Amnesty Program. Some people still unknowingly still are not conforming. Village Manager Steers commented on fine tuning as to what date you should begin and end the 10-year threshold date. We need input from the Planning Commission. Trustee Didden commented there are a lot of unanswered questions. The burden of proof is on the property owner. Trustee Ceccarelli commented on discrepancies in documents received before the meeting. Mayor Pilla commented there will be more discussion on this at the meeting on November 7th.

RESOLUTIONS

RESOLUTION #1

Discussion on Changes to Parkway Drive will be withdrawn until the next meeting.

RESOLUTION #2

AUTHORIZING INTER-MUNICIPAL AGREEMENT FOR IMPLEMENTING NEW YORK STATE WATER QUALITY IMPROVEMENT PROJECT PROGRAM

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

WHEREAS, with the Village of Sleepy Hollow assuming the role of lead agency, the Village of Port Chester and other municipalities in Westchester County agreed to participate as a stormwater consortium ("Consortium") for the purpose of making application for grant funding from the New York State Department of Environmental Conservation ("DEC") through the Water Quality Improvement Project Program (WQIP); and

WHEREAS, the Village of Sleepy Hollow has applied for and been approved for a WQIP grant (DEC01-C00077GG-335000) in the amount of $343,854.00 to conduct stormwater mapping services so

as to enhance the data base for mapping of stormwater infrastructure for all members of the Consortium; and

WHEREAS, it is beneficial to the Village of Port Chester to formalize its participation in the Consortium so as to share in the benefits of the grant. Now, therefore, be it

RESOLVED. that the Village of Port Chester hereby authorizes the Village Manager to enter into an inter municipal agreement with the Village of Sleepy Hollow for the purpose of implementing the above referenced grant agreement with New York State Department of Environmental Conservation; and be it further

RESOLVED, that the Board acknowledges the terms of the agreement enabling the Village to provide in-kind services representing its municipal share in the amount of $4,062.00'and providing salary and benefit information in connection with those services to the Village of Sleepy Hollow in a timely manner.

Approved as to Form:

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Anthony M. Cerreto, Village Manager

ROLL CALL

AYES: TRUSTEES DIDDEN, FERRARA, CECCARELLI, ADAMS, MARINO AND MAYOR PILLA
NOES: NONE
ABSENT: BRAKEWOOD

DATE: October 17, 2016

RESOLUTION #3

AUTHORIZING PAYMENT TO SPECIAL COUNSEL IN THE MATTER OF GAMBLE v. VILLAGE OF PORT CHESTER

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

WHEREAS, an action was filed by Ellen and Jason Gamble against the Village of Port Chester for significant personal injuries sustained on January 29, 2000 due to a sidewalk fall on snow/ice in front of Fire Headquarters; and

WHEREAS, during the course of litigation, the Village's general liability insurance company, Reliance Insurance Company, went insolvent; and

WHEREAS, all parties of interest, including the New York Department of Insurance, were placed on notice; and

WHEREAS, the State determined that the usual fund for coverage in such events was not available to the Village; and

WHEREAS, this matter was defended by special counsel, Joseph A. Maria, P.C.., White Plains, New York which resulted in a settlement of $225,000 which was paid by the Village of Port Chester; and

WHEREAS, the Village filed a proof of claim with Reliance for reimbursement of this amount; and

WHEREAS, the Village's claim was considered among the many other claims as part of the liquidation of Reliance in the State of Pennsylvania where it was chartered; and

WHEREAS, through the efforts of Attorney Maria, the Village has received another distribution of $48,630.61; and

WHEREAS, Attorney Maria has presented an invoice in the amount of ten percent of the distribution for his collection services. Now, therefore, be it

RESOLVED, that the Board of Trustees hereby authorizes payment to Joseph A. Maria, P.C., 301 Old Tarrytown Road, White Plains, New York, 10603 in the amount of $4,860.00 for collection services in the matter of Gamble v. Village of Port Chester, to be made from General Ledger Code 1420.400 Legal-Contractual.

Approved as to Form:

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Anthony M. Cerreto, Village Attorney

ROLL CALL

AYES: TRUSTEES DIDDEN, FERRARA, CECCARELLI, ADAMS, MARINO AND MAYOR PILLA
NOES: NONE
ABSENT: BRAKEWOOD

DATE: October 18, 2016

RESOLUTION #4(A)

ACCEPTANCE AND APPROVAL OF WUILBER MALDONADO AS AN ACTIVE MEMBER OF PUTNAM ENGINE & HOSE CO. NO.2

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

WHEREAS, at the October 5, 2016 meeting of PUTNAM ENGINE & HOSE CO. NO. 2 the company held an election for a new active member; and

WHEREAS, Wuilber Maldonado has been elected to be a new active member. Now,

therefore, be it

RESOLVED, that the Board of Trustees hereby accepts and approves the election of Wuilber Maldonado to PUTNAM ENGINE & HOSE CO. NO. 2, as an active member of the Port Chester Fire department, conditioned upon passing the required medical examination.

Approved as to Form:

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Anthony M. Cerreto, Village Attorney

ROLL CALL

AYES: TRUSTEES DIDDEN, FERRARA, CECCARELLI, ADAMS, MARINO AND MAYOR PILLA
NOES: NONE
ABSENT: BRAKEWOOD

DATE: October 18, 2016

RESOLUTION #4(B)

ACCEPTANCE AND APPROVAL OF JOSHUA LOPEZ AS AN ACTIVE MEMBER OF PUTNAM ENGINE & HOSE CO. NO.2

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

WHEREAS, at the October 5, 2016 meeting of PUTNAM ENGINE & HOSE CO. NO. 2 the company held an election for a new active member; and

WHEREAS, Joshua Lopez has been elected to be a new active member. Now, therefore, be it

RESOLVED, that the Board of Trustees hereby accepts and approves the election of Joshua Lopez to PUTNAM ENGINE & HOSE CO. NO. 2, as an active member of the Port Chester Fire Department, conditioned upon passing the required medical examination.

Approved as to Form:

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Anthony M. Cerreto, Village Attorney

ROLL CALL

AYES: TRUSTEES DIDDEN, FERRARA, CECCARELLI, ADAMS, MARINO AND MAYOR PILLA
NOES: NONE
ABSENT: BRAKEWOOD

DATE: October 18, 2016

RESOLUTION #4(C)

ACCEPTANCE AND APPROVAL OF MARTIN HERNANDEZ AS AN ACTIVE MEMBER OF HARRY HOWARD HOOK & LADDER CO. NO.1

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

WHEREAS, at the October 4, 2016 meeting of Harry Howard Hook & Ladder Co. No. 1 the company held an election for a new active member; and

WHEREAS, Martin Hernandez has been elected to be a new active member. Now, therefore,

be it

RESOLVED, that the Board of Trustees hereby accepts and approves the election of Martin Hernandez to Harry Howard Hook & Ladder Co. No. 1, as an active member of the Port Chester Fire Department, conditioned upon passing the required medical examination.

Approved as to Form:

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Anthony M. Cerreto, Village Attorney

ROLL CALL

AYES: TRUSTEES DIDDEN, FERRARA, CECCARELLI, ADAMS, MARINO AND MAYOR PILLA
NOES: NONE
ABSENT: BRAKEWOOD

DATE: October 18, 2016

RESOLUTION #4(D)

ACCEPTANCE AND APPROVAL OF PETER DILEO AS AN ACTIVE MEMBER OF HARRY HOWARD HOOK & LADDER CO. NO.1

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

WHEREAS, at the October 4, 2016 meeting of Harry Howard Hook & Ladder Co. No. 1 the company held an election for a new active member; and

WHEREAS, Peter DiLeo has been elected to be a new active member. Now, therefore, be it

RESOLVED, that the Board of Trustees hereby accepts and approves the election of Peter DiLeo to Harry Howard Hook & Ladder Co. No. 1, as an active member of the Port Chester Fire Department, conditioned upon passing the required medical examination.

Approved as to Form:

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Anthony M. Cerreto, Village Attorney

ROLL CALL

AYES: TRUSTEES FERRARA, CECCARELLI, ADAMS, MARINO AND MAYOR PILLA
NOES: TRUSTEE DIDDEN
ABSENT: TRUSTEE BRAKEWOOD

DATE: October 18, 2016

RESOLUTION

REFERRING CERTAIN CORRESPONDENCE TO STAFF FOR APPROPRIATE ACTION

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

WHEREAS, the Board has been presented with certain correspondences at its October 17, 2016 meeting, and wishes to direct staff to act upon the correspondences.

NOW, THEREFORE BE IT,

RESOLVED, that the Board of Trustees hereby refers the Correspondences #'S 1, 2, 4, 6, 7, 8, 9 and 10 given to the Board at the October 17 2016 meeting, and directs staff to act upon such correspondences as appropriate.

Approved as to Form:

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Anthony M. Cerreto, Village Attorney

ROLL CALL

AYES: TRUSTEES DIDDEN, FERRARA, CECCARELLI, ADAMS, MARINO AND MAYOR PILLA
NOES: NONE
ABSENT: BRAKEWOOD

DATE: October 18, 2016

CORRESPONDENCE

From the Park Commission regarding Rec Park

From the Veterans Association re Veterans Day.

From the Traffic Commission re placing an additional handicap parking space in front of the Police Station.

315-325 King Street Longview Request – Parking Accommodation

From Fire Patrol & Rescue Co. #1 on the expulsion of Justin DiSanto.

Request from Landmark Condo Association – Overnight Parking

Resignation of Ciro Cuono from the Planning Commission.

Correspondence from the Port Chester Fire Department concerning False Alarms.

The Alarm Review Board only meets when called upon by the Clerk

On motion of TRUSTEE CECCARELLI, seconded by TRUSTEE FERRARA, the correspondence requests were referred to staff to approve subject to conditions.

ROLL CALL

AYES: Trustees Didden, Ferrara, Ceccarelli, Adams, Marino and Mayor Pilla
NOES: None
ABSENT: Trustee Brakewood

DATE: October 17, 2016

PUBLIC COMMENTS

Mr. Abel commented on Sustainable Westchester. He is for hiring local people. The communities we talked about have many more people. He questioned that our community requires a developer are we opening up ourselves to a potential law suit by people who live in neighboring towns. Does this hinder our ability to get developers to come in.

Mr. Rende commented on Parkway Drive. The fact that it takes two-way traffic and has only had a few minor accidents. This slows cars down. A one-way street encourages people to move more quickly. Regarding the talk of 150 years Celebration, you should open this up to all community minded people, and get the not-for-profit organizations involved. You need to get the merchants and business people involved.

Ms. Evelien Closter commented she needs parking spaces to accommodate for construction on the new roofing at the Longview Terrace Apartments until November 14th.

TRUSTEE COMMENTS

Trustee Didden commented on the Police Awards. They do a great job. The department leadership deserves a lot of credit. The fire department is having their annual Inspection on October 27th at the South End Fire House. The councilman from Oyster Bay understated the number of our high school students who go on to higher education. The *Westmore News*

October 14th issue stated incorrectly that he has had disputes with G&S. These comments distort what had occurred.

Trustee Ferrara commented on Citizen involvement. The Columbus Day parade committee did a fantastic job.

Trustee Ceccarelli commented the Councilman from Oyster Bay. It is a great concept but only in a limited way. On the 150th Anniversary celebration we need to move quickly. Rec Park seems to be one that could help take some of the activities off Lyon Park. Chief Conway was a dignified grand marshal of the Columbus Day parade. The Knights of Columbus had a very nice event on Saturday. The MTA elevator is going to be a one-year project. The property at 21 Parkway Drive is used as a child care facility. The tax office has this as a private residential building.

Trustee Adams would like the Board to have a list of the Port Chester fire fighters. The Board meetings do not have any audio over Cablevision. Village Attorney has written a letter to the attorney of Cablevision stating this is unacceptable.

Where do we stand with the $20,000 investment in having a company to promote policy. What has happened with this company. Village Manager Steers commented they will be in the offices the week of October 24th.

Are we working with the DOJ in terms of defining the cumulative voting districts? Village Attorney Cerreto replied that it is all up to us in the upcoming election.

Is the United Hospital Project being held up because of the Traffic Study or is there another reason? Trustee Ferrara commented that we received a memo stating the schedule.

Mayor Pilla commented on the parking project and would like that for the next meeting.

On motion of TRUSTEE FERRARA, seconded by TRUSTEE ADAMS, the meeting was declared closed.

ROLL CALL

AYES: Trustees Didden, Ferrara, Ceccarelli, Adams, Marino and Mayor Pilla
NOES: None
ABSENT: Trustee Brakewood

The meeting was adjourned at 10:20 p.m.

Respectfully submitted,

David Thomas, Village Clerk

MIN - 06
BOT 11-21-2016

MINUTES HELD NOVEMBER 7, 2016

A Meeting of the Board of Trustees of the Village of Port Chester, New York, was held on November 7, 2016 at 6:00 p.m. in the Village Justice Courtroom of the Police Headquarters Building, 350 North Main Street, Port Chester, New York

Board Members in attendance

Mayor Pilla - Absent

Trustees:

Didden - Present
Ferrara – Present
Brakewood – Absent
Ceccarelli – Present
Adams – Present
Marino – Present

Also present were Village Clerk Dave Thomas, Legal Assistant to the Village Attorney David Kenny, Village Manager Christopher Steers, Village Treasurer Leonie Douglas, Planning Director Eric Zamft, Human Resources Director Ed Brancati, Village Engineer Vincent Masucci, Police Chief Richard Conway and Assistant Fire Chief Enrico Castarella,

On motion of TRUSTEE DIDDEN, seconded by TRUSTEE FERRARA, the meeting was declared open for November 7, 2016

ROLL CALL

AYES: TRUSTEES DIDDEN, FERRARA, MARINO, CECCARELLI AND ADAMS
NOES: NONE
ABSENT: TRUSTEES BRAKEWOOD, AND MAYOR PILLA

MINUTES HELD NOVEMBER 7, 2016

PROPOSED MOTION FOR EXECUTIVE SESSION

On motion of TRUSTEE FERRARA, seconded by TRUSTEE DIDDEN, the Executive Session was declared open.

1. Starwood/United Hospital – Affordable Housing and Resident Preference
2. Consultation with Village Prosecutor Frank Cervinka

ROLL CALL

AYES: TRUSTEES DIDDEN, FERRARA, MARINO, CECCARELLI AND ADAMS
NOES: NONE
ABSENT: TRUSTEES BRAKEWOOD, AND MAYOR PILLA

On motion of TRUSTEE FERRARA, seconded by TRUSTEE DIDDEN, the Executive Session was declared closed.

ROLL CALL

AYES: TRUSTEES DIDDEN, FERRARA, CECCARELLI AND ADAMS
NOES: NONE
ABSENT: TRUSTEES BRAKEWOOD, MARINO AND MAYOR PILLA

Trustee Marino left the meeting at 7:09 P.M.

PUBLIC COMMENTS

Ms. Goldie Solomon reminded everyone to get out and vote. The King Street flag raising is set for Veterans Day. On Saturday Dave Thomas will be at the African American Cemetery celebration Veterans memorial, and the American Legion will be honoring veterans sUNDAY at the WWI and WWII Memorial on Westchester Avenue.

DISCUSSION

1. Starwood/United Hospital Update –

RESOLUTION

On motion of TRUSTEE FERRARA, seconded by TRUSTEE DIDDEN, the following resolution was added on by the Board of Trustees of the Village of Port Chester, New York:

Resolution to schedule a Special Meeting on November 29, 2016 at 6:00 PM at 222 Grace Church Street Port Chester, NY to review the Starwood/United Hospital FEIS.

ROLL CALL

MINUTES HELD NOVEMBER 7, 2016

AYES: TRUSTEES DIDDEN, FERRARA, CECCARELLI AND ADAMS
NOES: NONE
ABSENT: TRUSTEES BRAKEWOOD, MARINO AND MAYOR PILLA

On motion of TRUSTEE DIDDEN, seconded by TRUSTEE CECCARELLI, the following resolution was passed on by the Board of Trustees of the Village of Port Chester, New York:

Resolution to schedule a Special Meeting to determine whether the Final EIS should be accepted on November 29, 2016 at 6:00 PM at 222 Grace Church Street Port Chester, NY.

ROLL CALL

AYES: TRUSTEES DIDDEN, FERRARA, CECCARELLI AND ADAMS
NOES: NONE
ABSENT: TRUSTEES BRAKEWOOD, MARINO AND MAYOR PILLA

RESOLUTIONS

COUNSEL TO MAYOR ARISING OUT OF A CERTAIN CORRESPONDENCE BETWEEN THE VILLAGE MANAGER AND MAYOR

On motion of TRUSTEE DIDDEN, seconded by TRUSTEE CECCARELLI, the following resolution was tabled by the Board of Trustees of the Village of Port Chester, New York:

WHEREAS, the Village Manager, Christopher Steers, directed correspondence dated October 5, 2015 to Mayor Dennis Pilla, and provided copies to the Board of Trustees and the Village Attorney, Anthony Cerreto; and

WHEREAS, the correspondence raised issues arising out of a procurement process with regard to the dog run at Abendroth Park, Marina bulkhead, and grant-writing services; and

WHEREAS the Village Attorney was placed in the position of being a potential witness in certain of these matters; and

WHEREAS, the Board took judicial notice that Section 77-7D of the Village Code provides that "[T]he Board of Trustees shall have the power and duty to investigate the affairs of every department or agency of Village government and the official conduct of every officer and

employee."; and

WHEREAS, the Manager and Mayor are not insulated from such scrutiny; and,

WHEREAS, given the unique circumstances presented, the Board elected to delegate its investigatory authority to a special, independent counsel to conduct fact-finding, make conclusions of law and recommend the proper course of action; and

WHEREAS, on November 2, 2015, the Board authorized the retainer of Brian Murphy ("Attorney Murphy") of, the Matera Law Firm, Melville, New York, who was highly qualified given his past service as an assistant district attorney and prior employment with the Village's Labor Counsel whose assignments involved several workplace investigations in the various Village Departments; and

WHEREAS; after investigation, which involved considerable time consisting of interviews, reviewing extensive records and legal research, Attorney Murphy presented the Board a written report dated April 3 2016 ("Murphy Report"); and

WHEREAS, at a meeting on April 4, 2016, the Board accepted the Murphy Report which concluded that the Mayor violated the Code of Ethics when he should have (but did not) disclose the full nature and extent of his business relationship with the Laberge Group and recuse himself from participating in the debate and vote over its bid for grant-writing services so as to avoid any appearance of impropriety; and

WHEREAS, Attorney Murphy recommended that the Board counsel the Mayor as to same and his future performance of the mayoral duties in accordance with the Code of Ethics; and

WHEREAS, as an alternative to formal action, the Board caused the delivery of a proposed letter prepared by Attorney Murphy for the Mayor to sign that would acknowledge the findings and conclusions of the Murphy report; and

WHEREAS, since that time, the Mayor has made a public statement as to his conduct and that he would not agree to sign any such acknowledgment letter; and

WHEREAS, the Board is therefore left with the recommendation of Attorney Murphy to counsel the Mayor as to his actions in the form of a resolution. Now, therefore, be it

RESOLVED, that the Board of Trustees hereby counsels the Mayor that he should have complied with the Village's Code of Ethics and proactively disclosed the full nature and extent off his business relationship with the Laberge Group and recused himself from participating in the debate and vote over its bid for grant-writing services so as to avoid any appearance of impropriety; and be it further

RESOLVED, it is the expectation of this Board that going forward that the Mayor, and indeed all members should be mindful or their obligation to conduct themselves with the highest of ethical standards to assure the confidence of the public in the discharge of their official duties, and when confronted with a potential ethical issue, all should avail themselves of the Village's Board of Ethics for guidance; and be it further

RESOLVED, that with this resolution, the Board desires that the matter be brought to a

close so that it may devote its time to other Village business.

Approved as to Form:

_____
Anthony M. Cerreto, Village Attorney

ROLL CALL

AYES: TRUSTEES DIDDEN, FERRARA, CECCARELLI AND ADAMS
NOES: NONE
ABSENT: TRUSTEES BRAKEWOOD, MARINO AND MAYOR PILLA

RESOLUTION

On motion of TRUSTEE DIDDEN, seconded by TRUSTEE CECCARELLI, TRUSTEE ADAMS was voted Chairperson for this meeting by the Board of Trustees of the Village of Port Chester, New York:

ROLL CALL

AYES: TRUSTEES DIDDEN, FERRARA, CECCARELLI AND ADAMS
NOES: NONE
ABSENT: TRUSTEES BRAKEWOOD, MARINO AND MAYOR PILLA

RESOLUTION

FINANCIAL ADVISORY SERVICES
AGREEMENT

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

WHEREAS, Capital Markets Advisors, LLC ("CMA"), has been performing financial advisory services for the Village of Port Chester since 2009; and

WHEREAS, CMA prepares plans for financing, makes presentations to the Board of Trustees and the public, prepares and assists in the preparation of financial documents such as official statements, notice of sale, bid sheet, request for a credit rating, DTC letter of representations, debt statement and pre-sale analysis; and

WHEREAS, CMA also assists the Village in the sale of the debt, confirms net interest cost calculations, verifies underwrites compensation, assists with the delivery of proceeds of each issue, and its closing, prepares and files required continuing disclosure and material event notices as required by SEC Rule 15c2-12; and

WHEREAS, CMA has presented the Village of Port Chester with an agreement for the aforementioned financial services, for the period of November 1, 2016 to May 31, 2018, and to be compensated at the rates stated in said agreement.

Now therefore be it,

RESOLVED, the Board of Trustees hereby authorizes the Village Manager to enter into an agreement with Capital Markets Advisors, LLC, 1075 Route 82, Suite 4, Hopewell Junction, NY 12533 for Financial Advisory Services, with payments for said services To be taken from funds already allocated in the General Fund & Capital Fund.

Approved as to Form:

_____
Anthony M. Cerreto, Village Attorney

ROLL CALL

AYES: TRUSTEES DIDDEN, FERRARA, CECCARELLI AND ADAMS
NOES: NONE
ABSENT: TRUSTEES BRAKEWOOD, MARINO AND MAYOR PILLA

MINUTES HELD NOVEMBER 7, 2016

DISCUSSION

2. Amending Parkway Drive Traffic Regulations – Resolution

RESOLUTION

AMENDING PARKWAY DRIVE TRAFFIC REGULATIONS

On motion of TRUSTEE CECCARELLI, seconded by TRUSTEE FERRARA, the following resolution was amended as follows by the Board of Trustees of the Village of Port Chester, New York:

WHEREAS, the Traffic Commission convened and made recommendations to change the traffic regulations on Parkway Drive to promote pedestrian safety for pedestrians attempting to access Lyon Park; and

WHEREAS, on October 5, 2016 the Board had a public discussion about changing Parkway Drive to a one way street, relocation of certain stop signs, and altering parking regulations, and directed staff to draft a resolution to incorporate such changes; and

WHEREAS, the Village's consulting Traffic Engineer, the Village's Traffic Commission, Emergency Medical Services, Fire Department, and Police Department have all since met and affirmed their support of the following changes;

Now, therefore, be it

RESOLVED, that the Code of the Village of Port Chester, Chapter 319. Vehicle and Traffic, Section 319-69, Schedule VIII, and pursuant to the provisions of Section 319-12 "Stop intersections," be amended as follows:

Stop Sign on	**Direction of Travel**	**At intersection of**
[Parkway Drive	North	Putnam Avenue]
Parkway Drive	West	Birch Street
Parkway Drive	West	Pine Street
Parkway Drive	West	King Street

and be it further

RESOLVED, that the Code of the Village of Port Chester, Chapter 319, Section 319-65, Schedule IV, and pursuant to the provisions of Section 319 -8 "One-way streets designated" be amended as follows:

Name of Street	**Direction**	**Location**
Parkway Drive	West	Putnam Avenue to King Street

and be it further

RESOLVED, that the Code of the Village of Port Chester, Chapter 319, Section 319-74, Schedule XIII, and pursuant to the provisions of Section 319 -20 "No parking or standing any time," be amended as follows:

Name of Street	Side	Location
Parkway Drive	[South] Both	From Birch Street west for 30 feet
Parkway Drive	[South] Both	From Birch Street east for 30 feet
Parkway Drive	[South] Both	From King Street north for 40 feet
Parkway Drive	[South] Both	From Pine Place west for 30 feet
Parkway Drive	[South] Both	From Pine Place east for 30 feet

and be it further

RESOLVED, that the Code of the Village of Port Chester, Chapter 319, Section 319-66, Schedule V, and pursuant to the provisions of Section 319-9 "Prohibited turns" be amended as follows:

Name of Street	Direction of Travel	Prohibited Turn	Hours	At Intersection of
Birch Street	North	Right	All	Parkway Drive
Pine Place	North	Right	All	Parkway Drive

Note, bracketed language is to be deleted from the code book and underlined language is to be added.

APPROVED AS TO FORM:

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Anthony M. Cerreto, Village Attorney

No action was taken on this Resolution

3. Adopt an Island – Resolution

RESOLUTION

On motion of TRUSTEE CECCARELLI, seconded by TRUSTEE FERRARA, the following resolution was amended as follows by the Board of Trustees of the Village of Port Chester, New York:

ROLL CALL

AYES: TRUSTEES DIDDEN, FERRARA, CECCARELLI AND ADAMS
NOES: NONE
ABSENT: TRUSTEES BRAKEWOOD, MARINO AND MAYOR PILLA

ESTABLISHING THE "ADOPT-AN-ISLAND" PROGRAM

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

WHEREAS, the Beautification Commission has proposed an "Adopt-an-Island" program, to engage the community in the enhancement, upkeep, and preservation of existing Village owned traffic islands and road adjacent green spaces; and

WHEREAS, many municipalities across the nation, such as the City of Lowell, Massachusetts, have established and administered successful "Adopt-an-Island" programs; and

WHEREAS, volunteers and/or sponsors may be individuals, groups, clubs, teams, or businesses interested in beautifying and maintaining, or providing financial support for, public spaces within the Village of Port Chester; and

WHEREAS, the "Adopt-an-Island" program aims to extend and formalize the existing informal network of volunteers, sponsors, and supporting organizations that are currently active in maintaining and beautifying the Village of Port Chester; and

WHEREAS, the "Adopt-an-Island" program aims to formalize these connections by recognizing the outstanding effort of volunteers and sponsors, identifying areas lacking community support, enhancing community connection, and expanding involvement in beautification opportunities within the Village; and

WHEREAS, Village Staff and the Beautification Commission have identified, and recommended 13 traffic islands to be available for adoption under this program, which have been provided to the Board of Trustees. Now, therefore, be it

RESOLVED, that the Board of Trustees hereby conceptually establishes an "Adopt-an-Island" program, based on the proposal submitted by the Beautification Commission, subject to implementation by the Village Manager

Approved as to Form:

_____

Anthony M. Cerreto, Village Attorney

MINUTES HELD NOVEMBER 7, 2016

ROLL CALL

AYES: TRUSTEES DIDDEN, FERRARA, CECCARELLI AND ADAMS
NOES: NONE
ABSENT: TRUSTEES BRAKEWOOD, MARINO AND MAYOR PILLA

4. Proposed Draft Local Law For Subsequent Introduction Amending The Code Of The Village Of Port Chester, Chapter 345 "Zoning", With Regard To An Alternate Method Of Establishing A Legal Nonconforming Use – Tabled to Date Certain January 23, 2017

RESOLUTION TO TABLE THE DISSCUSSION ITEM

On motion of TRUSTEE DIDDEN, seconded by TRUSTEE FERRARA, the following Discussion Item was tabled to Date Certain January 23, 2017 by the Board of Trustees of the Village of Port Chester, New York:

Proposed Draft Local Law For Subsequent Introduction Amending The Code Of The Village Of Port Chester, Chapter 345 "Zoning", With Regard To An Alternate Method Of Establishing A Legal Nonconforming Use

ROLL CALL

AYES: TRUSTEES DIDDEN, FERRARA, CECCARELLI AND ADAMS
NOES: NONE
ABSENT: TRUSTEES BRAKEWOOD, MARINO AND MAYOR PILLA

5. Parking & Mobility Study Update

6. Bulkhead Design Project Update

7. MTA Permit Request

8. Update on FOIL Request# 2016-034 – Tabled until November 21, 2016

MINUTES HELD NOVEMBER 7, 2016

RESOLUTIONS

AMENDED RESOLUTION

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

ROLL CALL

AYES: TRUSTEES DIDDEN, FERRARA, CECCARELLI AND ADAMS
NOES: NONE
ABSENT: TRUSTEES BRAKEWOOD, MARINO AND MAYOR PILLA

DATE: November 7, 2016

RESOLUTION

APPOINTMENT OF TIMOTHY MURPHY TO THE PLANNING COMMISSION AS AN ALTERNATE MEMBER

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

RESOLVED, that Timothy Murphy, of Port Chester, NY, be and he hereby is appointed as an alternate member of the Port Chester Planning Commission, effective immediately, with said term to expire on January 9, 2019

Approved as to Form:

_____
Anthony M. Cerreto, Village Attorney

ROLL CALL

AYES: TRUSTEES DIDDEN, FERRARA, CECCARELLI AND ADAMS
NOES: NONE
ABSENT: TRUSTEES BRAKEWOOD, MARINO AND MAYOR PILLA

MINUTES HELD NOVEMBER 7, 2016

RESOLUTION

2016-2017 FISCAL YEAR BUDGET AMENDMENT

On motion of TRUSTEE DIDDEN, seconded by TRUSTEE CECCARELLI, the following resolution was amended by the Board of Trustees of the Village of Port Chester, New York:

ROLL CALL

AYES: TRUSTEES DIDDEN, FERRARA AND CECCARELLI
NOES: TRUSTEE ADAMS
ABSENT: TRUSTEES BRAKEWOOD, MARINO AND MAYOR PILLA

On motion of TRUSTEE DIDDEN, seconded by TRUSTEE FERRARA, the following resolution was tabled to date certain November 21, 2016 by the Board of Trustees of the Village of Port Chester, New York:

WHEREAS, on May 2, 2016, the Board of Trustees adopted a budget for the 2016-2017 fiscal year; and

WHEREAS, during the budget workshop for the Port Chester Justice Court, there was comment that Acting Justice Jose O. Castaneda should receive the same amount in compensation as Acting Justice Matthew Troy; and

WHEREAS, the adopted budget did not provide for same. Now, therefore, be it

RESOLVED, that effective _____2016, Acting Justice Jose O.Castaneda compensation will be increased from $25,000 to $38,110, and be it further

RESOLVED, that the Board of Trustees authorizes the Village Treasurer to transfer $13, 110 for General Fund Contingency account 1.1990.400 to Justice Court Personnel line 1.1110.100.

Approved as to Form:

_____
Anthony M. Cerreto, Village Attorney

ROLL CALL

AYES: TRUSTEES DIDDEN, FERRARA, CECCARELLI AND ADAMS
NOES: NONE
ABSENT: TRUSTEES BRAKEWOOD, MARINO AND MAYOR PILLA

MINUTES HELD NOVEMBER 7, 2016

RESOLUTION

NEW YORK STATE SNOW AND ICE RENEWAL AGREEMENT 2016-2017

On motion of TRUSTEE FERRARA, seconded by TRUSTEE DIDDEN, the following resolution was amended/tabled by the Board of Trustees of the Village of Port Chester:

WHEREAS, pursuant to New York State Highway Law, Section 12, the maintenance and repair of improved state highway in towns and incorporated villages, including control of snow and ice, is under the direct supervision and control of the commissioner of transportation; and

WHEREAS, the commissioner is authorized to enter into an agreement with a municipality for the performance of the work of such control of snow and ice on such terms as the commissioner may determine in the best interest of the public; and

WHEREAS, there are 13.2 lane miles of New York State-owned roads in the Village of Port Chester; and

WHEREAS, the State of New York has historically contracted with the Village of Port Chester for snow and ice removal on these roads; and

WHEREAS, the State has most recently contracted with the Village by renewal agreement for 2015-2016; and

WHEREAS, such extension provides for an estimated expenditure determined by the State at the time of extension with an adjustment to the actual payment amount based upon the intensity and severity of the winter season; and

WHEREAS, the State has recently presented to the Village an Agreement to Extend the Indexed Lump Sum Municipal Snow and Ice Agreement for the 2016-2017 season with an estimated lump sum expenditure of $1,578.00 per lane mile for a total of $20,829.60; and

WHEREAS, the Village Manager recommends that such long-standing contractual relationship be continued. Now, therefore, be it

RESOLVED, that the Village Manager be and is hereby authorized to execute the Agreement to Extend the State Indexed Lump Sum Municipal Snow and Ice Agreement for the 2016-2017 season, with estimated payment to the Village of Port Chester in the amount of $19,892.40.

Approved as to Form:

_____

Village Attorney

MINUTES HELD NOVEMBER 7, 2016

ROLL CALL

AYES: TRUSTEES DIDDEN, FERRARA, CECCARELLI AND ADAMS
NOES: NONE
ABSENT: TRUSTEES BRAKEWOOD, MARINO AND MAYOR PILLA

RESOLUTION

NEW YORK STATE SNOW AND ICE RENEWAL AGREEMENT 2016-2017

On motion of TRUSTEE FERRARA, seconded by TRUSTEE DIDDEN, the following resolution was adopted by the Board of Trustees of the Village of Port Chester:

WHEREAS, pursuant to New York State Highway Law, Section 12, the maintenance and repair of improved state highway in towns and incorporated villages, including control of snow and ice, is under the direct supervision and control of the commissioner of transportation; and

WHEREAS, the commissioner is authorized to enter into an agreement with a municipality for the performance of the work of such control of snow and ice on such terms as the commissioner may determine in the best interest of the public; and

WHEREAS, there are 13.2 lane miles of New York State-owned roads in the Village of Port Chester; and

WHEREAS, the State of New York has historically contracted with the Village of Port Chester for snow and ice removal on these roads; and

WHEREAS, the State has most recently contracted with the Village by renewal agreement for 2015-2016; and

WHEREAS, such extension provides for an estimated expenditure determined by the State at the time of extension with an adjustment to the actual payment amount based upon the intensity and severity of the winter season; and

WHEREAS, the State has recently presented to the Village an Agreement to Extend the Indexed Lump Sum Municipal Snow and Ice Agreement for the 2016-2017 season with an estimated lump sum expenditure of $1,578.00 per lane mile for a total of $20,829.60; and

WHEREAS, the Village Manager recommends that such long-standing contractual relationship be continued. Now, therefore, be it

RESOLVED, that the Village Manager be and is hereby authorized to execute the Agreement to Extend the State Indexed Lump Sum Municipal Snow and Ice Agreement for the 2016-2017 season, with estimated payment to the Village of Port Chester in the amount of $19,892.40.

Approved as to Form:

_____

Village Attorney

ROLL CALL

AYES: TRUSTEES DIDDEN, FERRARA, CECCARELLI AND ADAMS
NOES: NONE
ABSENT: TRUSTEES BRAKEWOOD, MARINO AND MAYOR PILLA

RESOLUTION

RETAINER FOR RENEWAL OF THIRD-PARTY ADMINISTRATION SERVICES FOR FORMER VILLAGE'S SELF-INSURED WORKERS COMPENSATION PROGRAM

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

WHEREAS, the Village of Port Chester formerly had a self-insured workers compensation program; and

WHEREAS, such program required the Village to retain a firm to provide third- party administration services ("TPA"); and

WHEREAS, PMA Management Corp. was the last TPA before the Village retained PERMA as its workers' compensation carrier under a conventional insurance program; and

WHEREAS, PMA has been managing the remainder of the "run-off" or claims that were open as of the date of such change; and

WHEREAS, the Village Manager recommends that PMA's agreement be renewed for the 2016-2017 Fiscal Year at the same rate of compensation. Now, therefore, be it

RESOLVED, that the Village Manager be and is hereby authorized to enter into an agreement with PMA Management Corp., 330 Fellowship Road, Suite 200, Mount Laurel, New Jersey 08054, to continue as Third Party Administrator for the remainder of the "run-off" claims with regard to the Village's former self-insured workers compensation program for the 2016-2017 Fiscal Year, compensation to be $12,000 and as further provided in the agreement annexed hereto.

MINUTES HELD NOVEMBER 7, 2016

APPROVED AS TO FORM:

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Anthony M. Cerreto, Village Attorney

ROLL CALL

AYES: TRUSTEES DIDDEN, FERRARA, CECCARELLI AND ADAMS
NOES: NONE
ABSENT: TRUSTEES BRAKEWOOD, MARINO AND MAYOR PILLA

RESOLUTION TO COMBINE

On motion of TRUSTEE FERRARA, seconded by TRUSTEE DIDDENT, to combine Resolutions 5A, 5B, and 5C of the agenda for the purpose of casting one vote for all of the combine resolutions was adopted by the Board of Trustees of the Village of Port, Chester, New York.

ROLL CALL

AYES: TRUSTEES DIDDEN, FERRARA, CECCARELLI AND ADAMS
NOES: NONE
ABSENT: TRUSTEES BRAKEWOOD, MARINO AND MAYOR PILLA

DATE: November 7, 2016

RESOLUTION

ACCEPTING A GRANT AWARD AND ESTABLISHING THE SOURCE OF FUNDS TO BE REIMBURSED FOR COMMUNITY DEVELOPMENT BLOCK GRANT PROJECT #1528WC-PF223-15 SENIOR CENTER KITCHEN EQUIPMENT/INSTALLATION

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

WHEREAS, the Village of Port Chester was awarded $52,073.00 in Community Development Block Grant ("CDBG") funding from the New York State Office of Community Renewal ("NYSOCR") for the Village of Port Chester Senior Center Kitchen Equipment/Installation; and

WHEREAS, the aforementioned funds will be reimbursed by NYSOCR on an ongoing basis and as requested by the Village of Port Chester; and

WHEREAS, the Village completed its historic and environmental review for the aforementioned project in accordance with NYSOCR standards; and

WHEREAS, the Village has requested the release of funds from NYSOCR and received notice to proceed; and

WHEREAS, the Village solicited multiple quotes for kitchen equipment/installation for the Village of Port Chester Senior Center and made a selection based on price and ability to match the needs of the Senior Center; and

WHEREAS, the project is ready to begin and requires the acceptance of this grant award and subsequent establishment of funds to be reimbursed.

NOW, THEREFORE, be it

RESOLVED, that the Board of Trustees hereby accepts the grant award #1528WC-PF223-15 in the amount of $52,073.00 for Senior Center Kitchen Equipment/Installation; and further be it

RESOLVED, that the Board of Trustees hereby authorizes the Village Treasurer to establish the Senior Center Kitchen Equipment/Installation Project and modify the FY 2016-17 Capital Fund Budget as follows:

Revenue:
5.5.4989.2016-.167 CDBG 1528WC-PF223-15 $52,073.00
Appropriations:
5.6720.200.2016.167 Senior Center Kitchen Equipment/Installation $52,073.00
Approved as to Form:

_____
Village Attorney, Anthony Cerreto

MINUTES HELD NOVEMBER 7, 2016

RESOLUTION
ACCEPTING A GRANT REWARD AND ESTABLISHING THE FUNDS TO BE REIMBURSED FOR COMMUNITY DEVELOPMENT BLOCK GRANT PROJECT #1528WC-PR222-15

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

WHEREAS, the Village of Port Chester was awarded $750,000 in Community Development Block Grant ("CDBG") funding from the New York State Office of Community Renewal ("NYSOCR") for repairs to the Village of Port Chester's sewer mains; and

WHEREAS, the specific award for Project #1528WC-PR222-15 is designated to pay for a portion of a Village-wide replacement of its sewer mains at an estimated cost of approximately $15,000,000; and

WHEREAS, the aforementioned funds for this award will be reimbursed by NYSOCR on an ongoing basis and as requested by the Village of Port Chester; and

WHEREAS, the Village completed its historic and environmental review for the aforementioned project in accordance with NYSOCR standards; and

WHEREAS, the Village issued a public notice on July 15, 2016 and which ended on August 14, 2016; and

WHEREAS, the Village has requested the release of funds from NYSOCR and received notice to proceed; and

WHEREAS, the Village issued a competitive bid for the project and subsequently selected a bid and entered into a contract with Joken Construction Corporation on October 15, 2016; and

WHEREAS, the project is ready to begin and requires the establishment of a source funds to be reimbursed.

NOW, THEREFORE, be it

RESOLVED, that the Board of Trustees hereby accepts the grant award 1528WC-PR222-15 in the amount of $750,000 for the Sewer Improvement Project, and be it further

RESOLVED, that the Board of Trustees hereby authorizes the Village Treasurer to modify said Sewer Improvement 13/14 project in the Capital Fund as follows:

Increase Project Budget from $6,457,000 to $7,207.000

Additional Revenue

5.5.4989.2013.132 CDBG 1528WC-PF223-15 $750,000

Additional Appropriation:

5.8120.400.2013.132 Sewer Improvement 13/14 $750,000

Approved as to Form:

_____

Village Attorney, Anthony Cerreto

MINUTES HELD NOVEMBER 7, 2016

RESOLUTION
ACCEPTING A GRANT AWARD AND ESTABLISHING THE SOURCE OF FUNDS TO BE REIMBURSED FOR COMMUNITY DEVELOPMENT BLOCK GRANT PROJECT #1528WC-PF223-15 SENIOR CENTER BUS

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

WHEREAS, the Village of Port Chester was awarded $54,672.00 in Community Development Block Grant ("CDBG") funding from the New York State Office of Community Renewal ("NYSOCR") for a new bus for the Village of Port Chester Senior Center; and

WHEREAS, the aforementioned funds will be reimbursed by NYSOCR on an ongoing basis and as requested by the Village of Port Chester; and

WHEREAS, the Village completed its historic and environmental review for the aforementioned project in accordance with NYSOCR standards; and

WHEREAS, the Village has requested the release of funds from NYSOCR and received notice to proceed; and

WHEREAS, the Village solicited multiple quotes for a new bus for the Village of Port Chester Senior Center and made a selection based on price and ability to match the needs of the Senior Center; and

WHEREAS, the project is ready to begin and requires the acceptance of this grant award and subsequent establishment of funds to be reimbursed.

NOW, THEREFORE, be it

RESOLVED, that the Board of Trustees hereby accepts the grant award #1528WC-PF223-15 in the amount of $54,672.00 for a new Senior Center bus; and further be it

RESOLVED, that the Board of Trustees hereby authorizes the Village Treasurer to establish the Senior Center Bus Project and modify the FY 2016-17 Capital Fund Budget as follows:

Revenue:
5.5.4989.2016.166 CDBG 1528WC-PF223-15 $54,672.00

Appropriation:
5.5.6720.203.2016.166 Senior Center Bus $54,672.00

Approved as to Form:

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Village Attorney, Anthony Cerreto

ROLL CALL

AYES: TRUSTEES DIDDEN, FERRARA, CECCARELLI AND ADAMS
NOES: NONE
ABSENT: TRUSTEES BRAKEWOOD, MARINO AND MAYOR PILLA

MINUTES HELD NOVEMBER 7, 2016

RESOLUTION

AUTHORIZE THE MAYOR TO SEND CORRESPONDENCE TO G&S
REGARDING A PROPOSAL FOR THE MARINA PARKING LOT

On the motion of TRUSTEE DIDDEN, seconded by TRUSTEE FERRARA, the following resolution was tabled until a date certain of December 5, 2016 by the Board of Trustees of the Village of Port Chester, New York:

WHEREAS, the Village received a proposal from G&S to convert the Marina Parking Lot into a paid parking lot and to share revenue with the Village of Port Chester; and,

WHEREAS, the Village hired a consulting traffic engineer, The RBA Group, on August 3, 2016 to evaluate the proposal and its potential impacts on parking and traffic in the Village; and

WHEREAS, the Village expects a report from its consulting traffic engineer within the coming month;

WHEREAS, the Board wishes to provide an update to G&S on the Village's review of the Marina Parking Lot proposal.

Now therefore be it,

RESOLVED, that the Board of Trustees authorize the Mayor to send correspondence to G&S updating them on the Village's review of the proposal for the Marina Parking Lot.

Approved as to Form:

_____
Anthony M. Cerreto, Village Attorney

MINUTES HELD NOVEMBER 7, 2016

RESOLUTION

ACCEPTANCE AND APPROVAL OF DANIEL WILLIAMS AS AN ACTIVE MEMBER OF RELIANCE ENGINE & HOSE CO. NO.1

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

WHEREAS, at the October 7, 2016 meeting of Reliance Engine & Hose Co. No. 1 the company held an election for a new active member; and

WHEREAS, DANIEL WILLIAMS has been elected to be a new active

member. Now, therefore, be it

RESOLVED, that the Board of Trustees hereby accepts and approves the election of DANIEL WILLIAMS to Reliance Engine & Hose Co. No. 1, as an active member of the Port Chester Fire Department, conditioned upon passing the required medical examination.

Approved as to Form:

_____

Anthony M. Cerreto, Village Attorney

ROLL CALL

AYES: TRUSTEES DIDDEN, FERRARA, CECCARELLI AND ADAMS
NOES: NONE
ABSENT: TRUSTEES BRAKEWOOD, MARINO AND MAYOR PILLA

MINUTES HELD NOVEMBER 7, 2016

CORRESPONDENCE

1. Tamarack Tower – Referred to Staff
2. From Tracy Wolak re Marina Parking, Abendroth Parking Area – Referred to Staff and Marina Parking Lot Sub-committee
3. Resignation of Aaron Elliott from the Beautification Commission - Accepted
4. Correspondence from Reliance Engine & Hose Co. No. 1 on the election of Daniel Williams - Accepted
5. Request for Procession - Grupo del divino nono Jesus - December 10, 2016 – Referred to Staff
6. From Eileen M. Geasor re September 6, 2016 Board of Trustees Meeting Matter "Gerety Property- 28 ½ Pilgrim Drive" – Referred to Staff

PUBLIC COMMENTS

There were no Public Comments

TRUSTEE COMMENTS

Trustee Didden requested the meeting schedule for 2017. Everybody should exercise their right to vote. Veterans Day is a holiday that moves with the date. We should honor our veterans and thank them for their service.

Trustee Ferrara commented on our rights and responsibilities. On October 27th the fire department inspection dinner was a wonderful evening. The firemen have my deepest thanks.

Trustee Ceccarelli commented on 21 Parkway Drive and its use. David Kenny replied we are awaiting a reply from the Town of Rye. He would like a media relations person to deal with the press. He would like to get more updated information to the *Westmore News* on a timely manner. He thanked the Village Staff for all their work.

Trustee Adams requested all to get out and vote.

ADJOURNMENT

On motion of TRUSTEE FERRARA, seconded by TRUSTEE DIDDEN, the meeting was adjourned at 9:46 PM

ROLL CALL

AYES: TRUSTEES DIDDEN, FERRARA, CECCARELLI AND ADAMS
NOES: NONE
ABSENT: TRUSTEES BRAKEWOOD, MARINO AND MAYOR PILLA

CORR-01
BOT 11-21-2016

Received
NOV 8 2016
Village Clerk
VILLAGE OF PORT CHESTER

Companies:
Reliance Chemical & Hose No. 1
Putnam Steamer & Hose No. 2

Fire Department
Village of Port Chester
WESTCHESTER COUNTY, N. Y.
Headquarters: Westchester Avenue and Poningo Street

Harry Howard Hook & Ladder No. 1
Fire Police No. 1
Mellor Hose No. 1
Washington Engine & Hose No. 4
Brooksville Hose No. 5

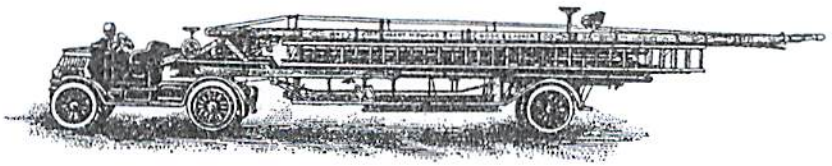
TO THE HONORABLE BOARD OF TRUSTEES OF THE VILLAGE PORT CHESTER, N. Y.:

The Fire Patrol & Rescue #1 respectfully reports that at a meeting held on Tues Nov 1, 2016 favorable action was taken on the following:

Elected active members .....
Elected honorary members .....
Members resigned .....
Members expelled DIAZ, AUGUSTINE
Members suspended .....
Members died .....
Badges returned (numbers) .....
Remarks EXPELLED FOR BY-LAW VIOLATIONS - delinquency

Secretary.

James K Mitchell, Jr.
Secretary
Fire Patrol & Rescue



Received
NOV 2 2016
Village Clerk
VILLAGE OF PORT CHESTER

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

CORR- 02
BOT 11-21-2016

November 2, 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
Max Gonzalez

Dear Mayor Pilla & Members of the Board:

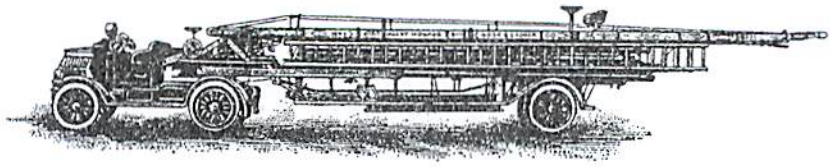
The purpose of this letter is to inform you that on November 1, 2016, at the regularly scheduled monthly meeting of the Company, the members of Harry Howard Hook & Ladder Company #1 voted for the acceptance of the following individual to active membership in our Company:

Mr. Max Gonzalez,
28 Stratton Street South,
Yonkers, NY 10701

Sincerely,

NEIL J. PAGANO
Secretary

cc: Mr. Max Gonzalez



Received
NOV - 3 2016
Village Clerk
VILLAGE OF PORT CHESTER

CORR- 03
BOT 11-21-2016

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

November 2, 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: Member Dropped from the Rolls
Nick Summa

Dear Mayor Pilla & Members of the Board:

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

Nick Summa
145 South Regent Street
Port Chester, NY

Sincerely,

NEIL J. PAGANO
Secretary

PUTNAM ENGINE & HOSE CO., NO.2
Organized October 4, 1854
Incorporated May 17, 1954
P.O. Box 933, Port Chester, NY 10573

Received
NOV - 3 2016
Village Clerk
VILLAGE OF PORT CHESTER

CORR- 04
BOT 11-21-2016

October 28, 2016

VIA EMAIL & REGULAR MAIL
VILLAGE OF PORT CHESTER
VILLAGE CLERK
222 Grace Church Street
Port Chester, NY 10573

Attn: Vita Sileo

Dear Ms. Sileo:

As of our October 2016 meeting, Martin Vargas has resigned from the Putnam Engine & Hose, Company No.2.

Martin Vargas
138 North Regent Street
Port Chester, NY 10573

Sincerely yours,
PUTNAM ENGINE & HOSE COMPANY, NO. 2

Frank Cervinka
Secretary

Enclosures

Companies:

Reliance Engine & Hose No. 1

Putnam Engine & Hose No. 2

Fire Department
Village of Port Chester

WESTCHESTER COUNTY, N. Y.

Headquarters: Westchester Avenue and Poningo Street

Harry Howard Hook & Ladder No. 1

Port Chester Fire Patrol & Rescue Co., No. 1, Inc.

Mellor Engine & Hose Co. No. 3

Washington Engine & Hose Co. No. 4

Brooksville Engine & Hose Co. No. 5

TO THE HONORABLE BOARD OF TRUSTEES OF THE VILLAGE PORT CHESTER, N.Y.:

The Putnam Engine+Hose Co. 2 respectfully reports that at a meeting held on October 5, 2016 favorable action was taken on the following:

Elected active members _____

Elected active exempt members _____

Elected honorary members _____

X Members resigned MARTIN VARGAS

Members expelled _____

Members suspended _____

Members died _____

Badges returned (numbers) _____

Remarks: _____

Secretary, _____

Address: Putnam F+H P.O Box 933 Port Chester

Received
NOV 8 2016
Village Clerk
VILLAGE OF PORT CHESTER

CORR-05
BOT 11-21-2016

Companies:
Reliance Chemical & Hose No. 1
Putnam Steamer & Hose No. 2

Fire Department
Village of Port Chester
WESTCHESTER COUNTY, N. Y.

Headquarters: Westchester Avenue and Paulding Street

Harry Howard Hook & Ladder No. 1
Fire Police No. 1
Mellor Hose No. 1
Washington Engine & Hose No. 4
Brooksville Hose No. 5

TO THE HONORABLE BOARD OF TRUSTEES OF THE VILLAGE PORT CHESTER, N. Y.:

The Reliance Eng & Hose Co. No. 1 respectfully reports that at a meeting held on November 4, 2016 favorable action was taken on the following:

Elected active members Joseph Tinelli of 131 Purchase St Rye NY

Elected honorary members

Members resigned

Members expelled

Members suspended

Members died

Badges returned (numbers)

Remarks

Bryan A. Santucci
Secretary.

CORR- 06
BOT 11-21-2016

CUDDY +FEDER LLP

445 Hamilton Avenue, 14th Floor
White Plains, New York 10601
T 914 761 1300
F 914 761 5372
cuddyfeder.com

November 14, 2016

Anthony B. Gioffre III
agioffre@cuddyfeder.com

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

Re: United Hospital Redevelopment
Petition to Amend Chapter 345 (Zoning)
Premises: 406 Boston Post Road and 999 High Street
(Section 141.052, Block 1, Lots 2, 2.1 and 2.4)

Dear Mayor Pilla and Members of the Board of Trustees:

Reference is made to the pending Petition requesting that certain amendments be made to Port Chester Village Code Chapter 345 (the "Petition") filed with your Honorable Board on behalf of affiliates of Starwood Capital Group (hereinafter "Starwood"), the owner of certain property located at 406 Boston Post Road and 999 High Street, more commonly referred to as the former "United Hospital Site."

In furtherance of the foregoing and as a result of the comments received in relation to the Draft Environmental Impact Statement and Preliminary Final Environmental Impact Statement, Starwood no longer requests and hereby withdraws that portion of the April 16, 2014 Petition seeking a Text Amendment to the Zoning Law (Southern Gateway Mixed Use Overlay Zone) and modification of the Village's Official Zoning Map. Starwood only seeks to pursue and continues to propose a Text Amendment to the Zoning Law, which modifies Article XI of the existing Zoning Law (Section 345-62).

We look forward to discussing with you the Final Environmental Impact Statement which is being submitted today under separate cover. Thank you for your continued consideration in this regard.

Very truly yours,

Anthony B. Gioffre III

cc: Christopher D. Steers, Village Manager; David Thomas, Village Clerk; Anthony M. Cerreto, Esq., Village Attorney; Eric Zamft, Village Planning Director; Mark A. Chertok, Esq., Sive Paget & Riesel P.C.; Peter Feroe, AICP, AKRF, Inc.; Jonathan Ginsburg, Starwood; Lucy Wildrick, Street -Works Development; David B. Smith, Planning & Development Advisors

www.perbchamber.com
perbchamber@gmail.com
Tel 914-939-1900 Fax 914-437-7779

222 Grace Church Street
Suite 301A
Port Chester, NY 10573

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Frank Madonia

Vice Chairman
Pat Sestito

President
Ken Manning

Treasurer
Dan Colangelo

Chairman Emeritus
Michael Borrelli

Ex Officio Members
Christopher Bradbury
Christopher Steers

Secretaries
Donna Mead
Toni Rovello

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Richard Abel
Michael Borrelli
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Dan Colangelo
George S. Latimer
Frank Madonia
Ken Manning
Scott Moore
Dennis G. Pilla
Richard Reidy
Martin Rogowsky
Chris Sanchez
Pat Sestito
James Wright

CORR- 07
BOT 11-21-2016

November.15.2016

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

Gentlemen:

On behalf of the Port Chester/Rye Brook/Rye Town Chamber of Commerce, I am making our annual request for the Village of Port Chester to allow free street parking (with a two-hour limit) on North Main Street, South Main Street, Abendroth Avenue, the lower portion of Willett Avenue from North Main Street to Abendroth Avenue, and Westchester Avenue from December 19 through and including December 28.2016.

Thank you for your consideration.

Sincerely,

Ken Manning
President

FREE PARKING

PORT CHESTER – DEC 19-28

IN THESE SPECIFIED AREAS

N.MAIN ST.-BETWEEN RAILROAD BRIDGE & WESTCHESTER AVE.

S. MAIN ST. – ABENDROTH AVE.

WILLETT AVE BETWEEN ABENDROTH AVE & MARVIN PLACE

ADEE ST. - MARVIN PLACE - WESTCHESTER AVE.

LOWER KING ST. TO RAILROAD BRIDGE

HIGHLAND-ADEE-WILLETT AVE BROADWAY LOTS

2 HOUR LIMIT

SEASONS GREETINGS

FROM THE VILLAGE OF PORT CHESTER

THE CHAMBER OF COMMERCE

CORR- 08
BOT 11-21-2016

Thomas, David

From: Steers, Christopher
Sent: Friday, November 18, 2016 4:18 PM
To: Thomas, David
Cc: Cerreto, Tony; Kenny, David; Douglas, Leonie; Brancati, Edward
Subject: FW: ACTION REQUIRED - Legislation Delivered to the Governor

Please add to this email to the agenda as correspondence.

Also print out the each draft letter attached to the links and include them.

Leonie and Ed do you have any idea what the fiscal impacts will be?

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

From: NYS Conference of Mayors [mailto:peter=NYCOM.org@mail228.atl121.mcsv.net] **On Behalf Of** NYS Conference of Mayors
Sent: Thursday, November 17, 2016 4:27 PM
To: Steers, Christopher <CSteers@PortChesterNY.com>
Subject: ACTION REQUIRED - Legislation Delivered to the Governor

ACTION REQUIRED - Legislation Delivered to the Governor View this email in your browser

To: Mayors, Managers and Administrators
From: Peter A. Baynes
Re: ACTION REQUIRED - Legislation Delivered to the Governor

Several bills were delivered to the Governor's desk yesterday -- three of which could have significant impacts on cities and villages throughout New York State.

S. 7023 - Optional Twenty-Year Retirement Plan – *NYCOM Opposes*

This bill would amend the Retirement and Social Security Law by adding a new Article 26 to grant police officers and professional firefighters the opportunity to participate in a non-contributory twenty-year retirement if their employer elects to do so. It is important to note that this bill would reverse a decision made by the State Legislature in 2009 when Tier 5 was established. At that time, paid police officers and firefighters hired between July 1, 2009 and the effective date of Tier 5 (January 9, 2010) working under a collective bargaining agreement were given the opportunity to elect to join or remain in a non-contributory twenty-year plan until the expiration of their respective contracts. This option was not extended to paid police officers and firefighters working without a collective bargaining agreement, yet this bill would do so. Furthermore, this legislation would provide this same option to police officers and firefighters in Tier 6, which currently requires a contribution from all employees.

S. 2448-A – Health Insurance Contract Change Notice – *NYCOM Opposes*

This bill would mandate the time and manner in which a municipality must notify their retired officers, employees and their families of health benefit contract changes. Specifically, it would require municipalities to give retirees and their families a minimum of 90 days notice of any proposed health insurance plan changes prior to the governing board or public corporation authorizing or approving a health insurance contract or contract change. For unionized retired officers or employees, notice would be required at the time such change is binding. While NYCOM agrees that retired officers, employees and their families should be given as much notice as possible, we believe this legislation could significantly restrict a local government's ability to make prudent fiscal decisions.

A. 10421 – MTA Local Zoning Exemption Repealer – *NYCOM Supports*

This bill would repeal language included in the adopted State Budget that would permit the MTA to undertake or facilitate a wider range of development on MTA-owned property without regard to local zoning laws. Because this language undermines a municipality's fundamental power to control land use and could also reduce local property tax revenue, NYCOM strongly supports its repeal.

NYCOM needs your help to convince the Governor to take the appropriate action on these bills. He has until November 28 by which to act. Attached are the three letters we have sent to the Governor's Counsel. I ask you to send similar letters, including the bill number, to:

Hon. Alphonso David
Counsel to the Governor
State Capitol - Room 225
Albany, NY 12224

Please email the letter ASAP to me (peter@nycom.org) and to:
Legislative.Secretary@exec.ny.gov

If you have any questions or concerns, please feel free to email or call me (518-463-1185) and I thank you in advance for your active participation in NYCOM's advocacy efforts.

S. 7023 - Optional Twenty-Year Retirement Plan

S. 2448-A - Health Insurance Contract Change Notice

A. 10421 - MTA Local Zoning Exemption Repealer

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