

**VILLAGE OF TARRYTOWN
BOARD OF TRUSTEES
WORK SESSION 6:00 P.M.
SPECIAL MEETING 7:00 P.M.
WEDNESDAY, MARCH 27, 2013
Tarrytown Village Hall
One Depot Plaza, Tarrytown, New York**

6:00 P.M. – Presentation PCI Water System – Board Room

7:00 P.M. – SPECIAL MEETING – Parking Management Agreement

Board of Trustees Concerns

Open Session

1. Parking – Highland Avenue
2. Organizational Meeting Agenda
3. Budget Public Hearing and Work Sessions
4. Farmers Market
5. Small Claims Assessment Review
6. Historic Commons District
7. YMCA Water Bill
8. Broadway Beautification Project
9. Parking – West Side of Railroad Tracks
10. Parking Area for Emergency Vehicles – Fire Boat
11. Amendment to Ethics Law

Executive Session

- 1A. Board Appointments
- 2A. Agreement for Professional Services
- 3A. Sale of Property under Tappan Zee Bridge

TARRYTOWN POLICE DEPARTMENT

OFFICE MEMORANDUM

Date: March 14, 2013

To: Michael Blau, Village Administrator

From: Scott W. Brown, Chief of Police

Subject: No Parking-Highland Avenue

At the January meeting of the Transportation Council Lou Agro advised that the NO PARKING HERE TO CORNER and the AREA SPEED LIMIT sign on the east side of Highland Avenue off Benedict Avenue was posted too far from the intersection. Most likely, these signs were re-posted by the contractor following the construction of the two homes on the corner lot. The signs are, in fact, posted 253 feet north of Benedict Avenue while the code calls for them to be 115 feet. However, 115 feet places the signs between the two properties approximately 8 feet south of the second driveway. Photos and diagrams are attached.

Therefore, since there is no complaint from either homeowner and there is no valid reason to place the sign on the either resident's front lawn I would suggest the Board amend the Vehicle and Traffic law to legislate the current location of the signs. However, should the Board feel the concerns of the Transportation Council need action then I would recommend the sign be moved approximately 50 feet south (closer to the driveway of the second home) and change the code accordingly. This will provide greater visibility of the signs but may create unwanted parking on the shoulder north of the sign.



371 South Broadway
Tarrytown, NY 10591
T: 914.366.7898
F: 914.366.7434
www.jcconthehudson.org

March 14, 2013

Michael Blau
Village Administrator
Village of Tarrytown
One Depot Plaza
Tarrytown, NY 10591

Chair
Michael Maron

Vice Chairs
Michelle Frank
Allen Halpern

Treasurer
Peter Boritz

Secretary
Nancy Lonky

Governors
Lisa Cohen
Sheila Goldstein
Norman Goodfarb
Abraham Joselow
Amy Martini
Jason Nudelman
Elaine Shames
Mark Shevrin
Susan Tolchin
Gerald Weinberger
Sally Zuckerman

Executive Director
Frank Hassid, MSW

Dear Michael,

I wanted to plead with the Village Trustees to look at the very high fees attached to the applications and submissions to the Architectural Review Board and the Building Department.

As a not-for-profit agency, we find the respective fees (ARB-\$10,500; Building Dept. estimated \$111,050) place an enormous burden on a community organization attempting to enhance programs and services for the community. These are community dollars that could and should be applied to servicing residents who need camp scholarships, special needs services, programming for the elderly, and support in general for local families.

The JCC is not seeking a waiver of all fees, as we fully understand the time needed for a qualitative review. However, the current fees seem punitive, and we are asking that the Village Trustees find a way to differentiate between community service organizations and for-profit businesses, whose primary goal is profit-making, when levying the fees in question.

Your consideration of this request is greatly appreciated.

Sincerely,

A handwritten signature in black ink, appearing to read 'Michael Maron'.

Michael Maron
Chair

A handwritten signature in black ink, appearing to read 'Frank Hassid'.

Frank Hassid, MSW
Executive Director

UJA Federation
of New York

jcc
association

OFFICIALS OF THE VILLAGE OF TARRYTOWN
APRIL 2013 TO APRIL 2014

*March
27th
— 2*

BOARD OF TRUSTEES

Term Ex

(2 year)

Drew Fixell	2015
Dep. Mayor Basher	2013
Thomas Basher Sr.	2014
Thomas Butler	2015
Robert Hoyt	2014
Mary McGee	2014
Becky McGovern	2015
Doug Zollo	2015

PLANNING BOARD (5 year) Liaison Trustee Butler

Stanley Friedlander, Chair	2013
Stanley Friedlander	2017
Paul Birgy	2014
Ron Tedesco	2015
Joan Raiselis	2014
David Aukland	2013
Sally Lawrence (Alternate)	2015

ZONING BOARD OF APPEALS (5 year) – Liaison Trustee Butler

Sally Lawrence, Chair	2013
Sally Lawrence	2015
Karen Brown	2013
Jack Jolly	2012
James Maloney	2014
Victoria Weisel	2012

ARCHITECTURAL REVIEW BOARD (3 year) – Liaison Trustee McGovern

Julius Perry, Chair	2013
Julius Perry	2015
Brian Carr	2013
Stephen Mignogna	2013
Mary Byrnes	2014
Patricia Pinckney	2014
*Jane Greenwood (Alternate Member)	2013

WARNER LIBRARY BOARD (5 year) Liaison Trustee McGee

Sharon Camlic (S.H.) Chair	2013
David L. Huber (T.T.)	2013
Michele Gonzalez (S.H.)	2017
Liza Glover (TT)	2013
Fiona Hodgson (S.H.)	2015
Patricia Pinkney (T.T.)	2014
David A. Neilsen (T.T.)	2016

PARKS AND RECREATION ADVISORY COUNCIL (5 year) Liaison Trustee Hoyt
(Nine-person Commission)

Henry Crepeault, Chair	2013
Henry Crepeault	2014
John P. Hill	2013
Patricia Diggle	2017
Trudy Dunbar	2014
Audrey Savage	2016
Greg Thompson	2014
Allison Boldyrev	2015
Vacant (Student from Irvington)	
Vacancy (Student from SHHS)	

FIRE SPRINKLER APPEALS BOARD

Fire Chief Gene Gasparre	2013
1 st Asst. Fire Chief Dom Morabito	2013
2 nd Asst. Fire Chief Bill Logan Jr.	2013
David Jacoby	2013
Vacant	

OTHER ELECTED OFICIALS

Judge Kyle C. McGovern	2015
Fire Chief Gene Gasparre	2013
1 st Asst. Fire Chief Dom Morabito	2013
2 nd Asst Fire Chief Bill Logan Jr.	2013

OFFICIALS TO BE APPOINTED

Dep. Admin. James J. Hart	2013
Treasurer James J. Hart	2014
Deputy Treasurer Eileen O'Brien	2013
Clerk Carol A. Booth	2014
Deputy Village Clerk, J. Hart	2013
Registrar of Vital Statistics, C.Booth	2013
Dep. Reg. of Vital Statistics, J.Hart	2013
Assessor Robert Wheatley	2013
Acting Judge George Hlapatsos	2013
Sp. Pros. Steve Bettman	2013
Village Attorney Jeffrey Shumejda	2013
Police Surgeon Dr. Robert Raniolo,	2013
Industrial Medicine Associates	2013
Westchester Orthopedic Associates/	2013
Dr. Eric Zitzman	
Hrbmstr. K. Lustyik	2013
Historian Richard Miller, 63 Riverview Ave.	2013
Chair of the Waterfront Advisory	2013
Committee, Linda Viertel	

OTHER OFFICIALS

Village Administrator Michael Blau
Police Chief Scott Brown
Village Engineer Michael J. McGarvey
General Foreman Scott Weaver
Recreation Supervisor Joe Arduino
Library Director Maureen Petry
Court Clerk Magaly Hernandez

ENVIRONMENTAL ADVISORY COUNCIL (2 Years) Liaison Trustee Butler

Carole Griffiths, Chair	2013	631-2911
Carole Griffiths	2014	
Vacant		
Greg Galloway	2014	
Vacant		
Martin Hauser	2014	
Susan Schwarz	2014	
Susan Godwin	2014	
Kristin C. Giacalone	2013	
Vacant		

TRANSPORATION COUNCIL (No Terms) Liaison – Trustee Basher

Police Chief Scott Brown
Bernie Sciarpetti, 12 Millbrook Avenue
Joseph Callahan, 47 Crest Drive
Gene Savage, 219 S. Broadway
Eleanor Ross, 80 South Broadway
Louis Agro, 117 Crest Drive
Mitchel Chalsen, 33 Meadow Street
James Kittler, 43 Depeyster St., Apt. 1

BUSINESS IMPROVEMENT COMMITTEE (No Terms) Liaison – Trustee Zollo

Russ Rogers, Horsefeathers, 94 North Broadway
Joanne Murray, Allan Block Agency, 24 South Broadway
Paul Janos, 47 Meadow Street
Anne Marie Basher, 120 Tappan Landing Road
Three Vacancies

AFFORDABLE HOUSING COMMITTEE (No Terms) Liaison – Trustee McGovern

Benjamin Gross, Chair
Stephen Byelick
Sadie McKeown
David Nutig
Audrey Thomas
Robin Warner
Alec Roberts

TARRYTOWN MUNICIPAL HOUSING AUTHORITY – (5 years) Liaison Trustee McGovern

Gertrude Arduino	2017
Sharon Bryan-Morgan	2015
Mary Byrnes	2014
Ricardo Gonzalez	2016
Robin Warner	2014

TREE COMMISSION (3 year) Liaison – Trustee Hoyt

Eric Clingan, c/o Hackley School, Chair	2014
Village Engineer, Michael J. McGarvey	2014
Deirdre Carsto	2014
General Foreman, Scott Weaver	2014
Ron Tedesco	2014
Ann O'Brien	2013
Susan Goodwin	2014

BEAUTIFICATION COMMITTEE (Est. 11/4/91) Liaison – Trustee Zollo

Hedi Eulau, 12 Archer Place
Philomena Ippolito, 15 River Terrace
Patti Riedel, Chair, 56 Lake Avenue
Eleanor Ross, 80 South Broadway
Carolyn Swanson, 63 Tappan Landing Road
Bettijane Lugari, Irving Avenue
Diedre Dobson Carsto, c/o 143 Wilson Park Drive
Joan Dobson, 143 Wilson Park Drive
Nancy Leddy, 118 Union Avenue
Cora Hubbard, 3 Hendrick Lane
Nancy Quinn, 54 South Washington St.
Mr. Chris Brazil, 21 Neperan Road

LIAISON TO THE GREENBURGH PLANNING BOARD

David Aukland, Gracemere

ETHICS BOARD (three year term)

Frederic M. Mauhs, Chairman	2015
Sarah Gillespie	2013
Dr. Klaus Schreiber	2013 (Resigned on 8/11/12)
Dr. Paul J. Rinaldi	2015
Nicholas Singman	2014
Joseph G. Hynes	2014
Mary McGee	2013

WATERFRONT ADVISORY

Linda Viertel, Chair
Eleanor Ross
Richard Kilsheimer
Stu Schechtman
Tori Wiesel,
Dennis Chillemi
Regina Mignogna
John Garibaldi

MARRIAGE OFFICER (one year)

Deputy Mayor Basher	2013
Trustee Butler	2013
Trustee Hoyt	2013
Trustee McGee	2013
Trustee McGovern	2013

Trustee Zollo	2013
Village Clerk Booth	2013

APPOINTMENT OF VILLAGE AUDITORS

BE IT RESOLVED that the Board of Trustees of the Village of Tarrytown hereby re-appoints O'Connor, Davies, Munns & Dobbins, LLP as Official Auditors for the Village of Tarrytown for a one year term.

DESIGNATION OF THE OFFICIAL VILLAGE DEPOSITORIES AND AUTHORIZED CHECK SIGNATURES

BE IT RESOLVED that the Board of Trustees of the Village of Tarrytown hereby designates that the J P Morgan Chase Bank, Wells Fargo Bank, Bank of America, Citibank and the Key Bank be designated as official depositories for the Village of Tarrytown. All checks drawn on the payroll shall be signed by Village Treasurer James J. Hart and all checks drawn on accounts other than payroll funds shall be signed by Mayor Fixell and Village Treasurer James J. Hart; the signature of Mayor Fixell may be manual or by an automatic signing device. Deputy Mayor Basher is authorized to sign in the absence or unavailability of Mayor Fixell and Deputy Treasurer Eileen O'Brien is authorized to sign in the absence or unavailability of the Treasurer.

DESIGNATION OF AN OFFICIAL NEWSPAPER

BE IT RESOLVED that the Board of Trustees of the Village of Tarrytown hereby designates the Gannett Journal News as the Official Newspaper of the Village of Tarrytown.

REVIEW OF PROCUREMENT POLICY

BE IT RESOLVED that the Board of Trustees of the Village of Tarrytown has reviewed the Village of Tarrytown Procurement Policy, pursuant to Paragraph 8 of the policy and does hereby approve the said policy for the 2012-2013 year.

ADOPTION OF THE VILLAGE OF TARRYTOWN BOARD OF TRUSTEES OFFICIAL RULES OF PROCEDURE

BE IT RESOLVED that the Board of Trustees of the Village of Tarrytown does hereby designate the following Official Rules of Procedure

Pursuant to New York Village Law §4-412(2), but subject to the other provisions of New York Law and the Village of Tarrytown Code, the following rules of procedure are adopted and shall govern the meetings of the Board of Trustees of the Village of Tarrytown:

VILLAGE OF TARRYTOWN
BOARD OF TRUSTEES
ORGANIZATIONAL MEETING 8:00 P.M.
MONDAY, APRIL 1, 2013
Tarrytown Village Hall
One Depot Plaza, Tarrytown, New York

Pledge of Allegiance to the Flag

8:00 P.M. ANNUAL ORGANIZATIONAL MEETING

SWEARING IN OF MAYOR: DREW FIXELL

SWEARING IN OF THREE TRUSTEES: THOMAS D. BUTLER, BECKY MCGOVERN
AND DOUG ZOLLO

MAYOR'S APPOINTMENT OF DEPUTY MAYOR FOR A ONE-YEAR TERM

Mayor Fixell does hereby re-appoint Thomas T. Basher as Deputy Mayor for a one-year term.

APPOINTMENT OF MARRIAGE OFFICERS

BE IT RESOLVED that the Board of Trustees of the Village of Tarrytown does hereby appoint the following Board of Trustees members as Marriage Officers of the Village of Tarrytown for one-year terms: Trustees Basher, Butler, Hoyt, McGee, McGovern, Zollo and Village Clerk Booth.

RE-APPOINTMENT OF DEPUTY VILLAGE ADMINISTRATOR

BE IT RESOLVED that the Board of Trustees of the Village of Tarrytown does hereby re-appoint James J. Hart as Deputy Village Administrator for a one-year term.

RE-APPOINTMENT OF DEPUTY VILLAGE CLERK

BE IT RESOLVED that the Board of Trustees of the Village of Tarrytown does hereby re-appoint James J. Hart as Deputy Village Clerk for a one-year term.

RE-APPOINTMENT OF VILLAGE REGISTRAR OF VITAL STATISTICS

BE IT RESOLVED that the Board of Trustees of the Village of Tarrytown does hereby re-appoint Carol A. Booth as Village Registrar of Vital Statistics for a two-year term.

RE-APPOINTMENT OF DEPUTY VILLAGE REGISTRAR OF VITAL STATISTICS

BE IT RESOLVED that the Board of Trustees of the Village of Tarrytown does hereby re-appoint James J. Hart as Deputy Village Registrar of Vital Statistics for a one-year term.

RE-APPOINTMENT OF DEPUTY VILLAGE TREASURER

BE IT RESOLVED that the Board of Trustees of the Village of Tarrytown does hereby re-appoint Eileen O'Brien as Deputy Village Treasurer for a one-year term.

RE-APPOINTMENT OF CHAIRPERSON OF THE PLANNING BOARD

BE IT RESOLVED that the Board of Trustees of the Village of Tarrytown does hereby re-appoint Dr. Stanley Friedlander as Chairperson of the Planning Board for a one-year term.

RE-APPOINTMENT OF MEMBER OF THE PLANNING BOARD

BE IT RESOLVED that the Board of Trustees of the Village of Tarrytown does hereby re-appoint David Aukland as member of the Planning Board for a term to expire in April of 2018.

RE-APPOINTMENT OF CHAIRPERSON OF THE ZONING BOARD OF APPEALS

BE IT RESOLVED that the Board of Trustees of the Village of Tarrytown does hereby re-appoint Sally Lawrence as Chairperson of the Zoning Board of Appeals for a one-year term.

RE-APPOINTMENT OF MEMBER OF THE ZONING BOARD OF APPEALS

BE IT RESOLVED that the Board of Trustees of the Village of Tarrytown does hereby re-appoint Jack Jolly as member of the Zoning Board of Appeals for a term to expire in April of 2017.

RE-APPOINTMENT OF MEMBER OF THE ZONING BOARD OF APPEALS

BE IT RESOLVED that the Board of Trustees of the Village of Tarrytown does hereby re-appoint Victoria Weisel as member of the Zoning Board of Appeals for a term to expire in April of 2017.

RE-APPOINTMENT OF CHAIRPERSON OF THE ARCHITECTURAL REVIEW BOARD

BE IT RESOLVED that the Board of Trustees of the Village of Tarrytown does hereby re-appoint Julius Perry as Chairperson of the Architectural Review Board for a one-year term.

RE-APPOINTMENT OF MEMBER OF THE ARCHITECTURAL REVIEW BOARD

BE IT RESOLVED that the Board of Trustees of the Village of Tarrytown does hereby re-appoint Brian Carr as member of the Architectural Review Board for a term to expire in April of 2016.

RE-APPOINTMENT OF MEMBER OF THE ARCHITECTURAL REVIEW BOARD

BE IT RESOLVED that the Board of Trustees of the Village of Tarrytown does hereby re-appoint Stephen Mignogna as member of the Architectural Review Board for a term to expire in April of 2016.

RE-APPOINTMENT OF ALTERNATE MEMBER OF THE ARCHITECTURAL REVIEW BOARD

BE IT RESOLVED that the Board of Trustees of the Village of Tarrytown does hereby re-appoint Jane Greenwood as alternate member of the Architectural Review Board for a term to expire in April of 2016.

RE-APPOINTMENT OF MEMBER OF THE WARNER LIBRARY BOARD

BE IT RESOLVED that the Board of Trustees of the Village of Tarrytown does hereby re-appoint David L. Huber as member of the Warner Library Board for a term to expire in April of 2018.

RE-APPOINTMENT OF MEMBER OF THE WARNER LIBRARY BOARD

BE IT RESOLVED that the Board of Trustees of the Village of Tarrytown does hereby re-appoint Liza Glover as member of the Warner Library Board for a term to expire in April of 2018.

RE-APPOINTMENT OF CHAIRPERSON OF THE PARKS AND RECREATION ADVISORY COUNCIL

BE IT RESOLVED that the Board of Trustees of the Village of Tarrytown does hereby re-appoint Henry Crepeault as Chairperson of the Parks and Recreation Advisory Council for a one-year term.

RE-APPOINTMENT OF MEMBER OF THE PARKS AND RECREATION ADVISORY COUNCIL

BE IT RESOLVED that the Board of Trustees of the Village of Tarrytown does hereby re-appoint John P. Hill as member of the Parks and Recreation Advisory Council for a term to expire in April of 2018.

RE-APPOINTMENT OF MEMBER OF THE ETHICS BOARD

BE IT RESOLVED that the Board of Trustees of the Village of Tarrytown does hereby re-appoint Trustee Mary McGee as member of the Ethics Board for a one-year term.

RE-APPOINTMENT OF CHAIRPERSON OF THE ETHICS BOARD

BE IT RESOLVED that the Board of Trustees of the Village of Tarrytown does hereby re-appoint Frederic M. Mauhs as Chairperson of the Ethics Board for a one-year term.

RE-APPOINTMENT OF CHAIRPERSON OF THE ENVIRONMENTAL ADVISORY COUNCIL

BE IT RESOLVED that the Board of Trustees of the Village of Tarrytown does hereby re-appoint Dr. Carole Griffiths as Chairperson of the Environmental Advisory Council for a one-year term.

RE-APPOINTMENT OF MEMBERS OF THE ENVIRONMENTAL ADVISORY COUNCIL

BE IT RESOLVED that the Board of Trustees of the Village of Tarrytown does hereby re-appoint Kristin C. Giacalone as member of the Environmental Advisory Council for a term to expire in April of 2015.

RE-APPOINTMENT OF MEMBER OF THE TREE COMMISSION

BE IT RESOLVED that the Board of Trustees of the Village of Tarrytown does hereby re-appoint Ann O'Brien as member of the Tree Commission for a term to expire in April of 2017.

RE-APPOINTMENT OF MEMBER OF THE FIRE SPRINKLER APPEALS BOARD

BE IT RESOLVED that the Board of Trustees of the Village of Tarrytown does hereby re-appoint David Jacoby as member of the Fire Sprinkler Appeals Board for a term to expire in April of 2017.

RE-APPOINTMENT OF VILLAGE ATTORNEY

BE IT RESOLVED that the Board of Trustees of the Village of Tarrytown does hereby re-appoint Jeffrey Shumejda as Village Attorney for a one-year term.

RE-APPOINTMENT OF VILLAGE SPECIAL PROSECUTOR

BE IT RESOLVED that the Board of Trustees of the Village of Tarrytown does hereby re-appoint Steven Bettman as Village Special Prosecutor for a one-year term.

RE-APPOINTMENT OF VILLAGE ACTING JUSTICE

BE IT RESOLVED that the Board of Trustees of the Village of Tarrytown does hereby re-appoint George Hlapatsos as Village Acting Justice for a one-year term.

RE-APPOINTMENT OF VILLAGE ASSESSOR

BE IT RESOLVED that the Board of Trustees of the Village of Tarrytown does hereby re-appoint Robert Wheatley as Village Assessor for a one-year term.

RE-APPOINTMENT OF CHAIRPERSON OF THE WATERFRONT ADVISORY COMMITTEE

BE IT RESOLVED that the Board of Trustees of the Village of Tarrytown does hereby re-appoint Linda Viertel as Chairperson of the Waterfront Advisory Committee for a one-year term.

RE-APPOINTMENT OF HARBORMASTER

BE IT RESOLVED that the Board of Trustees of the Village of Tarrytown does hereby re-appoint Kevin Lustyik as Harbormaster for a one-year term.

RE-APPOINTMENT OF VILLAGE HISTORIAN

BE IT RESOLVED that the Board of Trustees of the Village of Tarrytown does hereby re-appoint Richard Miller as Village Historian for a one-year term.

RE-APPOINTMENT OF POLICE SURGEONS

BE IT RESOLVED that the Board of Trustees of the Village of Tarrytown does hereby re-appoint Dr. Robert Raniolo, Industrial Medicine Associates and Dr. Eric Zitzman as Police Surgeons for a one-year term.

APPOINTMENT OF VILLAGE AUDITORS

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BE IT RESOLVED that the Board of Trustees of the Village of Tarrytown hereby designates that the J P Morgan Chase Bank, Wells Fargo Bank, Bank of America, Citibank and the Key Bank be designated as official depositories for the Village of Tarrytown. All checks drawn on the payroll shall be signed by Village Treasurer James J. Hart and all checks drawn on accounts other than payroll funds shall be signed by Mayor Fixell and Village Treasurer James J. Hart; the signature of Mayor Fixell may be manual or by an automatic signing device. Deputy Mayor Basher is authorized to sign in the absence or unavailability of Mayor Fixell and Deputy Treasurer Eileen O'Brien is authorized to sign in the absence or unavailability of the Treasurer.

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PART A: MEETINGS

SECTION 1 - Regular Meetings

The Board of Trustees generally will hold regular meetings on the 1st and 3rd Monday of each month, with the exception of the months of June, July and August, when the meeting shall be held on the 3rd Monday of the month and due to conflicts with holidays, the following Tuesdays: September 2, 2013, January 20, 2014 and February 17, 2014. Such regular meetings shall commence at 8:00 PM and be conducted in the Boardroom at the Village Hall. Any deviation from this schedule shall be determined by the Board of Trustees.

SECTION 2 - Special Meetings

Special Meetings of the Board of Trustees are all those Board meetings other than regular meetings. A special meeting may be called by the Mayor or by three (3) members of the Board of Trustees upon notice to the entire Board. Notice shall be given in accordance with law.

SECTION 3 - Executive Sessions

Executive Sessions shall be held in accordance with the New York State Public Officers Law §105. All executive sessions shall be commenced in a public meeting (See Part C, Section 4).

SECTION 4 – Work Sessions

Work Sessions of the Board of Trustees shall be held on the Wednesday before the Monday Board of Trustees meeting noted in Section 1 hereinabove. These meeting are open to the public; however, the public shall not be permitted to comment on any issue. Individuals or groups invited to meet with the Board of Trustees at the Work Session for specific agenda items shall be permitted to comment on that specific agenda item. Notice shall be given in accordance with law.

PART B: POLICIES

SECTION 1 - Quorum

A quorum of the Board of Trustees shall be required to conduct business. A quorum of the seven (7) member Board shall be four (4).

SECTION 2 - Voting

Pursuant to Village Law each member of the Board of Trustees shall have one vote. The Mayor may vote on any matter and must vote in case of a tie. The affirmative vote of four (4) members of the Board is necessary to pass a matter unless otherwise specified by New York State Law.

SECTION 3 - Agendas

The agenda shall be prepared by the Village Clerk, in cooperation with the Village Administrator by Friday preceding the Monday meeting. An item may be placed on the agenda at anytime, including during the meeting, by consent of a majority of the Board.

SECTION 4 - Order of Business

The order of business shall be:

- Call to order
- Public Hearings and/or Public Information Meetings
- Changes and/or Additions to the Agenda
- Village Administrator's Report
- Opportunity for the Public to Address the Board
- Resolutions
- Approval of Minutes
- Approval of Audited Vouchers
- Adjournment

The order of business need not be followed if the Mayor determines that it is appropriate to deviate.

SECTION 5 - Minutes

Minutes at all Board of Trustee meetings shall be the responsibility of the Village Clerk, who pursuant to approval from the Board of Trustees may employ the services of a person to take minutes. Minutes of an open meeting shall consist of a record or summary of all motions, proposals, resolutions and any other matter formally voted upon and the vote thereon. Minutes of an executive session shall be taken of any action that is taken by formal vote and shall consist of a record or summary of the final determination of such action and the vote thereon; provided, however, that such summary need not include any matter which is not required to be made public by the New York State Freedom of Information Law.

Minutes need not contain a summary of the discussion leading to action taken or include verbatim comments unless a majority of the Board resolves to have the Clerk do so. Minutes shall be considered for approval at the next Board meeting after the minutes are received by the Village Clerk.

PART C: RULES AND PROCEDURES

SECTION 1 - General Rules of Procedure

The Mayor shall preside at meetings of the Board of Trustees. In the Mayor's absence the Deputy Mayor shall preside. In the absence of the Mayor and the Deputy Mayor, the remaining members of the Board of Trustees shall decide which member shall serve as the presiding officer. Board members are not required to rise but must be recognized by the presiding officer before making motions and speaking. A member, once recognized shall not be interrupted when speaking unless it is to call the member to order. If a member, while speaking, be called to order, he or she shall cease speaking until the question of order is determined, and, if in order, he or she shall be permitted to proceed.

There is no limit to the number of times a member may speak on a question.

Motion to close or limit debate may be entertained but shall require the affirmative vote of four (4) members of the Board.

Procedural questions which are not governed by New York State law or the Village Code or addressed in these Rules of Procedure shall be determined in accordance with Robert's Rules of Order.

SECTION 2 - Guidelines for Public Comment

The public shall be allowed to speak only during Public Hearings and Public Comment periods.

General Requirements

Speakers must be recognized by the presiding officer.

Speakers must step to the front of the room and speak into the microphone or at the lectern should one be provided. Speakers are not to approach the dais without invitation and are directed to make their remarks from the microphone or lectern.

Speakers must give their name, address and organization represented, if any.

No items or documents may be placed on the dais or presented to the Board unless either authorization is requested and granted by the presiding officer or a Board member specifically requests to see an item. All items for presentation that are granted authorization or requested by a Board member shall be presented to the Village Clerk who shall pass it the Board.

Public Hearings

Speakers shall have ten (10) minutes to address the Board of Trustees on the specific matter that is the subject of the Public Hearing before yielding to the next speaker. Speakers may once again address the Board during the Public Hearing period for one additional five (5) minute period, but only to rebut statements made by the Board of Trustees or other speakers in regards to the matter that is the subject of the Public Hearing.

Public Comment

Speakers shall have five (5) minutes to address the Board of Trustees before yielding to the next speaker. Speakers may once again address the Board during the Public Comment period for one additional three (3) minute period after all speakers have an opportunity to address the Board for their original five (5) minute period.

Board members may interrupt a speaker during the speaker's remarks, but only for the purpose of asking questions of the speaker for purposes of clarification, information or to ask follow-up questions.

All remarks shall be addressed to the Mayor and Board of Trustees.

Board members may respond to questions or comments at their discretion.

Speakers shall observe the commonly accepted rules of courtesy, decorum, dignity and good taste and shall not use foul language, display unacceptable behavior, or be disruptive of the proceedings.

A timer shall be utilized that will beep or produce another sound to indicate that a speaker's five (5) minute time limit for Public Comment or three (3) minute time limit has been reached. Upon being notified that his or her time limit has been reached, a speaker shall cease speaking, leave the microphone or lectern, if one is provided, and return to his or her seat.

The presiding officer may modify these guidelines if warranted.

SECTION 3 - Use of Recording Equipment

All members of the public and all public officials are allowed to photograph and tape or video record public meetings so long as the photography or recording is done in a manner which does not interfere with the meeting. The presiding officer may make the determination that the photography or recording is being done in a manner that interferes with the meeting after taking into consideration attendant movement and activity, distance from the deliberations of the Board, noise, size of equipment, ability of the public to participate in the meeting notwithstanding the photography or recording, and any other pertinent factor. If the presiding officer makes the determination that the photography or recording is interfering with the meeting, the presiding officer may request an accommodation to avoid the interference and if not sufficient or complied with, order the photography or recording to be stopped.

SECTION 4 - Executive Session Policy

It is the policy of the Board of Trustees of the Village of Tarrytown to conduct Village business in an open fashion and to make available as much information as may legally and practically be disseminated.

The New York Open Meetings Law authorizes the Board to conduct business in executive session in a number of areas. These include:

1. Matters which will imperil the public safety if disclosed;
2. Matters which may disclose the identity of a law enforcement agent or informer;
3. Information relating to criminal investigations which would imperil effective law enforcement if disclosed;
4. Discussions relating to proposed, pending or current litigation;
5. Collective bargaining negotiations;
6. Personnel matters relating to particular individuals; and
7. The proposed acquisition, sale, or lease of real property or securities when disclosure would substantially affect the value.

The Board recognizes that it is authorized to use executive sessions in these and other situations, but will do so with restraint.

To maintain confidentiality and to encourage the uninhibited discussion of the subject matter in Executive Session, all statements made and positions taken by all participants must remain confidential and may not be disclosed by any participant unless and until disclosure is authorized by affirmative vote of four (4) members of the Board.

It has been and continues to be the practice of the Board that all members of the Board, acting together, come to agreement by consensus on the specific information which is to be released to the public, the suitable vehicle for reporting that information, and the timing of the reporting.

ESTABLISHING STANDARD WORK DAYS FOR APPOINTED AND ELECTED OFFICIALS

BE IT RESOLVED that the Board of Trustees of the Village of Tarrytown does hereby establish the following as standard work days for elected and appointed officials and will report the following days worked to the New York State and Local Employees' Retirement System based on the time keeping system records or the record of activities maintained and submitted by these officials to the Clerk of this body:

Title	Name	Registration No.	Standard Work Day Hrs/day	Term Begins/Ends	Participates In Employer's Time Keeping System (Y/N)	Days/Mo. (based on Record of Activities)
Elected Officials						
Mayor	Drew Fixell	33071366	6	4/1/13-4/1/15	N	15.67
Acting Village Justice	George Hlapatsos	38283040	6	4/1/13-4/1/14	N	2.39
Appointed Officials						
Village Administrator	Michael Blau	35023092	7	4/14/13-4/14/14	Y	7
Deputy Village Treasurer	Eileen M. O'Brien	41300237	7	4/1/13-4/1/14	Y	7

BE IT FURTHER RESOLVED that all the names/titles listed in this resolution are not Tier 1 members of the New York State Retirement system; and

BE IT FURTHER RESOLVED that the Village Clerk has received a three-month record of activities from all the names/titles in this resolution who do not participate in the employer's time keeping system; and

BE IT FURTHER RESOLVED that the Village Clerk so file a copy of this resolution and an affidavit of posting with the New York State Comptroller's Office within 45 days of adoption.

BE IT FURTHER RESOLVED that the Village Clerk shall publicly post the resolution on the Village Website for at least 30 days after adoption.

LIAISONS TO VARIOUS BOARDS, COUNCILS, AND COMMITTEES, ETC.

Trustee Basher: Police Department, Tappan Zee Bridge Committee, Transportation and Safety issues.

Trustee Butler: Tarrytown Environmental Advisory Council, Building Department, Department of Public Works, Planning Board, Zoning Board of Appeals and Tarrytown Lakes

Trustee Hoyt: Parks and Recreation, Communications (website, cameras etc.) and Cable Television and Tree Commission

Trustee McGee: School Board, Warner Library Board, and Historical Society

Trustee McGovern: Affordable Income Housing, Tarrytown Municipal Housing Authority, Senior Citizens, Tourism, and Architectural Review Board

Trustee Zollo: Fire Department, Chamber of Commerce, Business Improvement, Beautification and Planting and Economic Development.

ADJOURNMENT TO REGULAR MEETING



RECEIVED

MAR 15 2013

TARRYTOWN VILLAGE
ADMINISTRATOR

173 Main Street, 3rd Floor
Ossining, New York 10562

914 923-4837 tel
914 801-2336 fax

DowntoEarthMarkets.com

March 13, 2013

Michael S. Blau
Village Administrator
One Depot Plaza
Tarrytown, NY 10591-3199

RE: Farmers Market

Dear Mr. Blau:

The 2013 farmers market season will be starting the end of May. We are all hoping that spring will be coming soon and the market follows soon after. Opening day is planned for May 25th. This letter and the attached Operating Plan provide you with the details for the upcoming season.

We appreciate that the Village of Tarrytown hosts the farmers market. The benefits of having the market in the Village are evidenced by the support from Tarrytown and neighboring community residents who shop there each week.

We will continue to work with Joe Arduino and coordinate with him on matters pertaining to the farmers market such as logistics and banner placement.

Please review the attached Operating Plan and if you find everything in order, please sign and return one copy. Thank you.

Sincerely,

Miriam Haas
Founder, Down to Earth Markets

Operating Plan for the Down to Earth Markets Farmers Market in the Village of Tarrytown, 2013

The Village of Tarrytown, (the Village") agrees to allow Zeltsman Associates, Inc, dba DOWN TO EARTH MARKETS ("Down to Earth Markets") to operate a seasonal outdoor farmers' market ("the Market") on the location identified below according to the operating plan set forth in this document.

Farmers' Markets serve an important purpose by providing a community with access to farm products that are locally grown and truly fresh while creating a place for friends and neighbors to meet. Additionally, farmers' markets stimulate shopping at nearby stores by providing an attraction to people from outside the immediate community. The goals of this farmers' market are:

- To give local residents a place where they can purchase the freshest farm products from local NY State farms and to have the opportunity to interact with the people who grow, raise, or process the food.
- To create a relaxed setting where people can greet and meet their neighbors in a traditional open-air setting.
- A place where shoppers can use their WIC (woman and infant children) farmers market nutrition coupons.

Successful farmers' markets are a partnership between the market developer and the community. Each organization has its role and responsibilities and these are outlined below:

General Conditions

Operating schedule

Season: May 25, 2013 - November 23, 2013
Days & hours: Saturdays, 6:30 am - 3:30 pm inclusive of set-up and break down time.
Market runs from 8:30 am-1pm

Market location: Patriots Park, Route 9, Tarrytown, NY

Traffic control: The route 9 entrance to Patriot's park will be blocked off to vehicles during market hours.

Down to Earth Markets Responsibilities

Vendor selections & recruiting: Down to Earth Markets will determine the vendor mix and target number of vendors to be recruited for the Market. Fifteen to seventeen vendors will be recruited for this market. While a reasonable effort will be made to incorporate the wishes of the community, Down to Earth Markets reserves the exclusive right to determine the vendor mix according to its best judgment and to decide how many and which vendors to invite into the Market. And

while Down to Earth Markets will strive to recruit a full complement of vendors, it does not guarantee its ability to do so.

Market management & administration:	Down to Earth Markets will operate the Market according to the General Policies and Rules it has established to guide the Market's operations. Down to Earth Markets will hire a manager to be their agent at the Market site during operating hours to make sure the General Policies and Rules are followed and the market site is kept clean and orderly.
Vending fees:	Down to Earth Markets will, at its sole discretion, establish vending fees that it charges the market vendors. These fees will be retained by Down to Earth Markets as compensation for running the Market.
Insurance:	<p>Down to Earth Markets will maintain a general business liability insurance policy naming the Village of Tarrytown as an additional insured. The policy limits will be \$1,000,000 per incident, \$2,000,000 aggregate and will be in effect for the market season.</p> <p>Down to Earth Markets will assure that all vendors selling in the Market maintain general and product liability insurance policies naming Down to Earth Markets and The Village of Tarrytown as additional insured. These policies will be \$1,000,000 per incident, \$2,000,000 aggregate and will be in effect for the market season.</p>
Rules governing processing and sale of food and agricultural products:	Market vendors will be responsible for securing any licenses or permits required by county, state or federal laws and complying with all health and safety regulations governing their products.
Promotion & advertising:	<p>Develop and implement a promotional plan. Prior to the market season, Down to Earth Markets will prepare a promotion plan that incorporates the variety of media, signage and approaches that they consider best for this market. This plan will be implemented during the market season.</p> <p>Down to Earth Markets will be responsible for designing all printed materials, advertisements, banners and signs promoting the Market. All materials will bear the logo, tag lines and color schemes in accordance with the Down to Earth Markets identity.</p>
Activities & Events	Down to Earth Markets may, from time to time, hold events for market shoppers. A community based committee may form and collaborate with Down to Earth Markets for the purpose of attracting shoppers and enhancing their experience at the market. In such case, the Committee will provide Down to Earth Markets with a schedule of activities and events for CM review and approval

at least one month prior to each event. CM will include notice of such events in their regular public communications as appropriate.

Clean-up: At the end of each market day vendors will leave their areas broom clean and remove their own rubbish. The site manager will make sure the entire site is left as found.

Village of Tarrytown Responsibilities

Site conditions & maintenance: The Village will retain all responsibility for maintaining generally safe conditions of the market site such as patching broken pavement that could cause shoppers to fall

The Village will provide one trash receptacle for use by the shoppers and empty it after the market closes.

Down to Earth Markets will be permitted to store the managers tent and table in the Maintenance shed in the park.

Traffic control: The Village will provide sufficient temporary barricades to delineate the Market site from traffic passing around the Market site.

Signage: The Village will update the market sign on Route 9, near the market, with updated information regarding market dates and time.

The Village will erect two vertical banners, furnished by Down to Earth Markets, on poles near the Market Site at no cost to Down to Earth Markets.

Promotion: The Village will include information about the Market in various publications, websites, event listings that it maintains as an information service for its residents and constituents.

The Village will permit Down to Earth Markets to hang posters on community bulletin boards and distribute brochures as appropriate in Village owned buildings.

For Zeltsman Associates, Inc..
dba Down to Earth Markets

By: miriam Haas

Title: Founder

Date: March 14, 2013

For The Village of Tarrytown

By: _____

Title: _____

Date: _____

