

## **MEETING HELD NOVEMBER 18, 2013**

A meeting of the Board of Trustees of the Village of Port Chester, New York, was held on Monday, November 18, 2013, in the Court Room of the Police Headquarters Building, 350 North Main Street, Port Chester, New York, with Mayor Neil Pagano presiding.

Present in addition to Mayor Pagano, were Trustees Gregory Adams, Daniel Brakewood, Saverio Terenzi, Luis Marino, Joseph Kenner and Gene Ceccarelli.

It should be noted that Trustee Adams arrived at 6:04 p.m. and that Trustee Terenzi arrived at 6:06 p.m.

Also present were Village Manager, Christopher Steers; Village Clerk, Janusz R. Richards; Village Treasurer, Leonie Douglas; Acting Police Chief, John R. Telesca; Building Inspector and Director of Code Enforcement Peter Miley, Christopher Ameigh Administrative Aide to the Village Manager and Village Marshal, Allen S. Carroll.

On motion of Trustee Kenner, seconded by Trustee Marino the meeting was declared opened at 6:02 p.m.

### **ROLL CALL**

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

**NOES:** None.

**ABSENT:** Trustees Adams and Terenzi.

**DATE:** November 18, 2013

### **PROPOSED MOTION FOR EXECUTIVE SESSION**

#### **MOTION FOR EXECUTIVE SESSION # 1**

At 6:05 p.m. on motion of Trustee Brakewood, seconded by Trustee Marino the Board adjourned into an executive session for the purpose of interview for Justice Court Marshals.

### **ROLL CALL**

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

**NOES:** None.

**ABSENT:** Trustees Adams and Terenzi.

**DATE:** November 18, 2013

Present in addition to the Board of Trustees, were Village Manager, Christopher Steers; Village Clerk, Janusz R. Richards; Acting Police Chief, John R. Telesca; Christopher Ameigh Administrative Aide to the Village Manager and Village Marshal, Allen S. Carroll.

No action was taken in executive session.

At 6:18 p.m., a motion to come out of executive session was made by Trustee Ceccarelli, seconded by Trustee Adams, the Board of Trustees closed the executive session.

**ROLL CALL**

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

**NOES:** None.

**ABSENT:** None.

**DATE:** November 18, 2013

**MOTION FOR EXECUTIVE SESSION # 2**

At 6:19 p.m. on motion of Trustee Adams, seconded by Trustee Brakewood, the Board adjourned into an executive session regarding Rye Town lease negotiations.

**ROLL CALL**

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

**NOES:** None.

**ABSENT:** None.

**DATE:** November 18, 2013

Present in addition to the Board of Trustees, were Village Manager, Christopher Steers; Village Clerk, Janusz R. Richards; Acting Police Chief, John R. Telesca and Christopher Ameigh Administrative Aide to the Village Manager.

No action was taken in executive session.

At 6:32 p.m., a motion to come out of executive session was made by Trustee Ceccarelli, seconded by Trustee Adams, the Board of Trustees closed the executive session.

**ROLL CALL**

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

**NOES:** None.

**ABSENT:** None.

**DATE:** November 18, 2013

**MOTION FOR EXECUTIVE SESSION # 3**

At 6:32 p.m. on motion of Trustee Adams, seconded by Trustee Marino, the Board adjourned into an executive session regarding consultation with Village Attorney and Village Manager regarding PBA grievance.

**ROLL CALL**

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

**NOES:** None.

**ABSENT:** None.

**DATE:** November 18, 2013

Present in addition to the Board of Trustees, were Village Manager, Christopher Steers; Village Clerk, Janusz R. Richards; Acting Police Chief, John R. Telesca and Christopher Ameigh Administrative Aide to the Village Manager.

No action was taken in executive session.

At 6:59 p.m., a motion to come out of executive session was made by Trustee Ceccarelli, seconded by Trustee Brakewood, the Board of Trustees closed the executive session.

**ROLL CALL**

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

**NOES:** None.

**ABSENT:** None.

**DATE:** November 18, 2013

**AWARD PRESENTATION**

Patricia Jones, Director of operations for the County of Westchester representing the New York state Government Finance Officers Association (GFOA) presented The Village of Port Chester with Recipient of Distinguished Budget Presentation Award.

In addition, the Government Finance Officers Association presented a Certificate of Recognition for Budget Preparation to Christopher Steers, Village Manager.

**(SEE NEXT PAGE)**



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**Village of Port Chester  
New York**

For the Fiscal Year Beginning

**June 1, 2013**

Executive Director



The Government Finance Officers Association  
of the United States and Canada

presents this

**CERTIFICATE OF RECOGNITION FOR BUDGET PREPARATION**

to

**Christopher Steers, Village Manger  
Village of Port Chester, New York**



*The Certificate of Recognition for Budget Preparation is presented by the Government Finance Officers Association to those individuals who have been instrumental in their government unit achieving a Distinguished Budget Presentation Award. The Distinguished Budget Presentation Award, which is the highest award in governmental budgeting, is presented to those government units whose budgets are judged to adhere to program standards.*

Executive Director

Date **October 09, 2013**

## **PRESENTATION**

### **Independent Auditors' Report – Village of Port Chester fiscal year 2012-2013**

Thomas P. Malecki, CPA from Drescher & Malecki LLP., presented the Board with an independent audit of the Port Chester IDA and Village of Port Chester along with financial highlights and observations for the Village's audit for fiscal year end May 31, 2013.

### **Motion to Add-on a Resolution**

Mayor Pagano asked for a motion to acceptance of Court Audit for FY 2012-13

On motion of Trustee Ceccarelli, seconded by Trustee Marino, the motion received a unanimous vote of those present.

## **ROLL CALL**

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

**NOES:** None.

**ABSENT:** None.

**DATE:** November 18, 2013

## **ADD-ON RESOLUTION # 1A**

### **ACCEPTANCE OF COURT AUDIT FOR FY 2012-13**

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

WHEREAS, Section 2019-a of the Uniform Justice Court Act requires that town and village justices annually provide their court records and dockets to their respective governing boards; and

WHEREAS, the State of New York Chief Administrative Judge has requested a copy of the Village of Port Chester's most recent examination and audit of the Port Chester Justice Court's records and a copy of the Board of Trustees' resolution acknowledging that the required examination and audit was conducted, together with a copy of the audit; and

WHEREAS, the Village has retained Drescher & Malecki LLP, Buffalo, New York, as independent auditors; and

WHEREAS, the Board of Trustees was presented with the Village's audit for the Fiscal Year 2012-2013, including the Justice Court, and that same has been reviewed and is in order. Now, therefore, be it

RESOLVED, that the Village Board of Trustees acknowledges that the required audit was conducted of the Port Chester Justice Court for the fiscal year ending May 31, 2013 and hereby accepts said audit; 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 pursuant to Section 2019-a of the Uniform Justice Court Act.

Approved as to Form:

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

## **ROLL CALL**

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

**NOES:** None.

**ABSENT:** None.

**DATE:** November 18, 2013

## **RESOLUTIONS**

### **RESOLUTION # 2**

#### **APPOINTING OF POLICE SERGEANT WITH THE VILLAGE OF PORT CHESTER**

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

RESOLVED, that Police Officer Drew Conetta, be and he hereby is promoted to Sergeant with the Village of Port Chester Police Department.

Approved as to Form:

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

## **ROLL CALL**

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

**NOES:** None.

**ABSENT:** None.

**DATE:** November 18, 2013

## **PUBLIC COMMENTS**

Mayor Pagano asked if there was anyone from the audience who would like to make any comments.

Ms. Goldie Solomon commented on the Audit Report. Disabled people, seniors, etc. want our taxes down. The Starwood property, which includes United Hospital, should be commercial. We don't have a hotel. All Starwood Property should be commercial. We need more commercial things in this town to get our taxes down. We should be a city and keep our taxes. We don't have enough disabled parking at funeral homes or churches. The Amnesty Program is not helping us. We are the poorest community in Westchester County.

Mr. Francis Ferrara commented that we face financial peril. This issue is uncontrollable. We can wait for rebound, we can extend the tax base and we need something now. We need to gain city status. If we were a city we would be reaping a percent of the sales tax. There is no reason Mount Vernon is a city and we are not.

Mr. Charles Montoya commented on the economic community and the importance of its youth. An organization began work this summer to empower the enthusiastic youth in this community and narrow the gap between the demographics. Windows to the Future is incorporated here in the state of New York and we are applying for a 501-3C exemption. Our first community workshop will be taking place next week on November 25<sup>th</sup> at the Senior Center at 222 Grace Church Street at 7 p.m. The workshop is a prep course of the SAT exam. I encourage students and parents to attend.

Mr. Abel gathered that the PSC has not given its blessing to the Sewer District. We are on the second year. Questioned that we are going to be billing backwards for a year.

Trustee Terenzi said that what we did not get would be spread over five years.

Village Manager Steers said they will be meeting with United Water on Friday. The word back is that everything is positive and we expect approval by December.

## **RESOLUTIONS (Continue)**

### **RESOLUTION # 1**

On motion of Trustee Marino, seconded by Trustee Brakewood, to postpone any action on resolution number # 1 to next Board of Trustee meeting.

**ROLL CALL**

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

**NOES:** None.

**ABSENT:** None.

**DATE:** November 18, 2013

**POSTPONED TO NEXT BOT MEETING**

**ELECTRONIC USE POLICY**

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

WHEREAS, the Village of Port Chester’s electronic devices and telecommunications systems is provided at the Village’s expense to facilitate the carrying out of Village business; and

WHEREAS, it is appropriate and necessary for the Village to have a policy for the use of such systems by Village employees and other persons authorized to use these systems; and

WHEREAS, Labor Counsel had prepared a proposed Electronic Use Policy which was provided to the unions for their comment; and

WHEREAS, such comment has been accepted and is reflected in the policy that is before the Board. Now, therefore, be it

RESOLVED, that the Board of Trustees hereby adopts the annexed Electronic Use Policy, dated October 4, 2013.

Approved as to Form:

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

**RESOLUTION # 3**

On motion of Trustee Marino, seconded by Trustee Brakewood, to postpone any action on resolution number # 3 to next Board of Trustee meeting.

**ROLL CALL**

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

**NOES:** None.

**ABSENT:** None.



**DATE:** November 18, 2013

**POSTPONED TO NEXT BOT MEETING**

**RE-APPOINTMENT OF VILLAGE MARSHAL**

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

RESOLVED, that ERNEST TIGANI, residing in Port Chester New York be and hereby is re-appointed as Village Marshal, with a term to be effective on the Village's receipt of a favorable background check, and to expire on April 6, 2015.

APPROVED AS TO FORM:

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Anthony M. Cerreto  
Village Attorney

**RESOLUTION # 4**

On motion of Trustee Brakewood, seconded by Trustee Ceccarelli, to postpone any action on resolution number # 4 to next Board of Trustee meeting.

**ROLL CALL**

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

**NOES:** None.

**ABSENT:** None.

**DATE:** November 18, 2013

**POSTPONED TO NEXT BOT MEETING**

**RE-APPOINTMENT OF VILLAGE MARSHAL**

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

RESOLVED, that JAMES CARRIERE, residing in Port Chester New York be and hereby is re-appointed as Village Marshal, with a term to be effective on the Village's receipt of a favorable background check, and to expire on April 6, 2015.

APPROVED AS TO FORM:

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Anthony M. Cerreto  
Village Attorney

### **RESOLUTION #5**

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:

RESOLVED, that the Board of Trustees of the Village of Port Chester be and hereby establishes the following as a standard workday for Village Trustees for the purpose of determining days worked reportable to the New York State and Local Employees' Retirement System shall be three days per pay period, seven hour day, and be it further

RESOLVED, that the Board of Trustees of the Village of Port Chester also establishes four days per pay period, six hour day, as the standard workday for the appointed judges.

### **ROLL CALL**

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

**NOES:** None.

**ABSENT:** None.

**DATE:** November 18, 2013

### **REPORT OF THE VILLAGE MANAGER**

Mr. Steers reported to the Board on:

#### **ACTIONS:**

**1. VPCIDA:** as you are aware staff, members of the Board and members of the IDA have been meeting with the School Board discussing the need for a comprehensive "tipping/ enrollment study". A draft RFP for such a study has been prepared for discussion purposes.

The crux of the issue is very simple; with or without the inception of additional projects that potentially realize additional dwelling units (thereby realizing additional school children), student enrollment within our school district is projected to significantly increase. Based on current trends study projections on student population enumerate the potential of over 500 additional students migrating through the school system through 2016. Also, in the 2011 County Build Out Analysis of our Village the then projected

build out capacity enumerated the potential for over 3,000 additional dwelling units that could potentially add 1,600 additional students into the already strained school system.

With that being said, it is imperative that a proactive approach to the situation is implemented. We cannot afford to put a moratorium on development due to being ill prepared and then continue to go to the tax payers to foot the bill due to the lack of ratable(s). The desired end result is the creation of a defensible formula/mitigation charge per student that would be mandatory for any residential development within the overlay zones; which would be committed to upfront by the developer. When the mitigation fee is established it may in all likelihood be able to be applied in all zoning districts. The fee itself would go directly towards mitigating the cost of additional class rooms and perhaps administration as well.

**2. National Development Council:** as you are aware the Board has worked with staff and Mr.

Cucchiara, from NDC, to prioritize the projects most sensitive to current economic development needs. The priority list is as follows:

- Municipal Center: focus being on feasibility, cost benefit,
- Water front
- United Hospital site
- Fox Island Road

Mr. Cucchiara has begun working on the Municipal Center.

**3. Distinguished Budget Presentation Award:** The Government Finance Officers Association (GFOA) established the Distinguished Budget Presentation Awards Program (Budget Awards Program) in 1984 to encourage and assist state and local governments to prepare budget documents of the very highest quality that reflect both the guidelines established by the National Advisory Council on State and Local Budgeting and the GFOA's best practices on budgeting and then to recognize individual governments that succeed in achieving that goal. Documents submitted to the Budget Awards Program are reviewed by selected members of the GFOA professional staff and by outside reviewers with experience in public-sector budgeting.

The Village has been presented with this award for the Fiscal year beginning on June 1<sup>st</sup>, 2013. The award represents a significant achievement by the Village and reflects our commitment to the highest principles of governmental budgeting.

## **PROJECTS:**

**1. Town of Rye Move:** Again the Mayor and staff have been meeting with officials from the Town of Rye relating the relocation of all Town operations to Village Hall. At this time it looks like they will be occupying approximately 4000 square feet or 50% of the third floor and a shared space and operations at the court House. The final details of

the agreement are being worked out with a target occupancy date of January 2014. (Discussion on this agenda.)

**2. Street Paving Program:** Street paving has been completed. Street patching is underway.

**3. 350 North Main Street:** The violations enumerated in the secondary PESH notice of violation are being corrected. Steps related to concerns are as follows:

- *Hepatitis B Vaccination:* First round of vaccinations for Police Department completed.

Vaccinations being scheduled for DPW employees within the next few weeks.

- Training has been completed and the requisite program(s) being developed for: *Hazard Communication Program; Work Place Violence training; Right – to- Know program; Blood Borne Pathogens program.*

**Pending Capital Improvements:** The proposed capital improvements to the building continue to move forward.

- **Façade improvements:** The brick probing has been completed results show the following: Brick Façade is pulling away from building, the sections that were removed indicate that the brick façade contains no wall ties, nothing to prevent bricks from pulling off of building. The stone at the parapet areas are sealed throughout with silicone, so there are no areas for water to flow out. Pointing material is incorrect, and allows moisture to penetrate. Coping at all parapets are leaking in several areas, counter flashing at roof “doesn’t exist” improper roofing install along parapets. Repairs will most likely require bidding. Bid specs pending final report from Santos restoration.
- **Emergency repairs due to closure of Cell Blocks:** 90 % completed: the BRITEX Universal Combination Toilet Fixture are installed, all welding completed, all plumbing completed, minor finish work remaining.
- **The Evidence room Build out** is now being staged. Demolition to progress within the next few weeks; pending evidence inventory and temporary relocation of same.

**4. NIXLE 360:** Beta test completed. Results pending.

**5. Pay Station / Meter Request for Proposals:** Phase I underway: 46 Pay stations to be installed: 2 AC powered and the remaining 44 are solar powered. Siting has been completed. Pad preparation for installation underway. Coordination with Comp Plus completed. Pay stations have been ordered with a 4-6 week delivery date. Project completion expected December of 2013. Phase II pending local law and required approvals.

## **PRIORITIES**

**1. Sewer Rent:** Again, the Joint Petition was completed and filed with the PSC. Pending 60 days for their review. The 60 day time frame, which is for review / comment, began on or about August 15<sup>th</sup>. Staff will be meeting with United Water on Friday November 22<sup>nd</sup>, to discuss terms of contract and finalization of billing model.

**2. Bulkhead:** Staff has put together the additional documentation for DEC including photos, and maps. Village Engineer to forward same, thereafter we would await their site visit.

**UPDATE FROM THE BUILDING INSPECTOR**



**Building Department & Code Enforcement Monthly Update Report  
November 2013**

1



**Building Department & Code Enforcement Monthly Update Report**

**Building Department Monthly Revenue Performance Review  
November 2013**

**Revenues Collected**  
3 ½ month sample

Revenues August 2013:	\$48,631.5
Revenues September 2013:	\$54,696.99
Revenues October 2013:	\$256,883.50 (Includes Castle Permit)
Revenues Oct. not incl. Castle:	\$44,302.50
Revenues November 2013:	\$40,118.00 (represents inflows to 11/15)

**Monthly Revenue Streams Remain Consistent**

2

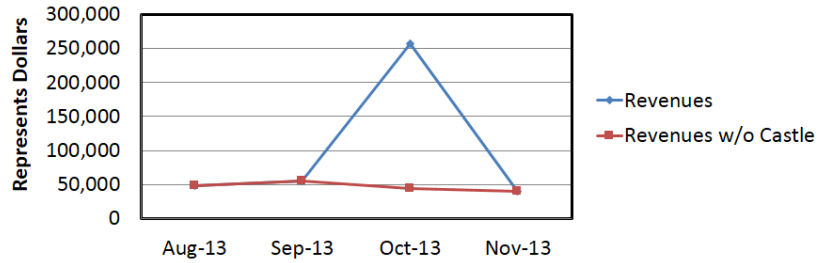


## Building Department & Code Enforcement Monthly Update Report

### Building Department Monthly Revenue Performance Review

November 2013

#### Building Department Revenue Comparison with Recent Castle Submission



3



## Building Department & Code Enforcement Monthly Update Report

### Building Department Monthly Performance Review

November 2013

#### Consultations Conducted

Consultations August 2013: 99

Consultations September 2013: 154

Consultations October 2013: 165

★ Consultations continue to rise as the number of all searches including amnesty are completed. ★

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## Building Department & Code Enforcement Monthly Update Report

### Building Department Monthly Performance Review

November 2013

#### Permits Issued

Permits August 2013: 115

Permits September 2013: 103

Permits October 2013: 175

Permits are consistent, some months are busier than others, permit applications are expected to rise as more amnesty searches are completed.

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## Building Department & Code Enforcement Monthly Update Report

### Building Department Monthly Performance Review

November 2013

#### Inspections Conducted

Inspections August 2013: 110

Inspections September 2013: 85

Inspections October 2013: 86

Average 94 inspections per month or 4.6 per day

Inspections are consistent, some months busier than others, inspections are also expected to rise as more amnesty searches and consultations are completed.

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# Building Department & Code Enforcement Monthly Update Report

## Building Department Monthly Performance Review November 2013

### Certificate of Occupancy (CO's)

CO's Issued August 2013: 20

CO's Issued September 2013: 32

CO's Issued October 2013: 16

Represents an average of 18 CO's issued per month almost 1 per business day based on a 3 month sample, Fiscal 2012 average was 30 per month.

7

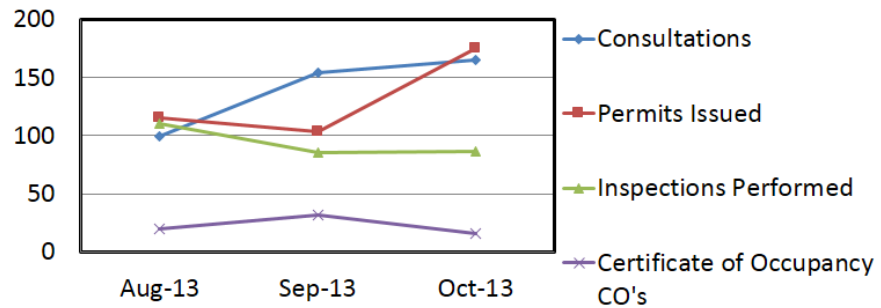


# Building Department & Code Enforcement Monthly Update Report

## Building Department Monthly Performance Review November 2013

### Building Department Monthly Performance Comparison

Represents No. Consultations, Permits Issued & Inspections Performed & CO's Issued



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## Building Department & Code Enforcement Monthly Update Report

### Building Department Monthly Amnesty Review

November 2013

#### Amnesty Update

➤ **October 15<sup>th</sup> Amnesty Report :**      **465 Applications Submitted**

**Total Completed: 161 (35%) as of 10/15**

**Amnesty Application Submissions have increased by 17%**

➤ **November 15<sup>th</sup> Amnesty Report :**      **543 Applications Submitted**

**Total Completed: 218 (40%) to date 11/15**

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## Fire Safety Monthly Performance Update Report

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# Building Department & Code Enforcement Monthly Update Report

## Fire Safety Monthly Performance Review November 2013

### Revenues

Revenues are Based on Fire Safety Applications Returned

Revenues August 2013:	\$9,720.00
Revenues September 2013:	\$12,750.00
Revenues October 2013:	\$11,400.00
Revenues November 1/2 Mo. 2013:	\$9,270

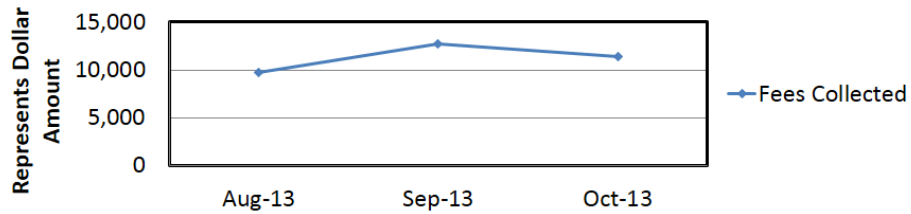
◆ Monthly revenues remain consistent ◆



# Building Department & Code Enforcement Monthly Update Report

## Fire Safety Monthly Performance Review November 2013

### Fire Safety Department Monthly Fee Comparison





# Building Department & Code Enforcement Monthly Update Report

## Fire Safety Monthly Performance Review November 2013

### Fire Inspections Performed

Includes re-inspections

Fire Inspections Performed August:	120
Fire Inspections Performed September:	134
Fire Inspections Performed October:	130
Fire Inspections Performed 1/2 November:	57

Numbers do not reflect emergencies, referrals or equipment testing, e.g.



Sprinkler, Fire Pump, Fire Alarm & Ansul Systems



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# Building Department & Code Enforcement Monthly Update Report

## Fire Safety Monthly Performance Review November 2013

### Notice of Violations Issued

Includes Failed Fire Inspections and Failure to Respond to a Request to Conduct a Fire Inspection

Notice of Violations Issued August:	83
Notice of Violations Issued September:	108
Notice of Violations Issued October:	103
Court Appearance Tickets Issued for Non-Compliance:	28 (3 months)

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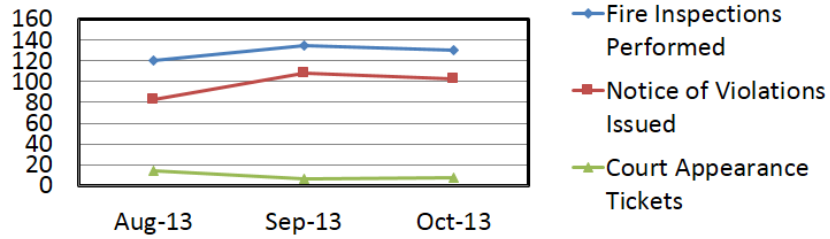
## Building Department & Code Enforcement Monthly Update Report

### Fire Safety Monthly Performance Review

November 2013

#### Fire Safety Monthly Performance Comparison

Represents No. Inspections  
Performed & NOV's Issued.



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## Code Enforcement Monthly Performance Update Report

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# Building Department & Code Enforcement Monthly Update Report

## Code Enforcement Monthly Performance Review

### Code Enforcement Complaints

Includes property maintenance, trash, signage w/o permits or approvals, lack of permits

Complaints Received August:	94
Complaints Received September:	62
Complaints Received October:	106
Complaints Received 1/2 November:	56
Notice of Violations Issued for Non-Compliance (3 mo.):	101
NOV's Issued for Illegal Dwellings/ Overcrowding (3 mo.):	34

➤ **Reminder that all complaints, NOV's, Court Records and Illegal Dwelling/ Overcrowding Reports can be Found on the Code Enforcement Page of the Village Website.**

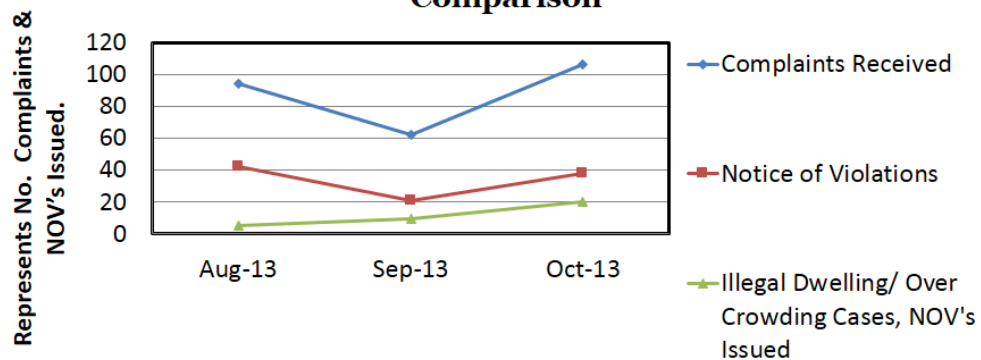
17



# Building Department & Code Enforcement Monthly Update Report

## Code Enforcement Monthly Performance Review November 2013

### Code Enforcement Monthly Performance Comparison



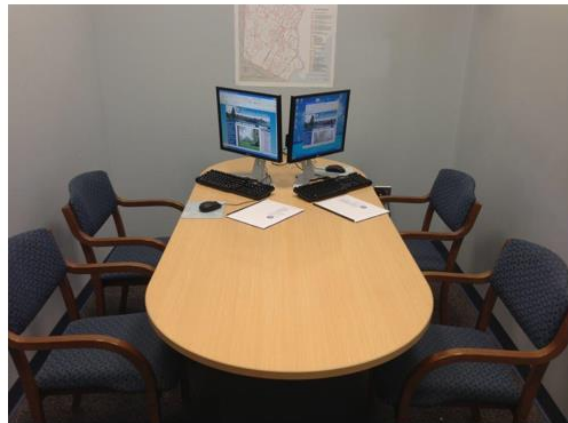
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## Building Department & Code Enforcement Public Viewing Access Room



Photographs of the new Public Viewing Access Room Located in the Building Department



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# Private Public Records Viewing Room is Now Available

Located 222 Grace Church Street in the Building Department Office Suite 100

Starting Today, Access to the Building and Code Enforcement Departments Electronic Records and Files are Available and Open to the Public.

Hours of Viewing are Monday-Friday 9-1pm & 1-4pm by Appointment Only.

Black and White Printing is Available at \$0.25 per page.

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## Building Department & Code Enforcement Public Viewing Access Room

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### Public Viewing Access Room

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Port Chester Building  
Department

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11/18/2013

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A User Manual has been created to assist users with our computers and navigating through the available web sites, archives and documents now available.



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# Building Department & Code Enforcement Public Viewing Access Room

**Building Department**  
222 Grace Church Street  
Port Chester, NY 10573  
Phone: 914-939-5200  
Fax: 914-937-3169

**BUILDING DEPARTMENT HOURS**  
Until further notice, we will be open to the general public Monday through Friday from 9:00 am to 1:00 pm, after 1:00 pm is by appointment only.

**PUBLIC VIEWING ACCESS ROOM**  
In an effort to provide access to Building Department and Code Enforcement records, a Public Viewing Access Room has been created to allow access to the Village's digital file archive, the Town of Rye Tax Assessor records, and the printing of applications associated with all forms including: Building Permits and Certificate of Occupancy Applications.

The Access Room is available on a first-come-first-serve basis Monday through Friday between the hours of 9:00 AM and 1:00 PM and between the hours of 1:00 PM and 4:00 PM by appointment only.

A User Manual has been created and is available to assist you.  
Black and white printing is available at \$0.25 a page.

The Web Site has been updated to inform Village Residents of the Public Viewing Access Room availability.

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# Building Department & Code Enforcement Public Viewing Access Room

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The Access Room is available on a first-come-first-serve basis Monday through Friday between the hours of 9:00 AM and 1:00 PM and between the hours of 1:00 PM and 4:00 PM by appointment only.

A User Manual has been created and is available to assist you.

Black and white printing is available at \$0.25 a page.

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## **DISCUSSIONS**

Mr. B. Abel commented on the building department and code enforcement. In the past when code enforcement went in and found an illegal dwelling or more and the tenants would be evicted, there was some sort of a safety net. I was wondering if that safety net still exists and what happens. Does it still exist today?

Village Manager Steers replied that a lot of the provisions in that program net were not followed. Today there is the Landlord/Tenant Act which provides protection to tenants and landlords in these situations. Whenever those situations do come up we have a good relationship with the Red Cross. That safety net is always there.

## **CORRESPONDENCES**

*From Harry Howard Hook & Ladder Co. No. 1 on the election of new members Anthony Torres and Frank Deleo.*

The Board accepted the correspondence.

*From Fire Patrol & Rescue Co. #1 on the suspension of member Carlos Marques.*

The Board accepted the correspondence.

*From Church of Christ*

The Board accepted the correspondence.

*From the Traffic Commission regarding the expansion of parking meters.*

The Board accepted the correspondence.

*From Phyllis Fratarcangeli*

The Board accepted the correspondence.

*From Mayor Neil Pagano and Village Manager Christopher Steers.*

Village Manager stated that Village will be having a Holiday Party for Village employees and is accepting donations. Mayor Pagano added that

## **PUBLIC COMMENTS AND BOARD COMMENTS**

### ***Public***

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### ***Board***

Trustee Brakewood commented that he sent an e-mail regarding when an officer fires a gun. Mr. Steers received it. The information you are requesting is in the Procedure Manual. Trustee Brakewood remarked about Frank's comment about city status. I agree. I think it's worth about \$3.5M to the Village to become a city. I think he's right but a political fix will probably never happen. There are about five municipalities ahead of us hoping to attain city status. Probably we would have to file a federal lawsuit. New York State is failing to reclassify municipalities and as a result underfunding them.

Trustee Terenzi noted that we lost Ernie Sabal this week.

Trustee Marino commented that the Police Department had a food drive last week. They donated to Don Bosco and the Carver Center.

Trustee Kenner is looking at the pension numbers. When we get the 6-month figures we need to have a meeting.

Trustee Ceccarelli would like to move forward with filing a complaint against the train station. The Town of Rye African Cemetery had an event on Saturday. Wish everybody a Happy Thanksgiving.

Mayor Pagano commented on the number of Veterans buried at the Rye African Cemetery. Wish everyone a Happy Thanksgiving.

At 08:56 p.m., on motion of Trustee Adams, seconded by Trustee Marino, the meeting was closed.

### **Roll Call**

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

**NOES:** None.

**ABSENT:** None.

**DATE:** November 18, 2013

Respectfully submitted,

Janusz R. Richards  
Village Clerk