

MEETING HELD APRIL 16, 2012

A meeting of the Board of Trustees of the Village of Port Chester, New York, was held on Monday, April 16, 2012 at 6:00 P.M., in the Court Room of the Police Headquarters Building, 350 North Main Street, Port Chester, New York, with Mayor Dennis Pilla presiding.

Present in addition to Mayor Pilla, were Trustees Daniel Brakewood, Bart Didden, Luis Marino and Joseph Kenner.

It should be noted that Trustees Saverio Terenzi and John Branca were absent.

Also present were Village Clerk, Joan Mancuso; Village Manager, Christopher Russo who arrived at 6:15 p.m., Village Attorney, Anthony Cerreto who arrived at 6:18 p.m.; Village Treasurer, Leonie Douglas who arrived at 6:19 p.m.; Assistant Village Manager / Director of Code Enforcement, Christopher Steers who arrived at 7:00 p.m. and Director of Planning and Development, Christopher Gomez who arrived at 7: 15 p.m.

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On motion of Trustee Kenner, seconded by Trustee Marino, the meeting was declared opened at 6:00 p.m.

ROLL CALL

AYES: Trustees Brakewood, Didden, Marino, Kenner and Mayor Pilla
NOES: None
ABSENT: Trustees Terenzi and Branca

Budget Work Session: Fire Department

The Board of Trustees held a budget work session on the Fire Department with Fire Chief Kevin McFadden and 2nd Assistant Chief Edward Quinn.

Mayor Pilla asked Chief McFadden what is different from this year's proposed budget then from last year's.

Chief McFadden spoke on personnel stating that there has been one hire, two are on light duty and one retiring at the end of the year. He said that we need to hire two or three for anticipation of the fire academy that will be held in the fall, September. There was discussion about the retiring employee when that retirement was expected and Chief McFadden said the latest will be December 31st.

Trustee Kenner asked for clarification regarding overtime.

Chief McFadden explained with the current staffing limitations that he has spoken about along with sick and vacation those are the overtime uses. He said that the Village has been slowed to replace personnel which also compounds the overtime situation.

Mayor Pilla said that he is proud of the Port Chester career and volunteer forces stating that the model of our Fire Department other communities have difficulties with these two segments. He said that he has spoken with the Village Manager regarding limitations

with overtime and the thought of combining the career firefighters of Port Chester and Rye Brook could save on overtime.

Chief McFadden noted that the Rye Brook Fire Department personnel costs are at a higher rate and even with considering this idea it would take multiple years to see savings.

The Mayor asked how this idea can be studied.

Chief McFadden said that there was a study done in 1998 on this subject and that there would be a need to look at the contracts for each Village's fire union. He said that it would require a referendum of the Villages' to go to a Fire District. There was further discussion on this topic. The Fire Chief said that shared services between the Villages is the way to go.

Trustee Didden asked about the vacation scheduling and seniority and can two go out at the same time.

The Fire Chief said that vacation scheduling of two at the same time is not allowed but does happen when someone calls in sick.

Trustee Didden asked about super holiday pay and what does that consist of.

Chief McFadden said that super holiday pay covers Christmas and Thanksgiving.

Trustee Marino asked how many are on light duty.

The Fire Chief said that there are two on light duty and there was more discussion on this subject.

Trustee Marino asked about the Fire Department Clerk line.

Chief McFadden explained what this position does and that there will be a posting for this position and the IT position in May.

Trustee Didden asked how many career firefighters are being budgeted for.

Christopher Russo, the Village Manager spoke on about the personnel in the Fire Department budget which there are eleven with one new and one retiring.

Trustee Brakewood asked about the prior years' equipment line and why such a big increase in this line since 2010-2011.

Chief McFadden and Mr. Russo said that there are large equipment items that need to be upgraded including radios, air packs and other items.

Trustee Brakewood also asked about the natural gas line for the Fire Department. There was further discussion about this budget line and the Mayor asked the Village Treasurer to review. Chief McFadden noted that some of the Fire Stations are heated by natural gas along with the stoves and the generators.

Trustee Brakewood then asked about the line for turnout gear for the volunteers.

Fire Chief McFadden told the Board that over the last year there has been about 40 new members and each of them has to have updated gear before they can go to the required training. He said that the average outfit is between \$3,000 and \$4,000 per person and each volunteer requires a physical which costs \$700.

Trustee Brakewood asked how many volunteers we have.

The Fire Chief said that on the books they are almost at maximum over 300 with 180 to 200 qualified. He said that we have about 15 new members for the firefighter one training course.

Trustee Brakewood asked about the cost for insurance coverage for the volunteers.

Chief McFadden said that this is covered under the Village's policy.

Mr. Russo said that this was updated and reviewed a few years ago with very minimal cost for the volunteers. There was further discussion about insurance costs.

Trustee Marino said that the gear line should not be touched because it is required for new volunteers to attend training.

Mayor Pilla asked about an inventory of gear and asked the Village Treasurer if that can be more level.

Chief McFadden explained further about the required gear and all items that are necessary.

The Mayor asked what it would take to raise the Village's ISO rating.

The Fire Chief said a large amount of paperwork is required which they are working on along with more training and equipment.

Mayor Pilla spoke about this rating which helps the homeowners with their insurance costs.

2nd Assistant Chief Edward Quinn spoke about standard operating policy/ guidelines which would need to be adopted by our Village Board and with that adoption would add points to the rating criteria.

The Mayor asked the Village Manager if it could be provided to the Board for consideration.

Chief Quinn said that it needs to be reviewed and updated to be standard guidelines.

Mayor Pilla said that it is his goal that there are standard operating guidelines for every department.

Chief Quinn spoke about the training that he provides and also by other volunteer firefighters and if the Village had to pay for this training it would two to three times more than what is budgeted for.

Trustee Brakewood spoke more about the overtime line and asked how it is being covered.

Mr. Russo spoke about the first quarter of the fiscal year and noted that in the second quarter there was the de-manning of the career personnel at Station 4 and the overtime went down 32% and overall it is down 25%.

Mayor Pilla also spoke about overtime and noted that there was a new hire this past year which helped in the overtime costs.

Trustee Didden asked if there is anything that the Manager and/or the Mayor can do about the individuals on light duty.

Chief McFadden said that in the next few weeks he would like to have a close session with the Board to talk further about personnel.

Trustee Brakewood said that then the next step for the Fire Department is to hire two more career firefighters.

The Chief said that at least we will need two and more depending on retirements.

Trustee Didden asked about the necessary schooling for new career firefighters.

Chief McFadden said that there is a school in three weeks and the next one will be in September. He said that the school process takes between three and four months.

Trustee Didden noted that our Fire Department has no officers so other municipal career firefighters would not be interested in transferring because of no advancement.

There was a discussion about capital projects for the Fire Department which was noted is one chief's vehicle and replacement of a retaining wall at Station 4.

Chief McFadden spoke about grants noting that the Chiefs are volunteer chiefs and limited personnel to do the process of granting writing.

The Mayor said that overall we are under seeking grant funds and asked the Village Manager to see if we could do more.

The Board thanked Chiefs McFadden and Quinn for their input regarding the Fire Department budget.

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Budget Work Session: Port Chester-Rye Brook Public Library

The Board of Trustees held a budget work session with Robin Letierri, Director of the Port Chester-Rye Brook Public Library and members of the Library Board of Trustees.

Mayor Pilla said that the Villages of Port Chester and Rye Brook has a present agreement about the funding of the Library. He said that Rye Brook is considering a 2.7% increase and he also supports a 2.7% increase by our Board.

Mr. Russo said that the agreement provides for a capital contribution which is in the budget but is flat on the operating budget.

The Mayor spoke about the improvements to the Library done through the Lefferts funds.

Ms. Letierri said that the increase of funds is necessary toward the operating budget. She explained to the Board the costs of personnel and retirement along with the programs that are provided and that there has been an increase of use of the Library due to the economic times.

Mayor Pilla said that there is a pre-set capital funding plan for the Library and spoke about their staff which does so much with so little. He asked for a motion for an increase to the Library budget.

Trustee Kenner said that he would rather have a separate meeting regarding any budget amendments.

There was further discussion about the increase and it was noted that the 2.7% increase would be approximately \$23,000.

Trustee Brakewood spoke about the improvements through the Lefferts funds and the great job they have done.

The Board thanked Ms. Letierri for her input regarding the Library budget.

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The Clerk stated that the next item on the agenda is the adjourned public hearing for the purpose of considering and discussing the proposed Tentative Budget for the Village of Port Chester for Fiscal Year starting June 1, 2012 and ending May 31, 2013.

On motion of Trustee Kenner, seconded by Trustee Didden, the public hearing was declared open.

ROLL CALL

AYES: Trustees Brakewood, Didden, Marino, Kenner and Mayor Pilla

NOES: None

ABSENT: Trustees Terenzi and Branca

Mayor Pilla asked if there was anyone from the audience who would like to speak on the proposed Tentative Budget. He recognized Goldie Solomon.

Ms. Solomon reminded the Board that as a historian the Fire Department is the oldest organization and that Port Chester's Fire Department is the second oldest in New York State noting that we have seven volunteer companies and need to honor those who serve. She said that we are an antique community that prices are going up but things are not being sold and there are so many properties off of the tax rolls. Ms. Solomon noted that we have a lot of memorials to care for also. She said that health, welfare and safety are what is entitled to us as citizens in our community and that we need our Fire Department, Police Department and other emergency services. Ms. Solomon said that our assessments are too high and that we need our Village Board members at the Rye Town meetings on this issue because the Town is not considering that we are an antique community and that age, condition and location is not being considered with the assessments.

Mayor Pilla said that tonight the Board will close this public hearing but the Board will be conducting additional budget work sessions with the Court, Police, Code Enforcement, Building and Planning & Zoning on April 18th and then will be considered the finalizing the budget on April 23rd. He said that even though the public hearing will be closed that anyone who would like to speak on the budget during these other sessions can. He recognized Bea Conetta.

Mrs. Conetta said that she watched the last Board meeting and said that she is impressed on how hard our entire Board is working on trying to bring the budget down. She commended the staff as well for their hard work on the budget.

The Mayor noted that Trustee Branca is ill and that our thoughts and prayers go out to him and that Trustee Terenzi is excused from the meeting tonight due to work commitments. He noted that the Board held a budget work session with the Library earlier this evening and that we have authorized an increase for the Library.

Trustee Kenner stated that no votes have yet been taken regarding any budget amendments and said that he wants a session of the Board for any amendments.

Mayor Pilla said that session will be held on April 23rd to consider any amendments and finalizing the budget.

On motion of Trustee Didden, seconded by Trustee Kenner, the public hearing was closed.

ROLL CALL

AYES: Trustees Brakewood, Didden, Marino, Kenner and Mayor Pilla

NOES: None

ABSENT: Trustees Terenzi and Branca

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Public Hearing:

Public Scoping Session on the Comprehensive Plan and Related Zoning Amendments

The Clerk read Affidavits of Publication stating that the following Public Notice were duly published in the Journal News and Westmore News on April 6, 2012, certified by Florence Bonilla, the Principal Clerk of the Journal News and certified by Angelina Brescia, Office Manager of the Westmore News.

**NOTICE OF PUBLIC SCOPING MEETING
PURSUANT TO THE STATE ENVIRONMENTAL QUALITY REVIEW ACT
[SEQRA]**

Lead Agency	Village of Port Chester Board of Trustees.
Name of Action	Adoption of Comprehensive Plan and Zoning Map and Text Amendments in the Village of Port Chester, New York.
Purpose of Meeting	To provide an opportunity for the public to identify specific issues and environmental impacts that should be addressed in a Draft Generic Environmental Impact Statement [DGEIS] for the Proposed Action.
Meeting Time and Date	7:00PM on April 16, 2012.
Meeting Location	Police Headquarters/Justice Court, 350 North Main Street, Port Chester, NY.
Conduct of Meeting	The meeting is being held to receive public comments on specific issues or areas of concern relative to the Proposed Action. The meeting will not be a question and answer session, but is intended to provide as many people as possible with the opportunity to speak.
Comment Deadline	Written comments regarding issues to be addressed in the DGEIS will be accepted until 5:00PM on May 2, 2012. Written comments will be given the same consideration as any oral comments made at the public scoping meeting on April 16, 2012. Please submit written comments to the Village Clerk, 222 Grace Church Street, Port Chester, NY 10573. Electronic comments may be provided by email to jmancuso@portchesterny.com . Please include your name and address when submitting a comment; no anonymous written or electronic comments will be accepted.
Draft Scoping Document	A draft scoping document dated March 22, 2012 is available for public review and comment at the following web address: www.portchesterny.com . This draft scoping document describes the issues and areas of environmental concern that are proposed to be addressed in the DGEIS.
Future Steps	A final scoping document is expected to be completed in May

	<p>2012 based on full consideration of the comments submitted on the draft scoping document. Subsequently, the DGEIS will be prepared for the project. The DGEIS will contain detailed information regarding the Proposed Action, potential environmental impacts and measures proposed to mitigate potentially significant impacts, if encountered. The DGEIS will be made available for public review and comment following its acceptance by the Board of Trustees of the Village of Port Chester.</p>
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On motion of Trustee Kenner, seconded by Trustee Marino, the public scoping session was declared open.

ROLL CALL

AYES: Trustees Brakewood, Didden, Marino, Kenner and Mayor Pilla

NOES: None

ABSENT: Trustees Terenzi and Branca

Mayor Pilla said that tonight’s public scoping session is on the table of contents for the State Environmental Quality Review Act (SEQRA) process so the Board can take comments on this document. He said that Christopher Steers, the Assistant Village Manager who is spearheading this process can speak further.

Mr. Steers said that the scoping document is the outline of the Draft Environmental Impact Statement (DEIS) that will look at all of the impacts regarding the Comprehensive Plan so this session is to take any comments regarding the outline. He said that after this public scoping session there will be a ten day period to provide written comments.

The Mayor said that technically the Village is not required to have this session but we want input throughout the Comprehensive Plan process. He asked the Village Attorney to confirm what he had noted about this not being required.

Anthony Cerreto, the Village Attorney said that the Mayor is correct and the public scoping session is not a requirement that the Village has to complete.

Mayor Pilla said that the Board has been meeting with the consultants regarding the related zoning amendments of the Comprehensive Plan.

Trustee Brakewood said that on the list of the interested agencies the School District is not listed.

Joan Mancuso, the Village Clerk confirmed that the Clerk for the School District was included in the notification.

Vince Ferrandino, of Ferrandino & Associates, the consultant retained by the Village for the DEIS for the Comprehensive Plan said that the purpose tonight is to hear comments from the public.

Trustee Kenner said that he had provided his comments on the plan.

Christopher Gomez, the Director of Planning & Development clarified with Trustee Kenner that his comments are on the plan and not the scoping document which was confirmed.

Trustee Brakewood asked about the number of miles to New York City that is listed in the scoping document.

Mr. Ferrandino said that the borough of the Bronx's is included in the borders of New York City that is why the documents states that it is ten miles.

Mayor Pilla recognized Anthony Gioffre, Esq., attorney for Starwoods stating that he and staff had a meeting earlier today with them.

Mr. Gioffre, said that he is an attorney with the firm Cuddy & Fedder and represents Starwood Capital the owner of the former United Hospital site. He said that they have submitted comments to the Comprehensive Plan Advisory Committee (CPAC) and provided them to the Board of Trustees. He said that under Chapter 3 regarding alternatives that the only alternative is a no action. Mr. Gioffre asked the Board to consider alternatives with a flexible approach for the United Hospital site and as we move forward would like a work session with the Board on their site. He said that they will be submitting comments on the scoping document.

The Mayor said that the Board has scheduled a zoning work shop for April 25th and invited Mr. Gioffre and Starwood to attend. He recognized Goldie Solomon.

Ms. Solomon said that residential developments will affect our schools. She told the Board to keep taxes down and that we need a hotel in Port Chester stating there is one in Rye and Rye Brook and the hospital site is a good location for a hotel.

Mayor Pilla recognized Richard Abel.

Mr. Abel said that number 24 of page 7 of the document is marked no if it includes local, state or federal funding. He asked if that was technically correct.

Trustee Kenner noted that there is funding from the Village's Industrial Development Agency for the Plan and Mr. Steers said also UDAG funding. It was noted that item will be reviewed.

Mayor Pilla asked if there was anyone else from the public who would like to comment, which there was none. He also asked if the Board had any other comments and they did not. The Mayor said that we will close this session but there is a ten day window that written comments can be made through the Clerk's office and then the Board will consider adopting the scope at our May 7th meeting. He spoke about the meeting that was held with Starwoods and supports alternatives for their site.

On motion of Trustee Kenner, seconded by Trustee Marino, the public scoping session was closed.

ROLL CALL

AYES: Trustees Brakewood, Didden, Marino, Kenner and Mayor Pilla

NOES: None

ABSENT: Trustees Terenzi and Branca

The Clerk read for the record and the public that written comments regarding issues to be addressed in the DGEIS will be accepted until 5:00PM on May 2, 2012. Written comments will be given the same consideration as any oral comments made at the public scoping meeting on April 16, 2012. Please submit written comments to the Village Clerk, 222 Grace Church Street, Port Chester, NY 10573. Electronic comments may be provided by

email to jmancuso@portchesterny.com. Please include your name and address when submitting a comment; no anonymous written or electronic comments will be accepted.

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Presentation: Port Chester Community Cares Coalition – LifeSkills Training

Mayor Pilla spoke about the Port Chester Community Cares Coalition and that they have been working closely with Village Departments, the Schools and the community on things that affect the youth of our community including smoking, drugs and alcohol. He said that Jenny Meyers, the Coalition Coordinator and Joan Thomas of the Coalition are here to speak about the LifeSkills Training as a D.A.R.E replacement curriculum.

Ms. Thomas spoke about the LifeSkills Training (LST) stating that it is a school-based program that aims to prevent alcohol, tobacco and marijuana use and violence by targeting major social and psychological factors that promote the initiation of substance use and other risky behaviors. She said that information has been provided to the Board regarding the middle school level curriculum for grades 6 / 7 and review of LST by the National Registry of Evidence-based programs and practices and spoke further on this information.

Ms. Meyers spoke further about this program and the wider range of topics that it has for these aged students. She spoke about the training process which is one full day and the cost of the training and student workbooks.

There was further discussion with the Board, the Police Chief, Ms. Thomas and Ms. Meyers on the current D.A.R.E. Program and would the LifeSkill Training replace D.A.R.E. which it would not, the costs of the LST and cost of the D.A.R.E. Program and the pricing of someone else to teach the LST class instead of the D.A.R.E. officer. It was noted that this proposal along with the D.A.R.E Program will require further review which can be done at the Police budget session scheduled for April 18th.

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Public Comments:

Mayor Pilla asked if anyone from the audience would like to speak at this time. He recognized Bea Conetta.

Mrs. Conetta spoke about the Senior Center use and stated that she watched the last Board meeting were this was discussed noting that she agrees with Trustees Didden and Marino and we should be charging the fee and the charge for the custodial services to everyone. She said that when we give funding to these organizations then not charge them they are getting more from us. Mrs. Conetta said that the Center should be used for the senior programs and Village functions and that it should not be opened up for parties. She then asked if permission has been given to the Westchester B.L.U.E. Foundation.

The Mayor said that particular request was referred to staff and no permission has been given as of yet for their requested event.

Mrs. Conetta said that they are asking to close Abendroth Avenue downtown and use the Marina Parking lot for fund raising activities that are for police officers that our own

Police Department is not supporting so does not think the Village should grant permission for this event. She said that over the years our Village has been abused and used and questioned if the Village picks up the garbage at the Rye Town Park which is located in Rye Brook.

Mayor Pilla said that yes we do pick up garbage for the Town which they are charged a fee for and we do this because we have the equipment to pick up this trash by the trucks. He then recognized Goldie Solomon.

Ms. Solomon also spoke about the Senior Center and questioned why the center is closed on Saturdays when seniors want a place to go. She told the Board that if you want to rent it out do so only on Sundays not Saturdays. Ms. Solomon said that this is our Senior Center and we should be able to use it all the time.

The Mayor recognized Richard Abel.

Mr. Abel spoke about the D.A.R.E. Program and the presentation for the Like Skills Program and budgeting items seem to be the same for either program but noted that our Port Chester Police Officer leaves Port Chester and goes to Rye Brook at the Port Chester Middle School. He said that shared services for this program between the two communities could maybe be a cost savings.

Mayor Pilla stated that he has had detailed discussions with the Rye Brook Mayor on this subject and spoke more about the programs. He said that more discussions are required to see if this could be a shared service between the two Villages.

Mr. Abel asked about the resolution on the agenda regarding the Sidewalk Program for 600 King Street and was it a clerical error.

Mr. Cerreto said yes it was a clerical error where two assessments were transposed on the spreadsheet between 600 and 620 King Street. He said that the assessment for the property at 600 King is higher than what was noticed that we have informed the property owner but they do have the right for a hearing which they have not declined as of this time so this resolution will set a hearing.

Mr. Abel asked if there will be any add on to the agenda this evening.

The Mayor said no there are no add ons.

Police Chief Krzeminski told the Board and the public that historically when the D.A.R.E. Program started all the 6th grade students were at the elementary schools all located in the Village and the program continued when that grade was moved to the Middle School in Rye Brook.

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Resolutions: Parks

RESOLUTION ACCEPTING DONATION OF VOLUNTEER WORK TO REVITALIZE
AND BEAUTIFY EDGEWOOD PARK

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

WHEREAS, by letter dated March 28, 2012 to the Village Recreation Leader, several students of a visual arts class at SUNY Purchase have expressed interest in beautifying Edgewood Park the week of April 21, 2012; and

WHEREAS, all expenses will be funded by the class budget and participating local businesses; and

WHEREAS, the Park and Recreation Commissions support the proposal. Now, therefore, be it

RESOLVED, that the Board accepts the donation of:

Madeline Yee
Harley Aussoleil
Paige Riddering
Nina Irizarry
Marina Margulis
Ki Walker
Estaban Silva
Emily Wanger
Christopher Robbins,

representing their volunteer time and effort as well as that of participating local businesses with regard to their collective effort to beautify Edgewood Park.

ROLL CALL

AYES: Trustees Brakewood, Didden, Marino, Kenner and Mayor Pilla
NOES: None
ABSENT: Trustees Terenzi and Branca

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Resolution: Senior Center

The Clerk presented the next resolution regarding an amendment to the Senior Center Use Policy.

Trustee Marino made a motion for discussion, Trustee Brakewood seconded the motion.

Mayor Pilla spoke about the proposed amendment that even if the rent cost is waived for the non-profits organizations that additionally receive assistance from the Village for their operation of Village programs that they would have to pay the actual cost of the Village's custodian services. He said that Carol Nielsen, the Director of the Senior Programs is in the audience and asked her to comment on this proposed amendment to the Senior Center use policy.

Mrs. Nielsen said that the policy has that other than governmental entities would pay a rental fee which is proper. She said that she does not support the proposed amendment with no fee for non-profit organizations except the custodial charge and if the Board wants to amend the policy the entire policy should be reviewed.

Trustee Kenner said that he would rather table this proposal then vote on the resolution. There was further discussion on the proposed amendment.

Trustee Kenner made a motion to table the resolution with no date certain so the policy can be reviewed by the Village Manager and the Senior Program Director, Trustee Marino seconded the motion.

Trustee Didden said that he would vote no to table this resolution because Mrs. Nielsen is not supportive of the proposal. More discussion was held amongst the Board.

Trustees Kenner and Marino withdrew their motions to table.

VILLAGE OF PORT CHESTER
SENIOR/COMMUNITY CENTER FACILITY POLICY
AND RULES AND REGULATIONS

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

WHEREAS, the Port Chester Senior/Community Center was dedicated on February 23, 2007; and

WHEREAS, although the primary use of the Senior/Community Center is for programs supporting seniors of the community, the Board desires that the facility be available for additional use upon permit basis; and

WHEREAS, by resolution adopted on April 6, 2010, the Board adopted a policy for such additional use by governmental agencies and non-profit organizations with special tax status and a nexus to the Village; and

WHEREAS, the Board finds that such non-profit organizations that also receive assistance from the Village for operation of Village programs warrant further consideration. Now, therefore be it

RESOLVED, that the Board of Trustees hereby amends the “Village of Port Chester Senior/Community Center Facility Policy and Rules and Regulations” in the form annexed with regard to the payment of the user fee by non-profit organizations permitted to use the facility.

ROLL CALL

AYES: None

NOES: Trustees Brakewood, Didden, Marino, Kenner and Mayor Pilla

ABSENT: Trustees Terenzi and Branca

Village of Port Chester
Senior/Community Center Facility Policy
Rules and Regulations

The Village Board of Trustees recognizes that the Port Chester Senior/Community Center belongs to the people of the Village of Port Chester. The Board affirms that the primary use of the Senior/Community Center is for programs supporting seniors of the community. The Board desires to provide for the additional use of the Senior/Community Center to governmental entities and non-profit organizations with special tax designation Section 501 (c) (3) that provides programs or services in the Village. The Board is mindful of its fiduciary obligations to ensure that the Senior/Community Center is in optimum condition and available for use by generations to come.

Permits to use the Senior/Community Center may be cancelled in the event of a conflict with a Village activity or for any reason that is deemed necessary by the Village. The Village reserves its right to permit use of the Senior/Community Center and full access to the facility at all times. The Senior/Community Center is handicapped-accessible and is open to all individuals and groups regardless of age, race, national origin, sexual orientation, marital status, disability, military status or other specified classes protected by law.

The Village may restrict the use of the Senior/Community Center to certain times and areas as governed by the following rules and regulations:

Permits are issued by the Village Manager’s designee on a first-come, first-serve basis, with a limit on the number of permits to ten per month. The facility may not be used by the same permittee more than three times in a calendar year, it being the intention of the Village to ensure a general use of the facility.

1. Application forms are available at the Senior/Community Center, 220 Grace Church Street and on the Village’s website.
2. The Senior/Community Center is available for permit use on weekdays (except Mondays and Wednesdays), and Saturdays from 6 p.m. to 9 p.m. and on Sunday from 12 noon to 9 p.m. or as otherwise authorized.
3. A permit fee and clean-up security deposit are required at the time the permit is issued and reservation made.
4. The schedule of fees is as follows:

Government Entities

Governmental entities shall pay the actual cost of the Village’s custodian’s services.

Non-profit organizations

Non-profit organizations that additionally receive assistance from the Village for their operation of Village programs shall pay the actual cost of the Village’s custodian services.

All others:

	Up to 2 hours*	Up to 3 hours*	Up to 4 hours*
Multi-Purpose Room	\$100.00	\$150.00	\$200.00

*includes one hour set-up time.

Security Deposit of \$250.00 (refundable)

Use of the kitchen is an additional \$100 fee.

An additional overtime fee of \$75.00 per hour or part thereof shall be imposed on all activities/events that are permitted and extend beyond four hours.

5. The Senior/Community Center will be open for one hour prior to the start of the proposed event or activity and shall close one hour after the end of the event or activity. The Village’s custodian will be responsible for opening and closing the facility and will be present for entire period of use.
6. Permittees are expected to act in an orderly manner. It is the responsibility of the permittee to clear and clean the facility/area used, including the kitchen and all the equipment if kitchen privileges are granted, at the conclusion of the function. The facility shall be left in the same or better condition that in which it was found. The clean-up deposit shall be returned to the permittee within two weeks after the

event following the inspection made by the Village's custodian certifying that the premises have been returned to such level of condition. A report shall be made by the custodian after each usage and advise the Director of the Senior/Community Center if there are any damages or extraordinary cleanup necessary. Permittees are held responsible for any such damages or cleanup costs.

7. Cancellations are discouraged and must be reported no later than one day prior for a weekday event or function or on Friday before a weekend function. In the event of a cancellation, permit fees are refundable on the following basis:

4 weeks or more notice -	100% refundable
2 to 4 weeks notice -	75% refundable
Less than 2 weeks notice -	50% refundable
8. Smoking and the sale, use or consumption of alcoholic beverages is prohibited.
9. Nothing shall be affixed to the walls or doors or hung from ceiling. No helium balloons may be used for decoration. No smoke machines or pyrotechnics may be used.
10. Occupancy limits are posted and shall not be exceeded.
11. Means of ingress and egress shall not be blocked.
12. No fee for admission shall be charged.
13. The permittee shall execute an indemnification agreement satisfactory in form to the Village Attorney holding the Village harmless arising out of the use of the Senior/Community Center. In addition, a certificate of insurance shall be provided evidencing that the permittee has general liability insurance in the minimum amount of \$1 million / \$2 million dollars coverage, naming the Village of Port Chester as an additional insured. Such certificate shall be provided no less than fourteen days prior to the event or function.
14. Unlawful discrimination shall not be tolerated and are grounds for summary revocation of a permit to use the Senior/Community Center.

Adopted: April 6, 2010

Amendment Defeated: April 16, 2012

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**RESOLUTION SETTING PUBLIC HEARING TO APPROPRIATE
COST OF PHASE II OF THE SIDEWALK BETTERMENT PROJECT**

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, after public hearing and by resolution adopted on January 3, 2012, the Board of Trustees apportioned and assessed the costs of Phase II of the Sidewalk Betterment Project to the benefitted property owners; and

WHEREAS, in such resolution, the assessments for 600 King Street and 620 King Street were transposed; and

WHEREAS, the property owners were notified of same and advised of the correct amounts and their payment options; and

WHEREAS, since the property owner of 600 King Street has an increased assessment, the Village Attorney has advised that it is entitled to a public hearing; and

WHEREAS, to date said owner has not waived such right to hearing. Now, therefore, be it

RESOLVED, that the Board of Trustees hereby sets a public hearing on May 7, 2012 at 7:00 p.m. at the Police Department/Justice Court, 350 North Main Street, Port Chester to correct the apportionment and assessment with regard to property at 600 King Street; and be it further

RESOLVED, that the Village Manager or his designee be directed to mail notice of the hearing to the property owner in accordance with Village Law to hear any objection to said apportionment and assessment.

ROLL CALL

AYES: Trustees Brakewood, Didden, Marino, Kenner and Mayor Pilla
NOES: None
ABSENT: Trustees Terenzi and Branca

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The Clerk presented a report from Fire Patrol & Rescue Co. #1 on the resignation of Matt Smith and the passing of member Andrew Fox.

The Board noted the resignation of Matt Smith and expressed their condolences for the passing of Andrew Fox and their thanks for his services to the community.

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The Clerk presented correspondence from the Rye Town Youth Football & Cheerleading requesting permission for the placement of a sign at Messina Park from May 6th to May 20th to promote their annual barbecue to be held on May.

The Board of Trustees referred the correspondence from the Rye Town Youth Football & Cheerleading to staff for review and any conditions.

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The Clerk presented correspondence from the Port Chester American Legion Post 93 requesting permission for the Memorial Day Parade to be held on May 28, 2012 and the appropriation for this ceremony.

The Board of Trustees referred the correspondence from the Port Chester American Legion Post 93 to staff for review and any conditions.

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Mayor Pilla stated that he has received correspondence from the Tamarack Tower Foundation regarding their Taste of Port Chester to be held on June 5, 2012.

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The Clerk presented the minutes of March 19, 2012 and March 22, 2012 for approval.

On motion of Trustee Didden, seconded by Trustee Brakewood, the Board of Trustees minutes of March 19, 2012 and March 22, 2012 were approved.

ROLL CALL

AYES: Trustees Brakewood, Didden, Marino, Kenner and Mayor Pilla
NOES: None
ABSENT: Trustees Terenzi and Branca

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Public Comments:

The Mayor asked if anyone from the audience would like to speak at this time. He recognized Gene Ceccarelli.

Mr. Ceccarelli asked if there is any information regarding the sign that is hanging along a fence across from Village Hall that he has raised at a prior meeting asking if that type of sign is allowed or not.

Trustee Brakewood noted other locations in the Village where signs are being posted at the intersection of South Regent Street and the Post Road and Putnam Avenue and Willett Avenue.

Mr. Cerreto said that he would provide an opinion regarding this subject.

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Board Comments:

Trustee Brakewood inquired when Rose Noonan would be coming back to the Board regarding the proposal for the Housing Rehabilitation Program.

Mr. Russo said that he would follow up with Ms. Noonan regarding the status of the proposal for the program and advise the Board.

Trustee Brakewood asked if there is information regarding the street paving.

Mr. Russo said that item was discussed at the budget work session held last week and that he will provide this information to Trustee Brakewood at the budget work session schedule on April 18th but noted that the Capital Projects will be a continued discussion even after the adoption of the budget.

Trustee Brakewood asked about residential sidewalks.

Mr. Russo said that item was not discussed at last week's budget work session but there is \$100,000 in the budget for sidewalks which sidewalks still needs to be evaluated.

Trustee Brakewood said that he would like to continue the Betterment Program for Sidewalks with a Phase III.

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Trustee Didden said that this evening the Board received a report that Andy Fox a member of Fire Patrol & Rescue had passed away and wanted also to note the passing of Charles Topp a 73 year member of Harry Howard Hook & Ladder Company. He said that Trustee Branca is ill and that his prayers are with him and hopes he is able to get back to the Board soon.

Trustee Didden said that the Salvation Army had requested permission for a parade up Westchester Avenue and asked if the parade/ march route has been worked out yet because it was recommended that it instead go onto Broad Street up Irving Avenue onto Haseco Avenue.

Mr. Russo said that he has had several meetings with different organizations lately but will need to follow up on this particular request regarding the parade/march route.

Trustee Didden inquired if review has been done regarding his recommendation to cut back a section of the sidewalk on Putnam Avenue adjacent to Lyon Park for more space for vehicles to park instead of jumping the curb.

Mr. Russo said that our Village Engineering Consultant, Dolph Rotfeld had said at the budget work shop held last week that he would review this recommendation and report on his findings. There was further discussion about vehicles parking up on curbs and Trustee Brakewood spoke about people parking on their lawns, jumping curbs and other parking and zoning violations. He asked what are we doing regarding the enforcement of parking outside of the downtown area. There was further discussion on this subject and Mr. Steers spoke about the zoning violation aspects of such parking.

Trustee Didden also spoke about property maintenance complaints.

Mr. Steers commented noting that pursuing property maintenance complaints goes hand and hand with staffing levels and spoke about the recruitment process and that candidates are off of a County list whose then needs proper training and state certification which could take a year. There was further discussion on this subject.

Trustee Didden spoke about a Code Enforcement Amnesty Program stating that the Board had a meeting with staff back at the end of February and he and the Mayor had promised the BAR Association that we would have a law by this time so what is the status of this proposal and follow up meeting with staff.

Mayor Pilla said that a meeting is scheduled for April 25th regarding zoning in reference to the Comprehensive Plan and that this topic will be discussed as well. He asked Mr. Steers to comment on the process that staff is providing regarding this issue.

Mr. Steers said that it is a seven step process regarding open permits / violations noting that they are not penalizing property owners that come in voluntary. He spoke about the permit fees and that they are working with these property owners on the zoning issues and open permits but noted that there is still an expense and time involved with the process.

Trustee Didden said that people do not know this and do not see this happening because he and others are still receiving complaints from property owners noting that there are still open gaps. He said that the Board should either adopt the employee policy or the Board create its' own policy and adopt that.

The Mayor said that we will discuss this further on April 25th.

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Trustee Marino asked about the status of the bulkhead.

Mr. Russo said that both of the engineering companies, one for the Village and one for G&S have seen the area and they need to review the situation. There was further discussion between the Board and the Manager regarding the bulkhead.

Trustee Marino expressed his thoughts and prayers are with Trustee Branca.

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Trustee Kenner also expressed his thoughts and prayers for Trustee Branca. He asked what is the status of the joint meeting of the Board of Trustees and the School Board.

The Clerk said that dates in May have been provided to the School Clerk who is checking on the School Board's availability. She said that when confirmation is made the Board will be noticed of the final date.

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Mayor Pilla spoke about the Comprehensive Plan and that this plan is a forty year vision for the future and it is the goal that the plan will be adopted by Halloween. He noted that the Village newsletter has been sent out and beside the sanitation schedule it also highlights the progress regarding the Sewer Project stating that he and staff meet with State Agencies this week regarding the EPA order and these agencies are very pleased on what we have done so far and told them of the Sewer Rent Project which they were impressed with this proposal.

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There being no further business, on motion of Trustee Kenner, seconded by Trustee Didden the meeting was closed at 9:05 p.m.

ROLL CALL

- AYES: Trustees Brakewood, Didden, Kenner, Marino and Mayor Pilla
- NOES: None
- ABSENT: Trustees Terenzi and Branca

Respectfully submitted,

Joan Mancuso
Village Clerk