

## MEETING HELD JUNE 30, 2015

A meeting of the Board of Trustees of the Village of Port Chester, New York, was held on Tuesday, June 30, 2015, in the Village Hall Conference Room, 222 Grace Church Street, Port Chester, New York, with Mayor Dennis Pilla presiding.

Present in addition to Mayor Pilla, were Trustees Saverio Terenzi, Daniel Brakewood, Gene Ceccarelli and Luis Marino.

It should be noted that Trustees Joseph Kenner and Gregory Adams were absent.

It should be noted that Trustee Gene Ceccarelli left the meeting at 6:08 p.m.

Also present were: Village Clerk, Janusz R. Richards; Village Manager, Christopher Steers; Village Attorney, Anthony Cerreto; Chief of Police, Richard Conway (Left the meeting at 7:45 p.m.) and Christopher Ameigh Administrative Aide to the Village Manager.

On motion of TRUSTEE MARINO, seconded by TRUSTEE TERENZI the meeting was declared opened at 6:05 p.m.

### ROLL CALL

**AYES:** Trustees Terenzi, Brakewood, Ceccarelli, Marino and Mayor Pilla.

**NOES:** None.

**ABSENT:** Trustees Kenner and Adams.

**DATE:** June 30, 2015

### WORKSHOP

***Workshop with NDC and STV to confirm the space requirements for the Police / Court facility.***

**Village of Port Chester Police and Courts Building - Program Analysis Program  
of Architectural and Operational Requirements**

Prepared by STV

### SUMMARY OF CHANGES

Below is a summary of changes between the Port Chester 2014 and 2015 Programs.

### Port Chester Program - Police and Courts Revisions 2015

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**2014**

**2015**

Courts	10,172	11,782
Police	23,663	28,398
Police Out-Building	4,077	Included above
Municipal & Shared Resources	29,627	3,464
<b>Total Building Gross</b>	<b>67,539</b>	<b>43,644</b>

Changes from 2014 to 2015 program include:

- Courts: increase in public spaces previously shared with Municipal Program
- Police: incorporation of out-building program elements into Police Program (the out building was previously a separate element).
- Municipal and Shared Resources: delete municipal program, prorate shared resources to serve only Police and Courts (shared resources include: central mail and copy, building maintenance, building storage network and data).

Not included in the 2015 program

- Archival storage – this may be located in a future basement or off-site location (or added to the program if desired)
- Impound vehicles storage

## **PROGRAMMING BASIS OF DESIGN**

### **Basis of design for the 2014 program:**

The development of the Program of Requirements is the result of observations of current operations, interviews with key personnel, application of planning and programming standards to establish project requirements.

Summary of Key Programming Meetings:

- January 24, 2014 – Programming initiation, preliminary interviews with municipal department leaders
- January 31, 2014 - Preliminary meeting with courts and police
- February 3, 2014 – Development of preliminary draft program for concept design study
- July 31, August 5 and August 6, 2014 - Program interviews with department heads or assigned representatives

### **Basis of design for the 2015 program:**

The 2015 program was adapted from the 2014 program deleting the municipal functions, retail and lease program components.

### **Next programming steps:**

The 2014 program was presented in draft form on August 13, 2014. Follow-up

meetings and reviews with the user groups are required to validate the program reflects their current needs and captures the information they provided in the initial programming meetings.

## DEFINITIONS

*Net Square Feet or NSF* - the actual working area of an office, workstation or functional area.

*Departmental Gross Square Feet (DGSF)* - the accumulated NSF of a departmental area multiplied by a grossing factor (usually between 1.30 and 1.40) to account for circulation between the offices, workstations and functional areas that make up a department and the interior walls within the department.

*Building Gross Square Feet (BGSF)* - the accumulated DGSF multiplied by a building grossing factor (to account for space given to thickness of exterior walls, elevators, stairwells, mechanical and equipment rooms, and service spaces. For this program we use 1.10 for the building, grossing factor. The actual factor cannot be determined until design phases.

**Attached: 2015 Revised Program - changes noted in yellow highlight.**

<p><i>Draft - REV 1 - June 2, 2015</i>  <b>PORT CHESTER - POLICE AND COURTS</b></p>									
Component/Program Code No.	Occu- pants	Number of Areas	Space Standard	NSF	Dept. Net Subtotal	Dept. NSF	Building Gross	Notes	
<p><b>SUMMARY PROGRAM - PROJECT TOTALS</b></p>									
					<b>NET</b>		<b>Bldg. Gross</b>		
Court Facilities					7,318		11,782		
Police Department					18,292		28,398		
Shared Resources					2,510		3,464		
Subtotal Net					28,120				
<b>TOTAL BUILDING GROSS</b>							<b>43,644</b>	(PCPD exterior program excluded)	

Draft - REV 1 - June 2, 2015  
**PORT CHESTER - POLICE AND COURTS**

Component/Program Code No.	Occu- pants	Number of Areas	Space Standard	NSF	Dept. Net Subtotal	Dept. NSF	Building Gross	Notes
<b>DETAILED PROGRAM</b>								
<b>PORT CHESTER COURTS</b>							40%	15%
C1.100	Courts Lobby/Entry							
C1.101	Lobby	1	600	600				
C1.102	Public Restrooms	2	200	400				Male / Female
C1.103	Court Officers/Security Screening Area	1	160	160				Two Officers - screening area
C1.104	Attorney/Client Conference Rooms	2	120	240				
<b>Subtotal</b>					<b>1,400</b>	<b>1,960</b>	<b>2,254</b>	
C1.200	Court Clerks Office							
C1.201	Public Information Counter	5	40	200				Work Station/Windows serving public corridor
C1.202	Office: Court Clerk	1	150	150				
C1.203	Workstations: Clerks	10	64	640				Work Stations
C1.204	Workstation: Pretrial Coordinator	1	64	64				Work Stations
C1.205	Town of Rye Court Clerk	1	150	150				
C1.206	Town of Rye Clerk Work Station	1	64	64				
C1.207	Storage: File Area	1	200	200				
C1.208	Copy Alcove	1	40	40				
C1.209	Coat Closet	1	40	40				
C1.210	Data Server Room	1	80	80				
C1.211	Pantry Alcove	1	40	40				
C1.212	Storage: Supplies	1	80	80				
C1.213	Storage: Archival		0	0				Basement or Remote Storage Space
C1.214	Staff Restroom (Male/Female)	2	60	120				Single Occupancy; Separate from Public Areas
<b>Subtotal</b>					<b>1,868</b>	<b>2,615</b>	<b>3,007</b>	
C1.300	Court Facilities							
<b>COURT ROOM FUNCTIONS</b>								
C1.301	Court Room - Multi-use	130	16	2080				
C1.302	Vestibule - Sound Proof		1	80	80			
C1.303	Judge's Bench		1	40	40			
C1.304	Witness Box		1	20	20			
C1.305	Clerk		1	20	20			
C1.306	Jury Box	12	10	120				
C1.307	Court Reporter		1	40	40			
C1.308	Court Officer		1	40	40			
C1.309	Attorney's Tables		2	20	40			
C1.310	Detainee Area		1	10	10			
C1.311	Interpreter Area		1	40	40			
C1.312	AV Controls Room		1	100	100			Includes editing work station
<b>Subtotal</b>					<b>2,630</b>	<b>3,682</b>	<b>4,234</b>	
<b>COURT SUPPORT FUNCTIONS</b>								
C1.313	Judges Chambers - Port Chester	2	300	600				Near Court Room - with toilet and closet
C1.314	Judges Chambers - Rye	1	300	300				Near Court Room - with toilet and closet
C1.315	Jury Deliberation Room	8	30	240				Near Court Room
C1.316	Jury Room Restroom		1	60	60			Off of Jury Room
C1.317	Jury Room Sound Lock		1	40	40			Between Court and Jury Room - if required
C1.318	Jury Impaneling Area			0				Use Court Room
C1.319	Storage: Board of Trustees	1	100	100				Storage for materials used for meetings
C1.320	Detainee Holding	1-2	40	80				
<b>Subtotal</b>					<b>1,420</b>	<b>1,988</b>	<b>2,286</b>	
<b>Subtotal - Net Square Feet - Port Chester Courts Functions</b>					<b>7,318</b>			
<b>Subtotal - Departmental Gross Square Feet</b>						<b>10,245</b>		
<b>TOTAL COURTS GROSS</b>							<b>11,782</b>	

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PORT CHESTER - POLICE AND COURTS

Component/Program Code No.	Occu- pants	Number of Areas	Space Standard	NSF	Dept. Net Subtotal	Dept. NSF	Building Gross	Notes
PORT CHESTER POLICE DEPARTMENT					35%	15%		
P.1.100	Lobby/Reception/Waiting							
P1.101	Vestibule	1	80	80				Separate from Municipal/Courts
P1.102	Waiting Area	10-12	1	150	150			Dedicated Lobby
P1.103	Historic Displays	1	30	30				Area in Lobby
P1.104	Public Restrooms	2	100	200				
P1.105	Public Interview	2	80	160				Also for walk-in complaints.
Subtotal					620	837	963	
P1.200	Community/Multipurpose/EOC							
P1.201	Classroom/Training/EOC	50	1	20	1000			
P1.202	AV Storage/Materials		1	80	80			
P1.203	Pantry Alcove		1	60	60			
P1.204	Coat Closet		1	20	20			
P1.205	Chair/Furniture Storage		1	80	80			
P1.206	Office: Training Sergeant		1	150	150			
Subtotal					1,390	1,877	2,158	
P1.300	Communications/Dispatch							
P1.301	Front Desk Area		1	100	100			1 station
P1.302	Communications Console Position/Disj		3	100	300			3 workstations stations
P1.303	Workstation		1	64	64			open work station
P1.304	Restroom		1	60	60			
P1.305	Pantry/Lockers/Supply		1	80	80			Includes Supply and Equip. Storage
P1.306	Computers/Equipment		1	120	120			
P1.307	E-911		1	80	80			Equipment Room
Subtotal					804	1,085	1,248	
P1.400	Records							
P1.401	Public Information Center		1	40	40			
P1.402	Police Information Counter		1	40	40			
P1.403	Workstations: Records Staff		2	80	160			Work Stations - oversize w/ scanning
P1.405	Storage: Active File Area		1	250	250			
P1.406	Copy Alcove/Supplies		1	40	40			
P1.407	Storage: Archives - Local		1	200	200			Archive Long-term remote
Subtotal					730	986	1,133	
P1.500	Administration							
P1.501	Waiting	4	1	60	60			
P1.502	Secretary/Reception		1	100	100			Is also Records Clerk.
P1.503	Coat/Supply Closet		1	20	20			
P1.505	Office: Chief of Police		1	200	200			
P1.506	Toilet/Shower		1	80	80			
P1.507	Coat Closet		1	20	20			
P1.508	Office: Executive Officer - Capt. of Patr		1	150	150			
P1.509	Coat Closet		1	20	20			
P1.510	Conference Room	8	1	20	160			Shared departmental asset
P1.511	DEA Task Force Officer		1	0	0			Works off-site
P1.512	Coffee/Pantry		1	20	20			
Subtotal					830	1,121	1,289	
P1.600	Staff Services							
P1.601	Office: Lieutenant		1	120	120			
P1.602	Workstation: Transcriber		1	64	64			
Subtotal					184	248	286	



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**PORT CHESTER - POLICE AND COURTS**

Component/Program Code No.	Occu- pants	Number of Areas	Space Standard	NSF	Dept. Net Subtotal	Dept. NSF	Building Gross	Notes
<b>P1.700 Patrol Division</b>								
P1.701 Office: Duty Lieutenant		1	120	120				
P1.702 Storage: Supplies (Duty LT)		1	20	20				
P1.703 Storage: Files (Duty LT)		1	40	40				
P1.704 Report Preparation		6	25	150				Counter with computer and printers
P1.705 Storage: Patrol Supplies		1	100	100				Managed by Patrol Ops Capt. & Lt.
P1.706 Roll-Call	15	1	15	225				Standing
P1.707 Office: Sergeant	2	1	100	100				desk officer
<b>Subtotal</b>					<b>755</b>	<b>1,019</b>	<b>1,172</b>	
<b>P1.800 Traffic Division</b>								
P1.801 Office: Traffic Enforcement Sergeant		1	100	100				
P1.802 File Storage Room		1	100	100				
<b>Subtotal</b>					<b>200</b>	<b>270</b>	<b>311</b>	
<b>P1.900 Detective Division</b>								
P1.901 Waiting	4	1	1	60				
P1.902 Work Station: Detective Secretary		1	64	64				
P1.903 Office: Detective Lieutenant		1	120	120				
P1.904 Office: Detective Sergeant		1	120	120				
P1.905 Workstations: Detectives	2	10	80	800				Work Stations with guest chair
P1.906 Office: Prosecutor		1	150	150				
P1.907 Interview Room	2	3	80	240				
P1.908 Monitoring Room	1	1	80	80				W/ two-way mirror
P1.909 Copy Alcove		1	40	40				
P1.910 Storage: Supply/Coat Closet		1	40	40				
P1.911 Storage: Equipment Room		1	100	100				
P1.912 Storage: File Area		1	150	150				15 - 20 file cabs
P1.913 Secure Evidence Staging Room		1	80	80				
<b>Subtotal</b>					<b>2,044</b>	<b>2,759</b>	<b>3,173</b>	
<b>P2.100 Juvenile Division</b>								
P2.101 Waiting area	4	1	60	60				
P2.102 Restroom (Juveniles Only)		1	60	60				
P2.103 Soft Interview/Holding Room		1	80	80				
P2.104 Monitoring Room		1	80	80				
P2.105 Office: Youth Detectives	2	1	150	150				
P2.106 Storage: File Area		1	150	150				
P2.107 Youth Activity Officer	3	1	100	100				
P2.108 Storage: Supplies		1	80	80				
<b>Subtotal</b>					<b>760</b>	<b>1,026</b>	<b>1,180</b>	
<b>P2.200 Staff Support Spaces</b>								
P2.201 Male Lockers - Sworn Officers	65	1	15	975				Total 56 sworn officers - Personal Duty Lockers w/power
P2.202 Male Toilets/Showers		1	300	300				verify fixture count
P2.203 Male Lockers - Supervisors	10	1	15	150				Personal Duty Lockers w/power
P2.204 Male Toilets/Showers - Supervisors		1	150	150				verify fixture count
P2.205 Female Lockers - Sworn Officer	5	1	15	75				Personal Duty Lockers w/power
P2.206 Female Toilets/Showers		1	150	150				verify fixture count
P2.207 Female Lockers - Supervisors	5	1	15	75				Personal Duty Lockers w/power
P2.208 Female Toilets/Showers - Supervisors		1	150	150				
P2.209 Physical Training	8	1	600	600				
P2.210 Break Room	12	1	360	360				With pantry
P2.211 General Supply/Equipment Room		1	180	180				
<b>Subtotal</b>					<b>3,165</b>	<b>4,273</b>	<b>4,914</b>	

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**PORT CHESTER - POLICE AND COURTS**

Component/Program Code No.	Occu- pants	Number of Areas	Space Standard	NSF	Dept. Net Subtotal	Dept. NSF	Building Gross	Notes
<b>P2.300 Armory</b>								
P2.301 Armory		1	120	120				Weapons locking rack
P2.302 Ammunition Storage		1	100	100				
P2.303 Gun Cleaning Room		1	100	100				
<b>Subtotal</b>					<b>320</b>	<b>432</b>	<b>497</b>	
<b>P2.400 Police Benevolent Association</b>								
P2.401 Meeting Room		1	250	250				
P2.402 Pantry Alcove		1	80	80				
P2.403 Storage Room		1	100	100				
<b>Subtotal</b>					<b>430</b>	<b>581</b>	<b>668</b>	
<b>P2.500 Evidence and Property</b>								
P2.501 Patrol Access - Bag and Tag Area		1	80	80				
P2.502 Evidence Processing Room		1	150	150				
P2.503 Evidence Storage		1	400	400				
P2.504 Drugs/Valuables Vault		1		Incl				60 NSF included in Evidence Storage
P2.505 Weapons Vault		1		Incl				100 NSF included in Evidence Storage
P2.506 Major Crimes - Evidence Storage		1		Incl				100 NSF included in Evidence Storage
P2.507 Evidence Lockers		1	80	80				12 Lockers - locate in prisoner processing area
P2.508 Bio hazardous Room/Evidence Drying		1	120	120				
P2.509 Found Property Storage		1	200	200				
<b>Subtotal</b>					<b>1,030</b>	<b>1,391</b>	<b>1,599</b>	
<b>P2.600 Prisoner Booking/Processing</b>								
P2.601 Interior Sallyport/Transfer	6	1	100	100				
P2.602 Processing/Booking Area		1	150	150				
P2.603 Prisoner Property Room		1	20	20				
P2.604 Prisoner Arraignment - Staging		1	100	100				
P2.605 Interview Room	4	1	100	100				
P2.606 Temp. Group Holding - Male	15	1	20	300				
P2.607 Temp. Holding - Female	1	1	40	40				
P2.608 Staff Restroom		1	60	60				
P2.609 Storage Room		1	80	80				
P2.610 Custodial/Janitor		1	30	30				
<b>Subtotal</b>					<b>980</b>	<b>1,323</b>	<b>1,521</b>	
<b>P2.700 Detention Area</b>								
P2.701 Male Cells	1	10	70	700				
P2.702 Female Cells	1	3	70	210				
P2.703 HC Accessible Cell F/M	1	1	100	100				
P2.704 Workstation: logging		1	20	20				standing log station
<b>Subtotal</b>					<b>1,030</b>	<b>1,391</b>	<b>1,599</b>	
<b>PE3.200 Out Building Storage</b>								
PE3.201 Road Supply Storage	1	60	60					
PE3.202 Vehicle Evidence Storage	1	2250	2250					NOT impound
PE3.203 Motorcycle Storage (3)	1	200	200					
PE3.204 Bicycle Storage	1	80	80					5 hanging bicycles + repair area
PE3.205 Found Property Storage	1	250	250					
PE3.206 Kennel	1	100	100					
PE3.207 Storage	1	80	80					
<b>Subtotal</b>					<b>3,020</b>	<b>4,077</b>	<b>4,689</b>	
<b>Subtotal - Net Square Feet - Port Chester Police</b>					<b>18,292</b>			
<b>Subtotal - Departmental Police</b>						<b>24,694</b>		
<b>TOTAL POLICE DEPARTMENT GROSS</b>							<b>28,398</b>	

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**PORT CHESTER - POLICE AND COURTS**

Component/Program Code No.	Occu- pants	Number of Areas	Space Standard	NSF	Dept. Net Subtotal	Dept. NSF	Building Gross	Notes
<b>Shared Resources</b>						20%	15%	
Central Mail Copy Room		1	200	200				
Receiving & Storage: Central								
File and Materials		1	400	400				
Shared Storage and Archives		1	800	800				Long term records
Break Room/Training		1	200	200				w/ pantry
Office: Maintenance		1	150	150				
Storage: Maintenance		1	200	200				Supplies/Tools/Equipment
Network & Data - Servers		1	400	400				
Telephone Entry/Interface Room		1	160	160				
<b>Subtotal - Net Square Feet - Port Chester Police</b>					<b>2,510</b>	<b>3,012</b>	<b>3,464</b>	
<b>Subtotal - Departmental Police</b>						<b>3,012</b>		
<b>TOTAL SHARED RESOURCES GROSS</b>							<b>3,464</b>	

**POLICE DEPARTMENT EXTERIOR PROGRAM**

PE3.101	Secure Exterior Loading area		1	750 NSF				
PE3.300	Vehicle Count							
PE3.301	Patrol Cars	30						7 - 8 on patrol at all times (23 spaces)
	Emergency Response Vehicle	1						(full size pick-up)
	Animal Control	0						
	Harbor Unit Vehicles (at Marina)							
	Patrol Bicycles	3-4						
	Motorcycles	3						
	Prison Transport Van	1						
	Staff Parking	20+						day shift: 20 officers + 13 civilian empl.
	Official Visitor Parking							expect visiting officers (court ordered) and security personnel during court functions

**Motion to Add-On an Executive Session**

Mayor Pilla asked for a motion to add-on an executive session regarding our contractual obligation and the selection of NDC and STV.



There being no objection TRUSTEE BRAKEWOOD, made a motion to add-on an executive session, seconded by TRUSTEE MARINO, the motion received a unanimous vote of those present.

### **ROLL CALL**

**AYES:** Trustees Terenzi, Brakewood, Marino and Mayor Pilla.

**NOES:** None.

**ABSENT:** Trustees Kenner, Ceccarelli and Adams.

**DATE:** June 30, 2015

At 8:03 p.m., on motion of TRUSTEE BRAKEWOOD, seconded by TRUSTEE MARINO, the Board adjourned into an executive session regarding our contractual obligation and the selection of NDC and STV.

### **ROLL CALL**

**AYES:** Trustees Terenzi, Brakewood, Marino and Mayor Pilla.

**NOES:** None.

**ABSENT:** Trustees Kenner, Ceccarelli and Adams.

**DATE:** June 30, 2015

Also present were: Village Clerk, Janusz R. Richards; Village Manager, Christopher Steers; Village Attorney, Anthony Cerreto and Christopher Ameigh Administrative Aide to the Village Manager.

No action was taken in executive session.

At 8:15 p.m., a motion to come out of executive session was made by TRUSTEE BRAKEWOOD, seconded by TRUSTEE MARINO, the Board of Trustees closed the executive session.

### **ROLL CALL**

**AYES:** Trustees Terenzi, Brakewood, Marino and Mayor Pilla.

**NOES:** None.

**ABSENT:** Trustees Kenner, Ceccarelli and Adams.

**DATE:** June 30, 2015

### **DISCUSSIONS**

***Consider sponsoring Peruvian festival on August 2nd at Lyon Park.***

The Board of Trustees discussed the possibility of co-sponsoring the event. Additionally, the Mayor will invite Miss Amano to come to the next Board meeting in order for her to provide additional information regarding the event.

## **RESOLUTIONS**

### **RESOLUTION #1**

#### **CS GOOD FRIEND & CO. and HILLSIDE PROPERTIES, INC. TAX CERTIORARI SETTLEMENT**

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, C.S. Goodfriend & Co. and Hillside Properties, Inc. filed certiorari proceedings for review of tax assessments fixed by the Town of Rye upon property located at: 13 Riverdale Avenue, Section 136.56, Block 1, Lot 49 and 23 Riverdale Avenue, Section 136.56, Block 1, Lot 48 on the Tax Assessment Map of the Town of Rye for the tax assessment years 2009 through 2014; and

WHEREAS, these proceedings are on the trial calendar in the Westchester Supreme Court with a scheduling order; and

WHEREAS, the Town's special counsel has made a presentation to the Board with regard to a potential settlement; and

WHEREAS, a follow-up meeting took place among staff for the Town, Village and Port Chester School District on the need for greater cooperation among the affected taxing jurisdictions in tax certiorari cases; and

WHEREAS, the Board believes that an independent appraisal should be obtained in this matter. Now, therefore, be it

RESOLVED, that the Mayor on behalf of the Board of Trustees be authorized to forward correspondence to the Rye Town Supervisor suggesting that the Town retain an independent appraisal to assist in the resolution of the tax certiorari proceedings brought by C.S. Goodfriend & Co. and Hillside Properties with regard to properties located at 13 and 23 Riverdale Avenue.

Approved as to Form:

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Anthony M. Cerreto, Village Attorney

### **ROLL CALL**

**AYES:** Trustees Terenzi, Brakewood, Marino and Mayor Pilla.

**NOES:** None.

**ABSENT:** Trustees Kenner, Ceccarelli and Adams.

**DATE:** June 30, 2015

At 8:52 p.m., on motion of TRUSTEE TERENCE, seconded by TRUSTEE MARINO, the meeting was closed.

**ROLL CALL**

**AYES:** Trustees Terenzi, Brakewood, Marino and Mayor Pilla.

**NOES:** None.

**ABSENT:** Trustees Kenner, Ceccarelli and Adams.

**DATE:** June 30, 2015

Respectfully submitted,

Janusz R. Richards  
Village Clerk