

**VILLAGE OF TARRYTOWN  
BOARD OF TRUSTEES  
WORK SESSION 6:00 P.M.  
WEDNESDAY, APRIL 10, 2013  
Tarrytown Village Hall  
One Depot Plaza, Tarrytown, New York**

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Board of Trustees Concerns

Open Session

1. Parking – West Side of Railroad Tracks
2. Parking – Highland Avenue
3. Parking – Hamilton Place/LeGrande Avenue
4. Amendment to Village Code re: Jitney Fund
5. Amendment to Village Code re: Sidewalk Cafes
6. Moratorium Legislation re: Historic Commons District
7. West Main Street Circle
8. Community Video Tour
9. Curb Cut for Driveway – 23 John Street
10. Dog Run, Neperan Park
11. Arbor Day
12. Service Award Program Documents – Fire Department
13. Service Award Program Documents – TVAC
14. PCI Agreement – Water Storage Tanks
15. Hanging Flower Baskets, Main Street
16. Fire Department Membership Changes

**VILLAGE OF TARRYTOWN  
VILLAGE ADMINISTRATOR'S OFFICE  
MEMORANDUM**

TO: Mayor Fixell and the Board of Trustees  
FROM: Michael Blau, Village Administrator  
RE: Parking Report, Parking on West Side of MNRR Tracks  
DATE: March 19, 2013

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At a previous Work Session, I was asked to review the parking report that was issued on February 18, 2013 to develop scenarios associated with various parking options. Please note that since the issuance of the report, the Director of Government and Community Relations for MNRR has notified me that the information I was provided and utilized in the report is not correct. MNRR actually charges for weekday utilization of the parking lots that they operate including the evening hours. The only days that MNRR does not charge for parking is on the weekends. Thus, it is now the position of MNRR that the railroad has no issues with the Village charging for parking during the weekday evening hours. This new information has been calculated into the scenarios noted below.

Scenario #1. The Village charges for the use of the parking lots during days and evening hours seven days a week.

Yankee Parking – Additional monies to be generated = \$32,020. This number is based upon the average of three years collected less the average of three years conveyed to the Village.

Additional Revenue per parking monies generated in Croton = \$78,100

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Anticipated increase in revenue = \$110,120

The revenue generated from the issuance of daily parking permits is not included in the calculation above due to the fact that the revenue is not *new* revenue, but just revenue paid via the master meter machine as opposed to at the police desk. This scenario does not include revenue from the MNRR South Depot parking lot, based upon the presumption that MNRR will not renew the month to month lease should the Village pursue this parking concept.

The cost of purchase and installation of new master parking meters needs to be calculated into this number. It is estimated in the report that the Village would need to meter 250 parking spaces in the peak parking season (164 for Yankee parking and remainder for daily parking and general use during afternoon and evening hours). The preference would be to limit the master meter parking to the Green Street South parking lot and the West Main Street parking lot because these two lots have sufficient parking to address the 250 parking spaces and it would limit the number of master meters purchased; however, this would require that the Village limit metered parking since there is no guarantee that

these parking lots are where there would be open spaces for metered parking purposes. Please note that the cost to purchase and install a master meter is approximately \$18,000.

Scenario #2. The Village charges for the use of the parking lots during the days and evening hours Monday through Friday.

Yankee Parking – Additional monies to be generated = \$21,775.  
Additional Revenue per parking monies generated in Croton = \$55,785  
Village receives one-half of the revenues generated in the MNRR South Depot  
Parking Lot = \$46,000

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Anticipated increase in revenue = \$123,560

In this scenario, the Village must purchase the master meter machines. The revenue generated from Yankee parking in this Scenario and Scenario #3 has been reduced from the amount in Scenario #1 since 26 of the 81 Yankee home games occur on the weekend. The amount reflects 68% of the revenue from the Yankee games included in Scenario #1. In addition, the revenue generated in the South Depot parking lot was increased slightly from the amount included in the report since that lot would be available for charging for the use of the parking lots during the evening hours Monday through Friday.

Please note that in order to make Scenario #1 and #2 viable, the long-term meters in the vicinity of the railroad stations will have to be modified to require money to be placed in the meter after 6 pm.

Scenario #3. The Village charges for the use of the parking lots during home Yankee games during the evening hours Monday through Friday. In this scenario, the Village continues to utilize a parking service to manage parking on Yankee home games Monday through Friday.

Village receives one-half of the revenues generated in the MNRR South Depot  
Parking Lot = \$41,660

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Anticipated increase in revenue = \$41,660

Please note that in Scenario #3, the revenue generated for the Yankee home games decreases to \$21,775 (\$10,245). The revenue generated in the MNRR South Depot parking lot reflects the anticipated amounts from the operation of the parking lot, Monday through Friday for commuter parking. No additional revenues were added since it would prove difficult to enforce this parking lot for meter purposes during the evening hours and not the remainder of the long term meters in the vicinity of the railroad station. There is no capital outlay for master meters in this scenario.

# 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.

# **MEMORANDUM**

## **DEPARTMENT of PUBLIC WORKS**

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TO: Michael Blau, Village Administrator

FROM: Howard D. Wessells Jr., Superintendent of Public Works

DATE: March 11, 2013

RE: Parking Issue on Hamilton Ave

It has been brought to my attention that the sanitation trucks and the snow plows have a difficult time negotiating the turn onto Hamilton Place from LeGrande Avenue and also off of LeGrande Avenue onto Hamilton Place. The difficulty is caused by vehicles being parked on the North side of Hamilton Place close to the corners of Le Grande and also parked on the South side of Hamilton Place directly across from Le Grande.

The Fire Department has requested that there be No Parking on the East side of LeGrande Avenue near this intersection which has been approved and the signage has been installed. This only help when turning onto Le Grande Avenue when approaching from the west on Hamilton Place.

With the above in mind I am requesting that there be no parking permitted on the south side of Hamilton Place for a distance of thirty feet east and thirty feet west of the centerline of LeGrande Avenue as shown on the attached diagram.

TRAFFIC WORK ORDER

Work Order No.: \_\_\_\_\_

Date: \_\_\_\_\_

Requested by \_\_\_\_\_

Location: \_\_\_\_\_

Type of Work	Description
New <input type="radio"/>	Sign <input type="radio"/>
Replace <input type="radio"/>	Post <input type="radio"/>
Repair <input type="radio"/>	Line <input type="radio"/>
Relocate <input type="radio"/>	Prune <input type="radio"/>
Remove <input type="radio"/>	Other <input type="radio"/>

Specify Items (signs-post type-legend) also MUTCD Number

Item Desc.	Size

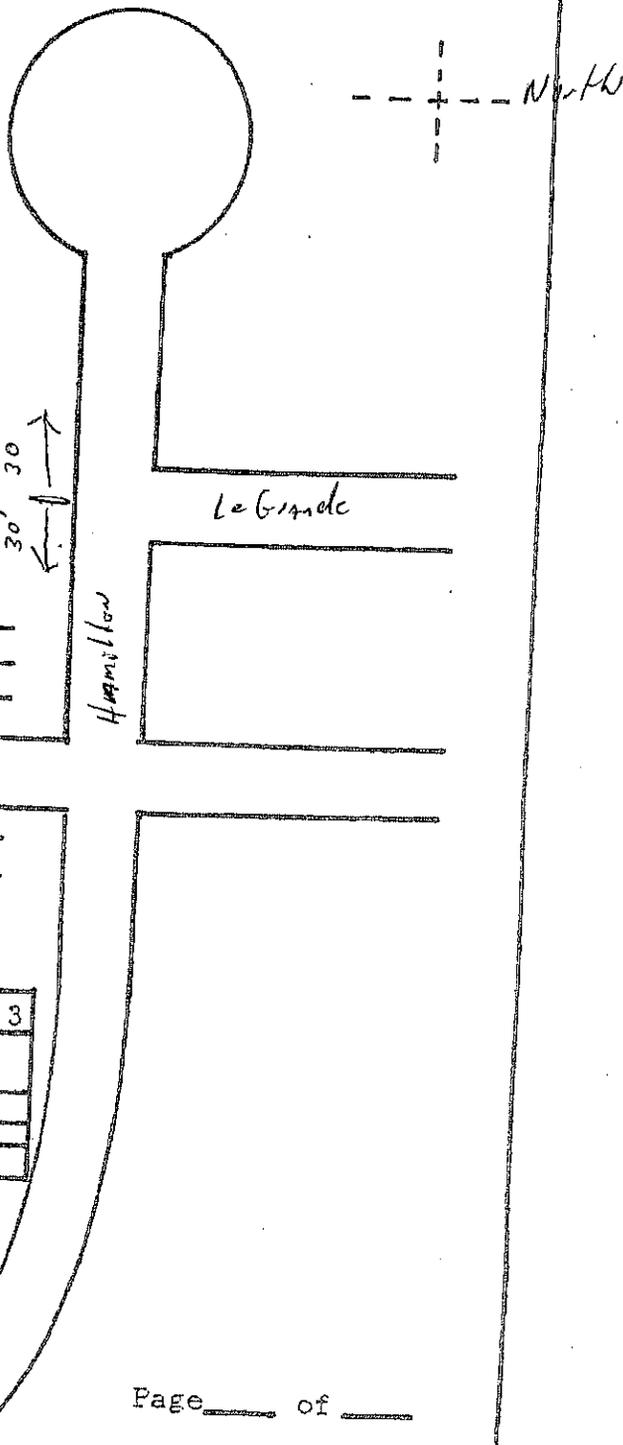
Remarks: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Location (Dist. from/curb/intersec./ground)  
 Use Sketch at right

Distance	Loc. 1	Loc. 2	Loc. 3
From Intersec.			
From Curb			
From Edge of Pavmnt.			
From ground			

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Installed by: \_\_\_\_\_ Date: \_\_\_\_\_



## **Chief Scott Brown**

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**From:** Kathy Deufemia [KDeufemia@tarrytowngov.com]  
**Sent:** Wednesday, February 20, 2013 11:28 AM  
**To:** Scott Brown  
**Subject:** FW: FW: Hamilton place and Legrande ave

Could you have Bill Herguth prepare this legislation - Mike said the Board will move this forward. Thanks

**From:** Mike Blau  
**Sent:** Friday, February 08, 2013 10:53 AM  
**To:** 'Gene Gasparre'  
**Cc:** Kathy Deufemia  
**Subject:** RE: FW: Hamilton place and Legrande ave

Thanks for your response. I will put this on the next Work Session agenda.

**From:** Gene Gasparre [mailto:engine77chief@gmail.com]  
**Sent:** Friday, February 08, 2013 10:24 AM  
**To:** Mike Blau  
**Subject:** Re: FW: Hamilton place and Legrande ave

I agree. Sorry to lose parking, but three times in my chief year has the Fire Department had trouble with this area. Once I was able to get a car moved by announcements over my PA speaker. Please note that the homes are of older construction, and in some cases close together. Outriggers on the Ladder Trucks open up to 18 feet wide. Positioning is of great importance in the area. The FD will review the area in our future training. Thank You 2461

On Fri, Feb 8, 2013 at 8:00 AM, Mike Blau <MBlau@tarrytowngov.com> wrote:  
Gene - at the bottom of this email, please see a concern voiced by a resident of LeGrande. At the top, please see the proposal from the Police Chief to address the issue. Please review and let me know your thoughts.

**From:** Chief Scott Brown [mailto:sbrown@tarrytowngov.com]  
**Sent:** Thursday, February 07, 2013 3:13 PM  
**To:** Mike Blau  
**Subject:** RE: Hamilton place and Legrande ave

Michael,

Currently, there are no parking restrictions at this location. At the time of my inspection there were two vehicles parked on opposite sides of LeGrande Avenue both of which were parked close to Hamilton Place thereby creating a reduced traffic lane from Hamilton Place. I would make the following suggestions keeping in mind the parking is already a challenge in the area. However, public safety trumps parking issues.

1. Legislate NO PARKING HERE TO CORNER on both sides of LeGrande Avenue/Hamilton Place for a distance of 25 feet. This would eliminate two parking spaces and will address the problem.
2. Legislate NO PARKING HERE TO CORNER on the east side of LeGrande Avenue/Hamilton Place for a distance of 25 feet. This eliminates one parking space and may be adequate. I suggest the east side because it

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would not be directly in front of any residence and, therefore, I would think less objectionable.

I would recommend option #2 due to its minimal effect on the neighborhood, however, I would request the Fire Chief be consulted regarding sufficient access for fire apparatus.

Please advise me if you need legislation drafted.

SWB

From: Mike Blau [<mailto:MBlau@tarrytowngov.com>]  
Sent: Tuesday, February 05, 2013 9:40 AM  
To: Scott Brown  
Subject: FW: Hamilton place and Legrande ave

Any ideas? Is parking restricted near the intersection and cars are parking illegally? Do we need to establish a parking restriction?

From: Robert Hoyt [<mailto:hrcdmjj@gmail.com>]  
Sent: Tuesday, February 05, 2013 9:42 AM  
To: Bill Billings  
Cc: Mike Blau  
Subject: Re: Hamilton place and Legrande ave

Mike,

Please see Mrs. Billings e-mail concerning the parking situation on Legrande and Hamilton. Having lived on Hamilton when I was first married I can relate to her concerns. Please have the Chief of Police, and Lt. Herguth look into the parking condition as it currently stands, and see if there are any recommendations/modifications that can be put into place to rectify the problem that exists.

Best regards,

Robert Hoyt

Trustee, Village of Tarrytown

On Tue, Feb 5, 2013 at 8:12 AM, Bill Billings <[bill.billings@icloud.com](mailto:bill.billings@icloud.com)<<mailto:bill.billings@icloud.com>>>>  
wrote:

hi Bobby need some. Help I have contacted everyone but get no results during Sandy we had an alarm on Legrande ave the fire trucks could not get into the street off Hamilton onto Legrande the fire chief was on the loud speaker for people to move their cars but no one responded so the fire chief was there and. Police because people park right up to the corner on both sides of Legrande and directly across on Hamilton thank god it wasn't a fire a disaster. Will happen. On Legrande ave if nothing is done don't understand how the fire chief and police are aware of this but. No one does anything most of the time it's hard to make the turn on too L1

Legrande. During the day but dangerous when a emergency vehicle can,t get in especailly when the officials know about this on going problem we decided to ask you for help it seems no none cares patch wants to get involved but Bill said to talk to you because maybe you can help. I wrote to the mayor and never heard from anyone but patch I hope. You can. Help the people on Legrande ave. thank you  
Sent from my iPad

## Mike Blau

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**From:** Gene Gasparre <engine77chief@gmail.com>  
**Sent:** Wednesday, March 27, 2013 8:43 AM  
**To:** TFD.2461@verizon.net; Billy Logan  
**Cc:** Mike Blau  
**Subject:** Re: Parking Hamilton Place

It appears that the plan will help the FD access the area. This will provide easier access in case of an emergency in the area. 2461

On Tue, Mar 26, 2013 at 6:58 PM, Gene Gasparre <engine77chief@gmail.com> wrote:

----- Forwarded message -----

**From:** **Kathy Deufemia** <KDeufemia@tarrytowngov.com>  
**Date:** Tue, Mar 26, 2013 at 1:04 PM  
**Subject:** Parking Hamilton Place  
**To:** Scott Brown <sbrown@tarrytowngov.com>, "engine77chief@gmail.com" <engine77chief@gmail.com>

Mike would like input from both of you on this matter. Please respond directly to him since I will be away. Kathy

-----Original Message-----

**From:** Sharp-Scanner@tarrytowngov.com [mailto:Sharp-Scanner@tarrytowngov.com] On Behalf Of Sharp-Scanner@  
**Sent:** Tuesday, March 26, 2013 1:27 PM  
**To:** Kathy Deufemia  
**Subject:** Scanned image from MX-3100N

**Reply to:** Sharp-Scanner@tarrytowngov.com <Sharp-Scanner@tarrytowngov.com> Device Name: Sharp MFP  
Device Model: MX-3100N  
Location: Not Set

File Format: PDF MMR(G4)  
Resolution: 200dpi x 200dpi

Attached file is scanned image in PDF format.

Use Acrobat(R)Reader(R) or Adobe(R)Reader(R) of Adobe Systems Incorporated to view the document.

Adobe(R)Reader(R) can be downloaded from the following URL:

Adobe, the Adobe logo, Acrobat, the Adobe PDF logo, and Reader are registered trademarks or trademarks of Adobe Systems Incorporated in the United States and other countries.

<http://www.adobe.com/>

# TARRYTOWN POLICE DEPARTMENT

## OFFICE MEMORANDUM

Date: April 4, 2013  
To: Michael Blau, Village Administrator  
From: Scott W. Brown, Chief of Police  
Subject: Code Change: Parking-LeGrande Avenue (west side)

The following wording may be used for legislation to amend the Village Code to allow for changes that will create a no parking area on the west side of LeGrande Avenue immediately north of Hamilton Place for a distance of 25 feet.

No material is to be deleted. New material is set forth in capital letters.

291-77. Schedule XII: Parking Prohibited at All Times

In accordance with the provisions of 291-16, no person shall park a vehicle at any time upon any of the following described streets or parts of streets:

Name of Street	Side	Location
LEGRANDE AVENUE	WEST	FROM HAMILTON PLACE FOR A DISTANCE OF 25 FEET IN A NORTHERLY DIRECTION

**Mike Blau**

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**From:** Robert Welsch <robert.welsch@verizon.net>  
**Sent:** Wednesday, March 20, 2013 10:55 AM  
**To:** Mike Blau  
**Cc:** Linda Viertel; Pat Jones  
**Subject:** Pierson Park Circle...  
**Attachments:** PIERSON PARK CIRCLE REV.pdf; ATT00001.htm; PLANT LIST FOR PIERSON PARK CIRCLE 1 11 12.xlsx; ATT00002.htm; Pierson Park Circle Power Point.ppt; ATT00003.htm; image001.jpg; ATT00004.htm

Hi Michael, good seeing you last week with Linda. Thanks for your time.

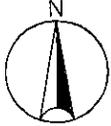
As promised, attached is the plan for the Pierson Park Circle plantings being donated by Westover Landscape Design, Inc.

Also attached is the plant list and powerpoint showing each of the proposed plants to be used.

We hope to install this new garden by the end of April, and will need for the existing plant material (including the memorial tree and plaque)



Westover  
Landscape  
Design

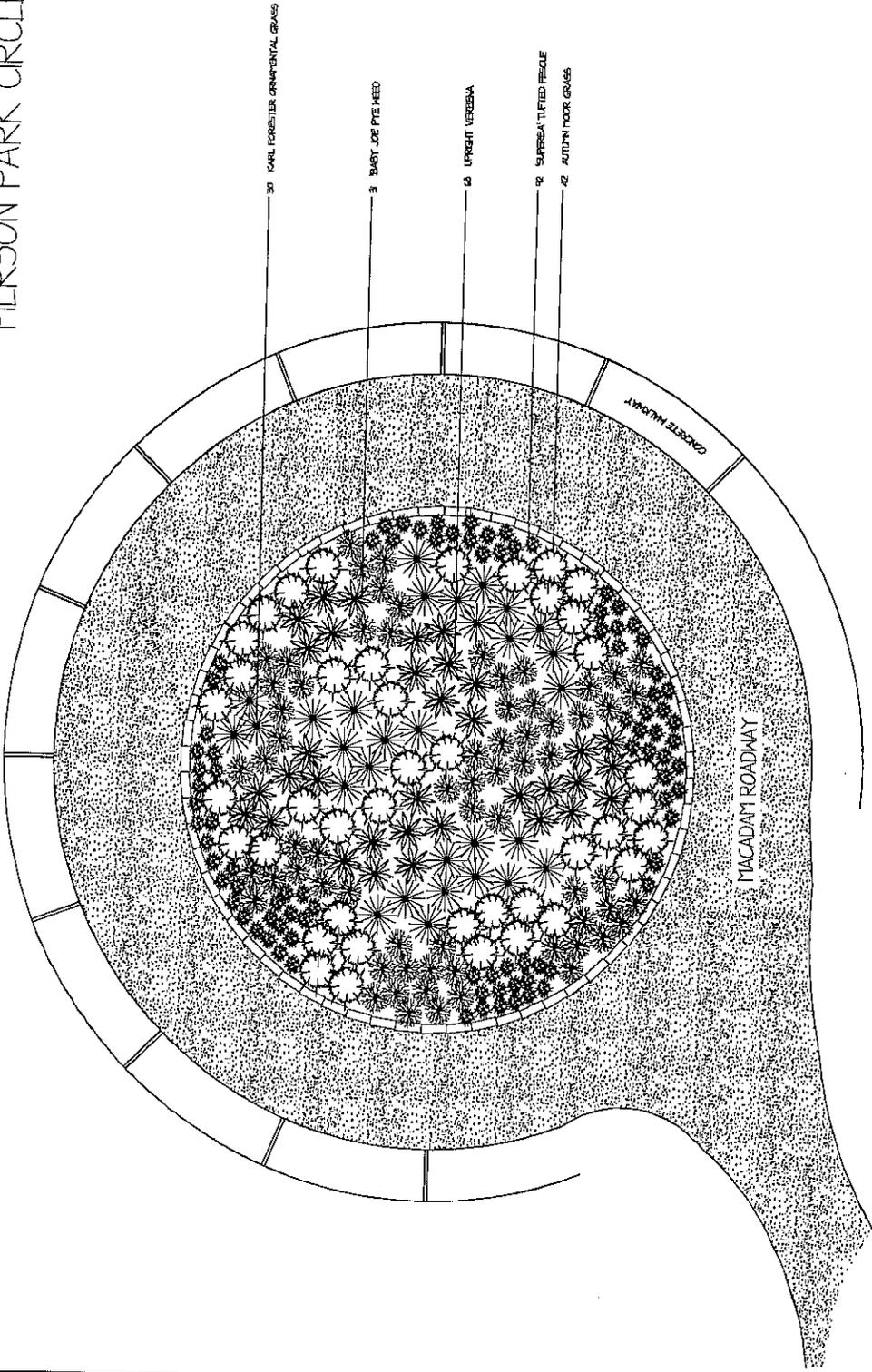


DATE 3/4/2023  
SCALE 1" = 8'-0"  
DRAWN J

# PIERSON PARK CIRCLE

Drawn by Westover

# PIERSON PARK CIRCLE



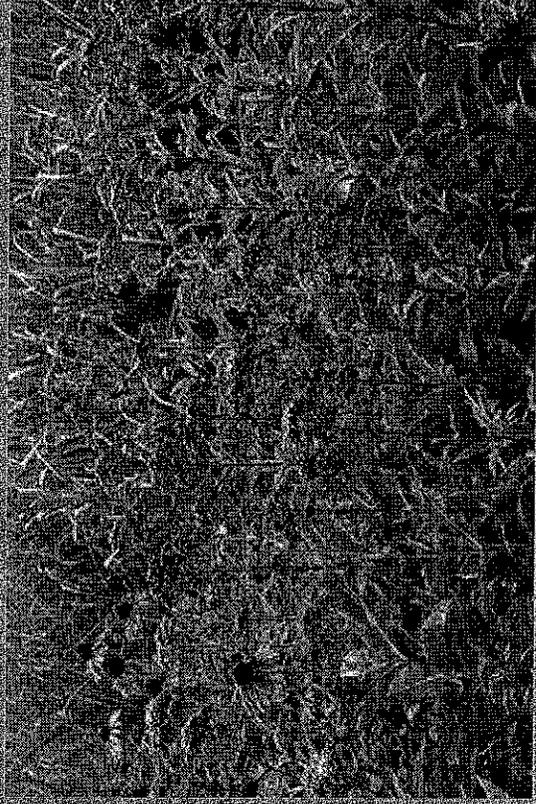
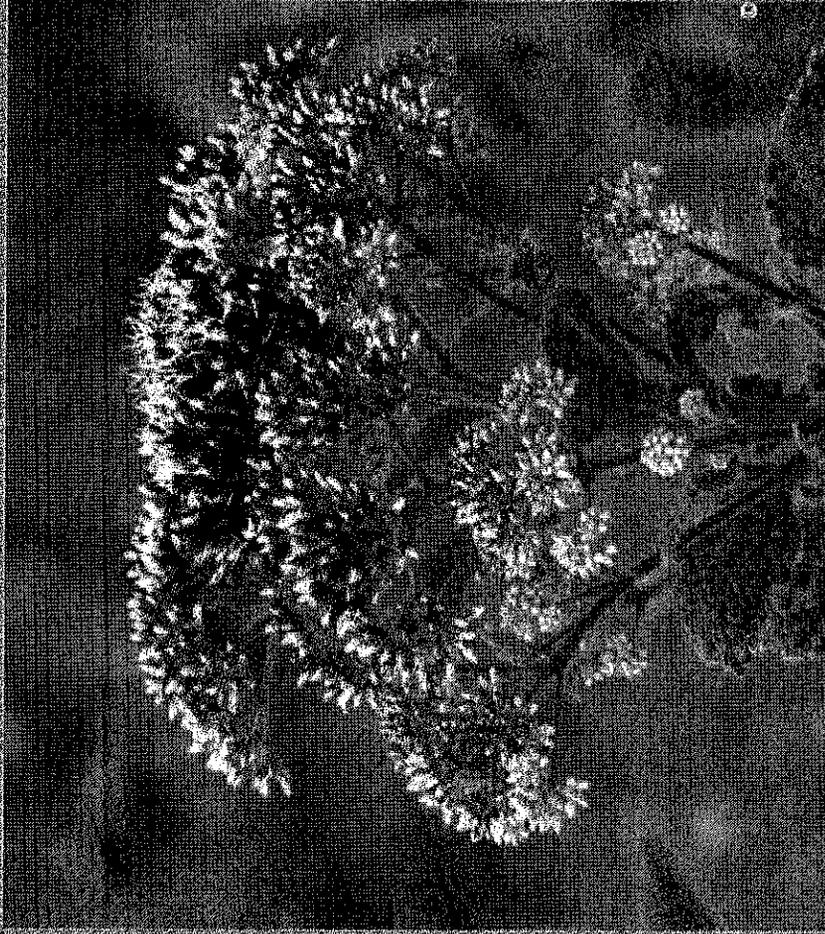
**PLANT LIST - PIERSON PARK CIRCLE**

AMT	COMMON NAME	BOTANICAL NAME	SIZE
21	Baby Joe' Pye Weed	<i>Eupatorium dubium</i> 'Baby Joe'	2 Gallon
23	Karl Forester' Ornamental Grass	<i>Calamagrostis acutiflora</i> 'Karl Forester'	2 Gallon
36	Autumn Moor Grass	<i>Sesleria autumnalis</i>	2 Gallon
74	Upright Verbena	<i>Verbena bonariensis</i>	1 Gallon
91	Superba' Tufted Fescue	<i>Amethystina</i> 'Superba'	1 Gallon

# Pierson Park Circle

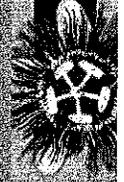
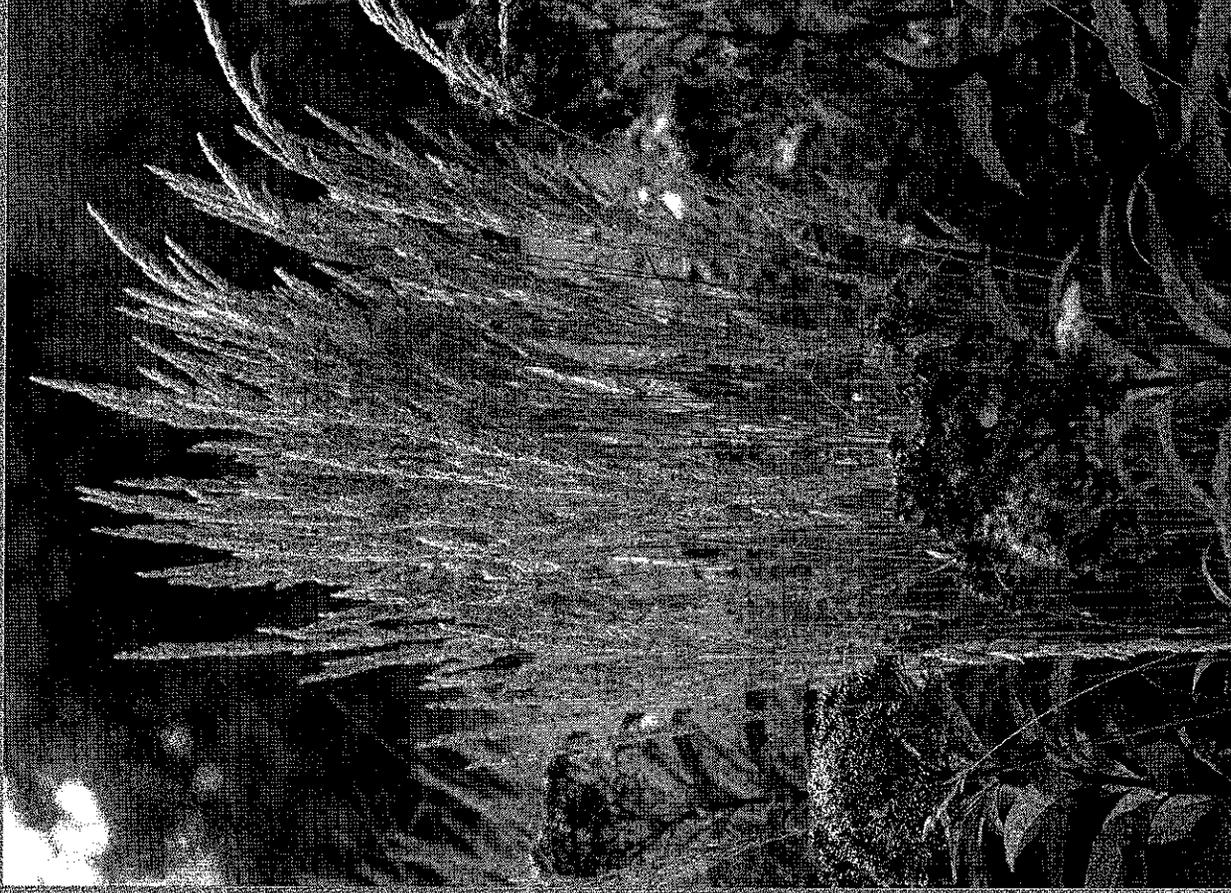
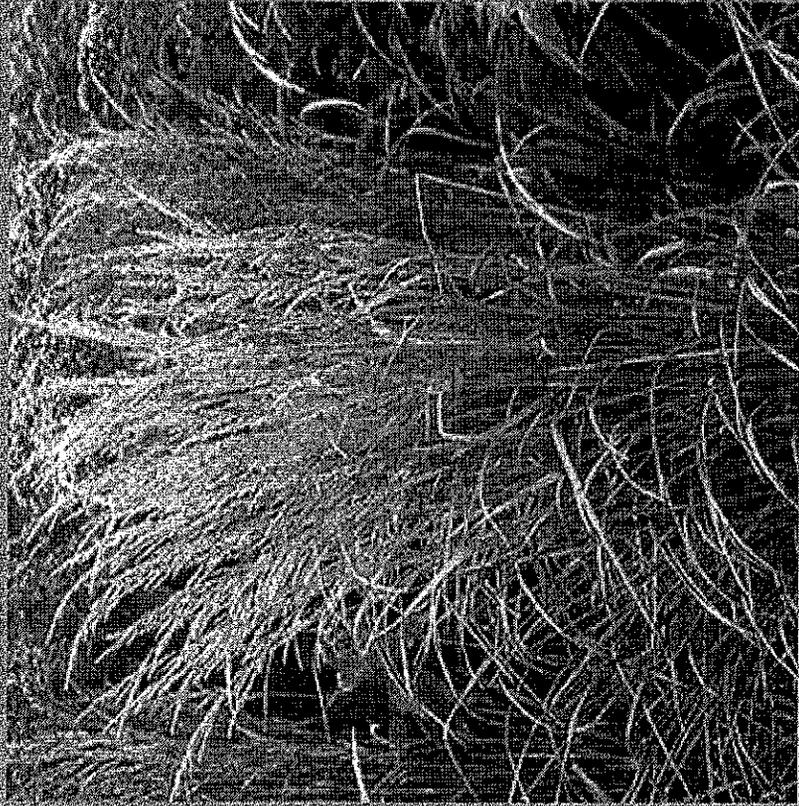
# 'Little Joe' Pye Weed

*Eupatorium purpureum* 'Little Joe'



Westover Landscape Design

Karl Foerster Grass  
*Calamagrostis acutiflora*



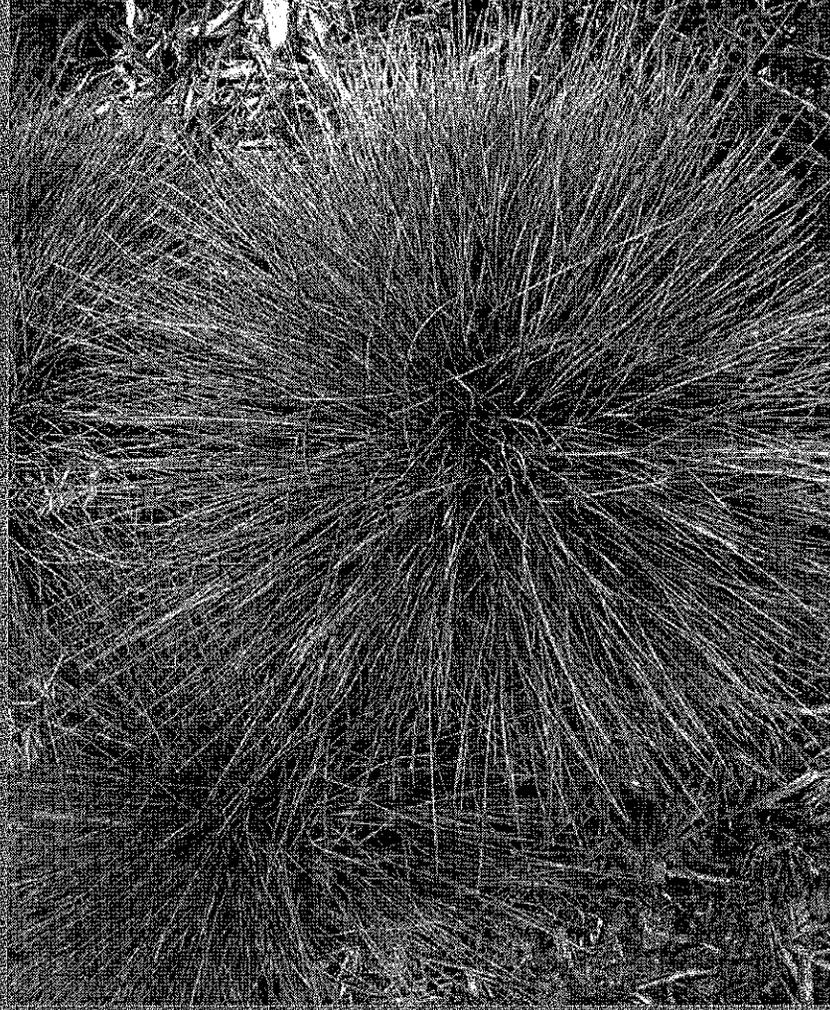
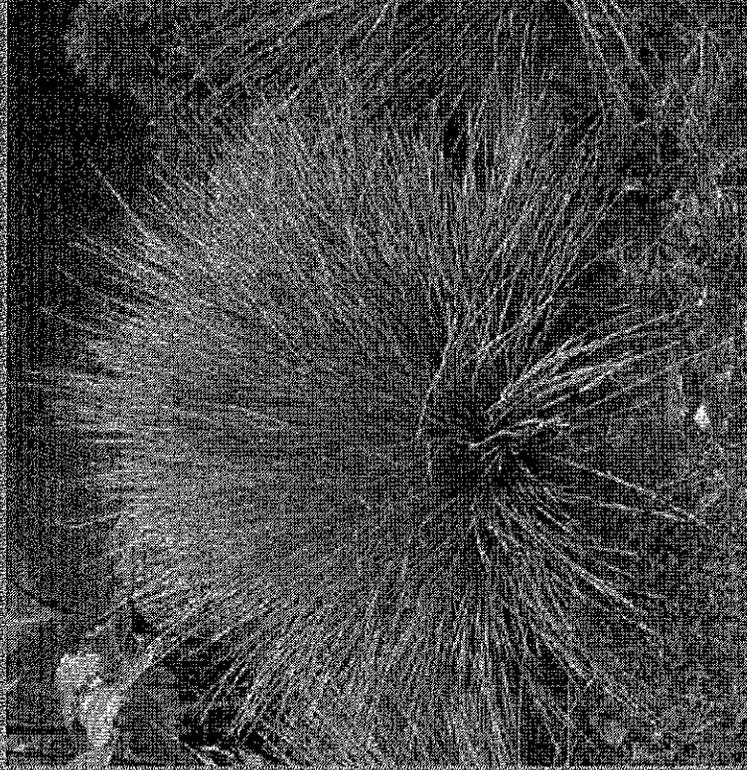
Westover Landscape Design

Upright Verbena  
*Verbena bonariensis*

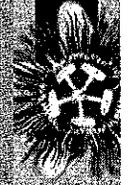
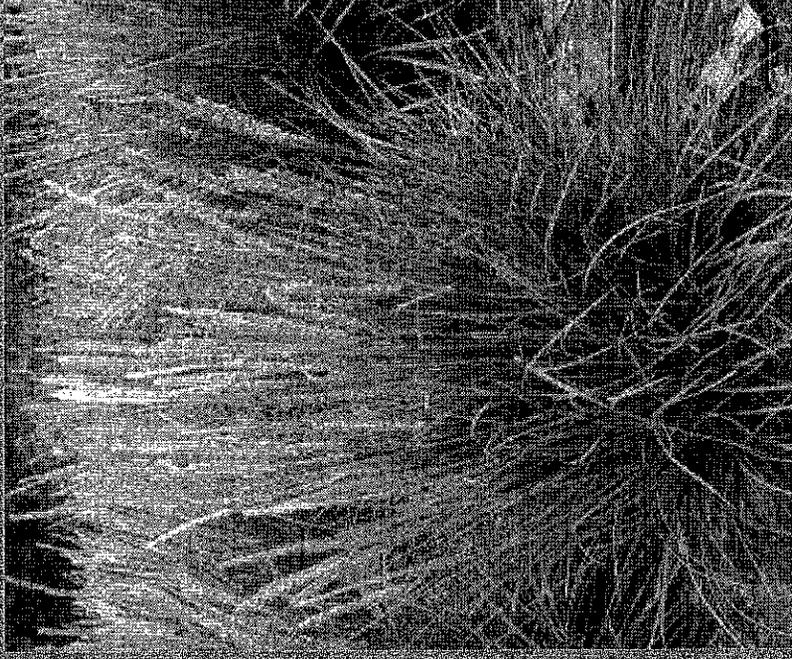
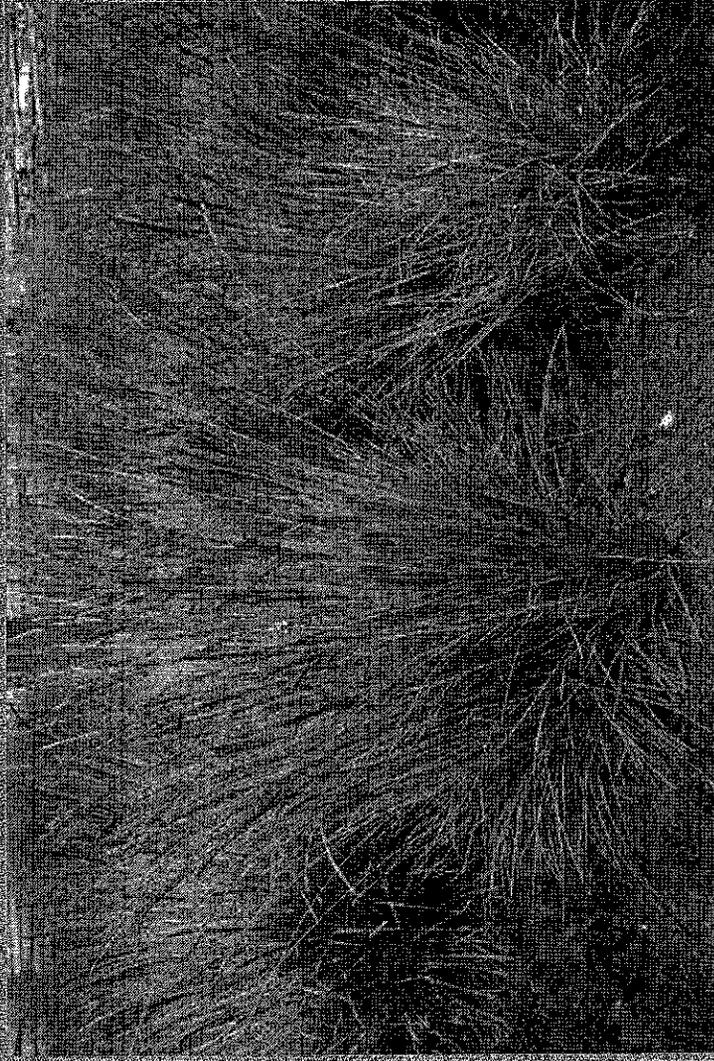


Westover Landscape Design

Blue Fescue  
*Festuca glauca*



Autumn Moor Grass  
*Sesleria autumnalis*



Westover Landscape Design

# Community Video Tour Agreement

CGI Communications, Inc.  
130 East Main Street, 8th Floor  
Rochester, NY 14604  
800-398-3029 phone  
866-429-8611 fax

Name: Michael Blau  
Title: Village Administrator  
Address: 1 Depot Plaza  
Village, State, Zip: Tarrytown, NY, 10591  
Phone: 914-862-1802  
Email: [mblau@tarrytowngov.com](mailto:mblau@tarrytowngov.com)  
Website: [www.tarrytowngov.com](http://www.tarrytowngov.com)

This agreement is between CGI Communications, Inc. and the Village of Tarrytown and shall remain in effect from the date it is signed by both parties until the third anniversary of the date that the completed and approved Community Video Tour is made available for viewing via a link on the [www.tarrytowngov.com](http://www.tarrytowngov.com) website homepage for viewer access. The term of this agreement shall automatically renew unless either party gives 60 days written notice of termination or modification prior to expiration. Any termination or modification of this agreement shall not take effect until the expiration of the current term.

CGI Communications, Inc. and its eLocalLink division shall provide a Community Video Tour as follows:

- Updates to existing video content (approx. 1 minute in duration)
- CGI will provide one community organizational chapter to promote charities, non-profits and community development organizations
- Script writing and video content consultation
- A videographer will come to your location to film video updates
- All aspects of video production and editing, from raw footage to final video including professional voiceovers and background music
- Final draft of County Video Showcase content subject to your approval (up to 3 sets of revisions allowed). Any request for approval any revision, including final draft, shall be deemed approved if no response is received by us within thirty (30) days of request
- Patented OneClick™ Technology and encoding of all videos into multiple streaming digital formats to play on all computer systems, browsers, and Internet connection speeds; recognized player formats include WindowsMedia® and QuickTime®
- Store and stream all videos on CGI's dedicated server
- Business sponsors allowed on the perimeter of video panels
- Duration of sponsor participation will be one year and eLocalLink is solely responsible for annual sponsorship fulfillment including all related aspects of marketing, production, printing, and distribution
- Viewer access of the Community Video Tour from your website shall be facilitated by eLocalLink providing HTML source code for graphic link to be prominently displayed on the [www.tarrytowngov.com](http://www.tarrytowngov.com) website homepage
- eLocalLink will own copyrights of the master Community Video Tour
- The Village of Tarrytown will assume no cost or liability for this project

**Program Add-On:**

- Encoding, hosting, and streaming of additional 5 minutes of video per month. Finished video content will be provided to CGI by the Village of Tarrytown
- SmartTrack™ measurement and trackability

**The Village of Tarrytown shall provide the following:**

- A letter of introduction for the program on your organization's letterhead
- Assist with the content and script for the Community Video Tour
- Agrees to give eLocalLink the right to use organization's name in connection with the preparation, production, and marketing of the program set forth herein only
- Agrees to display the "Community Video Tour" link to be no less than 155 by 400 pixels prominently on the [www.tarrytowngov.com](http://www.tarrytowngov.com) website homepage for the term of this agreement
- Exclusive streaming video rights for eLL, along with any of its parent companies, affiliates, successors and assigns, including but not limited to, CGI, CVN and relocate.org to stream all video content on its/their "Community Video Network"
- The Village of Tarrytown represents and warrants that any and all photographs, videos, and other content it submits to us for use in any video or other production does not infringe on any third party's copyrighted material, trademark or other intellectual privacy or publicity rights and shall defend and indemnify us from any such claim or action

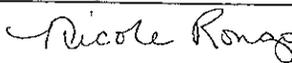
This Agreement constitutes the entire agreement of the parties and supersedes any and all prior communications, understandings and agreements, whether oral or written. No modification or claimed waiver of any provision shall be valid except by written amendment signed by the parties herein

*We, the undersigned, understand the above information and have full authority to sign this agreement.*

The Village of Tarrytown

CGI Communications, Inc.

Signature:

Signature: 

Name (printed):

Name (printed): Nicole Rongo

Title:

Title: Vice President of Marketing

Date:

Date: