



P2

AGENDA
MAY 20, 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. Stormwater Management Presentation by Village Engineer, David Turiano
2. Addition of Parcel to Ossining Sanitary Sewer District
3. Budget Transfers
4. Emergency Repair/Upgrade of Communications Equipment
5. Fire Department Membership - Clark
6. Minutes
 - April 8, 2015
 - April 15, 2015
 - April 29, 2015
 - May 6, 2015

**THE NEXT REGULAR BOARD OF TRUSTEES MEETING WILL BE JUNE 3,
2015 AT 8:00PM**

VILLAGE OF BRIARCLIFF MANOR
BOARD OF TRUSTEES AGENDA
MAY 20, 2015

1. **STORMWATER MANAGEMENT PRESENTATION BY VILLAGE ENGINEER, DAVID TURIANO**

MS4 Municipal Compliance Certification(MCC) Form

MCC form for period ending March 9,

2	0	1	5
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Name of MS4

Village of Briarcliff Manor

SPDES ID

N	Y	R	2	0	A	3	1	5
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Section 2 - Contact Information

Important Instructions - Please Read

Contact information must be provided for each of the following positions as indicated below:

1. Principal Executive Officer, Chief Elected Official or other qualified individual (per GP-0-08-002 Part VI.J).
2. Duly Authorized Representative (Information for this contact must only be submitted if a Duly Authorized Representative is signing this form)
3. The Local Stormwater Public Contact (required per GP-0-08-002 Part VII.A.2.c & Part VIII.A.2.c).
4. The Stormwater Management Program (SWMP) Coordinator (Individual responsible for coordination/implementation of SWMP).
5. Report Preparer (Consultants may provide company name in the space provided).

A separate sheet must be submitted for each position listed above unless more than one position is filled by the same individual. If one individual fills multiple roles, provide the contact information once and check all positions that apply to that individual.

If a new Duly Authorized Representative is signing this report, their contact information must be provided and a signature authorization form, signed by the Principal Executive Officer or Chief Elected Official must be attached.

For each contact, select all that apply:

- Principal Executive Officer/Chief Elected Official
- Duly Authorized Representative
- Local Stormwater Public Contact
- Stormwater Management Program (SWMP) Coordinator
- Report Preparer

First Name	MI	Last Name
D o l p h R o t f e l d		E n g i n e e r i n g , P C
Title		
Address		
2 0 0 W h i t e P l a i n s R o a d		
City	State	Zip
T a r r y t o w n	N Y	1 0 5 9 1 -
eMail		
m r i t c h i e @ d r e p c . c o m		
Phone	County	
(9 1 4) 6 3 1 - 8 6 0 0	W e s t c h e s t e r	

MS4 Municipal Compliance Certification (MCC) Form

MCC form for period ending March 9, 2 0 1 5

Name of MS4 Village of Briarcliff Manor

SPDES ID
N Y R 2 0 A 3 1 5

Section 3 - Partner Information

Did your MS4 work with partners/coalition to complete some or all permit requirements during this reporting period? Yes No

If Yes, complete information below.

Submit a separate sheet for each partner. Information provided in other formats will not be accepted. If your MS4 cooperated with a coalition, submit one sheet with the name of the coalition. It is not necessary to include a separate sheet for each MS4 in the coalition.

If No, proceed to Section 4 - Certification Statement.

Partner/Coalition Name

C n t y o f W e s t c h e s t e r P l a n n i n g D e p t

Partner/Coalition Name (con't.)

SPDES Partner ID - If applicable

N Y R 2 0

Address

1 4 8 M a r t i n e A v e n u e

City

State

Zip

W h i t e P l a i n s N Y 1 0 6 0 1 -

eMail

c c a l @ w e s t c h e s t e r g o v . c o m

Phone

(9 1 4) 9 9 5 - 3 7 8 2

Legally Binding Agreement in accordance with GP-0-08-002 Part IV.G.? Yes No

What tasks/responsibilities are shared with this partner (e.g. MM1 School Programs or Multiple Tasks)?

- MM1 G e n e r a l S t o r m w a t e r I n f o r m a t i o n
- MM2
- MM3
- MM4
- MM5
- MM6

Additional tasks/responsibilities

- Watershed Improvement Strategy Best Management Practices required for MS4s in impaired watersheds included in GP-0-08-002 Part IX.

Empty rectangular box for additional information.

MS4 Municipal Compliance Certification(MCC) Form

MCC form for period ending March 9, 2 0 1 5

Name of MS4

SPDES ID

Section 4 - Certification Statement

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

This form must be signed by either a principal executive officer or ranking elected official, or duly authorized representative of that person as described in GP-0-08-002 Part VI.J.

First Name

MI

Last Name

Title (Clearly print title of individual signing report)

Signature

Date

/ /

Send completed form and any attachments to the DEC Central Office at:

MS4 Permit Coordinator
Division of Water
4th Floor
625 Broadway
Albany, New York 12233-3505

MS4 Annual Report Form

This report is being submitted for the reporting period ending March 9,

2	0	1	5
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If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition

Village of Briarcliff Manor

SPDES ID

N	Y	R	2	0	A	3	1	5
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3. What strategies did your MS4/Coalition use to achieve education and outreach goals during this reporting period? Check all that apply:

- | | | | | | | |
|---|---------------------|--|---|---|---|---|
| <input type="radio"/> Construction Site Operators Trained | # Trained | <table border="1" style="width: 100%; height: 20px;"><tr><td> </td><td> </td><td> </td><td> </td></tr></table> | | | | |
| | | | | | | |
| <input checked="" type="radio"/> Direct Mailings | # Mailings | <table border="1" style="width: 100%; height: 20px;"><tr><td> </td><td> </td><td> </td><td>4</td></tr></table> | | | | 4 |
| | | | 4 | | | |
| <input checked="" type="radio"/> Kiosks or Other Displays | # Locations | <table border="1" style="width: 100%; height: 20px;"><tr><td> </td><td> </td><td> </td><td>1</td></tr></table> | | | | 1 |
| | | | 1 | | | |
| <input checked="" type="radio"/> List-Serves | # In List | <table border="1" style="width: 100%; height: 20px;"><tr><td> </td><td>6</td><td>2</td><td>0</td></tr></table> | | 6 | 2 | 0 |
| | 6 | 2 | 0 | | | |
| <input checked="" type="radio"/> Mailing List | # In List | <table border="1" style="width: 100%; height: 20px;"><tr><td> </td><td>6</td><td>2</td><td>0</td></tr></table> | | 6 | 2 | 0 |
| | 6 | 2 | 0 | | | |
| <input type="radio"/> Newspaper Ads or Articles | # Days Run | <table border="1" style="width: 100%; height: 20px;"><tr><td> </td><td> </td><td> </td><td> </td></tr></table> | | | | |
| | | | | | | |
| <input type="radio"/> Public Events/Presentations | # Attendees | <table border="1" style="width: 100%; height: 20px;"><tr><td> </td><td> </td><td> </td><td> </td></tr></table> | | | | |
| | | | | | | |
| <input type="radio"/> School Program | # Attendees | <table border="1" style="width: 100%; height: 20px;"><tr><td> </td><td> </td><td> </td><td> </td></tr></table> | | | | |
| | | | | | | |
| <input type="radio"/> TV Spot/Program | # Days Run | <table border="1" style="width: 100%; height: 20px;"><tr><td> </td><td> </td><td> </td><td> </td></tr></table> | | | | |
| | | | | | | |
| <input checked="" type="radio"/> Printed Materials: | Total # Distributed | <table border="1" style="width: 100%; height: 20px;"><tr><td> </td><td>2</td><td>5</td><td>0</td></tr></table> | | 2 | 5 | 0 |
| | 2 | 5 | 0 | | | |

Locations (e.g. libraries, town offices, kiosks)

V	i	l	l	a	g	e		H	a	l	l						
P	u	b	l	i	c		W	o	r	k	s		G	a	r	a	e
P	u	b	l	i	c		L	i	b	r	a	r	y				

Other:

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Web Page: Provide specific web addresses - not home page. Continue on next page if additional space is needed.

URL

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URL

S	t	o	r	m	w	a	t	e	r	%	2	0	R	u	n	o	f	f	%	2	0	P	r	o	o	f	.	p	d	f		

MS4 Annual Report Form

This report is being submitted for the reporting period ending March 9,

2	0	1	5
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If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition

Village of Briarcliff Manor

SPDES ID

N	Y	R	2	0	A	3	1	5
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3. Web Page con't.: Provide specific web addresses - not home page.

URL

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o	r	m	w	a	t	e	r																									

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MS4 Annual Report Form

This report is being submitted for the reporting period ending March 9,

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If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition

Village of Briarcliff Manor

SPDES ID

N	Y	R	2	0	A	3	1	5
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4. Evaluating Progress Toward Measurable Goals MCM 1

Use this page to report on your progress and project plans toward achieving measurable goals identified in your Stormwater Management Program Plan (SWMPP), including requirements in Part III.C.1. Submit additional pages as needed.

A. Briefly summarize the Measurable Goal identified in the SWMPP in this reporting period.

The Village Stormwater Consultant developed a Questionnaire for the public to respond to. The questionnaire is available in hard copy in the Building Department for pickup, completion and return
--

B. Briefly summarize the observations that indicated the overall effectiveness of this Measurable Goal.

No responses to questionnaire this reporting period. Information continues to be available in hard copy and on the website
--

C. How many times was this observation measured or evaluated in this reporting period?

			1
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(ex.: samples/participants/events)

D. Has your MS4 made progress toward this Measurable Goal during this reporting period?
 Yes No
E. Is your MS4 on schedule to meet the deadline set forth in the SWMPP?
 Yes No
F. Briefly summarize the stormwater activities planned to meet the goals of this MCM during the next reporting cycle (including an implementation schedule).

Continue to make questionnaire and literature available.
--

MS4 Annual Report Form

This report is being submitted for the reporting period ending March 9, 2015

If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition

Village of Briarcliff Manor

SPDES ID

NYR20A315

2. URL(s) con't.:

Please provide specific address(es) where notice(s) can be accessed - not home page.

URL

http://www.briarcliffmanor.org/Pages/BriarcliffManorNYClerk/MinutesAgendas

URL

URL

URL

URL

URL

URL

MS4 Annual Report Form

This report is being submitted for the reporting period ending March 9,

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If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition

Village of Briarcliff Manor

SPDES ID

N	Y	R	2	0	A	3	1	5
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4.a. If this report was made available on the internet, what date was it posted?

Leave blank if this report was not posted on the internet.

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 /

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4.b. For how many days was/will this report be posted?

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If submitting a report for single MS4, answer 5.a.. If submitting a joint report, answer 5.b..

5.a. Was an Annual Report public meeting held in this reporting period?
 Yes No

If Yes, what was the date of the meeting?

0	5
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 /

0	7
---	---

 /

2	0	1	4
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If No, is one planned?

 Yes No
5.b. Was an Annual Report public meeting held for all MS4s contributing to this report during this reporting period?
 Yes No

If No, is one planned for each?

 Yes No
6. Were comments received during this reporting period?
 Yes No

If Yes, attach comments, responses and changes made to SWMP in response to comments to this report.

MS4 Annual Report Form

This report is being submitted for the reporting period ending March 9,

2	0	1	5
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If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition

Village of Briarcliff Manor

SPDES ID

N	Y	R	2	0	A	3	1	5
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7. Evaluating Progress Toward Measurable Goals MCM 2

Use this page to report on your progress and project plans toward achieving measurable goals identified in your Stormwater Management Program Plan (SWMP), including requirements in Part III.C.1. Submit additional pages as needed.

A. Briefly summarize the Measurable Goal identified in the SWMP in this reporting period.

Questionnaire made available to the public for response as to their understanding of the Village's Stormwater Management Program. Questions included concerning public participation and involvement. Public continues to be invited to participate in Stormwater related programs
--

B. Briefly summarize the observations that indicated the overall effectiveness of this Measurable Goal.

No questionnaires returned this reporting period. Public continues to be invited to participate in Stormwater Programs in all literature and bulletins
--

C. How many times was this observation measured or evaluated in this reporting period?

			1
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(ex.: samples/participants/events)

D. Has your MS4 made progress toward this measurable goal during this reporting period?
 Yes No
E. Is your MS4 on schedule to meet the deadline set forth in the SWMP?
 Yes No
F. Briefly summarize the stormwater activities planned to meet the goals of this MCM during the next reporting cycle (including an implementation schedule).

Questionnaire and literature remain available in Building Department, Public Works and Library
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MS4 Annual Report Form

This report is being submitted for the reporting period ending March 9,

2	0	1	5
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If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition

Village of Briarcliff Manor

SPDES ID

N	Y	R	2	0	A	3	1	5
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12. Evaluating Progress Toward Measurable Goals MCM 3

Use this page to report on your progress and project plans toward achieving measurable goals identified in your Stormwater Management Program Plan (SWMPP), including requirements in Part III.C.1. Submit additional pages as needed.

A. Briefly summarize the Measurable Goal identified in the SWMPP in this reporting period.

Number of Illicit Discharges Identified and Eliminated

B. Briefly summarize the observations that indicated the overall effectiveness of this Measurable Goal.

No illicit discharges this reporting period.

C. How many times was this observation measured or evaluated in this reporting period?

			1
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(ex.: samples/participants/events)

D. Has your MS4 made progress toward this measurable goal during this reporting period?

Yes No

E. Is your MS4 on schedule to meet the deadline set forth in the SWMPP?

Yes No

F. Briefly summarize the stormwater activities planned to meet the goals of this MCM during the next reporting cycle (including an implementation schedule).

Continue to inspect outfalls. Respond immediately to reports of illicit discharges, locate and mitigate same. Add all Best Management Practices to GIS mapping

MS4 Annual Report Form

This report is being submitted for the reporting period ending March 9,

2	0	1	5
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If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition

Village of Briarcliff Manor

SPDES ID

N	Y	R	2	0	A	3	1	5
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Minimum Control Measures 4 and 5.
Construction Site and Post-Construction Control

The information in this section is being reported (check one):

- On behalf of an individual MS4
- On behalf of a coalition

How many MS4s contributed to this report?

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1a. Has each MS4 contributing to this report adopted a law, ordinance or other regulatory mechanism that provides equivalent protection to the NYS SPDES General Permit for Stormwater Discharges from Construction Activities? Yes No

1b. Has each Town, City and/or Village contributing to this report documented that the law is equivalent to a NYSDEC Sample Local Law for Stormwater Management and Erosion and Sediment Control through either an attorney certification or using the NYSDEC Gap Analysis Workbook? Yes No NT

If Yes, Towns, Cities and Villages provide date of equivalent NYS Sample Local Law.
 09/2004 03/2006 NT

2. Does your MS4/Coalition have a SWPPP review procedure in place? Yes No

3. How many Construction Stormwater Pollution Prevention Plans (SWPPPs) have been reviewed in this reporting period?

		0
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4. Does your MS4/Coalition have a mechanism for receipt and consideration of public comments related to construction SWPPPs? Yes No NT

If Yes, how many public comments were received during this reporting period?

--	--	--

5. Does your MS4/Coalition provide education and training for contractors about the local SWPPP process? Yes No

6. Identify which of the following types of enforcement actions you used during the reporting period for construction activities, indicate the number of actions, or note those for which you do not have authority:

- Notices of Violation #

--	--	--	--	--	--

 No Authority
- Stop Work Orders #

--	--	--	--	--	--

 No Authority
- Criminal Actions #

--	--	--	--	--	--

 No Authority
- Termination of Contracts #

--	--	--	--	--	--

 No Authority
- Administrative Fines #

--	--	--	--	--	--

 No Authority
- Civil Penalties #

--	--	--	--	--	--

 No Authority
- Administrative Orders #

--	--	--	--	--	--

 No Authority
- Enforcement Actions or Sanctions #

--	--	--	--	--	--

 No Authority
- Other #

--	--	--	--	--	--

 No Authority

MS4 Annual Report Form

This report is being submitted for the reporting period ending March 9,

2	0	1	5
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If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition

Village of Briarcliff Manor

SPDES ID

N	Y	R	2	0	A	3	1	5
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Minimum Control Measure 4. Construction Site Stormwater Runoff Control

The information in this section is being reported (check one):

- On behalf of an individual MS4
- On behalf of a coalition

How many MS4s contributed to this report?

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1. How many construction projects have been authorized for disturbances of one acre or more during this reporting period?

		1
--	--	---

2. How many construction projects disturbing at least one acre were active in your jurisdiction during this reporting period?

		1
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3. What percent of active construction sites were inspected during this reporting period? NT

1	0	0
---	---	---

 %

4. What percent of active construction sites were inspected more than once? NT

1	0	0
---	---	---

 %

5. Do all inspectors working on behalf of the MS4s contributing to this report use the NYS Construction Stormwater Inspection Manual? Yes No NT

6. Does your MS4/Coalition provide public access to Stormwater Pollution Prevention Plans (SWPPPs) of construction projects that are subject to MS4 review and approval? Yes No NT

If your MS4 is Non-Traditional, are SWPPPs of construction projects made available for public review? Yes No

If Yes, use the following page to identify location(s) where SWPPPs can be accessed.

MS4 Annual Report Form

This report is being submitted for the reporting period ending March 9, 2015

If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition

SPDES ID

6. con't.:

Submit additional pages as needed.

● MS4/Coalition Office

Department

Address

City

Zip

Phone

() -

○ Library

Address

City

Zip

-

Phone

() -

○ Other

Address

City

Zip

-

Phone

() -

○ Web Page URL(s): Please provide specific address where SWPPPs can be accessed - not home page.

URL

URL

MS4 Annual Report Form

This report is being submitted for the reporting period ending March 9,

2	0	1	5
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If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition

Village of Briarcliff Manor

SPDES ID

N	Y	R	2	0	A	3	1	5
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7. Evaluating Progress Toward Measurable Goals MCM 4

Use this page to report on your progress and project plans toward achieving measurable goals identified in your Stormwater Management Program Plan (SWMPP), including requirements in Part III.C.1. Submit additional pages as needed.

A. Briefly summarize the Measurable Goal identified in the SWMPP in this reporting period.

Projects over one (1) acre underway this reporting period

B. Briefly summarize the observations that indicated the overall effectiveness of this Measurable Goal.

2 project underway this reporting period

C. How many times was this observation measured or evaluated in this reporting period?

			1
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(ex.: samples/participants/events)

D. Has your MS4 made progress toward this measurable goal during this reporting period?

Yes No

E. Is your MS4 on schedule to meet the deadline set forth in the SWMPP?

Yes No

F. Briefly summarize the stormwater activities planned to meet the goals of this MCM during the next reporting cycle (including an implementation schedule).

Continue to administer and monitor all projects over 1 acre for compliance with approved SWPPP's and local legislation.

MS4 Annual Report Form

This report is being submitted for the reporting period ending March 9,

2	0	1	5
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If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition

Village of Briarcliff Manor

SPDES ID

N	Y	R	2	0	A	3	1	5
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4a. Are the MS4s contributing to this report involved in a regional/watershed wide planning effort?

Yes No

4b. Does the MS4 have a banking and credit system for stormwater management practices?

Yes No

4c. Do the SWMP Plans for each MS4 contributing to this report include a protocol for evaluation and approval of banking and credit of alternative siting of a stormwater management practice?

Yes No

4d. How many stormwater management practices have been implemented as part of this system in this reporting period?

		0
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5. What percent of municipal officials/MS4 staff responsible for program implementation attended training on Low Impace Development (LID), Better Site Design (BSD) and other Green Infrastructure principles in this reporting period?

	5	0
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 %

MS4 Annual Report Form

This report is being submitted for the reporting period ending March 9,

2	0	1	5
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If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition

Village of Briarcliff Manor

SPDES ID

N	Y	R	2	0	A	3	1	5
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6. Evaluating Progress Toward Measurable Goals MCM 5

Use this page to report on your progress and project plans toward achieving measurable goals identified in your Stormwater Management Program Plan (SWMP), including requirements in Part III.C.1. Submit additional pages as needed.

A. Briefly summarize the Measurable Goal identified in the SWMP in this reporting period.

Post Construction Best Management Practices Inventoried

B. Briefly summarize the observations that indicated the overall effectiveness of this Measurable Goal.

18 inventoried this reporting period including those in place prior to 2003

C. How many times was this observation measured or evaluated in this reporting period?

			1
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(ex.: samples/participants/events)

D. Has your MS4 made progress toward this measurable goal during this reporting period?

Yes No

E. Is your MS4 on schedule to meet the deadline set forth in the SWMP?

Yes No

F. Briefly summarize the stormwater activities planned to meet the goals of this MCM during the next reporting cycle (including an implementation schedule).

Continue to inventory Best Management Practices as they come on line or are located for projects prior to 2003. Continue inspection for compliance with SWPPP's for all BMP's inventoried

MS4 Annual Report Form

This report is being submitted for the reporting period ending March 9,

2	0	1	5
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If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition

SPDES ID

N	Y	R	2	0	A	3	1	5
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Minimum Control Measure 6. Stormwater Management for Municipal Operations

The information in this section is being reported (check one):

- On behalf of an individual MS4
- On behalf of a coalition

How many MS4s contributed to this report?

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1. Choose/list each municipal operation/facility that contributes or may potentially contribute Pollutants of Concern to the MS4 system. For each operation/facility indicate whether the operation/facility has been addressed in the MS4's/Coalition's Stormwater Management Program(SWMP) Plan and whether a self-assessment has been performed during the reporting period. A self-assessment is performed to: 1) determine the sources of pollutants potentially generated by the permittee's operations and facilities; 2) evaluate the effectiveness of existing programs and 3) identify the municipal operations and facilities that will be addressed by the pollution prevention and good housekeeping program, if it's not done already.

<u>Operation/Activity/Facility</u>	<u>Addressed in SWMP?</u>		<u>Self-Assessment Operation/Activity/Facility performed within the past 3 years?</u>	
	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Yes	<input type="radio"/> No
Street Maintenance.....	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Bridge Maintenance.....	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Winter Road Maintenance.....	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Salt Storage.....	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Solid Waste Management.....	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
New Municipal Construction and Land Disturbance..	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Right of Way Maintenance.....	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Marine Operations.....	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Hydrologic Habitat Modification.....	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Parks and Open Space.....	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Municipal Building.....	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Stormwater System Maintenance.....	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Vehicle and Fleet Maintenance.....	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Other.....	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

MS4 Annual Report Form

This report is being submitted for the reporting period ending March 9,

2	0	1	5
---	---	---	---

If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition

Village of Briarcliff Manor

SPDES ID

N	Y	R	2	0	A	3	1	5
---	---	---	---	---	---	---	---	---

2. Provide the following information about municipal operations good housekeeping programs:

- Parking Lots Swept (Number of acres X Number of times swept) # Acres

			2	0
--	--	--	---	---
- Streets Swept (Number of miles X Number of times swept) # Miles

		2	7	5
--	--	---	---	---
- Catch Basins Inspected and Cleaned Where Necessary #

		6	0	0
--	--	---	---	---
- Post Construction Control Stormwater Management Practices Inspected and Cleaned Where Necessary #

--	--	--	--	--
- Phosphorus Applied In Chemical Fertilizer # Lbs.

--	--	--	--	--
- Nitrogen Applied In Chemical Fertilizer # Lbs.

--	--	--	--	--
- Pesticide/Herbicide Applied (Number of acres to which pesticide/herbicide was applied X Number of times applied to the nearest tenth.) # Acres

					.	
--	--	--	--	--	---	--

3. How many stormwater management trainings have been provided to municipal employees during this reporting period?

--	--	--	--	--

4. What was the date of the last training?

0	1
---	---

 /

2	6
---	---

 /

2	0	1	2
---	---	---	---

5. How many municipal employees have been trained in this reporting period?

--	--	--

6. What percent of municipal employees in relevant positions and departments receive stormwater management training?

1	0	0
---	---	---

 %

MS4 Annual Report Form

This report is being submitted for the reporting period ending March 9,

2	0	1	5
---	---	---	---

If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition

Village of Briarcliff Manor

SPDES ID

N	Y	R	2	0	A	3	1	5
---	---	---	---	---	---	---	---	---

7. Evaluating Progress Toward Measurable Goals MCM 6

Use this page to report on your progress and project plans toward achieving measurable goals identified in your Stormwater Management Program Plan (SWMPP), including requirements in Part III.C.1. Submit additional pages as needed.

A. Briefly summarize the Measurable Goal identified in the SWMPP in this reporting period.

Stormwater Catch Basins Inspected and Cleaned

B. Briefly summarize the observations that indicated the overall effectiveness of this Measurable Goal.

600 Catch Basins Inspected and Cleaned
--

C. How many times was this observation measured or evaluated in this reporting period?

			1
--	--	--	---

(ex.: samples/participants/events)

D. Has your MS4 made progress toward this measurable goal during this reporting period?

Yes No

E. Is your MS4 on schedule to meet the deadline set forth in the SWMPP?

Yes No

F. Briefly summarize the stormwater activities planned to meet the goals of this MCM during the next reporting cycle (including an implementation schedule).

Continue to inspect and clean stormwater catch basins. Continue to operate and maintain all infrastructure as per Village Stormwater Management Plan
--

MS4 Annual Report Form

This report is being submitted for the reporting period ending March 9,

If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition

SPDES ID

N	Y	R	2	0					
---	---	---	---	---	--	--	--	--	--

Additional Watershed Improvement Strategy Best Management Practices

The information in this section is being reported (check one):

- On behalf of an individual MS4
- On behalf of a coalition

How many MS4s contributed to this report?

MS4s must answer the questions or check NA as indicated in the table below.

MS4 Description	Answer	Check NA	(POC)
NYC EOH Watershed			
Traditional Land Use	1,2,3,4,5,6,7a-d,8a,8b,9	10,11,12	Phosphorus
Traditional Non-Land Use	1,2,3,4,7a-d,8a,8b,9	5,10,11,12	Phosphorus
Non-Traditional	1,2,77a-d,8a,8b,9	3,4,5,10,11,12	Phosphorus
Onondaga Lake Watershed			
Traditional Land Use	1,6,7a-d,8a,9	2,3,4,5,8b,10,11,12	Phosphorus
Traditional Non-Land Use	1,6,7a-d,8a,9	2,3,4,5,8b,10,11,12	Phosphorus
Non-Traditional	1,6,7a-d,8a,9	2,3,4,5,8b,10,11,12	Phosphorus
Greenwood Lake Watershed			
Traditional Land Use	1,4,6,7a-d,8a,9	2,3,5,8b,10,11,12	Phosphorus
Traditional Non-Land Use	1,4,6,7a-d,8a,9	2,3,5,8b,10,11,12	Phosphorus
Non-Traditional	1,4,6,7a-d,8a,9	2,3,5,8b,10,11,12	Phosphorus
Oyster Bay			
Traditional Land Use	1,4,7a-d,9,10,11,12	2,3,5,6,8a,8b	Pathogens
Traditional Non-Land Use	1,4,7a-d,9,10,11,12	2,3,5,6,8a,8b	Pathogens
Non-Traditional	1,4,7a-d,9	2,3,4,5,8a,8b,10,11,12	Pathogens
Peconic Estuary			
Traditional Land Use	1,4,7a-d,8a,9,10,11,12	2,3,5,6,8b	Pathogens and Nitrogen
Traditional Non-Land Use	1,4,7a-d,8a,9,10,11,12	2,3,5,6,8b	Pathogens and Nitrogen
Non-Traditional	1,4,7a-d,8a,9	2,3,4,5,8b,10,11,12	Pathogens and Nitrogen
Oscawana Lake Watershed			
Traditional Land Use	1,4,6,7a-d,8a,9	2,3,5,8b,10,11,12	Phosphorus
Traditional Non-Land Use	1,4,6,7a-d,8a,9	2,3,5,8b,10,11,12	Phosphorus
Non-Traditional	1,4,6,7a-d,8a,9	2,3,5,8b,10,11,12	Phosphorus
LI 27 Embayments			
Traditional Land Use	1,2,3,4,7a-d,9,10,11,12	5,6,8a,8b	Pathogens
Traditional Non-Land Use	1,2,3,4,7a-d,9,10,11,12	5,6,8a,8b	Pathogens
Non-Traditional	1,2,3,4,7a-d,9	5,6,8a,8b,10,11,12	Pathogens

1. Does your MS4/Coalition have an education program addressing impacts of phosphorus/nitrogen/pathogens on waterbodies? Yes No N/A

2. Has 100% of the MS4/Coalition conveyance system been mapped in GIS? Yes No N/A

If N/A, go to question 3.

If No, estimate what percentage of the conveyance system has been mapped so far. %

Estimate what percentage was mapped in this reporting period. %

MS4 Annual Report Form

This report is being submitted for the reporting period ending March 9,

If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition

SPDES ID

N	Y	R	2	0					
---	---	---	---	---	--	--	--	--	--

3. Does your MS4/Coalition have a Stormwater Conveyance System (infrastructure) Inspection and Maintenance Plan Program? Yes No N/A

4. Estimate the percentage of on-site wastewater treatment systems that have been inspected and maintained or rehabilitated as necessary in this reporting period? %

5. Has your MS4/Coalition developed a program that provides protection equivalent to the NYSDEC SPDES General Permit for Stormwater Discharges from Construction Activities (GP-0-08-001) to reduce pollutants in stormwater runoff from construction activities that disturb five thousand square feet or more? Yes No N/A

6. Has your MS4/Coalition developed a program to address post-construction stormwater runoff from new development and redevelopment projects that disturb greater than or equal to one acre that provides equivalent protection to the NYS DEC SPDES General Permit for Stormwater Discharges from Construction Activities (GP-0-08-001), including the New York State Stormwater Design Manual Enhanced Phosphorus Removal Standards? Yes No N/A

7a. Does your MS4/Coalition have a retrofitting program to reduce erosion or phosphorus/nitrogen/pathogen loading? Yes No N/A

7b. How many projects have been sited in this reporting period?

7c. What percent of the projects included in 7b have been completed in this reporting period? %

7d. What percent of projects planned in previous years have been completed? %
 No Projects Planned

8a. Has your MS4/Coalition developed and implemented a turf management practices and procedures policy that addresses proper fertilizer application on municipally owned lands? Yes No N/A

8b. Has your MS4/Coalition developed and implemented a turf management practices and procedures policy that addresses proper disposal of grass clippings and leaves from municipally owned lands? Yes No N/A

MS4 Annual Report Form

This report is being submitted for the reporting period ending March 9,

--	--	--	--

If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition

SPDES ID

N	Y	R	2	0					
---	---	---	---	---	--	--	--	--	--

9. Has your MS4/Coalition developed and implemented a program of native planting?

Yes No N/A

10. Has your MS4/Coalition enacted a local law prohibiting pet waste on municipal properties and prohibiting goose feeding?

Yes No N/A

11. Does your MS4/Coalition have a pet waste bag program?

Yes No N/A

12. Does your MS4/Coalition have a program to manage goose populations?

Yes No N/A

VILLAGE OF BRIARCLIFF MANOR
BOARD OF TRUSTEES AGENDA
MAY 20, 2015

2. ADDITION OF PARCEL TO OSSINING SANITARY SEWER DISTRICT

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 Legislations 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.

VILLAGE OF BRIARCLIFF MANOR
BOARD OF TRUSTEES AGENDA
SEPTEMBER 17, 2014

2. ADDITION OF PARCEL TO OSSINING SANITARY SEWER DISTRICT

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 Ossining Sanitary Sewer District; and

WHEREAS, the owner of the Property asked the Board of Trustees to request the Westchester County Board of Legislations to extend the Ossining Sanitary Sewer District to add the Property, but not adjacent property, to that sewer district; and

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.

Saw
Mill

← OK

← OK



Robert P. Astorino
County Executive

Department of Environmental Facilities

Thomas J. Lauro, P.E.
Commissioner

April 29, 2015

David Turiano, P.E.
Village Engineer
Village of Briarcliff Manor
1111 Pleasantville Road
Briarcliff Manor, NY 10510

Re: 30 Chestnut Hill Lane
Ossining Sanitary Sewer District
Proposed Boundary Changes

Dear Mr. Turiano:

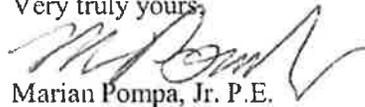
I am in receipt of a Resolution of the Village of Briarcliff Manor (the "Village") Board of Trustees dated September 17, 2014 (the "Resolution"), requesting that the Westchester County Board of Legislators add a parcel of property located in the Village to the Ossining Sanitary Sewer District. The property referred to in the Resolution is identified as 30 Chestnut Hill Lane, Section 105, Plate 10, Block 1, lot 29 (hereinafter the "Parcel")

In reviewing the documentation contained in the legislation request package, the County Attorney's office noted a discrepancy between the Resolution and Act No. 104-2001 adopted by the County Board of Legislators in 2001 which authorized the removal of the 332 parcels from the Ossining and Saw Mill Sanitary Sewer Districts (the "Act"). Specifically, the Resolution incorrectly states in the second "WHEREAS" clause that the subject Parcel was "removed from the Ossining Sanitary Sewer District." However, according to the Act, the Parcel was in fact removed from the Saw Mill SSD. Before the County Attorney's office can submit the legislation to authorize the addition of the Parcel into the Ossining Sanitary Sewer District to the County Board of Legislators, the Village Board of Trustees must adopt an amended resolution stating that the Parcel was removed from the Saw Mill Sanitary Sewer District, not the Ossining Sanitary Sewer District. Accordingly, please provide me with the following:

- Two certified copies of the revised Village Board resolution requesting the inclusion of the designated Parcel into the Ossining Sewer District, specifically noting that the Parcel was originally removed from the Saw Mill Sewer District. The resolutions must include a reference to the specific parcel.

If you have any questions, you may contact me at (914) 813-5419.

Very truly yours,



Marian Pompa, Jr. P.E.
Associate Engineer



Division of Solid Waste
Wastewater Treatment
Water Agency

270 North Avenue
New Rochelle, New York 10801

Telephone: (914) 813-5400

Fax: (914) 813-5460

Website: westchestergov.com

VILLAGE OF BRIARCLIFF MANOR
BOARD OF TRUSTEES AGENDA
MAY 20, 2015

3. BUDGET TRANSFERS– MISCELLANEOUS

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

POLICE

From: A1990.499	Contingency	\$20,413.00
To: A3120.840	Retirement & Pension	\$20,413.00
From: 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
To: A3120.840	Retirement & Pension	\$51,410.00
From: A3120.101	Personnel	\$19,730.07

	A1110.101	Personnel	\$7,787.50
To:	A3120.102	Police Overtime	\$15,000.00
	A3410.226	Vehicle Repair	\$12,517.57

FIRE DEPARTMENT

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

PUBLIC WORKS – TREE SERVICES CONTRACT

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

CONTINGENCY

From:	A9901.940	General Fund Debt Service	\$10,477.49
To:	A1990.499	General Fund Contingency	\$10,477.49
From:	F9901.940	Water Fund Debt Service	\$19,679.49
To:	F1990.499	Water Fund Contingency	\$19,679.49
From:	F1990.499	Water Fund Contingency	\$15,295.90
To:	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

From:	A1620.470	Heating – Fuel Oil	\$23,329.24
To:	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
	TOTAL	\$23,329.24

PUBLIC WORKS – SNOW REMOVAL - OVERTIME

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

VILLAGE OF BRIARCLIFF MANOR
BOARD OF TRUSTEES AGENDA
MAY 20, 2015

4. EMERGENCY REPAIR/UPGRAD OF COMMICATIONS EQUIPMENT

Resolution to follow.

Philip E. Zegarelli
Village Manager

pzegarelli@briarcliffmanor.org



1111 Pleasantville Road
Briarcliff Manor, N.Y. 10510
Telephone: (914) 944-2782
Facsimile: (914) 941-4837

www.briarcliffmanor.org

Memorandum to the M/BOT and Village Counsel

14 May 2015

P2

Expedited Request: Emergency Communications Upgrade

As I previously reported, the communications facility co-located at the "King's College" water tank is in a serious physical and electronic condition. While it has effectively outlived any measure of state of the art usefulness, we have been fortunate in maintaining the overall facility to meet ongoing Police, Fire, DPW and Water needs. There are other forces at work jeopardizing our location: system deterioration has accelerated these past 2 winters with the harsh cold and heavy snow and ice; and, there have been bouts of vandalism compromising its integrity.

For time to time, necessary repair work has been done to keep communications viable. This is being done in anticipation that the "The Club" would be built and as part of their development a new "Jurassic Park" fern tree" replacement antenna would be built nearby. The water tank obviously still services the high elevations in the village and will only be replaced when the recently approved hydro-pneumatic pump station is built and on-line. Based on this plan, our own emergency and service needs/communications (together with most of the commercial telecommunication interests currently utilizing the facility) are to be relocated to this new state-of-the-art cell tower. We realize that this will still take years to complete.

Fortunately and in the interim, NEXTEL, which had its own "building" on site, has exited the site and removed its electronic gear. As part of their service contract they were required to tear down their building. Given our need we suggested that they gift this newer, more durable facility to the VBM for our use. Consequently, we now have a shell like building ready to re-locate and house our communication needs for the near future.

The solution then was outlined that the VBM would combine and consolidate all of its own municipal needs (and provide ample space for others to co-locate) for the next several years. While the life-need for this upgrade is a minimum of 3 years (and up to 5 years), this project is being fast tracked now that we have initiated the Public Purpose Bond work since our communications needs will continue regardless.

Attached please find 2 Memos and back-up information outlining the current situation. Contained therein is the anticipated budget necessary to have this vital facility minimally upgraded: operationally sufficient to meet our needs as we await the completion of the Club's build out. We have tagged this capital project with a cost of \$56,500.00. Together with several staff, I have visited the site and believe that we should now move quickly to initiate this capital project.

I would respectfully suggest that if you concur with the information provided in the attachments, that we jump-start the process by approving this project at the 20 May BOT session as a standalone item and identify the funding source at a future date, as we have done in the past. In this regard, we am confident that we will be able to receive outside funding for a series of sources that will lessen the actual need to fully fund this necessary communications upgrade. This would be similar to what we are undertaking with current cell tower users to upgrade the overall security perimeter (fencing, generator back-ups, etc.) currently underway.

We also believe the expected life span of the project warrants BAN financing due to its relative short term nature even if for safety and soundness reasons it will be built to operate beyond our shorter term requirements.

RR -

I believe the current condition necessitates an emergency and an

MEMORANDUM

Date: 5-14-15
To: Philip Zegarelli, Village Manager
From: Norman Campion, Chief of Police
RE: Emergency Communications Upgrade

(P2)

immediate need to repair/relocate/Rehabs this vital e-linkage. what sources? \$\$\$ Can be pulled?

(P2)

As you are aware the building that houses the Police, Fire and DPW radio system is very old and in desperate need of repair. The building and accompanying infrastructure is deteriorating and causing significant problems. Over the past few months, the police department radio system has become inoperable without warning, causing a total failure of the radio system. When this occurs, the police department is forced to switch over to the Ossining Village Police frequency temporarily for communication to our police cars until emergency radio repairs can be made. This has happened on several occasions. Our radio repair company has advised me that the problem is the cables that connect the antennas on the top of the water tank to the radio equipment on the ground in the old building. The cables have become corroded and non-functional. These cables are believed to have been installed sometime in the 1980's. Radio repair has made temporary repairs to keep the radio system working but these temporary repairs are inadequate and we continue to experience poor radio communications with our police vehicles. Today, May 14, 2015, it is difficult, if not impossible to communicate with the police car assigned to the west side of the village, which includes the route 9 corridor and the Scarborough train station. The repair to the communications building has been needed for quite some time, well over ten years. This project however has always been delayed because of the promised upgrades from the former owners of The Club property and the The Club themselves. Over the past ten years it seems that each of these owners has not been able to follow through on their commitment thereby leaving the communications building to deteriorate to the point that it is in critical need of repair and replacement. In the past few months the Village has been fortunate to have acquired the abandoned Nextel cellular building which is the ideal place for the Briarcliff's emergency communications equipment. With the cooperation of the building department, the fire department and police department, a plan was devised to allow the abandoned Nextel building to become a fully functional emergency communications building for the Village. Below is a chart of the expenses and brief description of the work needed to upgrade, protect and move all of the Village's emergency communications equipment to the Nextel building.

* This project appears on the current capital project budget which has not yet been approved. Unfortunately, the police department radio equipment upgrade can't wait for the formal process of the capital budget approval. The police department's radio equipment needs immediate attention to repair and make certain that a catastrophic failure does not happen. I therefore am asking that the Village separate this project from the capital budget and approve the necessary funds to immediately begin the repair and upgrade process. It's imperative that the Village undertake this project to ensure that the police department, fire department and DPW are able to effectively communicate.

* Probably for at least 3 years before it is replaced and relocated.

VILLAGE COMMUNICATION FACILITY REINFORCEMENT		
ITEM	COST	SUPPLIER
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
Site Fencing Upgrades	\$ No Charge	Cellular Carriers per Original Agreements
SCADA System Relocations	\$ 3,000.00	SCADA Electrical Contractor
Miscellaneous	\$10,000.00	To Be Determined
Total Cost	\$56,500.00	

From: Sonja Goldstein-Suss
Sent: Tuesday, April 14, 2015 4:19 PM
To: Philip Zegarelli
Cc: Robin Rizzo; BMFD2051; Edward Torhan; Norman Campion; Engineer
Subject: Hardening of Village Communication Site

Phil,

As you aware, the Village's primary communication facility is in need of security and other upgrades in order to harden it and make it less vulnerable to down time due to power outages, downed trees, theft, and other unknown hazards.

The Village has met with a representative from Metrocom and with the Village's electrical service contractor, PRM Electric, to develop a plan to relocate its radio equipment to the recently acquired Nextel equipment shelter. This shelter was scheduled to be removed by Nextel but at the Village's request left behind and in tact for Village use.

Metrocom's responsibility would be to relocate and upgrade the police, fire and DPW radio equipment from the adjacent brick building into the new equipment shelter. They will also tie in all of the antennae located on the tank to relocated radio equipment utilizing existing cabling that was also left by Nextel. While this cabling runs vertically up from the base of the existing facility to the top of the tank, Metrocom would make all of the connections on both ends. Metrocom has provided a quotation of \$21,221.64 that predominantly includes equipment at State contract discounted pricing together with labor to perform all of the work.

Back up power is required at the site due to the vulnerable nature of the power supply via Village-owned primary electrical cabling running through The Club premises. Historically, any wind event knocks out the power. These outages are in addition to other regular power outages experienced throughout the Village. Prior to the implementation of the SCADA system, communications were poor and often the Village was not aware of power outages or other matters until other indicators arose, i.e. the Ice Age event at the tank.

To remedy this situation, the Village is proposing a new 15 kW diesel fired generator with an automatic transfer switch.

The last component of this hardening includes the reinstallation of security fencing. I am hopeful that I will be able to compel the remaining cell carriers to fund the repairs and upgrades necessary to the fencing.

Below find a summary of costs for this project. I understand that there may be certain monies available for these upgrades and will discuss with Robin.

Please feel free to contact with reference to the above.
 David

VILLAGE COMMUNICATION FACILITY REINFORCEMENT		
ITEM	COST	SUPPLIER
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
Site Fencing Upgrades	\$ No Charge	Cellular Carriers per Original Agreements
SCADA System Relocations	\$ 3,000.00	SCADA Electrical Contractor
Miscellaneous	\$10,000.00	To Be Determined
Total Cost	\$56,500.00	

VILLAGE OF BRIARCLIFF MANOR
BOARD OF TRUSTEES AGENDA
MAY 20, 2015

5. FIRE DEPARTMENT MEMBERSHIP

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.

VILLAGE OF BRIARCLIFF MANOR
BOARD OF TRUSTEES AGENDA
MAY 20, 2015

6. MINUTES

- April 8, 2015
- April 15, 2015
- April 29, 2015
- May 6, 2015

The Organization Meeting of the Board of Trustees of the Village of Briarcliff Manor was held in the Village of Briarcliff Manor, Municipal Building, at 1111 Pleasantville Road, Briarcliff Manor, New York, on the Wednesday, the 8th day of April 2015, commencing at 7:00 p.m.

Present

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

Also Present

Philip Zegarelli, Village Manager
Christine Dennett, Village Clerk
Clinton Smith, Village Counsel
Robin Rizzo, Village Treasurer

Swearing in of the Newly Elected Officials:

Mayor Sullivan thanked former Mayor Bill Vescio for his service, congratulated Mark Wilson on his re-election and welcomed Bryan Zirman to the Board. She stated she looked forward to working with the Board and thanked her family and friends for their support. She stated she was excited to be a part of Briarcliff's future.

Village Clerk Christine Dennett swore in Lori A. Sullivan of 26 Jackson Road as Mayor, Mark L. Wilson of 26 Law Road as Trustee and Bryan Zirman of 174 Pine Road as Trustee all with terms expiring in two (2) years.

Mayoral Appointments:

Upon motion by Trustee Wilson, seconded by Deputy Mayor Pohar, the Board voted to confirm the following appointments:

Deputy Mayor	Mark Pohar	1 year
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Board Liaisons:

Westchester County Municipal Officials Association	Lori A. Sullivan	1 year
Town Government	Lori A. Sullivan	1 year
County Government	Mark L. Wilson	1 year
State Government	Mark L. Wilson	1 year
Recreation Committee	Bryan Zirman	1 year
Conservation Advisory Council	Cesare DeRose, Jr.	1 year
Library Board	Lori A. Sullivan	1 year
School Boards	Mark Pohar	1 year
Historic River Towns of Westchester	Mark L. Wilson	1 year

Media & Telecommunications	Mark L. Wilson	1 year
Business District Liaison	Bryan Zirman	1 year
Fire Dept. Liaison	Mark Pohar	1 year
Fire Dept. Liaison	Cesare DeRose, Jr.	1 year
Scarborough/Briarcliff Manor		
Historical Society	Bryan Zirman	1 year
Park Development/Improvement	Bryan Zirman	1 year

Point Trustees/Village's Major Goals:

Infrastructure Long Term Planning	Mark Pohar
Update Local Code	Lori A. Sullivan
ARAC-Revise/Estab. Comm. Design	Cesare DeRose, Jr.
Explore Village/Town	Bryan Zirman
Tax Savings/Efficiency Initiatives	Mark L. Wilson

Announcement of the Following Board of Trustees Appointments:

Upon motion by Trustee DeRose, seconded by Trustee Wilson, the Board voted unanimously to approve the following terms to begin on April 6, 2015 and to expire at noon on the first Monday of April of their respective years:

Board of Police Commissioners	Board of Trustees	1 year
Board of Fire Commissioners	Board of Trustees	1 year
Village Manager	Philip Zegarelli	1 year
Village Treasurer	Robin Rizzo	2 years
Village Clerk	Christine Dennett	2 years
Deputy Village Clerk	Philip Zegarelli	1 year
Registrar of Vital Statistics	Christine Dennett	2 years
Deputy Registrar of Vital Statistics	Philip Zegarelli	1 year
Village Historian	Karen Smith	1 year
Acting Village Justice	Laurie Sullivan	1 year
Village Counsel	Clinton Smith	1 year

Appointments to Village Boards and Commissions:

The Board thanked all the current and new members for volunteering and stated if anyone was interested in a Board or Committee to send a letter of interest to the Village Manager.

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

Planning Board

a) Chairperson	Edward Nolan	1 year
b) Member	Steven Vescio	5 years
c) Alternate	Sabine Werner	1 year

Zoning Board of Appeals

a) Chairperson	Christopher Bogart	1 year
b) Member	Eric Bashford	5 years

Library Board

- | | | |
|-----------|-------------------|---------------------|
| a) Member | Roslyn Beck | 12/31/18 expiration |
| b) Member | Jennifer Milani | 12/31/15 expiration |
| c) Member | Steven Mastrocolo | 12/31/19 expiration |

Recreation Advisory Committee

- | | | |
|-----------------|-------------------|-------------------------|
| a) Chairperson | Georgina Gualdino | 1 year |
| b) Member | Maureen Fraietta | 3 years |
| c) Member | Greg DiMilia | 3 years |
| d) Member | Brad Manganello | 2 years(unexpired term) |
| e) Student (BM) | Jack Zimmerman | 1 year |
| f) Student (OS) | Jake Emerick | 1 year |

Ethics Board

- | | | |
|----------------|------------------|-------------------------|
| a) Chairperson | Anthony Capasso | 1 year |
| b) Member | Ken Sagat | 5 years |
| c) Member | Patricia Moro | 4 years(unexpired term) |
| d) Member | Philip Zegarelli | 1 year |

Tree Preservation

- | | | |
|----------------|------------------|--------|
| a) Member-V.M. | Philip Zegarelli | 1 year |
| b) Member-P.B. | Edward Nolan | 1 year |

Architectural Review Advisory Committee

- | | | |
|----------------|-------------------|--------------------------|
| a) Chairperson | Joseph Pastore | 1 year |
| b) Member | Kate Aker | 3 years |
| c) Member | Joseph Pastore | 1 year (unexpired term) |
| d) Member | Krista Mastrocolo | 2 year (unexpired term) |
| e) Member | Gopal Naraskihan | 2 years (unexpired term) |

Dates of Regular Meetings

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

The Village Board of Trustees regular meetings are held on the first and third Wednesday of each month at 8:00 p.m. with a work session before each meeting beginning at 7:00p.m. An additional work session will be held on the fourth Wednesday of each month beginning at 7:00p.m.

Designation of Banks for the Deposit of Village Funds:

Upon motion by Trustee Wilson, seconded by Trustee DeRose, the Board voted unanimously to approve the following designation of banks:

- a. JP Morgan Chase
- b. Wells Fargo Bank, NA
- c. Fidelity
- d. TD Bank

- e. Greater Hudson Bank

Designation of Official Village Newspapers:

Upon motion by Trustee DeRose, seconded by Trustee Wilson, the Board voted unanimously to designate the following newspapers:

- a. Journal News
- b. The Gazette

Procurement Policy:

Upon motion by Trustee Wilson, seconded by Trustee DeRose, the Board voted unanimously to approve the following Procurement Policy:

PROCUREMENT POLICY FOR THE VILLAGE BRIARCLIFF MANOR

1. Every purchase to be made must be initially reviewed to determine whether it is a purchase contract or a public works contract. Once that determination is made, a good faith effort will be made to determine whether it is known or can reasonably be expected that the aggregate amount to be spent on the item of supply or service is not subject to competitive bidding, taking into account past purchases and the aggregate amount to be spent in a year. The following items are not subject to competitive bidding pursuant to Section 103 of the General Municipal Law: purchase contracts under \$20,000 (eg. Equipment, materials, supplies, etc.) and public works contracts under \$35,000; emergency purchases; certain municipal hospital purchases; goods purchased from agencies for the blind or severely handicapped; goods purchased from correctional institutions; purchases under State and country contracts; and surplus and second-hand purchases from another governmental entity.

The decision that a purchase is not subject to competitive bidding will be documented in writing by the individual making the purchase. This documentation may include written or verbal quotes from vendors, a memo from the purchaser indicating how the decision was arrived at, a copy of the contract indicating the source which makes the item or service exempt, a memo from the purchaser detailing the circumstances which led to an emergency purchase, or any other written documentation that is appropriate.

2. All goods and services will be secured by use of written requests for proposals, written quotations, verbal quotations, or any other method that assures that goods will be purchased at the lowest price and that favoritism will be avoided, except in the following circumstances; purchase contracts over \$20,000 and public works contracts over \$35,000; goods purchased from agencies for the blind or severely handicapped pursuant to Section 175b of the State Finance Law; goods purchased from correctional institutions pursuant to Section 186 of the Correction Law; purchases under State contracts pursuant to Section 104 of the General

Municipal Law; purchases under county contracts pursuant to Section 103(3) of the General Municipal Law; or purchases pursuant to subdivision 6 of this policy.

3. The following method of purchase will be used when required by this policy in order to achieve the highest savings:

<u>Estimated Amount of Purchase Contract</u>	<u>Method</u>
\$ 500-2,999	Minimum of three verbal quotations
\$3,000-19,999	Minimum of three written/fax quotations or written request for proposals

<u>Estimated Amount of Public Works Contract</u>	<u>Method</u>
\$ 500-2,999	
\$3,000-34,999	Minimum of three written/fax quotations or written request for proposals

A good faith effort shall be made to obtain the required number of proposals or quotations. If the purchaser is unable to obtain the required number of proposals or quotations, the purchaser will document the attempt made at obtaining the proposals. In no event shall the failure to obtain the proposals be a bar to the procurement.

4. Documentation is required of each action taken in connection with each procurement.
5. Documentation and an explanation are required whenever a contract is awarded to other than the lowest responsible offeror. This documentation will include an explanation of how the award will achieve savings or how the offeror was not responsible. A determination that the offeror is not responsible shall be made by the purchaser and may not be challenged under any circumstances.
6. Pursuant to General Municipal Law Section 104-b(2)(f), the procurement policy may contain circumstances when, or types of procurements for which, in the discretion of the Village Manager, the solicitation of alternative proposals or quotations will not be in the best interest of the municipality. In the following circumstances it may not be in the best interests of the Village of Briarcliff Manor to solicit quotations or document the basis for not accepting the lowest bid.
 - a. Professional services or services requiring special or technical skill, training or expertise. The individual or company must be chosen based on accountability, reliability, responsibility, skill, education and training, judgment, integrity and moral worth. These qualifications are not necessarily found in the individual or

company that offers the lowest price and the nature of these services are such that they do not readily lend themselves to competitive procurement procedures.

In determining whether a service fits into this category the Village Manager shall take into consideration the following guidelines: (a) whether the services are subject to State licensing or testing requirements; (b) whether substantial formal education or training is a necessary prerequisite to the performance of the services; and (c) whether the services require a personal relationship between the individual and municipal officials. Professional or technical services shall include but not be limited to the following: services of an attorney; services of a physician; technical services of an engineer engaged to prepare plans, maps and estimates; securing insurance coverage and/or services of an insurance broker; services of a certified public accountant; investment management services; printing services involving extensive writing, editing or art work; management of municipally owned property; and computer software or programming services for customized programs, or services involved in substantial modification and customizing or pre-packaged software.

- b. Emergency purchases pursuant to Section 103(4) of the General Municipal Law. Due to the nature of this exception, these goods or services must be purchased immediately and a delay in order to seek alternate proposals may threaten the life, health, safety or welfare of the residents. This section does not preclude alternate proposals if time permits.
 - c. Purchases of surplus and second-hand goods from any source. If alternate proposals are required, the Village of Briarcliff Manor is precluded from purchasing surplus and second-hand goods at auctions or through specific advertised sources where the best prices are usually obtained. It is also difficult to try to compare prices of used goods and a lower price may indicate an older product.
 - d. Goods or services under \$500. The time and documentation required to purchase through this policy may be more costly than the item itself and would, therefore, not be in the best interests of the taxpayer. In addition, it is not likely that such de minimis contracts would be awarded based on favoritism.
7. This policy shall go into effect January 1, 1992, was amended April 7, 2010 and April 9, 2014 and will be reviewed annually.

Investment Policy

Upon motion by Trustee Wilson, seconded by Trustee Zirman, the Board voted unanimously to approve the following investment policy:

INVESTMENT POLICY OF THE VILLAGE OF BRIARCLIFF MANOR

I. SCOPE

This investment policy applies to all monies and other financial resources available for investment on its own behalf or on behalf of any other entity or individual.

II. OBJECTIVES

The primary objectives of the Village's investment activities are, in priority order,

- To conform with all applicable federal, state and other legal requirements (legal);
- To adequately safeguard principal (safety);
- To provide sufficient liquidity to meet all operating requirements (liquidity); and
- To obtain a reasonable rate of return (yield).

III. DELEGATION OF AUTHORITY

The village board's responsibility for administration of the investment program is delegated to the Treasurer who shall establish written procedures for the operation of the investment program consistent with these investment guidelines. Such procedures shall include an adequate internal control structure to provide a satisfactory level of accountability based on a data base or records incorporating description and amounts of investment, transaction dates, and other relevant information and regulate the activities of subordinate employees.

IV. PRUDENCE

All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair confidence in the Village to govern effectively.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

V. DIVERSIFICATION

It is the policy of the Village to diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling.

VI. INTERNAL CONTROLS

The Treasurer is responsible for establishing and maintaining an internal control structure to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization and recorded properly, and is managed in compliance with applicable laws and regulations.

VII. DESIGNATION OF DEPOSITARIES

The banks and trust companies authorized for the deposit of monies shall be designated annually at the April Board of Trustee meeting.

VIII. COLLATERALIZING OF DEPOSITS

In accordance with the provisions of General Municipal Law, §10, all deposits of Village, including certificates of deposit and special time deposits, in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured:

1. By a pledge of "eligible securities" with an aggregate "market value", or provided by General Municipal Law, §10, equal to the aggregate amount of deposits from the categories designated **Appendix A** to the policy.
2. By an eligible "irrevocable letter of credit" issued by a qualified bank other than the bank with the deposits in favor of the government for a term not to exceed 90 days with an aggregate value equal to 140% of the aggregate amount of deposits and the agreed upon interest, if any. A qualified bank is one whose commercial paper and other unsecured short-term debt obligations are rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization or by a bank that is in compliance with applicable federal minimum risk-based capital requirements.
3. By an eligible surety bond payable to the government for an amount at least equal to 100% of the aggregate amount of deposits and the agreed upon interest, if any, executed by an insurance company authorized to do business in New York State, whose claims-paying ability is rated in the highest rating category by at least two nationally recognized statistical rating organizations. The terms and conditions of any eligible surety shall be approved by the governing board.
4. An "irrevocable letter of credit" issued in favor of the government by a federal home loan bank whose commercial paper and other unsecured short-term

debt obligations are rated in the highest rating category by at least one nationally recognized statistical rating organization, as security for the payment of 100 percent of the aggregate amount of deposits and the agreed-upon interest, if any.

IX. SAFEKEEPING AND COLLATERALIZATION

Eligible securities used for collateralizing deposits shall be held by the bank or trust company subject to security and custodial agreements.

The security agreement shall provide that eligible securities are being pledged to secure Village deposits together with agreed upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presents for payment, substituted or released and the events which will enable the Village to exercise its rights against the pledged securities. In the event that the securities are not registered or inscribed in the name of the Village, such securities shall be delivered in a form suitable for transfer.

The custodial agreement shall provide that securities held by the bank, or trust company, or agent of and custodian for, the Village, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement should also describe that the custodian shall confirm the receipt, substitution or release of securities. The agreement shall provide for the frequency of revaluation of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the Village a perfected interest in the securities.

X. PERMITTED INVESTMENTS

As authorized by General Municipal Law, §11, the Village authorizes the Treasurer to invest monies not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

- Special time deposit accounts;
- Certificate of deposit;
- Obligations of the United States of America;
- Obligations guaranteed by agencies of the United States of America where the payment of principal and interest are guaranteed by the United States of America;
- Obligations of the State of New York;

- Obligations of the Village, but only with monies in a reserve fund established pursuant to GML, §6-c, 6-d, 6-e, 6-g, 6-h, 6-j, 6-k, 6-l, 6-m, or 6-n.

All investment obligations shall be payable or redeemable at the option of the Village within such times as the proceeds will be needed to meet expenditures for purposes for which the monies were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable at the option of the Village within two years of the date of purchase.

XI. AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

All financial institutions with which the Village conducts business must be credit worthy. Banks shall provide their most recent Consolidated Report of Condition (Call Report) at the request of the Village. Security dealers not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank, as primary dealers. The Village is responsible for evaluating the financial position and maintaining a listing of proposed depositories, trading partners and custodians. Such listing shall be evaluated at least annually.

XII. PURCHASE OF INVESTMENTS

All purchased obligations, unless registered or inscribed in the name of the Village, shall be purchased through, delivered to and held in the custody of a bank or trust company. Such obligations shall be purchased, sold or presented for redemption or payment by such bank or trust company only in accordance with prior written authorization from the officer authorized to make the investment. All such transactions shall be confirmed in writing to the Village by the bank or trust company. Any obligation held in the custody of a bank or trust company shall be held pursuant to a written custodial agreement as described in General Municipal Law, §10.

The custodial agreement shall provide that securities held by the bank or trust company, as agent of and custodian for, the Village, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement shall describe how the custodian shall confirm the receipt and release of the securities. Such agreement shall include all provisions necessary to provide the Village a perfected interest in the securities.

1. Obligations issued, or fully insured or guaranteed as to the payment of principal and interest, by the United States of America, an agency thereof or a United States government sponsored corporation.
2. Obligations issued or fully guaranteed by the International Bank for Reconstruction and Development, the Inter-American Development Bank, the Asian Development Bank, and the African Development Bank.
3. Obligations partially insured or guaranteed by any agency of the United States of America, at a proportion of the Market Value of the obligation that represents the amount of the insurance or guaranty.
4. Obligations issued or fully insured or guaranteed by the State of New York, obligations issued by a municipal corporation, school district or district corporation of such State or obligations of any public benefit corporation which under a specific State statute may be accepted as security for deposit of public monies.
5. Obligations issued by states (other than the State of New York) of the United States rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.
6. Obligations of Puerto Rico rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.
7. Obligations of counties, cities and other governmental entities of a state other than the State of New York having the power to levy taxes that are backed by the full faith and credit of such governmental entity and rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.
8. Obligations of domestic corporations rated in one the two highest rating categories by at least one nationally recognized statistical rating organization.
9. Any mortgage related securities, as defined in the Securities Exchange Act of 1934, as amended, which may be purchased by banks under the limitations established by bank regulatory agencies.
10. Commercial paper and bankers' acceptances issued by a bank, other than the bank, rated in the highest short-term category by at least one nationally recognized statistical rating organization and having maturities of no longer than 60 days from the date they are pledged.
11. Zero coupon obligations of the United States government marketed as "Treasury strips".

Adoption of Board of Trustees Rules of Procedure

Trustee Wilson asked about recording of meetings. Village Manager Zegarelli noted that all meetings of Board of Trustees were recorded by the Village as they were

broadcast, and Village Counsel Smith added that several opinions by the NYS Committee on Open Government determined that members of the public were allowed to record so long as the recording was not intrusive or disruptive of the meeting.

Upon motion by Trustee Zirman, seconded by Deputy Mayor Pohar, the Board voted unanimously to adopt the following Board of Trustees Rules of Procedures:

VILLAGE OF BRIARCLIFF MANOR
BOARD OF TRUSTEES
RULES OF PROCEDURE

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

PART A: MEETINGS

SECTION A1 - Regular Meetings

The Board of Trustees generally will hold regular meetings on the 1st and 3rd Wednesday of each month. Such regular meetings shall commence at 7:30 PM and be conducted in the Courtroom at the Municipal Building. Any deviation from this schedule shall be determined by the Board of Trustees.

SECTION A2 - Special Meetings

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

SECTION A3 - Executive Sessions

Executive Sessions shall be held in accordance with the New York State Public Officers Law §105. All executive sessions shall be commenced in a public meeting. (Appendix I Executive Session Policy)

SECTION A4 – Work Sessions

Work Sessions of the Board of Trustees are those Board meetings scheduled to discuss upcoming agenda items or other matters as may be determined by the Mayor or three (3) members a of the Board. These meeting are open to the public, however comments from the public will be allowed in the discretion of the Mayor or a majority of the Board present. Notice shall be given in accordance with law.

PART B: POLICIES

SECTION B1 - Quorum

A quorum of the Board of Trustees shall be required to conduct business. A quorum of the five (5) member Board shall be three (3). In the absence of a quorum, a lesser number may adjourn and compel the attendance of absent members.

SECTION B2 - Voting

Pursuant to Village Law each member of the Board of Trustees shall have one vote. The Mayor may vote on any matter and must vote in case of a tie. The affirmative vote of three (3) members of the Board is necessary to pass a matter unless otherwise specified by New York State Law.

A vote upon any question shall be taken by ayes and nays, and shall be entered in the minutes.

SECTION B3 - Agendas

The agenda shall be prepared by the Village Clerk by Friday preceding the Wednesday meeting. The Mayor or any Trustee may have an item placed on the agenda by giving the same to the Village Manager the Friday morning before the Wednesday meeting. However, an item may be placed on the agenda at anytime, including during the meeting, by consent of a majority of the Board. If necessary a supplemental agenda shall be distributed at the beginning of the meeting.

SECTION B4 - Order of Business

The order of business shall be:

- Call to order
- Public Hearings
- Board of Trustees Announcements
- Village Manager's Report and Updates
- Public Comments
- Resolutions
- Approval of Minutes
- Adjournment

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

SECTION B5 - Adjournment

Meetings shall be adjourned by motion and majority vote.

SECTION B6 - Minutes

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

Minutes shall also include the following:

- Name of the Board;
- Date, place and time of meeting;
- Notation of presence or absence of Board members and time of arrival or departure if different from time of call to order and adjournment.
- Name and title of other village officials and employees present in an official capacity.
- Record of communications presented to the Board.
- Record of reports made by Board or other village personnel.
- Time of adjournment.
- Name of Village Clerk or person who took the minutes.

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

PART C: RULES AND PROCEDURES

SECTION C1 - General Rules of Procedure

The Mayor shall preside at meetings of the Board of Trustees. In the Mayor's absence the Deputy Mayor shall preside. The presiding officer may debate, move and take other action that may be taken by other members of the Board.

Board members are not required to rise but must be recognized by the presiding officer before making motions and speaking. A member, once recognized shall not be interrupted when speaking unless it is to call the member to order. If a member, while speaking, be called to order, he or she shall cease speaking until the question of order is determined, and, if in order, he or she shall be permitted to proceed.

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

Motion to close or limit debate may be entertained but shall require the affirmative vote of three (3) members of the Board.

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

SECTION C2 - Guidelines for Public Comment

The public shall be allowed to speak only during Public Hearings, Public Comment periods, on Board of Trustees agenda items, or such other times as the presiding officer shall allow.

Speakers must be recognized by the presiding officer.

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

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

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

There shall be no time limit for remarks during a public hearing, however, remarks must relate directly to the public hearing topic. During the Public Comment portion of the agenda, speakers must limit their remarks to four (4) minutes, and may be recognized again by the presiding officer after other speakers have had an opportunity to speak. On Board of Trustees agenda items, speakers must limit their remarks to one and one-half (1 ½) minutes and the remarks must relate directly to the specific agenda item under discussion at that time by the Board of Trustees.

Speakers may not yield any remaining time they may have to another speaker.

Board members may, with the permission of the presiding officer, interrupt a speaker during the speaker's remarks, but only for the purpose of clarification or information.

All remarks shall be addressed to the presiding officer.

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

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

A buzzer or other alarm will sound to indicate that a speaker's four (4) minute time limit for Public Comment or one and one half (1 ½) minute time limit for an agenda item has been reached. Upon being notified by the presiding officer that his or her time limit has been reached, a speaker shall cease speaking, leave the microphone or lectern, if one is provided, and return to his or her seat unless a Board member requests him or her to remain to address a question of the Board member.

Interested parties or their representatives may address the Board with written communications. Written communications shall be delivered to the Village Manager or Village Clerk. Speakers may not read written communications verbatim but should summarize their contents.

The presiding officer may modify these guidelines if warranted.

SECTION C3 - Use of Recording Equipment

All members of the public and all public officials are allowed to photograph and tape or video record public meetings so long as the photography or recording is done in a manner which does not interfere with the meeting. Neither photography nor recording is allowed during executive sessions. The presiding officer may make the determination that the photography or recording is being done in a manner that interferes with the meeting after taking into consideration attendant movement and activity, distance from the deliberations of the Board, noise, size of equipment, ability of the public to participate in the meeting notwithstanding the photography or recording, and any other pertinent factor. In the use of photographic or video recording no flashes or other supplementary lighting equipment may be used beyond that of existing ambient lighting of the room. If the presiding officer makes the determination that the photography or recording is interfering with the meeting, the presiding officer may request an accommodation to avoid the interference and if not sufficient or complied with, order the photography or recording to be stopped.

SECTION C4 - Amendments to the Rules of Procedure

The foregoing procedures may be amended from time to time by the affirmative vote of three (3) members of the Board.

SECTION C5 - Executive Session Policy

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

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

1. matters which will imperil the public safety if disclosed;
2. matters which may disclose the identity of a law enforcement agent or informer;
3. information relating to criminal investigations which would imperil effective law enforcement if disclosed;
4. discussions relating to proposed, pending or current litigation;
5. collective bargaining negotiations;

6. personnel matters relating to particular individuals; and
7. the proposed acquisition, sale, or lease of real property or securities when disclosure would substantially affect the value.

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

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

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

Originally adopted by the Board of Trustees at its Organizational Meeting on April 7, 2005 and amended on July 20, 2006, April 9, 2007, November 5, 2009, April 6, 2011 and April 4, 2012.

Policies and Procedures for Advisory Committees

Upon motion by Trustee DeRose, seconded by Trustee Wilson, the Board voted unanimously to approve the following Policies and Procedures for Advisory Committees as amended:

Formation of new committees:

- A title and mission statement will be developed for any proposed committee and formally approved and established by the Board of Trustees.
- Such committees are constituted by, serve at the pleasure of, and report to the Board of Trustees.
- The formation of any new committee will be announced in a public meeting, the newsletter and posted on the web and scroll.
- Committees' information, findings, conclusions and recommendations where requested, will be considered advisory rather than binding by the Board of Trustees. The Board of Trustees at all times retains its rights to exercise final decisions in the governance of the Village.

Composition

- Committee membership will be limited to a workable odd number.
- One member will be a representative from the Board of Trustees. The Mayor shall be an ex officio member of all committees with the right to make motions, speak and vote, and when present shall be counted in determining a quorum.
- Membership on committees will be representative of the community.
- Village residents, village business people, village property owners, and residents of the 10510 zip code may serve on ad hoc committees.
- The BOT shall make their best efforts to appoint a new member within one month to fill the unexpired term of a committee member.

Operations

- Quorum: A quorum of any committee is a simple majority of the members appointed. A quorum must be present to conduct business.
- Structure: All committees will have a chair, vice-chair and secretary who will be responsible for meeting minutes. Committee members' names and village-generated e-mail addresses will be posted on the web.
- Attendance and Participation: The obligation is to attend committee meetings. Any member who is absent for three consecutive meetings, without providing reasonable cause to the Chair, will be deemed to have resigned. Committees are working committees; all members are expected to be prepared for the meeting and participate actively.
- Meetings:
 - Committee meetings will start promptly at the time for which they were called.
 - A committee will strive for consensus. If it cannot achieve consensus, it shall act by a simple majority of the members.
 - All deliberations will be conducted in an open, respectful and inclusive manner.
- Meeting Notification: Advance notice, including an agenda, will be given for all meetings. Notices about committee work will be posted on the web site.
- Meeting Minutes: Written minutes will be taken at all committee meetings. Minutes may follow a standard template including the time, date and location of meeting, who attended, the topic of discussion, and any action taken.
- Non-members may submit their views and comments on committee activities via e-mail or written correspondence. Committees will not be required to respond to public comments.
- Discharge: Members may be discharged from a committee by the Board of Trustees as a result of the village's conflict of interest policy, lack of attendance, misconduct or resignation.
- Reports and Public Statements: An annual report from the committee shall be submitted to the BOT by the end of February. Any committee report, including summary recommendations and the annual report, is to be presented first to the BOT prior to public presentation of same.
- Volunteerism: Committee members shall serve without remuneration, but will be reimbursed for "out of pocket" expenses incurred in performing their duties. These expenses must be preauthorized by the Village Manager or designate. Village staff will provide committees with such public information, clerical assistance and other help as necessary for them to conduct their work.
- Draft Documents: Draft documents, including minutes and all committee reports, are confidential until formally approved by a majority of the committee. No draft

documents should be retained in committee files. Public distribution of draft documents or any committee report prior to adoption by the committee shall be grounds for dismissal.

Upon motion by Trustee DeRose, seconded by Trustee Wilson, the Board voted unanimously to adjourn the Annual Re-Organizational meeting and go into a Special Session.

Mayor Sullivan noted that the Public Hearing to the Tentative FY 15-16 Budget was continued to April 15, 2015 at 8:00pm.

Reconfirmation Resolution to Proceed in Regard to the Refunding of Outstanding Principle Amounts for Village of Briarcliff Manor Series 2004 and 2006 Public Improvement Bonds

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

WHEREAS, based upon current and favorable interest rate market conditions and favorable bond ration awarded the Village of Briarcliff Manor ("Village"), the Board of Trustees of the Village ("Board") determined that the Village could realize significant interest savings on existing bonded indebtedness; and,

WHEREAS, by Resolutions unanimously adopted on March 4, 2015 ("March 2015 Bond Refunding Resolutions"), the Board authorized the refunding of all or a portion of certain outstanding series of Village bonds in an amount not to exceed \$8,800,000: that is, the remaining principle outstanding of the 2004 and 2006 Series Bonds ("Current 2004 and 2006 Series Bonds"), any remaining payments to callable maturities and issuance costs; and

WHEREAS, the Village posted notices of same and commenced the Estoppel Period on March 12, 2015, which closed April 2, 2015; and,

WHEREAS, the Village Manager, Village Treasurer, and other Village staff and consultants and advisors have made presentations and provided the Board with memoranda outlining how the borrowing, repayments, and other actions authorized to be taken under the March 2015 Bond Refunding Resolutions utilize an the interest rate lower than that which is paid under the Current 2004 and 2006 Series Bonds and result in economic savings in total debt costs paid by the Village; and,

WHEREAS, the borrowing, repayments, and other actions authorized to be taken under the March 2015 Bond Refunding Resolutions will in effect consolidate the remaining terms of the Current 2004 and 2006 Series Bonds into one series of 2015 bonds but when broken out separately, will not extend the maturities beyond those of the existing 2004 and 2006 bonds; and,

NOW, THEREFORE, BE IT

RESOLVED, that the Board of Trustees hereby directs the Village Manager, Village

Treasurer, and appropriate Village staff, counsel, consultants, and advisors to take all action appropriate to implement the March 2015 Bond Refunding Resolutions and effectuate the borrowing, repayments, and other actions to be taken thereunder; and be it further

RESOLVED, that any action taken to date by the Village Manager and/or Village Treasurer to implement the March 2015 Bond Refunding Resolutions is ratified and approved; and be it further

RESOLVED, that nothing contained in these resolutions is intended or should be construed to amend or alter the March 2015 Bond Refunding Resolutions, and the March 2015 Bond Refunding Resolutions remain in full force and effect in accordance with their terms.

Adjournment:

Upon motion by Trustee Wilson and seconded by Trustee DeRose, the Board voted unanimously to close the meeting at 7:50 p.m.

Respectfully submitted by,

Christine Dennett

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 15th of April, 2015 commencing at 7:30 p.m.

Present

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

Also Present

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

Continued Public Hearing Fiscal Year 2015-2016 Tentative Budget

Upon motion by Deputy Mayor Pohar, seconded by Trustee Wilson, the Board voted unanimously to reopen the public hearing.

Village Manager Zegarelli stated the budget was under the tax cap. He stated the budget needed to be adopted by May 1st and suggested the Work Session that was scheduled for April 22nd be rescheduled to April 29th at 7:30pm and that a special meeting be held to adopt the budget.

Upon motion by Trustee DeRose, seconded by Trustee Zirman, the Board voted unanimously to close the public hearing.

Upon motion by Trustee Wilson, seconded by Deputy Mayor Pohar, the Board voted unanimously to reschedule the April 22nd Work Session to April 29, 2015 at 8:00pm with a Special Meeting prior at 7:30pm.

Board of Trustees Announcements by Mayor Sullivan

- The Village received a new AA+ bond rating from Standard and Poor. The increased rating will provide a savings of almost \$600,000 with the debt refunding.

Village Managers Report by Village Manager Zegarelli

- The Westchester County Mobile Passport Unit will be here on May 7th from 11am-2pm.

- DPW is filling potholes, cleaning up the Village, fixing catch basins amongst other work throughout the Village.
- The fields are open for Spring sports and The Club Field is being aerated.
- The Fire Department had their elections last week. The new Chiefs are Dennis Reilly, Mike Garcia and Peter Fulfree. Thank you to outgoing Chief Bob O'Hanlon for all his hard work.
- Stash the Trash is on April 18th from 11am-1pm at the Youth Center. Residents are invited to come and help clean up the village.
- There will be an Invasive Plant Species cleanup on May 2nd.
- Summer camp enrollment has begun.

Public Comments

There were no public comments.

Confirmation of Fire Department Election

The item was tabled to a future meeting.

Authorize Village Manger to Execute an Extension to an Agreement – NYSDOT 2015-2016 Snow & Ice Agreement

The Board had general discussion about the dates in the agreement and gave the Village Manager the authority to make non-material changes that were not adverse to the Village's interests.

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

BE IT RESOLVED that the Village Manager is hereby authorized and directed to execute an agreement with the New York State Department of Transportation to extend the Indexed Lump Sum Municipal Snow and Ice Agreement for the period from July 1, 2015 through June 30, 2016 in the amount of \$5,189.53.

BE IT FURTHER RESOLVED that the Village Manager hereby has the authority to make non-material changes to the agreement that are not adverse to the Village's interests

Award of Bid – Library and Community Center Generator

The item was tabled to a future meeting.

Minutes

Upon motion by Deputy Mayor Pohar, seconded by Trustee Zirman, the Board voted unanimously to approve the minutes of March 30, 2015 as amended.

The minutes of April 8, 2015 were tabled to the next meeting.

Adjournment

Mayor Sullivan encouraged residents to sign up to get on the email list to get the Village Manager's weekly updates.

Upon motion by Trustee Wilson, seconded by Deputy Mayor Pohar, the Board voted unanimously to adjourn the regular meeting at 8:40pm.

Respectfully Submitted By,

Christine Dennett
Village Clerk

Special Meeting
Board of Trustees
April 29, 2015
7:30 p.m.

A Special Meeting of the Board of Trustees of the Village of Briarcliff Manor, New York was held in the Village of Briarcliff Manor Village Hall, 1111 Pleasantville Road, Briarcliff Manor, New York on the 29thth day of April, 2015 commencing at 7:30 p.m.

Present

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

Also Present

Philip Zegarelli, Village Manager
Robin Rizzo, Village Treasurer

Budget FY 2015-2016 Resolution

A RESOLUTION ADOPTING A BUDGET FOR THE FISCAL YEAR COMMENCING JUNE 1, 2015 AND ENDING MAY 31, 2016

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

Trustee Zirman stated that due to the fact that his wife Rori works as the Court Clerk for the village he would recuse himself from any items dealing with the court or his wife.

Vote: Trustee Wilson – Aye
Deputy Mayor Pohar – Aye
Trustee DeRose – Aye
Trustee Zirman - Recused
Mayor Sullivan – Aye

WHEREAS, the Board of Trustees has met at the time and place specified in the notice of public hearing on the tentative budget and heard all persons desiring to be heard thereon; now, therefore be it

RESOLVED, that the tentative budget as amended and revised and as hereinafter set forth is hereby adopted and that there be and is hereby appropriated for the objects and purposes specified, including the amounts set forth required for the payment of principal and interest on indebtedness, the following amounts:

	<u>General Fund</u>	<u>Water Fund</u>	<u>Debt Service Fund</u>	<u>Library Fund</u>
Appropriations	\$16,090,141	\$5,651,547	\$5,011,333	\$613,297

Estimated Revenues	\$16,090,141	\$5,651,547	\$4,961,333	\$613,297
Retirement Reserve	\$0	\$0	\$0	\$0
Appropriated Fund Balance	\$0	\$0	\$50,000	\$0
General Fund Budgetary Appropriation to be raised by Real Estate Tax Levy			\$10,644,773	
		<u>Town of Ossining</u>	<u>Town of Mt. Pleasant</u>	
Taxable Assessed Value		\$97,936,850	\$2,538,857	
Tax Rate per \$1,000		\$99.188	\$366.563	

2015-2016 TAX LEVY AND WARRANT

In accordance with Section 1420 of the Real Property Tax Law, upon completion of the budget, but not later than May 15th, the Board of Trustees shall determine and levy the tax for the ensuing fiscal year.

Based on the adopted budget and the provision of the Annual Assessment Roll from the Town of Ossining and the Town of Mt. Pleasant, the following resolutions are presented for approval to levy the Village Real Property Tax.

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

Vote: Trustee Wilson – Aye
 Deputy Mayor Pohar – Aye
 Trustee DeRose – Aye
 Trustee Zirman – Aye
 Mayor Sullivan – Aye

WHEREAS, the budget for the fiscal year commencing June 1, 2015, has been duly adopted and filed with the Village Clerk; and

WHEREAS, it has been thereby determined that the sum of \$16,090,141 will be necessary to meet the obligations of the Village; and

WHEREAS, there has been duly credited as against said sum estimated revenues and appropriated fund balance aggregating \$5,445,368 leaving \$10,644,773 to be raised by the levying of taxes; and

WHEREAS, it appears from the Assessment Roll of the year 2015 for taxes for the fiscal year June 1, 2015 that the total assessed valuation of real property in the Village is \$1,803,690,460 with \$1,645,997,479 in the Town of Ossining portion of the Village and \$157,692,981 in the Town of Mt. Pleasant portion of the Village and said Assessment Rolls having been duly confirmed;

WHEREAS, the total transfers into the Library Fund from the General Fund is \$589,835

NOW THEREFORE BE IT RESOLVED, that the tax rate for the Village of Briarcliff Manor for the fiscal year commencing June 1, 2015 be and the same hereby is fixed at the rate of \$99.188 on each \$1,000 of assessed valuation for properties in the Village of Briarcliff Manor located in the Town of Ossining and \$366.563 on each \$1,000 of assessed valuation for properties in the Village of Briarcliff Manor located in the Town of Mt. Pleasant.

FURTHER RESOLVED, that the sum of \$10,644,773, the same being taxes for the fiscal year commencing June 1, 2015 be, and the same hereby is, levied upon the taxable property in the Village of Briarcliff Manor and that the Treasurer be and she hereby is authorized and directed to extend and carry out upon the roll the amount to be collected from each of the persons named thereon, and the respective amounts of said tax roll against each such parcel of taxable property set forth thereon be and the same hereby are levied upon each parcel of taxable property respectively which said levy includes items shown on the budget for the fiscal year commencing June 1, 2015 heretofore adopted.

BE IT FURTHER RESOLVED, that the Board of Trustees does hereby authorize and direct the Village Treasurer to place the delinquent water arrears on the tax roll for fiscal year 2015-2016.

AWARD OF BID – LIBRARY AND COMMUNITY CENTER GENERATOR

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

WHEREAS the Village received 4 bids for the Library and Community Center Generator Project (VM-1415-12); and

WHEREAS two bids were disqualified for nonconformance with the bid specifications; and

NOW, THEREFORE, BE IT RESOLVED that the bid for the Library and Community Center Generator Project (VM-1415-12) is hereby awarded to the lowest responsible qualified bidder Cummins Power Systems, LLC with their bid proposal of \$127,500 which will be charged to budget code H.1440.201.15840.

BE IT FURTHER RESOLVED that the Village Manager is hereby authorized and directed to execute a contract with Cummins Power Systems, LLC for said project.

ADMINISTRATIVE ADJUSTMENT OF THE 2014-2015 VILLAGE TAX ROLL

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

WHEREAS, a charge for outstanding and unpaid water rents, including penalties and interest, was erroneously entered upon the Village's Tax Roll for fiscal year 2014/2015 against certain property identified on the Tax Roll as Parcel ID 105.13-2-54; and

WHEREAS, said charge should have been entered against the real property in connection with which the water was used, that being Parcel ID 105.13-2-55; and

WHEREAS, the Village is taking corrective action to revise this error; and

NOW THEREFORE, BE IT RESOLVED that the Board of Trustees does hereby authorize the Village Treasurer to correct the Village Tax Roll for fiscal year 2014/2015 by removing the charge for outstanding and unpaid water rents, including penalties and interest, from Parcel ID 105.13-2-54 and applying same against Parcel ID 105.13-2-55.

Adjournment

Upon motion by Trustee Wilson, seconded by Deputy Mayor Pohar, the Board voted unanimously to close the Special Meeting at 8:00pm and go into an Executive Session to discuss litigation.

Respectfully submitted,

Philip Zegarelli, Village Manager/Deputy Village Clerk

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 6th of May, 2015 commencing at 7:30 p.m.

Present

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

Also Present

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

Mayor Sullivan read aloud a statement regarding the possibility of discontinuing the action to allow for the annexation of the Ossining 17/20 districts. She stated a letter was received from the Steering Committee of those districts requesting the action be withdrawn and a resolution was drafted by Village Counsel and was before the Board for a vote.

Board of Trustees Announcements by Deputy Mayor Pohar

- The Library has had many well attended programs. Information regarding upcoming programs is available on the Library's website.
- Registration continues for summer Recreation programs. The brochure available on the website.
- A special thank you to the residents that participated in Stash the Trash on April 18th.
- Day Camp is from July 6th through August 7th.
- Specialty camps are being offered this summer. Further information is in the brochure

Village Managers Report by Village Manager Zegarelli

- Briarcliff Manor came in 2nd place for best water in Westchester County.
- Con Edison will be doing a project in the Central Business District for high pressure gas lines.
- The Westchester County Mobile Passport Unit will be here tomorrow from 11am-2pm.
- Signal work is being done at Buckhout Road.

- Outstanding water bills will be transferred to Village Taxes on May 15th. Delinquent notices were sent out.

Public Comments

There were no public comments.

Authorize Village Manger to Execute an Agreement with Westchester County – Prisoner Transportation

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

BE IT RESOLVED that the Village Manager is hereby authorized and directed to execute an agreement with Westchester County for Prisoner Transportation for the period from January 1, 2015 through December 31, 2016.

Budget Transfer – TE Account

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

BE IT RESOLVED that the Board of Trustees does hereby authorize the following budget transfers between funds for FY 2014-2015 totaling \$14,973.25:

CHILMARK

From: TE 8020	Chilmark Inspection Fees	\$13,900
To: A1990.499	Contingency	\$13,900

OLD SLEEPY HOLLOW ESTATES

From: TE 8021	Old Sleepy Hollow Estates Inspection Fees	\$1,073.25
To: A1990.499	Contingency	\$1,073.25

General Fund Inter-fund Transfers

Increase Budget:

From:	A0102.5031	\$14,973.25
To:	A1990.499	\$14,973.25

Appropriation of Water Fund FWSP Reserve to Water Fund

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 does hereby authorize the transfer of \$350,000 from the Water Fund Full Water Supply Project Reserve to the Village's Water Fund.

Vote: Trustee Wilson – Aye
Deputy Mayor Pohar – Aye
Trustee DeRose – Aye
Trustee Zirman - Aye
Mayor Sullivan – Aye

Appropriation of Water Fund to General Fund

The Board had general discussion regarding the funds and their use for the Full Water Supply Project prior to the start of the project.

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

BE IT RESOLVED that the Board of Trustees does hereby authorize the transfer of \$335,000 from the Water Fund to the Village's General Fund.

Vote: Trustee Wilson – Aye
Deputy Mayor Pohar – Aye
Trustee DeRose – Aye
Trustee Zirman - Aye
Mayor Sullivan – Aye

Annexation Appeal – Authorize Discontinuance Action

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

WHEREAS, by Petition filed with the Village on October 16, 2013, the residents of Election Districts 17 and 20 in the Town of Ossining, petitioned the Village to take action to annex the 17/20 Area as defined therein, into the Village in accordance with General Municipal Law Article 17 (GML17); and

WHEREAS, after following all requisites imposed by GML17, the Village Board on March 11, 2014, adopted Findings, Resolutions and Order determining that “it is in the over-all public interest to approve” the proposed annexation; and

WHEREAS, on March 11, 2014, the Ossining Town Board adopted Findings, Objections and Determination which concluded that the proposed annexation “will not be in the best interests of the Town of Ossining”; and

WHEREAS, pursuant to GML17, had both the Village and Town approved the proposed annexation, the matter would have been put to a vote of the 17/20 Area residents to ultimately determine for themselves whether to approve the proposed annexation; and

WHEREAS, given the contrary findings of the Village and Town, it was incumbent upon the Village under GML17 to seek judicial intervention in order to secure the right of the 17/20 Area residents to vote on the proposed annexation; and

WHEREAS, by resolution adopted April 10, 2014, the Board of Trustees directed Village Counsel to commence and maintain proceedings, in accordance with GML17, to seek adjudication and determination from the Appellate Division of the Supreme Court of the State of New York, on the law and facts, that the proposed annexation is in the over-all public interest, so that upon such determination, the matter of annexation may be submitted to a vote of the 17/20 Area residents; and

WHEREAS, Village Counsel commenced such proceedings by filing a Verified Petition with the Village Manager's supporting affidavit; the Town's attorneys filed a Verified Answer with Supervisor's Affidavit in opposition thereto; and the Village filed a Verified Reply in response to the Town's Verified Answer; and

WHEREAS, by Order dated June 19, 2014, the Appellate Division appointed the GML17 statutory panel of three referees (AD Referees) to hear the matter; and

WHEREAS, on November 5, 2014, Village Counsel and the Town's attorneys met with the AD Referees at which time, among other things, the AD Referees determined to conduct a *de novo* review of the proposed annexation requiring the introduction of all new analyses and computations in support of the proposed annexation, despite the Village's position that the record on the Village's Findings, Resolutions and Order and the Town's Findings, Objections and Determination provided a sufficient basis for the AD Referees to hear and report to the Appellate Division on whether the annexation would be "in the over-all public interest" in accordance with GML17; and

WHEREAS, based on a trial discovery schedule established by the AD Referees, on or about December 8, 2014, the Town served Respondent's First Notice of Discovery and Inspection upon the Village, which included thirty three discreet demands to produce documentation covering the ten year period from 2004, despite the several hundred pages of analyses and documents which comprised the Village's Order to begin with; and

WHEREAS, the Village served its own demands for Discovery and Inspection upon the Town; and

WHEREAS, the Town and Village each prepared and delivered to the other documents in response to their respective demands; and

WHEREAS, on April 1, 2015, Village Counsel and the Town's attorneys met again with the AD Referees at which time, among other things, the AD Referees set a trial date of June 17, 2015, and instructed the parties to proceed expeditiously with the balance of discovery; and

WHEREAS, the Town's attorneys confirmed their intent to depose each and every Village department head and official having specific knowledge of the provision of Village services at Examinations Before Trial (EBTs) in furtherance of the Town's opposition to annexation, including but not limited to the Village Manager, the Village Treasurer, the Village Clerk, and the heads of the Village's Fire Department, Police Department, Sanitation Department, and Highway Department; and

WHEREAS, the preparation of said parties for EBTs, attendance by Village Counsel at said EBTs, the associated lost services of Village employees, and the conduct of EBTs of Town personnel sought by the Village itself, among other things, would be a drain on Village resources and a significant expense to the Village and its taxpayers; and

WHEREAS, the Village has already necessarily allocated resources to determine that annexation would be in the overall public interest; and

WHEREAS, given the Referees' disposition to effectively hold a full trial on the basic issues of annexation complete with full discovery including the introduction of all new analyses and computations, the Village Board by Resolution adopted on January 7, 2015, authorized and directed Village Counsel to take any steps appropriate to limit and regulate the Town's discovery to prevent unreasonable annoyance, expense, and abuse; and

WHEREAS, efforts by Village Counsel to so stipulate with the Town's attorneys to a reasonable scope of discovery proved unsuccessful, and it remains the intent of the Town's attorneys to proceed with the EBTs among other things; and

WHEREAS, the Village has not received any tangible support in resources from the 17/20 Area Residents and, rather has received a letter dated May 4, 2015, from the 17/20 Area residents' Steering Committee indicating a waning in the 17/20 Area residents' interest in annexation since their submission of their Petition.

NOW THEREFORE, BE IT RESOLVED that in light of all of the above, the Village Board hereby determines that while annexation of the 17/20 Area may remain in the overall public interest, the Town's further discovery demands, together with the conduct of a full *de novo* trial on the issues pertaining to annexation, and thereafter a full submission and argument before the Appellate Division on the AD Referees determination, will result in the expenditure of an inordinate amount of time, effort and funds which will not be in the best interests of the Village's taxpayers; and

BE IT FURTHER RESOLVED, that in light of the above, Village Counsel is hereby directed to take all steps to discontinue the pending court action pertaining to the subject annexation.

Vote: Trustee Wilson – Aye
Deputy Mayor Pohar – Aye
Trustee DeRose – Aye
Trustee Zirman - Aye
Mayor Sullivan – Aye

Minutes

The minutes of April 8, 2015 were tabled to the next meeting.

Adjournment

Upon motion by Trustee DeRose, seconded by Trustee Wilson, the Board voted unanimously to adjourn the regular meeting at 8:00pm.

Respectfully Submitted By,

Christine Dennett
Village Clerk