

**VILLAGE OF TARRYTOWN
BOARD OF TRUSTEES
WORK SESSION 6:00 P.M.
TUESDAY, NOVEMBER 25, 2014
Tarrytown Village Hall
One Depot Plaza, Tarrytown, New York**

Board of Trustees Concerns

Open Session

1. Solid Waste Collection
2. Maximum Parking Time Limit – South Washington Street Parking Lot West
3. Fire Department Membership Changes
4. The River Trolley
5. Daily Parking Permits – per Mayor Fixell
6. Global Synthetic Ice
7. Letter Town of Greenburgh re Plastic Bags
8. OB, MU, LB – Consultancy Review
9. Resolution re Village Election
10. Sidewalks
11. Hudson River Valley Greenway Grant
12. Local Government Records Management Improvement Fund

Executive Session

- 1A. Anticipated MEO Position
- 2A. Court Personnel
- 3A. Parking – H-Bridge
- 4A. Tree Commission

TARRYTOWN POLICE DEPARTMENT
OFFICE MEMORANDUM

DATE: November 12, 2014

TO: Michael Blau, Village Administrator

FROM: William G. Herguth, Lt.

SUBJECT: Maximum Parking Time Limit – South Washington Street
parking lot west

Per your request the following wording may be used for legislation to amend the Village Code to allow for the creation of a maximum time limit for the South Washington Street parking lot west for those persons who pay for parking at the parking meters.

All new material is set forth in capital letters with the exception of B. which is already denoted in the Code. Parenthesis around the new number is to remain.

Section 291-41. Maxium parking time limit;exceptions.

B.

(9)

SOUTH WASHINGTON STREET PARKING LOT WEST. THE
MAXIMUM TIME LIMIT IN PARKING METER SPACES IN THIS LOT
SHALL BE SIX HOURS.

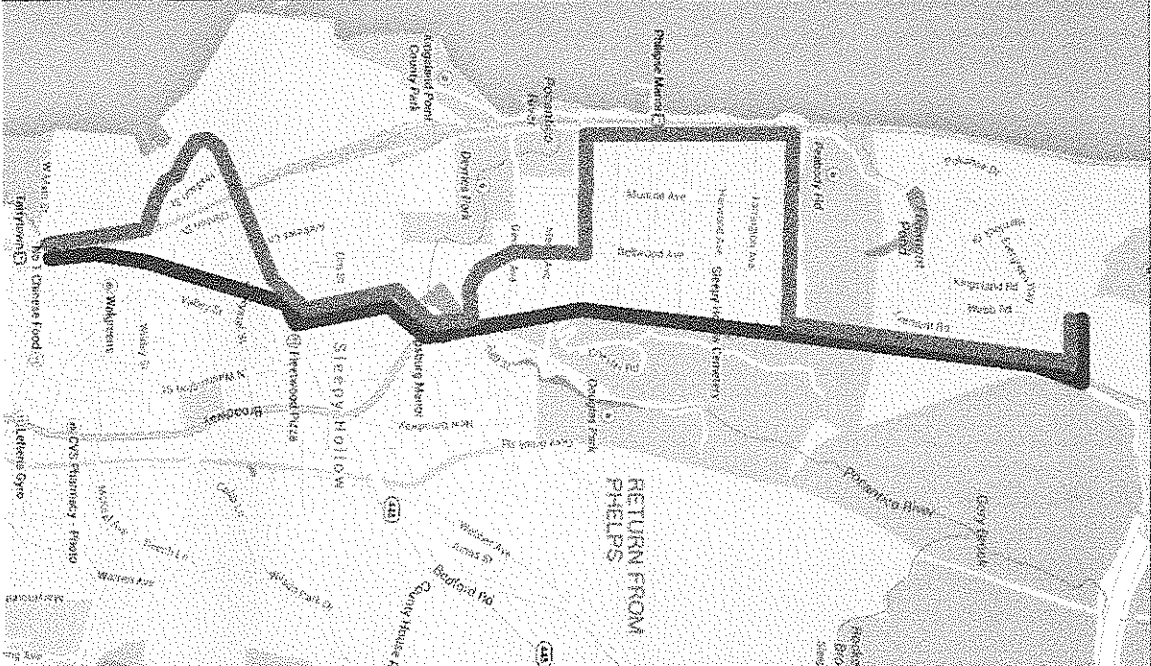
The River Trolley

*Local, Community-Oriented Transportation for
Tarrytown and Sleepy Hollow*

Mission Statement

The River Trolley aims to provide low-cost, sustainable public transportation to residents of, and visitors to, the Tarrytowns.

By connecting the business districts of Tarrytown and Sleepy Hollow to nearby neighborhoods, transportation hubs, and hotels, we aim to increase traffic to all businesses in the area while also alleviating the complications to infrastructure that have accompanied the revival of our local business centers.



Approx Minutes from TT Station	Stop Location
7:30	Hospital
12:00 PM	Train Station
14:30	Restoration
16:40	GM Site
18:45	Train Station

Sleepy Hollow Loop

Hours of Operation

(All hours closing hours contingent upon finishing routes and dropping off customers)

Monday thru Thursday

- 6 AM to 10 AM
- 5 PM to 10 PM

Saturday

- Noon to Midnight

Friday

- 6 AM to 10 AM
- 5 PM to Midnight

Sunday

- Noon to 10 PM

Revenue and Expenses

Revenue Sources

- Fares
 - \$2 per ride, with discounts for bulk packages, commuters and seniors
- Advertising
 - Side of Trolley
 - Inside Trolley
 - Reserved primarily for local businesses
 - Range of cost and signage options

Expenses

- Employees
 - Driver
 - Possibility of Attendant
- Biodiesel
 - Low cost and sustainable
 - Sourced from local businesses
- Misc. Operating Costs
 - Insurance
 - Trolley Maintenance

Monthly Profit And Loss

Monthly Costs			Revenue	
Driver	7955		Ad Space	2800
Lease	1200		Business Stops	1000
Insurance	300		Partnerships	1000
Fuel	750		Rides	6665
Total Monthly Cost	10205		Total Monthly Revenue	11465
Total Monthly Revenue	11465			
Monthly Profit	1260			

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

TO: Mayor Fixell and the Board of Trustees
FROM: Michael Blau, Village Administrator
RE: Global Synthetic Ice
DATE: November 18, 2014

Please be advised that I requested information from Joe Arduino, Recreation Supervisor concerning costs, both Capital and Operational, associated with the creation of an ice skating program at the tennis courts using synthetic ice. The representative that the Recreation Supervisor has been speaking with noted that "Glice" was a term utilized in the 1960's, 1970's and 1980's. Evidently the rinks that utilized the Glice material failed miserably and the product used has been modified dramatically since that time. The term utilized by Global Synthetic Ice is called "Super-Glide" and the product is used throughout the country. Below please find the information provided by the Recreation Supervisor.

Capital Costs

- Cost of Super-Glide product plus installation = \$108,000
- Indoor-outdoor carpeting to cover areas of the tennis courts not covered with Super-Glide = \$400

Operating Costs

Scenario #1 is for a skating program during the daylight hours

- Skating would occur on Saturdays, Sundays and holidays during the hours of 9:00 a.m. to 5:00 p.m.
- Set up would extend one hour before skating hours and break down and check out would extend one hour after skating hours
- Two staff would work the first 5 hour shift and two staff would work the second 5 hour shift
 - 10 hours per day @ \$53.00/hour overtime rate = \$530
 - Weekend cost for full time staff = \$1,060
- Part-time staff would also be assigned to skate during the hours of operation
 - \$10.00/hour x 3 staff x 10 hours = \$300
 - Weekend cost for part time staff = \$600
- Porta-Sans; 2 @ \$65/per unit per month = \$390
- Assuming skating from January through March (13 weekends and 2 holidays), the total cost would be \$15,230

Scenario #2 is for a skating program during the week and on weekends utilizing lights

- Weekdays for skating Monday through Friday from 4:00 p.m. to 8:00 p.m.

- Set up prior to skating would occur during normal working hours; break down and check out at the end would extend one hour
- Two full time staff for five weekdays
 - 2 staff x \$53.00/hour x 5 hours x 5 days = \$2,650
- Two part time staff for five weekdays
 - 2 staff x \$10.00/hour x 6 hours x 5 days = \$600
- Weekend skating from 9:00 a.m. to 8:00 p.m.
- Set up prior to skating would occur during normal working hours; break down and check out at the end would extend one hour
- Two staff would work the first 6.5 hour shift and two staff would work the second 6.5 hour shift
 - 13 hours per day @ \$53.00/hour overtime rate = \$689
 - Weekend cost for full time staff = \$1,378
- Part-time staff would also be assigned to skate during the hours of operation
 - \$10.00/hour x 3 staff x 13 hours = \$390
 - Weekend cost for part time staff = \$780
- Portable lights – four 30 foot light towers @ \$450 per tower per week = \$1,800/week
- Porta-Sans; 2 @ \$65/per unit per month = \$390
- Assuming skating from January through March (13 weekends and 2 holidays), the total cost would be \$51,844.00 (\$28,054 for staff, \$23,400 for lights and \$390 for Porta-Sans)

In answer to other questions posed in my memorandum to the Recreation Supervisor, please note the questions and answers from the Global Synthetic Ice representative below.

How often does the Super-Glide have to be cleaned? How is it cleaned? What are the costs associated with such cleaning?

This all depends on the environment, surrounded by well-groomed grass the rink stays very clean and only needs a rinse off once a week. If you have trees, dirt surrounding the rink cleaning will be needed more often. Leaves will have to be blown off with a leaf blower and rinsing every 4-5 days may be needed.

Cleaning is just rinsing with soap and water and once a month pressure washing.

Since we are using the tennis courts surrounded by indoor-outdoor carpeting, the surrounding environment is clean and there should not be significant dirt and other debris on the synthetic ice.

What occurs with the Super-Glide when there is snow or ice that accumulates on top of the synthetic ice? How is it removed and can such removal damage the synthetic ice?

Northern rinks use shovels or snow blowers to remove snow, this does not affect Super-Glide.



TOWN of GREENBURGH

OFFICE OF THE SUPERVISOR

177 Hillside Avenue Greenburgh, New York 10607
(914) 993-1540 Office (914) 993-1541 Fax (914) 478-1219 Home
Web Site - www.greenburghny.com
E-Mail - pfeiner@greenburghny.com

PAUL J. FEINER
Supervisor

November 12, 2014

RECEIVED

NOV 18 2014

TARRYTOWN VILLAGE
ADMINISTRATOR

To: Environmental Groups
Mayors/Town Supervisors (Westchester)
County Executive Rob Astorino
Legislators Mary Jane Shimsky, Alfreda Williams, Michael Smith, Mike Kaplowitz
Westchester County Association
Business Council of Westchester

**YOUR FEEDBACK ON AN IMPORTANT ENVIRONMENTAL ISSUE WANTED---
SHOULD GOVERNMENTS BAN PLASTIC BAGS...OR IMPOSE A FEE TO
DISCOURAGE USE?**

Should plastic bags be banned? For about a year the Conservation Advisory Council, made up of Greenburgh residents, has been studying the issue. Enclosed is their report. They recommend a fee, not a ban to discourage plastic bag use by shopping centers. Do you think the town or county should be more aggressive and ban plastic bags – an action that other localities around the country have embraced? Or, do you support a fee imposed when people obtain the bags. Exceptions would be made for raw meat, fish and the like.

The Greenburgh Conservation Advisory Council requested that I share their report with the community and seek your feedback. Your comments will be shared with all the Town Board members and members of the Westchester County Board of Legislators which is considering this issue.

Sincerely,

Paul J. Feiner
Town Supervisor

PJF:ca
Encl

Starting a year ago at the request of Supervisor Feiner, the CAC undertook a study of the impacts of reusable bag usage. While the environmental impact of plastic bags is easily visible, study showed that the aggregate negative impact on global warming of paper bags was equal to that of plastic bags. Additionally when the CAC met with representatives of major supermarket chains with outlets in The Town of Greenburgh, they indicated use of paper bags created storage and possible vermin problems for them. They expressed concerns about the negative economic impact of legislation that was Town based verses regional. The CAC came to view the problem as not being what the bag was made of but rather that it was used only once. Currently not just in Europe but in large parts of Asia as well, shoppers do not expect the merchant to provide a carry bag for a purchase.

As local residents, we considered how we would be affected by being expected to provide our own carry bags. Although we all used reusable bags, to a person we had to admit there were times when we forget to bring a reusable bag or didn't have one with us. We, also, had concerns about using our reusable bags for certain messy items like fish and meat. In response to a e-blast survey by Supervisor Feiner, we heard from a doctor who indicated that the items more than being messy could be a source of food contamination.

For these reasons, we believe that the use of reusable bags is the solution understanding that there are times when a reusable bag may not be available or the healthiest choice. Therefore we recommend a fee for a one time use bag with exceptions for certain items. This approach should result in a very large reduction in the use of one time use bags without imposing a situation where the shopper stopping on the way home from work without a reusable bag will have to juggle the purchased items in his hands or the ask the merchant to break the law.

TO: Supervisor Paul Feiner
Greenburgh Town Council

FROM: Greenburgh Conservation Advisory Council

DATE: November 10, 2014

RE: Conservation Advisory Council Resolution: Mitigation of the Use of Disposable Bags in the Town of Greenburgh

At the Conservation Advisory Council (CAC) meeting on October 23, 2014, the resolution below was approved. Please note that the CAC resolution differs from legislation currently being proposed to the Westchester County Legislature. We believe the proposed legislation is a good start, however it:

- (1) needs to cover both environmentally harmful paper bags, as well as plastic bags,
- (2) should be a fee, rather than a ban, and
- (3) needs to incorporate public health exceptions for bags used for raw fish, meat and the like.

CONSERVATION ADVISORY COUNCIL (CAC) RESOLUTION: MITIGATION OF THE USE OF DISPOSABLE BAGS IN THE TOWN OF GREENBURGH

Whereas, in the structure of the Town of Greenburgh's government, the Town Board is advised on environmental matters by the Conservation Advisory Council (CAC). The CAC is composed of seven citizens, appointed by the Town Board, who are long-time residents of the Town;

Whereas, for the past year, as part of its environmental mandate, the CAC has been considering ways to increase the use of re-usable bags and reduce the use of plastic and paper disposable bags;

Whereas, the CAC has conducted extensive research of available literature to understand the positive and negative impacts associated with increasing the use of re-usable bags and limiting or removing the use of disposable plastic and paper bags in a community;

Whereas, neighboring Westchester Communities such as The Village of Mamaroneck, Larchmont, Rye, Hastings-on-Hudson in addition to Major U.S. Cities like Washington D.C. and New York City and the State of California have all adopted or are proposing bag legislation with the intent to reduce the use of disposable plastic and paper bags;

Whereas, members of the CAC have met with representatives of major supermarket chains with outlets in The Town of Greenburgh;

Whereas, informal polling by Supervisor Feiner of Greenburgh residents resulted in an even split as to being for or against adoption of Town regulations to reduce the use of disposable paper and plastic bags;

Now, Therefore, the CAC RECOMMENDS to the Town Board that:

A multi-pronged approach be adopted in an effort to reduce the use of environmentally harmful bags (including both disposable paper and plastic bags):

1. Continue to support and encourage educational programs provided by the Town of Greenburgh and the Greenburgh Nature Center (GNC).
2. Propose a fee, rather than a ban, so as not to prevent commercial transactions such as a commuter on the way home without an available reusable bag.
3. Monitor other communities to learn best practices so that the Town of Greenburgh is prepared if it so chooses to adopt similar legislation to increase the use of re-usable bags and to reduce the use of disposable paper and plastic bags. However, the CAC feels that a County or State Wide approach would be the most effective, so as to not economically disadvantage commercial enterprises in any particular municipality.

Theresa Mae Tori
CAC Chairperson

INTEROFFICE MEMORANDUM

To: Michael Blau, Administrator

From: Carol A. Booth, Village Clerk 

Re: Election Notice

Date: November 19, 2014

DECLARING THE DATE, POLLING HOURS, DESIGNATED POLLING PLACES
WITH RESPECT TO THE VILLAGE ELECTION TO BE HELD ON MARCH 18,
2015

BE IT RESOLVED, that Election Law 4-106(2) requires all villages whose March elections are conducted by the County Board of Elections; submit to the County Board of Elections a list of polling places; and

BE IT RESOLVED, that the Village of Tarrytown has the following ten (10) election districts in the Village Election to be held on Wednesday, March 18, 2015; and

BE IT FURTHER RESOLVED that the following polling places be open from 6 a.m. to 9 p.m. on Election Day:

- District No. 1 - Riverside Hose Firehouse, 149 Franklin Street, Tarrytown, NY
- District No. 2 - Phenix Hose Firehouse, 87 Central Avenue, Tarrytown, NY
- District No. 3 - Main Street Firehouse, 50 Main Street, Tarrytown, NY
- District No. 4 - First Baptist Church, 56 South Broadway, Tarrytown, NY
- District No. 5 - Temple Beth Abraham, 25 Leroy Avenue, Tarrytown, NY
- District No. 6 - Village Hall, One Depot Plaza, Tarrytown, NY
- District No. 7 - Consolidated Engine Firehouse, 177 Sheldon Avenue, Tarrytown, NY
- District No. 55 - Washington Engine Firehouse, 157 White Plains Road, Tarrytown,
- District No. 74 - Village Hall, One Depot Plaza, Tarrytown, NY
- District No. 76 - Consolidated Engine Firehouse, 177 Sheldon Avenue, Tarrytown, NY

MEMORANDUM OF UNDERSTANDING

I. BACKGROUND

This Memorandum of Understanding (MOU) is between **GREENWAY**, a public benefit corporation organized pursuant to Article 44 of the Environmental Conservation Law and the **GRANTEE** as identified on the Face Page hereof.

II. PURPOSE

The purpose of this MOU is to provide assistance to the **GRANTEE** for the **PROJECT**, as set forth in Schedule 1.

III. STATEMENT OF MUTUAL INTEREST AND BENEFITS

The Greenway Conservancy for the Hudson River Valley is a public benefit corporation established by the Greenway Act of 1991 to continue New York State's commitment to the preservation, enhancement and development of the world-renowned scenic, natural, historic, cultural and recreational resources of the Hudson River Valley, while continuing to emphasize appropriate economic development activities and remaining consistent with the tradition of municipal home rule. One of the Conservancy's primary functions as set forth in the Greenway Act is to establish a Hudson River Valley Greenway Trail System that links cultural and historic sites, parks, open spaces and community centers, and provides public access to the Hudson River. This trail system is composed of multi-use trails, bicycle routes and a water trail. The Hudson River Valley Greenway Act authorizes the Conservancy to fund projects related to the development of the Trail System.

NOW THEREFORE, in consideration of the above premises, the parties agree as follows:

IV. THE GREENWAY

The **GREENWAY** shall provide financial assistance pursuant to this MOU.

The **GREENWAY** shall be responsible for enforcement of the provisions of this MOU and may refuse to authorize payment on any work performed where such work has not been performed with care, skill and diligence, and in accordance with applicable professional standards or where such work does not fulfill the letter or the intent of the provisions of this MOU.

V. THE GRANTEE

A. Description of Work Program.

The project elements are described in the scope of services, which is attached hereto as **Schedule 1**.

B. Matching Funds

The **GRANTEE** shall provide matching funds for this grant to be not less than the funds provided by the **GREENWAY**. Matching funds may include, but are not limited to, in-kind services (see Section V.C.), grants received and/or cash contributed as set forth in the project budget, which is attached hereto as **Schedule 1**.

C. In-Kind Services

The **GRANTEE** shall provide, to the extent practicable, the **GREENWAY** with an accounting of actual volunteer time and time spent by other in-kind service providers if such time is to be applied to the

match required under this MOU. Cash, force account labor, real property, and donated professional services, labor, equipment, supplies and materials all can be used as the applicant's share of project costs. The entire share must be related to the project for which funds are requested, be fully documented, and fall entirely within the MOU term (see Section IX). The **GREENWAY** shall require certification of donated professional services.

D. Use of Products Produced, Copyright, and Greenway Representation

Use of Products Produced: A draft of any documents, reports, studies, maps, signs, brochures etc. must be submitted to the **GREENWAY** for review prior to final production. When feasible, digital data shall be provided on a media and in a format suitable for use by the **GREENWAY**.

Grant of Rights: All rights, title, and interest to and including the rights of copyright in any reports, studies, photographs (and negatives), computer programs, websites, digital media, drawings, writings or other similar works or documents, along with all supporting data and materials (collectively the "Materials"), produced under this MOU will be owned jointly by the **GRANTEE** and **GREENWAY**.

Representations and Warranties: the **GRANTEE** represents and warrants that (i) the Materials will be originally and specifically developed by the **GRANTEE** for the **GREENWAY** in fulfillment of this Agreement; (ii) no part of the Materials will defame or libel, or infringe upon or violate any patent, copyright, trade secret, trademark, right of privacy or publicity, nondisclosure or any other proprietary or property rights of any third party; (iii) the **GRANTEE** is financially responsible and experienced in and competent to perform the type of work required hereunder, is familiar with all applicable laws, ordinances and regulations governing the work required hereunder; and is licensed pursuant to any applicable federal, state, or local licensing requirements; and (iv) the **GRANTEE** has the full power and authority to enter into and perform this Agreement and to grant the rights granted hereunder.

E. Acknowledgement

All final reports, maps, signs and documents shall note the financial contribution of the **GREENWAY** as follows: ("Funded in Part by a Grant from the Hudson River Valley Greenway") and the **GREENWAY** logo shall be displayed, which will be provided upon request. Final payment is contingent upon proof of final product displaying this acknowledgement.

F. Payments

(i) The **GRANTEE** shall submit Vouchers to the **GREENWAY** for payment of services performed. (ii) No advance payments will be provided to any **GRANTEE**. (iii) No payment under this MOU will be made by the **GREENWAY** to the **GRANTEE** unless proof of performance of required services, programs, or accomplishments is provided. Payment shall be made upon audit and approval of the **GREENWAY** of vouchers executed by an authorized officer of the **GRANTEE**. (iv) Eligible expenditures for the Project are those expenditures which are identified in the attached Schedule 1 and which are made in accordance with the applicable appropriation authority, and which have been incurred within the term of the MOU. (v) Any cost overruns will not be paid by the **GREENWAY** and the **GRANTEE** is not committed to seeking additional appropriations or re-appropriation of funds and will not be responsible for the maintenance and operation of any facility which may be developed or equipment which may be purchased with the funds herein identified. (vi) If the **GRANTEE** fails to submit a final report within 30 days after the expiration of this MOU, further reimbursements may be withheld by the **GREENWAY**, and

all funds previously paid under this MOU may be due and owing. (vii) The **GREENWAY** shall not be liable for any expenses or obligations arising after the MOU termination date.

The **GREENWAY** will notify the **GRANTEE** if the voucher is incomplete or deficient. Upon authorization, the **GREENWAY** will process the request for payment. Payments will only be made for amounts greater than or equal to 20% of the total grant.

G. Final Payment

The final payment, not to exceed 10% (ten percent) of the grant award, shall be retained by the **GREENWAY** until the **GREENWAY** deems the work program complete and upon receipt of a satisfactory final report and all necessary materials summarizing the project (see Section V.H.). Verification of project completion and, when applicable, adoption of plans by the governing body, is required prior to the issuing of final payment.

H. Final Report

GRANTEE is required to submit a final report to receive final payment. The final report shall include verification of the completion of the project. Elements of the final report may include, but are not limited to, a narrative; copies of adopted plans, reports, or other publications acknowledging **GREENWAY** support and containing the **GREENWAY** logo (see Section V.E.); proof of formal adoption of plans by local government grantees; before and after photographs; sketches; maps; slides; engineering designs; and printed materials containing the **GREENWAY** logo and any other materials produced fully or in part with grant funds. Final reports may be submitted in either electronic or paper format and must contain a copy of publications or photographs of any products including kiosks and other interpretive structures produced using **GREENWAY** funds.

I. Consultants

The **GRANTEE** shall provide the **GREENWAY** with copies of any Request for Proposal (RFP) or of Request for Qualifications (RFQ) for consulting services related to this agreement. The **GRANTEE** shall notify the **GREENWAY** when a consultant has been selected.

Consultants or contractors engaged by the **GRANTEE** to carry out any part of the work program shall be the agents of the **GRANTEE**. There shall be no obligation between the **GREENWAY** and such agents. The **GRANTEE** agrees to comply with any and all of its adopted procurement policies with regard to the engagement of such agents and contractors, as well as all applicable state and federal requirements.

J. Expenditure Categories

Expenditures per cost category or line item may exceed the amounts indicated in the project budget up to ten percent (10%) or one thousand dollars (\$1,000), whichever is greater, without approval of the **GREENWAY**, provided that the Total Grant Funds and Total Matching Funds as set forth in **Schedule 1** are not changed. Any expenditure in excess of such 10% or \$1,000 or any change to the Total Grant Funds or Total Matching Funds shall, at the sole discretion of the Greenway, require either an amendment to the Agreement as set forth in Section VII or written approval from the Greenway.

K. Record Keeping and Reporting

The **GRANTEE** will maintain accurate records of expenditures for a period of three years after the project is completed. The **GREENWAY** may, for a period of three years after project completion, inspect the financial records related to the project.

L. Re-Granting

The GRANTEE may not use any grant funds to re-grant to individuals or other organizations.

M. Permits

The GRANTEE is responsible for and must acquire any and all federal, state and local permits required for the project.

VI. Completion of Agreement

No later than thirty days prior to the expiration date of this agreement, the GRANTEE shall

A. Notify the GREENWAY in writing that work will be completed pursuant to the term of the agreement.

OR

B. Present the GREENWAY with a proposed timetable for completion of any outstanding components of the scope of work beyond the agreement expiration date, and request a specific time extension during which time the project(s) will be completed.

OR

C. Notify the GREENWAY in writing that the GRANTEE is terminating the agreement and releases any remaining funds.

VII. IT IS MUTUALLY AGREED AND UNDERSTOOD BY AND BETWEEN THE SAID PARTIES THAT:

This MOU may only be modified, superseded or extended in writing and by mutual agreement of the GREENWAY, and the GRANTEE.

VIII. NOTICES

A. All notices permitted or required hereunder shall be in writing and shall be transmitted either:

- (i) via certified or registered United States mail, return receipt requested;
- (ii) by facsimile transmission;
- (iii) by personal delivery;
- (iv) by expedited delivery service; or
- (v) by e-mail.

Such notices shall be addressed to the parties indicated on the Face Page hereof or to such different addresses as the parties may from time-to-time designate.

B. Any such notice shall be deemed to have been given either at the time of personal delivery or, in the case of expedited delivery service or certified or registered United States mail, as of the date of first attempted delivery at the address and in the manner provided herein, or in the case of facsimile transmission or email, upon receipt.

C. The parties may, from time to time, specify any new or different address in the United States as their address for purpose of receiving notice under this Agreement by giving fifteen (15) days written notice to the other party sent in accordance herewith. The parties agree to mutually designate individuals as their respective representatives for the purposes of receiving notices under this Agreement. Additional individuals may be designated in writing by the parties for purposes of implementation and administration/billing, resolving issues and problems and/or for dispute resolution.

IX. Special Award Conditions

Special Award Conditions are identified on the Face Page hereof.

X. Effective Date and MOU Term

This MOU shall be effective when it is fully executed. The term of the MOU is identified on the Face Page hereof. The date of execution is the latest parties' signature date under the **In Witness Whereof** section identified on the Face Page hereof.

AWARD FOR LOCAL GOVERNMENT RECORDS MANAGEMENT IMPROVEMENT
FUND GRANT (LGRMIF)

WHEREAS, the Village of Tarrytown has been awarded a 2014-2015 Local Government Records Management Improvement Fund (LGRMIF) grant in the amount of \$8,706.00 by the New York State Education Department to provide for a Laserfiche Content Management System and scanning services for the Planning Board, Zoning Board of Appeals and Architectural Review Board Minutes from 1987 to present.

WHEREAS, the Village obtained two (2) proposals as follows:

General Code, Rochester, NY	\$9,508.60
Imaging & Microfilm Access, Bohemia, NY	\$8,040.00

BE IT RESOLVED that the Board of Trustees of the Village of Tarrytown does hereby award the Laserfiche Content Management System/Scanning project to the lowest responsible proposer, Imaging & Microfilm Access (IMA), Bohemia, New York, per their proposal of \$8,040.00

BE IT FURTHER RESOLVED that the Village Administrator is hereby authorized and directed to execute a contract with IMA for the Laserfiche Content Management System/Scanning project.

2014-2015 Local Government Records Management Improvement Fund Grant (LGRMIF)

IMA

1) Complete Laserfiche System for 5 Users	\$3,995.00
2) Profession Services for pre-configuration, installation user training many days as needed)	\$1,895.00 (as
3) Scanning of Planning Board/ZBA/ARB Minutes from 1987 – present	\$2,150.00
<u>Total</u>	<u>\$8,040.00</u>

General Code

1) Complete Laserfiche System for 5 Users	\$4,000.00
2) Professional Services for pre-configuration, installation, user training requirement)	\$3,300 (2-day
3) Scanning of Planning Board/ZBA/ARB Minutes from 1987 – present	\$1,708.60
4) Project Management Fee	\$ 500.00
<u>Total</u>	<u>\$9,508.60</u>