



P2

**AGENDA**  
**JUNE 3, 2015**  
**BOARD OF TRUSTEES**  
VILLAGE OF BRIARCLIFF MANOR, NEW YORK  
REGULAR MEETING – 8:00 PM

---

**Board of Trustees Announcements**

**Village Managers Report**

**Public Comments**

1. Award of Bid – Bus Transportation
2. Budget Amendment – Unclaimed Bail Money
3. Confirmation of Fire Department Election
4. Schedule Public Hearing to Amend Chapter 168 – Sewers
5. Village Emergency Communications Facilities Upgrade
6. Acceptance of Donation from the Friends of the Library
7. Minutes
  - May 20, 2015

[HOLD to CONFIRM]

The Board will adjourn the regular meeting and reconvene as the Board of Police Commissioners.

1. Authorize Village Manager to Execute a Stipulated Settlement Agreement with Police Officer A

**THE NEXT REGULAR BOARD OF TRUSTEES MEETING WILL BE JUNE 17,  
2015 AT 8:00PM**

VILLAGE OF BRIARCLIFF MANOR  
BOARD OF TRUSTEES AGENDA  
JUNE 3, 2015

**1. AWARD OF BID, BUS TRANSPORTATION**

BE IT RESOLVED that the bid for the furnishing of Bus Transportation Services for various Summer Camp programs operated by the Recreation and Parks Department (VM-1516-1) is hereby awarded to Briarcliff Bus Co., Inc. of Briarcliff Manor, New York as per the rates in the attached schedule.

BE IT FURTHER RESOLVED that the Village Manager is hereby authorized and directed to execute a contract with Briarcliff Bus Co., Inc. for the furnishing of Bus Transportation Services for the Recreation and Parks Department.



# RECREATION and PARKS DEPARTMENT

Village of Briarcliff Manor

Henry A. Jamin, CPRP, Superintendent

MEMO TO: Philip E. Zegarelli, Village Manager

FROM: Henry Jamin, Superintendent

DATE: May 29, 2015

RE: 2015-2016 Transportation Service Contract – Supplemental Information

P2

As per your request, the following information outlines our previous day camp bus use, and clarifies our budget and projections for 2015.

### Summer of 2014

Briarcliff Bus was the low bidder. Three companies submitted bids, and the Briarcliff Bus prices projected to a total contract of \$28,040, narrowly beating out Royal Coach's projection total of \$28,515. Towne Bus (formerly Ardsley Bus) came in at a projection of \$47,490. The final amount paid to Briarcliff Bus for the 2014 season wound up being \$26,585 based upon actual use. Similar to this year, actual expenditures came in lower than the approved budget of \$36,283 primarily due to the reduction in actual use dictated by enrollment.

### Summer of 2015

Briarcliff Bus is once again our low bidder, but this year they are also our only bidder as we did not receive any other submissions. Our bid documents were mailed out to the three companies that bid in 2014, and an additional company that saw our Public Notice also received a packet via email after calling me at our office.

Briarcliff Bus Company's 2015 unit prices project to a total contract amount of \$24,325 for this season. This projection is \$7,681 less than our approved budget of \$32,006, primarily because we once again expect actual use to be lower than what we thought it would need to be at budget time. Enrollment in certain camp age groups is less than projected, so bus expenditures, as well as other areas of our camp budgets such as personnel, supplies, and trip admission costs also drop and off-set the reduction in projected revenues.

I believe that the prices we received from Briarcliff Bus are fair in the current market. They did increase the cost of their daily shuttle buses from \$215 per day in 2014 to \$250 per day for this season, but I think that's an adjustment that they probably felt that they needed to make to a price that they may have actually lost money on last year. The shuttle buses run from 8:30 am-3:30 pm each camp day, so at \$250 per day, we're paying \$35.71 per hour to have the vehicle and a professional driver at our disposal to shuttle our campers to and from our camp sites and the pool all day long.

Please let me know if you have any questions, or if there is anything further I can provide regarding the matter of this contract award. Thank you for your attention and consideration.





# RECREATION and PARKS DEPARTMENT

Village of Briarcliff Manor

Henry A. Jamin, CPRP, Superintendent

MEMO TO: Philip E. Zegarelli, Village Manager  
 FROM: Henry Jamin, Superintendent *HJ*  
 DATE: May 27, 2015  
 RE: 2015-2016 Transportation Service Contract

*Copy to BOT  
for w/s*

*Add to BOT's 3 June  
Agenda*

Bids for our department's 2015-2016 transportation services contract were opened at 11:00 am on Tuesday, May 19<sup>th</sup>, and although our bid documents were mailed out to three companies that have shown interest in the past, and an additional company that requested a packet after seeing our Public Notice, we received only one submission this year. Analyzing the bid involves determining how the unit cost prices submitted will translate into true expenditures once we are into the actual provision of the services we require. The transportation services are for our summer day camp programs, and variables such as final camper enrollment (determines the true # of buses needed for each trip) and possible cancellations due to weather make this contract one that cannot be assigned a specific dollar amount at the time of award. We can, however, calculate an anticipated expenditure total and award the contract based upon this analysis. To this end, I have multiplied each unit price by the number of buses we anticipate using for each of the trips included in the bid. This analysis provides us with an estimate that is as accurate as can be determined at this time, and a copy of the bid analysis worksheet is attached for your review and information.

*and only*  
 Briarcliff Bus Company was the low bidder with a projected total contract amount of \$24,325. This low bid projection is \$7,681 less than our approved budget of \$32,006 for these services.

Based upon their low bid and the very positive experiences we have had with them over many years of service, I recommend that the Village Board award this year's contract, VM-1516-1, to Briarcliff Bus Company at the unit prices submitted. The term of the contract shall be from date of award through August 7, 2015.

Please let me know if you have any questions, or if there is anything further I can provide regarding the matter of this contract award. Thank you for your attention and consideration.



**Village of Briarcliff Manor Bus Bid Results and Analysis FYE 2016**

Bid Item #	Item Description	projected		BRIARCLIFF BUS CO.		BUDGET as APPROVED		Totals including Coach Buses	PROJECTION OF ACTUAL EXPENSES		Totals including Coach Buses		
		# of buses	# of days or trips	BUS	Total	BUS	Total		BUS	Total			
<b>A7314.444 TREE CAMP</b>													
A	Shuttle Buses	1	25	250	6250	1	230	8625	9645	1	250	6250	
B-1a	Bounce U - Elmsford	2	1	250	500	2	245	490		2	250	500	
B-1b	Cortlandt Lanes - Cortlandt Manor	2	1	250	500	2	265	530		2	250	500	
<b>A7315.444 SUPER CAMP</b>													
A	Shuttle Buses	1	25	250	6250	1	230	8625	13106	1	250	6250	
B-2a	Bounce U - Elmsford	1	1	250	250	2	236	472		1	250	250	
B-2b	Tarrytown Music Hall	1	1	250	250	2	385	770		1	250	250	
B-2c	Cortlandt Lanes - Cortlandt Manor	1	1	275	275	2	265	530		1	275	275	
B-3a	Splashdown - Fishkill	3	1	395	1185	3	363	1089		3	395	1185	
B-3b	Rockin Jump - Mt. Kisco	3	1	275	825	3	240	720		3	275	825	
B-3c	Ridge Hill Movies - Yonkers	3	1	295	885	3	300	900		3	295	885	
<b>A7316.444 CAMP ADVENTURE</b>													
B-4a	Discovery Adventure Park, Bridgeport	1	1	510	510	2	395	790		9240	1	510	510
B-4b	Rockin Jump - Mt. Kisco	1	1	275	275	2	290	580	1		275	275	
B-4c	Fun Fuzion New Roc - New Rochelle	1	1	375	375	2	265	530	1		375	375	
B-4d	Club Getaway - Kent, CT	1	1	525	525	2	510	1020	1		525	525	
B-4e	Castle Fun Center - Chester, NY	1	1	425	425	2	395	790	1		425	425	
B-4f	Medieval Times - Lyndhurst, NJ	1	1	450	450	2	450	900	1		450	450	
B-4g	Dave & Buster's - West Nyack, NY	1	1	335	335	2	345	690	1		335	335	
<b>A7317.444 CAMP HORIZON</b>													
B-5a	Cortlandt Lanes - Cortlandt Manor	1	1	275	275	1	265	265	9875		1	275	275
B-5b	NY Yankees - Bronx	1	1	490	490	1	445	445		1	490	490	
B-5c	Club Getaway - Kent, CT	1	1	525	525	1	510	510		1	525	525	
B-5d	Grand Prix - Mt. Kisco	1	1	325	325	1	290	290		1	325	325	
B-5e	Sports Center, Shelton, CT	1	1	425	425	1	395	395		1	425	425	
B-5f	Discovery Adventure Park, Bridgeport	1	1	510	510	1	415	415		1	510	510	
B-5g	Shamrock Charter - New Rochelle	1	1	395	395	1	370	370		1	395	395	
B-5h	NY Mets - Queens, NY	1	1	490	490	1	475	475		1	490	490	
NEW	Medieval Times - Lyndhurst, NJ	1	1	450	450	1	445	445		1	450	450	
B-5i	Pallsades Mall - West Nyack, NY	1	1	375	375	1	345	345		1	375	375	
B-6	Cancellation Fee	0	0	50	0			0				0	

**TOTALS >>> Briarcliff Bus Contract = \$ 24,325**

**\$ 32,006** \*\* \$ 41,866.00  
Total .444 Budget  
school & coach buses

**\$ 24,325** \*\* \$ 31,805.00  
Total .444 Projection  
school & coach buses

Amount less than Adopted Budget (School Buses) = \$ (7,681.00)  
Amount less than Adopted Budget (Coach Buses) = \$ (2,380.00)  
Combined (School & Coach Buses) Amount less than Adopted Budget = \$ (10,061.00)

\*\* Note: Budget was approved with 2 buses for each Camp Adventure Trip - we now plan to use 1 bus per trip. Tree & Super Camp Budgets were also approved with an extra shuttle bus that will not be required based on actual registrations. These changes (reductions in use) effectively negate the fact that the unit pricing from Briarcliff Bus came in about 6% higher on average than budgeted. Projected actual costs will be \$10,061 less than the approved budget. The Approved Camp Adventure & Camp Horizon budgets also include an additional \$9,860 for Coach Buses - Favorable pricing & the change in Camp Adventure from 2 buses down to 1 will result in this total dropping down to \$7,460.

VILLAGE OF BRIARCLIFF MANOR  
BOARD OF TRUSTEES AGENDA  
JUNE 3, 2015

**2. BUDGET AMENDMENT – UNCLAIMED BAIL MONEY**

BE IT RESOLVED that the budget for Fiscal Year 2014-2015 is hereby amended as follows:

Increase Revenue  
(A0101.2770) by \$100.00

---

---

TO: Philip Zegarelli and Board of Trustees  
FROM: Rori Zirman, Court Clerk *RZ*  
RE: Outstanding Bail  
DATE: May 21, 2015

---

P2

After a full examination of the bail records maintained by the Village of Briarcliff Manor Justice Court it has been determined that the bail amounts outstanding in excess of six years total \$100.00.

Attached is check number 2780 made payable to the Village of Briarcliff Manor for \$100.00

Add to BOT  
w/s for Jugo

cc: Hon. Howard T. Code, Village Justice  
Hon. Laurie I. Sullivan, Acting Village Justice

VILLAGE OF BRIARCLIFF MANOR  
BOARD OF TRUSTEES AGENDA  
JUNE 3, 2015

**3. CONFIRMATION OF FIRE DEPARTMENT ELECTION**

BE IT RESOLVED that the Board of Trustees does hereby confirm the results of the election of the Briarcliff Manor Fire Department conducted on April 9, 2015 as follows:

**Chief Officers**

Dennis L. Reilly	Chief
Robert M. Garcia	1st Assistant Chief
Peter Fulfree	2nd Assistant Chief

**Briarcliff Fire Company**

Vincent Caruso	Captain
Arie Uytterlinde	1st Lieutenant
Daniel Norwood	2nd Lieutenant
Matthew Gullo	3rd Lieutenant

**Briarcliff Manor Hook & Ladder Company**

Anthony Kaufman	Captain
Stephen Fridakis	1st Lieutenant
Paul Torres	2nd Lieutenant

**Scarborough Engine Company**

Jeffrey Bassett	Captain
Jonathan Muro	1st Lieutenant
Joan Lederman	2nd Lieutenant

**Briarcliff Manor Fire Department Ambulance Corps**

Kevin Hunt	Captain
Ted Dengler	1st Lieutenant
Jason Crawford	2nd Lieutenant

**Briarcliff Manor Fire Police**

Peter Guilmette	Captain
Robert Cerrone	1 <sup>st</sup> Lieutenant
Linda Urban	2 <sup>nd</sup> Lieutenant
Martin Engelhardt	3 <sup>rd</sup> Lieutenant

**Safety Officer**

Alan Fleischman	Lead
Michelle Kowack	Assistant

BE IT FURTHER RESOLVED that the Board of Trustees does hereby certify the following appointments to the Briarcliff Manor Fire Department Deputy Chiefs Association:

Robert O'Hanlon	2054
Michael King	2055
Douglas Cacciola	2056
Carl Labruzzo	2057
Jay White	2058
Lawrence Reilly	205-10

# Briarcliff Manor Fire Department

1111 Pleasantville Road  
Briarcliff Manor, NY 10510

Office of the Chief



DENNIS L. REILLY, CHIEF  
ROBERT M. GARCIA, 1<sup>st</sup> Asst. Chief  
PETER J. FULFREE, 2<sup>nd</sup> Asst. Chief

Emergency 911  
Chief's Office (914) 941-0879  
Fax (914) 944-2758

E-mail: [fdchief@briarcliffmanor.org](mailto:fdchief@briarcliffmanor.org)

## 2015 Officers of the Briarcliff Manor Fire Department

Chief - Dennis L Reilly

1st Assistant Chief - Robert M. Garcia

2nd Assistant Chief - Peter Fulfree

### Briarcliff Fire Company

Captain - Vincent Caruso

1st Lieutenant - Arie Uyterlinde

2nd Lieutenant - Dan Norwood

3rd Lieutenant - Matthew Gullo

### Briarcliff Manor Hook & Ladder Company

Captain - Anthony Kaufman

1st Lieutenant - Steven Fridakis

2nd Lieutenant - Paul Torres

### Scarborough Engine Company

Captain - Jeffrey Bassett

1st Lieutenant - Jon Muro

2nd Lieutenant - Joan Lederman

### Briarcliff Manor Ambulance Corps.

Captain - Kevin Hunt

1st Lieutenant - Ted Dengler

2nd Lieutenant - Jason Crawford

### Briarcliff Fire Police

Captain - Peter Guilmette

1st Lieutenant - Bob Cerrone

2nd Lieutenant - Linda Urban

3rd Lieutenant - Martin Englehardt

### Deputy Chiefs

2054 - Robert O'Hanlon Jr.

2055 - Michael King

2056 - Douglas Cacciola

2057 - Carl Labruzzo

2058 - Jay White

~~2059 - Thomas Farrington~~

205-10 - Lawrence Reilly

### Department Safety Officer

Lead - Alan Fleishman

Assistant - Michelle Kowack

P2

VILLAGE OF BRIARCLIFF MANOR  
BOARD OF TRUSTEES AGENDA  
JUNE 5, 2015

**4. SCHEDULE PUBLIC HEARING TO AMEND CHAPTER 168 - SEWERS**

BE IT RESOLVED that a Public Hearing is hereby scheduled for the July \_\_\_\_, 2015 Board of Trustees meeting at 8:00pm or soon thereafter at Village Hall located at 1111 Pleasantville Road, Briarcliff Manor, NY to hear and discuss a proposed local to amend Chapter 168 of the Code of the Village of Briarcliff Manor with respect to sewers.

A LOCAL LAW TO AMEND  
CHAPTER 168 OF THE CODE OF THE  
VILLAGE OF BRIARCLIFF MANOR  
WITH RESPECT TO SEWERS

**[Marked to show Revisions  
From Current Law]**

Be it enacted by the Village Board of Trustees of the Village of Briarcliff Manor, as follows:

**Section 1.** Section 168-1 of the Village Code of the Village of Briarcliff Manor is amended to revise the definitions of the terms “Building Drain” and “Building Sewer” respectively, to read as follows:

“BUILDING DRAIN -- That part of the lowest ~~horizontal~~ piping of a drainage system that receives the discharge from soil, waste and other drainage pipes inside and that extends 30 inches (762 mm) in developed length of pipe beyond the exterior walls of the buildings and conveys it to the drainage to the building sewer beginning five feet outside the inner face of the building wall.

- A. Combined. A building drain that conveys both sewage and storm water or other drainage.
- B. Sanitary. A building drain that conveys sewage only.
- C. Storm. A building drain that conveys storm water or other drainage, but not sewage.

BUILDING SEWER – ~~The extension~~That part of the drainage system that extends from the end of the building drain and conveys the discharge to thea public sewer, private sewer, individual sewage disposal system or other place of disposal.

- A. Combined. A building sewer that conveys both sewage and storm water or other drainage.
- B. Sanitary. A building sewer that conveys sewage only.
- C. Storm. A building sewer that conveys storm water or other drainage, but not sewage.

**Section 2.** Section 168-1 of the Village Code of the Village of Briarcliff Manor is amended to add the definitions of the terms “Grease Interceptor (sometimes termed Grease Trap)” and “Grease Removal Device, Automatic (GRD)” respectively, to read as follows:

GREASE INTERCEPTOR (sometimes termed GREASE TRAP) – A plumbing appurtenance that is installed in a sanitary drainage system to intercept oily and greasy wastes from a wastewater discharge. Such device has the ability to intercept free-floating fats and oils.

GREASE REMOVAL DEVICE, AUTOMATIC (GRD) – A plumbing appurtenance that is installed in the sanitary drainage system to intercept free-floating fats, oils and grease from wastewater discharge. Such a device operates on a time- or event-controlled basis and has the ability to remove free-floating fats, oils and grease automatically without intervention from the user except for maintenance.

**Section 3.** Section 168-2 of the Village Code of the Village of Briarcliff Manor is amended to read as follows:

It shall be unlawful for any person to place, deposit or permit to be deposited in any unsanitary manner on public or private property within the Village of Briarcliff Manor, or in any area under the jurisdiction of said Village, any human or animal excrement, garbage or other objectionable waste.

**Section 4.** Section 168-16 of the Village Code of the Village of Briarcliff Manor is amended to read as follows:

- A. All costs and expense incident to the installation and connection of the building sewer shall be borne by the owner. The owner shall indemnify the Village from any loss or damage that may directly or indirectly be occasioned by the installation of the building sewer.
- B. It shall be the responsibility of the property owner to maintain, repair or replace the building sewer, at the owner’s expense, to ensure said building sewer’s compliance with the New York State Uniform Fire Prevention and Building Code or other applicable rules and regulations.

**Section 5.** Section 168-19 of the Village Code of the Village of Briarcliff Manor is amended to read as follows:

- A. All work of installing building sewers and sewer connections and all materials used shall conform to the New York State Uniform Fire Prevention and Building Code, Village of Briarcliff Manor standard detail, and/or other applicable rules and regulations of the Village. Any deviation from the prescribed procedures and materials must be approved by the Plumbing Inspector before installation.
- AB. The size, slope, alignment, materials of construction of a building sewer and the methods to be used in excavating, placing of the pipe, bedding of the pipe, jointing, testing and backfilling the trench, shall conform to the requirements of the Plumbing Code or other applicable rules and regulations of the Village.
- BC. Building sewers must be constructed of extra-heavy cast-iron pipe, or other approved material as set forth in the Plumbing Code, be a minimum of four inches in inside diameter and be properly connected by one-inch forty-five-degree bend with a four-inch minimum diameter Y-branch on a public sewer.
- CD. All house sewers, drains and horizontal soil and waste pipes shall be laid as straight as possible, and any changes in directions shall be made with proper, approved fittings, and all such pipes shall have a fall of not less than 1/4 inch per foot and as much more as may be practicable in each case and as approved by the Plumbing Inspector.
- DE. No building sewer shall be covered until it has been examined and approved by the Plumbing Inspector.

**Section 6.** The heading of Section 168-26 of the Village Code of the Village of Briarcliff Manor is amended to read as follows:

§ 168-26. Discharge to combined sewers, storm sewers, and natural outlets.

**Section 7.** Section 168-30 of the Village Code of the Village of Briarcliff Manor is amended to read as follows:

§ 168-30. Grease ~~interceptors~~ for grease, oil and sand.

- A. Grease, oil and sand interceptors shall be provided when, in the opinion of the Plumbing Inspector, they are necessary for the proper handling of liquid wastes containing grease in excessive amounts, or any flammable wastes, sand or other harmful ingredients; except that such interceptors

shall not be required for private living quarters or dwelling units. All interceptors shall be of a type and capacity approved by the Plumbing Inspector, and shall be located as to be readily and easily accessible for cleaning and inspection.

- B. Each and every food service establishment as defined in Chapter 873, Article V, Section 873.411 of the Westchester County Code and as licensed by the Westchester County Department of Health shall cause to be installed an operating grease interceptor, to which all grease and grease-containing liquids generated in the normal course of business shall be directed. Each and every food processing establishment and/or retail food store as identified and as licensed by the New York State Department of Agriculture and Markets shall cause to be installed an operating grease interceptor, to which all grease and grease-containing liquids generated in the normal course of business shall be directed.
- C. All grease interceptors shall be of a type and capacity approved by the Plumbing Inspector, and shall be located as to be readily and easily accessible for cleaning and inspection. All work must conform to the New York State Uniform Fire Prevention and Building Code or other applicable rules and regulations of the Village.
- D. Grease interceptors shall be cleaned regularly at the owner's expense and shall be performed by currently licensed waste disposal firms.
- E. Each grease interceptor, for the first year after the effective date of this article or the first year of operation in the case of a newly installed grease interceptor, shall be cleaned and inspected by a licensed waste disposal firm on a quarterly basis, at the owner's expense. After one full year of quarterly cleaning and inspection by a licensed waste disposal firm, the Plumbing Inspector may, at his discretion, require more or less frequent cleaning and inspection by a licensed waste disposal firm for each grease interceptor. In making his determination, he shall consider the size of the grease interceptor, the type of establishment utilizing the grease interceptor, the log of manifests as required by Subsection F of this Section, the inspection reports from the licensed waste disposal firm as required by Subsection G of this Section, and any other considerations he sees fit; this determination shall be made independently for each grease interceptor.
- F. For each grease interceptor cleaning performed by a licensed waste disposal firm, the owner shall maintain a log of manifests recording the name of the contractor, date of haulage and quantity of contents removed from the grease interceptor. The log shall be made available upon request

of the Plumbing Inspector.

- G. Any and all cleaning or inspection reports provided by a licensed waste disposal firm shall be made available upon request of the Plumbing Inspector.
- H. Any property owner with a lawfully installed Grease Removal Device, Automatic (GRD), in lieu of a grease interceptor, shall be exempt from Subsections E and F above. In such case the property owner shall not be required to have their GRD inspected by a licensed waste disposal firm annually. In addition, the property owner shall maintain a log of manifests recording the date of haulage and quantity of contents removed from the GRD. This log shall be made available upon request of the Plumbing Inspector

**Section 8.** Section 168-34 of the Village Code of the Village of Briarcliff Manor is amended to read as follows:

No statement contained in this article shall be construed as preventing any special agreement or arrangement between the Village and any industrial concern whereby an industrial waste of unusual strength or character may be accepted by the Village for treatment, subject to payment therefore, by the industrial concern.

**Section 9.** Severability. The invalidity of any word, section, clause, paragraph, sentence, part or provision of this local law shall not affect the validity of any part of this local law which can be given effect without such valid part or parts.

**Section 10.** Supersession. This local law is adopted pursuant to the authority granted by New York Municipal Home Rule Law Section 10(1)(e)(3) and shall supersede any provision New York Village Law Section 7-718 and any other section of Village Law which is inconsistent with it.

**Section 11.** Effective Date. This local law shall take effect immediately upon filing in the Office of the Secretary of State of New York.

VILLAGE OF BRIARCLIFF MANOR  
BOARD OF TRUSTEES AGENDA  
JUNE 3, 2015

**5. VILLAGE EMERGENCY COMMUNICATIONS FACILITIES UPGRADE**

BE IT RESOLVED that the Board of Trustees does hereby authorize the Village Manager to upgrade the Village's Emergency Communications Facilities with a budget of \$53,500 and charged to capital fund account H3120.201.15380 for future borrowing.

<b>VILLAGE COMMUNICATION FACILITY REINFORCEMENT</b>		
<b>ITEM</b>	<b>COST</b>	<b>SUPPLIER</b>
Relocation of Antennae and Radio Equipment	\$21,500.00	Metrocom, NYS Pricing
Electrical Service Upgrades	\$ 5,000.00	PRM Electric, Electrical Contracting Services Bid
Supply of 15 kW Diesel Generator	\$12,000.00	Internet Pricing
Wiring & Installation of Generator	\$ 5,000.00	PRM Electric, Electrical Contracting Services Bid
Police Radio Equipment Replacement	\$ 6,000.00	Metrocom, see Chief Campion email of 5/28/15
Site Fencing Upgrades	\$ No Charge	Cellular Carriers per Original Agreements
SCADA System Relocations	\$ 3,000.00	SCADA Electrical Contractor
Contingency	\$ 1,000.00	To Be Determined
<b>Total Cost</b>	<b>\$53,500.00</b>	

P2

# MEMORANDUM

**Date:** 5-28-15

**To:** Phil Zegarelli, Village Manager

**From:** Norman Campion, Chief of Police

**RE:** Police Radio Replacement

Add to Package

---

As you are aware, the Village is in the process of upgrading the communications building at the base of the water tank at The Club. While a review of the current project was underway, it was determined that the current radio equipment for the Police Department is outdated and not in good working order. Over the past year at least \$3,000 has been spent on radio system repairs with no guarantee that there wouldn't be future problems. I discussed with MetroCom, our radio equipment and service provider, the options available to us. There are two options, the first is using the same equipment and continue to service that equipment as needed with no guarantee that the radio equipment wouldn't fail in the future. The second option is to replace the equipment with an updated model. After careful consideration, I am recommending that the Village update the current radio equipment in order to provide a more reliable and trustworthy system. The cost of this upgrade is about **\$6,000**. This upgrade would be done in conjunction with the communications building upgrade which would provide the Village with a more stable and secure environment for the emergency communications needs for the police department, the fire department and DPW.

VILLAGE OF BRIARCLIFF MANOR  
BOARD OF TRUSTEES AGENDA  
JUNE 3, 2015

**6. ACCEPTANCE OF DONATION FROM THE FRIENDS OF THE LIBRARY**

BE IT RESOLVED, that the Board of Trustees hereby accepts a donation in the amount of \$\_\_\_\_\_ from the Friends of the Library for the purposes of \_\_\_\_\_ for the Briarcliff Manor Public Library and Community Center Facility.

Increase Revenue – Gifts  
(L0108.2705) by \$

Increase Expenses – Special Matching Expenses  
(L7410.206) by \$

The Regular Meeting of the Board of Trustees of the Village of Briarcliff Manor, New York was held in the Village of Briarcliff Manor Village Hall, at 1111 Pleasantville Road, Briarcliff Manor, New York on the 20<sup>th</sup> of May, 2015 commencing at 8:00 p.m.

**Present**

Lori A. Sullivan, Mayor  
Mark Pohar, Deputy Mayor  
Cesare DeRose, Jr. Trustee  
Bryan Zirman, Trustee

**Also Present**

Philip Zegarelli, Village Manager  
Christine Dennett, Village Clerk  
Clinton Smith, Village Counsel

**Absent**

Mark L. Wilson, Trustee

**Board of Trustees Announcements by Mayor Sullivan**

- The parade will begin at noon on Memorial Day.
- The Pool will be open and free to residents Memorial Day weekend. Permits are required thereafter.
- Registration continues for summer Recreation programs. The brochure available on the website.
- Day Camp is from July 6<sup>th</sup> through August 7<sup>th</sup>.
- Anyone interested in joining the Swim Team can attend an informational meeting on June 2<sup>nd</sup> at 7:30pm.
- Specialty camps are being offered this summer. Further information is in the brochure

**Village Managers Report by Village Manager Zegarelli**

- Summer Hours began and Village Hall will be open Monday through Thursday from 8am-5pm and Friday 8am-12:30pm.
- The Tax Roll has been submitted to the Village Clerk.
- Tax Bills will be mailed out next week and are due by July 1<sup>st</sup>.
- Outstanding water bills were transferred to Village Taxes on May 15<sup>th</sup>.
- The new ambulance will arrive in mid-July

**Public Comments**

Ms. Karen Smith of 26 Oak Road, President of the Briarcliff-Scarborough Historical Society and Village Historian, stated she had three things for the Boards consideration. She requested that air conditioning be installed in their space in the Library, that a memorial be put up to honor the Village's only Medal of Honor recipient and that the cost be shared and to have people appointed to the Architectural Review Advisory Committee to assist in giving Landmark Status to historical locations in the Village.

Mayor Sullivan thanked the Historical Society for all the time they put in preserving Briarcliff Manor's history. She stated the Board would look into their requests and that there was an active Architectural Review Advisory Committee in place.

### **Stormwater Management Presentation by Village Engineer, David Turiano**

Village Engineer Turiano gave a presentation regarding the measures in place to mitigate stormwater issues in the Village.

The Board had general discussion regarding the Village Code and if it was in compliance.

Village Engineer Turiano stated the Village Code was rather strong and proactive.

The Board requested the Grease Trap law be amended and set for a Public Hearing.

### **Addition of Parcel to Ossining Sanitary Sewer District**

Village Manager Zegarelli stated there was an error in the resolution approved in September 2014 and this was to correct it.

Upon motion by Deputy Mayor Pohar, seconded by Trustee Zirman, the Board voted unanimously to approve the following resolution:

WHEREAS, on May 21, 2001, the Westchester County Board of Legislators adopted legislation to modify the Ossining and Saw Mill Sanitary Sewer Districts by removing a total of 332 parcels of property not currently connected to the County sewer system and treated at the County operated wastewater treatment plants; and

WHEREAS, the property at 30 Chestnut Hill Lane, identified on the Village Tax Maps as Section 105, Plate 10, Block 1, Lot 29 ("Property"), was removed from the Saw Mill Sanitary Sewer District; and

WHEREAS, the owner of the Property asked the Board of Trustees to request the Westchester County Board of Legislators to extend the Ossining Sanitary

Sewer District to add the Property, but not adjacent property, to that sewer district; and

WHEREAS, by resolution adopted September 17, 2014, the Board of Trustees inadvertently referred to the Property as being removed from the Ossining Sanitary Sewer District and the Westchester County Department of Environmental Facilities, Division of Solid Waste has requested that the record be corrected in connection with that action.

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees hereby authorizes the Village Engineer to submit a request to the Westchester County Board of Legislators for the addition of the Property into the Ossining Sanitary Sewer District.

**Budget Transfers**

Upon motion by Trustee DeRose, seconded by Deputy Mayor Pohar, the Board voted unanimously to approve the following resolution as amended:

BE IT RESOLVED that the Board of Trustees does hereby authorize the following budget transfers for FY 2014-2015 totaling 241,722.69:

**POLICE**

<b>From:</b> A1990.499	Contingency	\$20,413.00
<b>To:</b> A3120.840	Retirement & Pension	\$20,413.00
<b>From:</b> A1010.840	Retirement & Pension	\$81.99
A1110.840	Retirement & Pension	\$2,015.13
A1230.840	Retirement & Pension	\$1,820.81
A1325.840	Retirement & Pension	\$2,810.87
A1410.840	Retirement & Pension	\$1,514.18
A1440.840	Retirement & Pension	\$1,418.97
A1490.840	Retirement & Pension	\$4,642.30
A1640.840	Retirement & Pension	\$2,494.69
A3620.840	Retirement & Pension	\$3,080.07
A5110.840	Retirement & Pension	\$10,472.64
A5112.840	Retirement & Pension	\$81.99
A5142.840	Retirement & Pension	\$1,234.92
A5110.840	Retirement & Pension	\$1,533.36
A8010.840	Retirement & Pension	\$24.54

	A8020.840	Retirement & Pension	\$61.49
	A8090.840	Retirement & Pension	\$3,896.33
	A8160.840	Retirement & Pension	\$9,202.28
	A8510.840	Retirement & Pension	\$1,865.96
	A8989.840	Retirement & Pension	\$3,157.48
		TOTAL	\$51,410.00
<b>To:</b>	A3120.840	Retirement & Pension	\$51,410.00
<b>From:</b>	A3120.101	Personnel	\$19,730.07
	A1110.101	Personnel	\$7,787.50
<b>To:</b>	A3120.102	Police Overtime	\$15,000.00
	A3410.226	Vehicle Repair	\$12,517.57

**FIRE DEPARTMENT**

<b>From:</b>	A4540.462	FD Contractual Services	\$13,000
<b>To:</b>	A1990.499	Contingency	\$13,000

**PUBLIC WORKS – TREE SERVICES CONTRACT**

<b>From:</b>	A1990.499	Contingency	\$1,800.00
	A7989.460	Recreation Contractual	\$5,000.00
	A8090.460	DPW Contractual	\$5,800.00
<b>To:</b>	A5110.460	Contractual	\$12,600.00

**CONTINGENCY**

<b>From:</b>	A9901.940	General Fund Debt Service	\$10,477.49
<b>To:</b>	A1990.499	General Fund Contingency	\$10,477.49
<b>From:</b>	F9901.940	Water Fund Debt Service	\$19,679.49
<b>To:</b>	F1990.499	Water Fund Contingency	\$19,679.49
<b>From:</b>	F1990.499	Water Fund Contingency	\$15,295.90
<b>To:</b>	F8320.207	Water Meter Purchase	\$11,095.90
	F8320.459	Laboratory Fees	\$2,000.00
	F8340.102	Emergency Overtime	\$2,200.00

**PUBLIC WORKS – MISCELLANEOUS**

<b>From:</b>	A1620.470	Heating – Fuel Oil	\$23,329.24
<b>To:</b>	A1490.491	Drug Screening	\$388.40
	A1620.211	General Repair/Maintenance	\$1,711.80
	A1620.439	Building Improvements	\$2,864.13
	A1620.422	Natural Gas – Utility	\$415.43
	A1640.221	Vehicle Repair	\$5,963.43
	A1640.816	Orthodontic Insurance	\$270.00
	A5110.815	Dental Insurance	\$3,919.10
	A5110.816	Orthodontic Insurance	\$472.50
	A5182.420	Materials and Supplies	\$939.45
	A5182.815	Dental Insurance	\$632.80
	A7110.477	Professional Development	\$537.00
	A7110.815	Dental Insurance	\$1,415.20
	A8090.815	Dental Insurance	\$1,800.00
	A1640.420	Materials and Supplies	\$2,000.00
		<b>TOTAL</b>	<b>\$23,329.24</b>

**PUBLIC WORKS – SNOW REMOVAL - OVERTIME**

<b>From:</b>	A8090.101	Personnel	\$12,134.74
	A1990.499	Contingency	\$35,865.26
<b>To:</b>	A5142.102	Snow Removal – Overtime	\$48,000.00

**Village Emergency Communications Facilities Upgrade**

Upon motion by Trustee Zirman, seconded by Trustee DeRose, the Board voted unanimously to approve the following resolution:

BE IT RESOLVED that the Board of Trustees does hereby authorize the Village Manager to pursue needed upgrades of the Village’s Emergency Communications Facilities as outlined in the Village Manager’s May 14, 2015, Memorandum.

**Fire Department Membership – Clark**

The Board thanked Mr. Clark for volunteering.

Upon motion by Deputy Mayor Pohar, seconded by Trustee DeRose, the Board voted unanimously to approve the following resolution:

BE IT RESOLVED, that the Board of Trustees of the Village of Briarcliff Manor hereby approves the under 18 membership of **William H. Clark** to the Briarcliff Manor Hook & Ladder Company.

**Budget Amendment – Reader’s Digest Grant**

Upon motion by Trustee DeRose, seconded by Trustee Zirman, the Board voted unanimously to approve the following resolution as amended:

BE IT RESOLVED that the Library Fund for fiscal year 2014-2015 is hereby amended as follows to purchase downloadable and print books for adults, teens and children:

Increase Revenue – L0108.2705 Special Gifts	\$6,000
Increase Expense - L7410.206 Special Matching Expenses	\$6,000

**Schedule Public Hearings:**

**Renewal of Special Use Permit – Briarcliff Congregational Church and Garden House School**

Upon motion by Trustee Zirman, seconded by Deputy Mayor Pohar, the Board voted unanimously to approve the following resolution:

BE IT RESOLVED that a Public Hearing is hereby scheduled for June 17, 2015 at 8:00pm or soon thereafter to hear in Village Hall located at 1111 Pleasantville Road, Briarcliff Manor, NY and consider an application for a renewal of a Special Use Permit to the Briarcliff Congregational Church and Garden House School.

**Renewal of Special Use Permit – Scarborough Presbyterian Church**

Upon motion by Trustee DeRose, seconded by Trustee Zirman, the Board voted unanimously to approve the following resolution as amended:

BE IT RESOLVED that a Public Hearing is hereby scheduled for June 17, 2015 at 8:00pm or soon thereafter in Village Hall located at 1111 Pleasantville Road, Briarcliff Manor, NY to hear and consider an application to renew and amend a Special Use Permit issued to the Scarborough Presbyterian Church.

**Minutes**

Upon motion by Trustee Zirman, seconded by Trustee DeRose, the Board voted unanimously to approve the minutes of April 8, 2015 as amended.

Upon motion by Deputy Mayor Pohar, seconded by Trustee Zirman, the Board voted unanimously to approve the minutes of April 15, 2015.

Upon motion by Trustee DeRose, seconded by Deputy Mayor Pohar, the Board voted unanimously to approve the minutes of April 29, 2015.

Upon motion by Trustee Zirman, seconded by Deputy Mayor Pohar, the Board voted unanimously to approve the minutes of May 6, 2015 as amended.

**Adjournment**

There will be a Work Session on Wednesday, May 27, 2015 at 7:00pm.

Upon motion by Trustee Zirman, seconded by Trustee DeRose, the Board voted unanimously to adjourn the regular meeting at 9:20pm.

Respectfully Submitted By,

Christine Dennett  
Village Clerk

VILLAGE OF BRIARCLIFF MANOR  
BOARD OF TRUSTEES/BOARD OF POLICE COMMISSIONERS AGENDA  
JUNE 3, 2015

**1. AUTHORIZE VILLAGE MANAGER TO EXECUTE A STIPULATED SETTLEMENT AGREEMENT WITH POLICE OFFICER A**

WHEREAS, a certain person is employed by the Village of Briarcliff Manor as a police officer ("Police Officer A"); and

WHEREAS, the Village and Police Officer A have agreed to a negotiated resolution of certain issues between them to avoid the potential cost, time, and risk of hearings and litigation;

NOW, THEREFORE, BE IT

RESOLVED, that the Village of Briarcliff Manor Board of Trustees, acting as Trustees and/or as the Board of Police Commissioners, does hereby approve that agreement with Police Officer A in the form circulated to the Board by the Village Manager dated May 27, 2015, and presently on the dais before the Board, including but not limited to Police Officer A's voluntary resignation and separation from service with the Village ("Stipulated Settlement"); and be it further

RESOLVED, that Board of Trustees authorizes and directs the Village Manager to execute and deliver the Stipulated Settlement on behalf of the Village and ratifies any such execution and delivery of the same that already has been done; and be it further

RESOLVED, that the Village Manager is further authorized to make or accept any change to the Stipulated Settlement so long as the change is not material and adverse to the Village's interests and is acceptable to Village Counsel in form and substance.