



AGENDA
APRIL 20, 2016
BOARD OF TRUSTEES
VILLAGE OF BRIARCLIFF MANOR, NEW YORK
REGULAR MEETING – 8:00 PM

1. Continued Public Hearing Fiscal Year 2016-2017 Tentative Budget
2. Continued Public Hearing for a Local Law to Amend Chapter 54 with Respect to Residency Requirements for Appointed Officers and the Police Chief and Lieutenants
3. Continued Public Informational Meeting on a Water Consolidation Feasibility Study Completed for the Villages of Briarcliff Manor, Sleepy Hollow and Tarrytown

Board of Trustees Announcements

Village Managers Report

Public Comments (Non Public Hearing Related)

4. Appointment of a Police Officer
5. Budget Transfers
6. Fire Department Membership – Blevins
7. Continued Public Hearing under N.Y. Mental Hygiene Law §41.34(c)(2) to hear and discuss a proposed Community Residential Facility at 233 Pine Road in the Village of Briarcliff Manor
8. Minutes
 - March 2, 2016 – Regular Meeting
 - March 16, 2016 – Regular Meeting
 - April 6, 2016 – Organizational Meeting
 - April 6, 2016 – Regular Meeting

NEXT REGULAR BOARD OF TRUSTEES MEETING – MAY 4, 2016

VILLAGE OF BRIARCLIFF MANOR
BOARD OF TRUSTEES AGENDA
APRIL 20, 2016

**1. CONTINUED PUBLIC HEARING FOR FISCAL YEAR 2016-2017
TENTATIVE BUDGET/ ADOPTION OF BUDGET**

Budget FY 2016-2017 Resolution

A RESOLUTION ADOPTING A BUDGET FOR THE FISCAL YEAR COMMENCING JUNE 1, 2016 AND ENDING MAY 31, 2017

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 | \$16,991,007 | \$5,718,724 | \$5,455,128 | \$618,517 |
| Estimated Revenues | \$16,991,007 | \$5,718,724 | \$5,455,128 | \$618,517 |
| 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 \$10,738,585

| | <u>Town of Ossining</u> | <u>Town of Mt. Pleasant</u> |
|------------------------|-------------------------|-----------------------------|
| Taxable Assessed Value | \$97,819,003 | \$2,556,653 |
| Tax Rate per \$1,000 | \$99.82 | \$381.07 |

2016-2017 TAX LEVY AND WARRANT

WHEREAS, the budget for the fiscal year commencing June 1, 2016, has been duly adopted and filed with the Village Clerk; and

WHEREAS, it has been thereby determined that the sum of \$16,991,007 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 \$6,252,422 leaving \$10,738,585 to be raised by the levying of taxes; and

WHEREAS, it appears from the Assessment Roll of the year 2016 for taxes for the fiscal year June 1, 2016 that the total assessed valuation of real property in the Village is \$1,904,056,612 with \$1,731,309,788 in the Town of Ossining portion of the Village and \$172,746,824 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 \$594,835

NOW THEREFORE BE IT RESOLVED, that the tax rate for the Village of Briarcliff Manor for the fiscal year commencing June 1, 2016 be and the same hereby is fixed at the rate of \$99.82 on each \$1,000 of assessed valuation for properties in the Village of Briarcliff Manor located in the Town of Ossining and \$381.07 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 \$10,738,585, the same being taxes for the fiscal year commencing June 1, 2016 be, and the same hereby is, levied upon the taxable property in the Village of Briarcliff Manor and that the Treasurer be and he 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, 2016 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 2016-2017.

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

15 April 2016

P2

Budgetary Comparatives: 2016-2017 Adoption.

Based on a review of the revised, tentative budget, we are including a resolution to adopt the budget as drafted ... it was re-reviewed and minor changes were made. The proposed budget remains in full compliance with the "Tax Revenue Cap".

Ed has suggested changes to the summary comparison overlay that we utilized in previous years. The attached presentation reflects a definitive comparison from previous tax years but also a comparative of the tax assessment totals, tax rates and respective impacts for the TOS and TMP segments of the VBM.

**Village of Briarcliff Manor
Tax Rate Analysis**

| | 2011/12 | 2012/13 | 2013/14 | 2014/15 | 2015/16 | 2016/17 |
|----------------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| TOTAL GF EXPENDITURES | \$ 14,430,154.43 | \$ 14,198,048.77 | \$ 15,051,473.85 | \$ 15,368,253.00 | \$ 16,090,140.62 | \$ 16,991,007.04 |
| TOTAL NON-TAX REVENUES | \$ 4,492,451.38 | \$ 4,212,893.00 | \$ 4,875,785.59 | \$ 4,932,192.00 | \$ 5,445,367.29 | \$ 6,252,421.74 |
| Approp/Overlay/Other Funds | \$ 132,666.65 | \$ 132,595.47 | | | \$ - | \$ - |

| TOTAL TAXATION | 2011/12 | 2012/13 | 2013/14 | 2014/15 | 2015/16 | 2016/17 |
|----------------------------|------------|------------|------------|------------|------------|------------|
| Expenditures | 14,430,154 | 14,198,049 | 15,051,474 | 15,368,253 | 16,090,141 | 16,991,007 |
| Revenues | 4,492,451 | 4,212,893 | 4,875,786 | 4,932,192 | 5,445,367 | 6,252,422 |
| Appropriated Funds | 132,667 | 132,595 | - | - | - | - |
| Tax Levy | 9,805,036 | 9,852,560 | 10,175,688 | 10,436,061 | 10,644,773 | 10,738,585 |
| Total Percent Increase | 1.65% | 0.48% | 3.28% | 2.56% | 2.00% | 0.88% |
| Allowable Tax Cap Increase | 0.00% | 4.32% | 4.08% | 2.62% | 2.06% | 0.98% |
| Over/under Tax Cap | No Tax Cap | -3.84% | -0.80% | -0.06% | -0.06% | -0.10% |

TOWN OF OSSINING-Avg Home Assessment = \$44,000

| Percent of Village assessment | 91.46% | 91.01% | 90.73% | 90.74% | 91.25720% | 90.92743% |
|--|----------------------|----------------------|-----------------------|-----------------------|----------------------|----------------------|
| Expenditures | 13,198,303 | 12,922,032 | 13,655,460 | 13,945,062 | 14,683,412 | 15,449,486 |
| Revenues | 4,108,947 | 3,834,269 | 4,423,560 | 4,475,442 | 4,969,290 | 5,685,166 |
| Appropriated Funds | 121,341 | 120,679 | - | - | - | - |
| Tax Levy | 8,968,015 | 8,967,084 | 9,231,900 | 9,469,620 | 9,714,122 | 9,764,320 |
| Assess Valuation | 100,764,257 | 99,281,484 | 98,224,259 | 97,457,952 | 97,936,850 | 97,819,003 |
| Tax Rate Per \$1,000 of Assessed Valuation | 89.000 | 90.320 | 93.9880 | 97.1662 | 99.1876 | 99.8203 |
| Dollar Increase | 1.69 | 1.32 | 3.67 | 3.18 | 2.02 | 0.63 |
| Percentage Increase | 1.94% | 1.48% | 4.06% | 3.38% | 2.08% | 0.64% |
| Tax increase/Decrease Tax Bill | \$ 74.36 \$ 3,916.00 | \$ 58.07 \$ 3,974.07 | \$ 161.40 \$ 4,135.47 | \$ 139.84 \$ 4,275.31 | \$ 88.94 \$ 4,364.25 | \$ 27.84 \$ 4,392.09 |

TOWN OF MT PLEASANT-Avg Home Assessment = \$9,748

| Percent of Village assessment | 8.53665% | 8.98727% | 9.27493% | 9.26059% | 8.74280% | 9.07257% |
|--|-------------------------|-----------------------|-----------------------|----------------------|-------------------------|-----------------------|
| Expenditures | 1,231,852 | 1,276,017 | 1,396,014 | 1,423,191 | 1,406,729 | 1,541,521 |
| Revenues | 383,505 | 378,624 | 452,226 | 456,750 | 476,078 | 567,255 |
| Appropriated Funds | 11,325 | 11,917 | - | - | - | - |
| Tax Levy | 837,021 | 885,476 | 943,788 | 966,441 | 930,651 | 974,266 |
| Assess Valuation | 2,571,080 | 2,564,068 | 2,518,625 | 2,530,052 | 2,538,857 | 2,556,653 |
| Tax Rate Per \$1,000 of Assessed Valuation | 325.552 | 345.340 | 374.7235 | 381.9846 | 366.5631 | 381.0707 |
| Dollar Increase | (15.69) | 19.79 | 49.17 | 7.26 | (15.42) | 14.51 |
| Percentage Increase | -4.60% | 6.08% | 15.10% | 1.94% | -4.04% | 3.96% |
| Tax increase/Decrease Tax Bill | \$ (152.90) \$ 3,173.48 | \$ 192.90 \$ 3,366.38 | \$ 479.32 \$ 3,652.80 | \$ 70.78 \$ 3,723.59 | \$ (150.33) \$ 3,573.26 | \$ 141.42 \$ 3,714.68 |

VILLAGE OF BRIARCLIFF MANOR
BOARD OF TRUSTEES AGENDA
APRIL 20, 2016

**2. CONTINUED PUBLIC HEARING: LOCAL LAW TO AMEND CHAPTER
54 OF THE CODE OF THE VILLAGE OF BRIARCLIFF MANOR WITH
RESPECT TO RESIDENCY REQUIREMENTS FOR APPOINTED
OFFICERS AND THE POLICE CHIEF AND LIEUTENANTS**

BE IT RESOLVED that the proposed local law to amend Chapter 54, with respect to Residency Requirements for Appointed Officers and the Police Chief and Lieutenants of the Code of the Village of Briarcliff Manor is hereby adopted.

A LOCAL LAW TO AMEND
CHAPTER 54 OF THE CODE OF
THE VILLAGE OF BRIARCLIFF
MANOR WITH RESPECT TO
RESIDENCY REQUIREMENTS FOR
APPOINTED OFFICERS AND THE
POLICE CHIEF AND LIEUTENANTS

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

Section 1. Section §54-2 of the Code of the Village of Briarcliff Manor is hereby amended to read as follows:

“§ 54-2 Residence requirements for appointed Village officers and the Police Chief and Lieutenants.

The Board of Trustees may, from time to time, by resolution, provide that all or any particular appointed officers or officer of the Village of Briarcliff Manor, except as set forth below, need not be a resident of the Village but must be a resident of Westchester County, Putnam County or Dutchess County in New York State.

- A. The residency of the Village Manager shall be subject to § 38 of this Village Code.
- B. The Police Chief and Lieutenants in the Police Department shall reside (1) in Westchester County; or (2) in a county within the state contiguous to Westchester County; or (3) in a county within the state contiguous to the Village; or (4) in a county within the state contiguous to a county described in item (3) hereof where the former is less than fifteen miles from the Village, measured from their respective nearest boundary lines; or (5) in a county within the state contiguous to a county described in item (4) hereof where the former is less than thirty miles from the Village, measured from their respective nearest boundary lines.

Section 2. Section §54-3 of the Code of the Village of Briarcliff Manor is hereby amended to read as follows:

“§ 54-3 Supersession of State Law.

This article shall supersede any inconsistent provision of Public Officers Law § 3, Public Officers Law § 30, Village Law § 3-300 and Unconsolidated Laws of New York § 5711-q.

Section 3. Supersession.

This local law shall supersede any inconsistent provision of Public Officers Law § 3, Public Officers Law § 30, Village Law § 3-300 and Unconsolidated Laws of New York § 5711-q.

Section 4. Severability.

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

Section 5. Effective Date.

This local law shall take effect immediately upon filing in the Office of the Secretary of State of New York in accordance with the provisions of the Municipal Home Rule Law.

VILLAGE OF BRIARCLIFF MANOR
BOARD OF TRUSTEES AGENDA
APRIL 20, 2016

- 3. CONTINUED PUBLIC INFORMATIONAL MEETING ON A WATER CONSOLIDATION FEASIBILITY STUDY COMPLETED FOR THE VILLAGES OF BRIARCLIFF MANOR, SLEEPY HOLLOW AND TARRYTOWN**

VILLAGE OF BRIARCLIFF MANOR
BOARD OF TRUSTEES MEETING AGENDA
APRIL 20, 2016

4. APPOINTMENT OF POLICE OFFICER

BE IT RESOLVED that Christopher Demilia of Yonkers, New York is hereby appointed, effective April 25, 2016, to the position of Police Officer Grade 1 to be paid at an annual salary of \$102,864.50 as per the Village of Briarcliff Manor PBA Collective Bargaining Agreement salary scale effective June 1, 2015.

VILLAGE OF BRIARCLIFF MANOR
BOARD OF TRUSTEES AGENDA
APRIL 20, 2016

5. BUDGET TRANSFERS

BE IT RESOLVED that the Board of Trustees does hereby authorize the following budget transfer for FY 2015-2016:

CLOSE OUT CAPITAL PROJECTS TO DEBT SERVICE

| | | | |
|--------------|-----------------|-------------------------------|-------------|
| From: | H5110.201.14480 | Epoxy Paint 13-14 | \$10,168.80 |
| | H8397.201.13572 | Chappaqua Road Switch | \$4,014.88 |
| | H8397.201.08570 | Kings College Center Column | \$15,201.93 |
| | H8120.201.09471 | Holbrook Sanitary Sewer Pump | \$3.50 |
| To: | H9901.940 | Debt Service | \$29,389.11 |
| From: | H7110.201.15771 | Youth Center Basketball Court | \$325.00 |
| To: | H9901.940 | Debt Service | \$325.00 |

BUDGET TRANSFER (FY 15-16) REQUEST FORM

| Amount from: | Muni Code | Budget Line |
|---------------------------|-----------------|---------------------------------|
| \$ 10,168.80 | H5110.201.14480 | Epoxy Paint 13-14 |
| \$ 4,014.88 | H8397.201.13572 | Chappaqua Road Switch |
| \$ 15,201.93 | H8397.201.08570 | Old Kings College Center Column |
| \$ 3.50 | H8120.201.09471 | Holbrook Sanitary Sewer Pump |
| Total: \$29,389.11 | | |
| | | |
| Amount to: | Muni Code | Budget Line |
| \$ 29,389.11 | H9901.940 | Transfer to Debt Service |

Reason for Transfer Request: Close out Capital Projects

Robin L. Luce

4/12/16

Signature of Requesting Department Head

Date Signed

R. J. DeGenaro, VM

12 April

Village Manager Approval

Date Signed

Edward R. [Signature]

4/12/16

Village Treasurer Approval

Date Signed

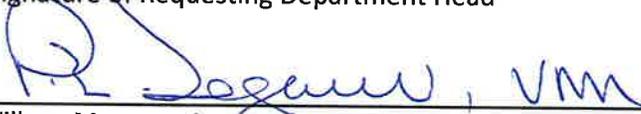
If over \$10,000, Board of Trustees Approval Date:

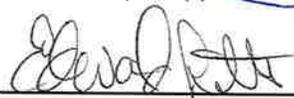
BUDGET TRANSFER (FY 15-16) REQUEST FORM

| | | |
|---------------------|------------------|-------------------------------|
| Amount from: | Muni Code | Budget Line |
| \$ 325.00 | H7110.201.15771 | Youth Center Basketball Court |
| Amount to: | Muni Code | Budget Line |
| \$ 325.00 | H9901.940 | Transfer to Debt Service |

Reason for Transfer Request: Close out Capital Project


 Signature of Requesting Department Head 4/12/16
Date Signed


 Village Manager Approval 12 April
Date Signed


 Village Treasurer Approval 4/12/16
Date Signed

 If over \$10,000, Board of Trustees Approval Date:

VILLAGE OF BRIARCLIFF MANOR
BOARD OF TRUSTEES AGENDA
APRIL 20, 2016

6. FIRE DEPARTMENT MEMBERSHIP

BE IT RESOLVED, that the Board of Trustees of the Village of Briarcliff Manor hereby approves the membership of **Robert Blevins, Jr.** to the Scarborough Engine Company.

Briarcliff Manor Fire Department

1111 Pleasantville Road
Briarcliff Manor, NY 10510

Office of the Chief



DENNIS L. REILLY, CHIEF
ROBERT M. GARCIA, 1st Asst. Chief
PETER J. FULLFREE, 2nd Asst. Chief

Emergency 911
Chief's Office (914) 941-0879
Fax (914) 944-2758
E-mail: fdchief@briarcliffmanor.org

DATE: March 14, 2016
TO: Christine Dennett, Village Clerk
Briarcliff Manor Board of Trustee's
FROM: Chief Dennis Reilly – Briarcliff Manor Fire Department
SUBJECT: NEW MEMBER – Request for Village Approval

Honorable Mayor and Trustees;

Robert Blevins, Jr. , born January 16, 1985 and residing at 612 Kemeys Cove, Briarcliff Manor, NY has applied for membership in the Briarcliff Manor Fire Department.

The applicant listed above, has been vetted by the Scarborough Engine Company Membership Committee and determined to meet the criteria set forth by the Briarcliff Manor Fire Department.

FURTHERMORE, the Chief of Department has performed an Arson Background Check on said member who has been found to have NO record of Arson Conviction.

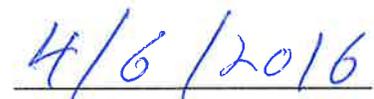
The Chief of Department Requests that the Village of Briarcliff Board of Trustee's approve the application set before you and send such confirmation to **Chief's Office** at your earliest convenience.

Thank you for your assistance.


Dennis L. Reilly
Chief of Department

Dated: March 14, 2016


Secretary – Scarborough Engine Co


Dated


Village Clerk - Christine Dennett


Dated

VILLAGE OF BRIARCLIFF MANOR
BOARD OF TRUSTEES AGENDA
APRIL 20, 2016

- 7. CONTINUED PUBLIC HEARING UNDER N.Y. MENTAL HYGIENE LAW §41.34(C)(2) TO HEAR AND DISCUSS A PROPOSED COMMUNITY RESIDENTIAL FACILITY AT 233 PINE ROAD IN THE VILLAGE OF BRIARCLIFF MANOR**

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 2nd of March, 2016 commencing at 8:00 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

Board of Trustees Announcements by Trustee Wilson

- The Board welcomed Troop 18 of Briarcliff to the meeting.
- The Library has many upcoming programs and events. Visit their website for more information.
- In February the Fire Department had 32 calls and 38 EMS calls.
- Narcan is now on the ambulances.
- Ossining is covering the EMT services
- Day camp dates are set for 2016
- A multi-sport camp will be offered.
- The Recreation Spring brochure will be out shortly.
- All residents are encouraged to sign up for the weekly email blast. Contact Village Clerk to be added. Keep yourself informed.

Village Managers Report by Village Manager Zegarelli

- Law Park update: The roof was demolished and the bathhouse level will begin soon and will be open for Memorial Day.
- The Recreation Advisory Committee will hold a meeting to get input on the Pavilion rebuild on March 29th at 7:30pm.
- The Community Center walls are being enclosed and the staircase should be delivered soon.
- The Pump Station and Comfort Station testing is underway.
- March 15, 2016 is the Annual Village Election at the Youth Center from 6am-9pm.

- A meeting will be held in Pleasantville on March 7th at 7pm regarding the work on the Saw Mill River Parkway.
- The new Treasurer, Ed Ritter started on February 22nd.
- Sonja Goldstein-Suss is retiring from the Village. Thank you to her for all her years of hard work.

Public Comments

There were no public comments.

Authorize Village Manager to Execute a Professional Services Agreement with Buckhurst, Fish and Jacquemart for Planning Consulting Services

The Board requested Village Manager Zegarelli reach out to Pace to see if there are any other proposed uses or buyers.

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 Village Manager is hereby authorized and directed to execute on behalf of the Village a Professional Services Agreement with Buckhurst, Fish and Jacquemart for Planning Consulting Services to prepare a Pace University Re-Use Study and a Downtown Urban Design and Planning Study as per their proposals totaling \$12,000.

Amend Master Fee Schedule Recreation

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 amend the Master Fee Schedule for the Village of Briarcliff Manor as follows:

MASTER FEE SCHEDULE - RECREATION SUMMER FEES 2016

| DEPARTMENT | TYPE OF APPLICATION LICENSE OR PERMIT | DESCRIPTION | PROPOSED | EXISTING | |
|-----------------------------------|--|---|---|-----------------------------|-------------------|
| RECREATION | Adult Tennis Lessons | AM & PM for Beg./Adv. Beg./Intermediate/Advanced | 160 | 150 | |
| | Youth Tennis Lessons | Afternoon Group Lessons for various levels | 160 | 150 | |
| | Summer Day Camp Programs - ALL CAMP FEES FOR OUT OF VILLAGE, BMUFS D APPLICANTS, WILL BE AN ADDITIONAL 25% ON PROPOSED FEES | | | | |
| | | | Resident Fee | Eligible Non-Residents +25% | |
| | | Tree Camp | Day Camp Program for children entering grades K - 1 (full day requires pool permit in addition to camp fee) | | |
| | | Half Day - entire 5 weeks | 638 | 790 | 600 / 750 |
| | | Half Day - any 4 weeks | 548 | 675 | 510 / 640 |
| | | Half Day - any 3 weeks | 448 | 550 | 415 / 520 |
| | | Full Day - entire 5 weeks | 960 | 1200 | 915 / 1145 |
| | | Full Day - any 4 weeks | 810 | 1015 | 770 / 965 |
| | | Full Day - any 3 weeks | 638 | 815 | 615 / 770 |
| | | Super Camp | Day Camp Program for children entering grades 2-3 (Requires pool permit in addition to camp fee) | | Remove 4th Grades |
| | ELIMINATE 1/2 DAY OPTION - Delete | Half Day - entire 5 weeks | 600 | 750 | Eliminate |
| | No one chooses these! - Delete | Half Day - any 4 weeks | 510 | 640 | Eliminate |
| | Delete | Half Day - any 3 weeks | 415 | 520 | Eliminate |
| Delete | Full Day - entire 6 weeks | 960 | 1,200 | Eliminate | |
| | Full Day - entire 5 weeks | 960 | 1200 | 915 / 1145 | |
| | Full Day - any 4 weeks | 810 | 1015 | 770 / 965 | |
| | Full Day - any 3 weeks | 638 | 815 | 615 / 770 | |
| | Camp Adventure | Day Camp Program for children entering grades 4 - 6 (Requires pool permit in addition to camp fee) | | Add 4th Grades | |
| ELIMINATE 1/2 DAY OPTION - Delete | Half Day - entire 5 weeks | 770 | 965 | Eliminate | |
| No one chooses these! - Delete | Half Day - any 4 weeks | 650 | 850 | Eliminate | |
| Delete | Half Day - any 3 weeks | 510 | 640 | Eliminate | |
| Delete | Full Day - entire 6 weeks | 800 | 1000 | Eliminate | |
| | Full Day - entire 5 weeks | 950 | 1235 | 945 / 1180 | |
| | Full Day - any 4 weeks | 840 | 1050 | 800 / 1000 | |
| | Full Day - any 3 weeks | 638 | 838 | 645 / 810 | |
| | Multi-Sport Camp | Sports Camp Program for children entering grades 4 - 6 (Requires pool permit in addition to camp fee) | | | |
| NEW for 2016 | Full Day - entire 5 weeks | 960 | 1200 | New Program | |
| | Full Day - any 4 weeks | 810 | 1015 | New Program | |
| | Full Day - any 3 weeks | 638 | 815 | New Program | |
| | Camp Horizon | Day Camp Program for children entering grades 7 - 9 | | | |
| | Half Day Plus - entire 5 weeks | 1100 | 1375 | 1050 / 1315 | |
| | Half Day Plus - any 4 weeks | 950 | 1190 | 900 / 1125 | |
| | Half Day Plus - any 3 weeks | 800 | 1000 | 765 / 960 | |
| NEW for 2016 | Non-Resident Family Pool - limited to 25 families | 938 | | New Permit Type | |

Schedule a Public Hearing for a Local Law to Amend Chapter 54 with Respect to Residency Requirements for Appointed Officers and for the Police Chief and Lieutenant

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

BE IT RESOLVED that a Public Hearing is hereby scheduled for the April 6, 2016 at 8:00pm Board of Trustees meeting to hear and discuss a proposed local law to amend Chapter 54 of the Code of the Village of Briarcliff Manor with respect to Residency Requirements for Appointed Officers and the Police Chief and Lieutenants.

Fire Department Membership – Rodriguez

The Board thanked Mr. Rodriguez for volunteering.

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

BE IT RESOLVED, that the Board of Trustees of the Village of Briarcliff Manor hereby approves the membership of **David Rodriguez** to the Scarborough Engine Company.

Adjournment

Upon motion by Trustee Wilson, seconded by Deputy Mayor Pohar, the Board voted unanimously to adjourn the regular meeting at 8:44pm.

Respectfully Submitted By,
Christine Dennett
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 16th of March, 2016 commencing at 8:00 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

Board of Trustees Announcements by Trustee Zirman

- Congratulations to Trustee's DeRose and Pohar on their reelection.
- Please enroll in the Village's weekly email blast to keep informed.
- The Library is very busy with upcoming programs. Their new brochure is available on their website.
- The Spring/Summer Brochure for Recreation is available on the website.
- The Day Camp dates are July 5th through August 5th. Registration is underway.
- Multi-sport camps will be offered.
- The Spring Egg Hunt will be on March 26th.

Village Managers Report by Village Manager Zegarelli

- Law Park update: The fencing was put up around the pavilion and it will be painted to camouflage the construction work. The bathhouse level will be rehabilitated and open for Memorial Day. A concessionaire will be at the lower level. A full rebuild will begin after Community Day.
- The Recreation Advisory Committee will hold a meeting to get input on the Pavilion rebuild on March 29th at 7:30pm.
- The Community Center furniture is ordered.
- The Pump Station and Comfort Station are having the stucco added.
- The Westchester County Mobile Shredder will be at the Youth Center on April 9th from 10am-1pm.

- Several projects will be occurring on Pleasantville Road. Residents are asked to be cooperative.
- The Tri-Village Water Project agreement is nearing completion.
- The budget for FY16-17 is due by March 20th.

Public Comments

There were no public comments.

Presentation by Monte Nido

Mayor Sullivan stated the Board requested the proposed buyer of 233 Pine Road give a presentation on the intended use of the property. She stated the session was informational only and if appropriate a public meeting would be held.

Mr. David Steinmetz, Attorney representing Monte Nido, explained the proposed use of 233 Pine Road and stated it would be a Community Residence for adolescent girls suffering from an eating disorder.

Mayor Sullivan stated the Board needed to digest what they heard and if they thought a further meeting was needed they would schedule it.

Amend Master Fee Schedule

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

BE IT RESOLVED that the Board of Trustees does hereby amend the Master Fee Schedule for the Village of Briarcliff Manor as attached.

Scheduling Annual Organizational Meeting & Tentative Budget Public Hearing

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

ANNUAL ORGANIZATIONAL MEETING

BE IT RESOLVED, that the Annual Organizational Meeting of the Board of Trustees is hereby scheduled for Wednesday, April 6, 2016 at 7:30 pm.

2016-2017 TENTATIVE BUDGET PUBLIC HEARING

BE IT RESOLVED, that a Public Hearing for the 2016-2017 Tentative Budget is hereby scheduled for Wednesday, April 6, 2016 at 8:00 pm.

Fire Department Membership – Hennessy

The Board thanked Ms. Hennessy for volunteering.

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 of the Village of Briarcliff Manor hereby approves the membership of **Jane Hennessy** to the Briarcliff Fire Company.

Confirm Village Manager and Arbitrator's Decision to Terminate a Village Employee

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

WHEREAS, by resolution dated September 24, 2015, the Board authorized the appointment of Steven Kasarda as a Hearing Officer to conduct a Civil Service Law Section 75 Hearing involving an Employee; and

WHEREAS, by letter dated September 25, 2015, the Employee was notified of the Section 75 charges ("the Charges"); and

WHEREAS, by letter dated October 6, 2015, the Hearing Officer was notified that he was to conduct a hearing on the Charges and that he was to submit the record of the hearing, along with his recommendations, for Board review and decision; and

WHEREAS, a hearing was held on October 26, 2015 regarding whether the Employee was guilty of the conduct alleged in the Charges;

WHEREAS, in an Interim Report and Recommendation dated December 20, 2015, the Hearing Officer found the Employee guilty of Charge 1, Specifications 1, 2, and 3 and Charge 2, Specifications 1, 3 and 4, and found the Employee not guilty of Charge 2, Specification 2; and

WHEREAS, the hearing continued on February 1, 2016 regarding the appropriate penalty, if any, to be recommended by the Hearing Officer; and

WHEREAS, in a Report and Recommendation dated March 10, 2016, the Hearing Officer recommended that the Employee be terminated from his position; and

WHEREAS, the Board has reviewed the record of the hearing including the transcript, exhibits and post-hearing memoranda submitted by both parties; and

WHEREAS, the Board has reviewed and considered the Hearing Officer's Interim Report and Recommendation and the Report and Recommendation.

NOW, BE IT RESOLVED, the Board hereby accepts in its entirety the Hearing Officer's Interim Report and Recommendation and the Report and Recommendation in the Civil Service Law Section 75 disciplinary hearing; and

BE IT FURTHER RESOLVED, that the employment of the Employee will be terminated effective March 16, 2016.

Award of Bid

Wilderness Way & Lewiston Court Lift Stations Electrical Upgrades

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

WHEREAS the Village received 6 qualified bids for the Wilderness Way & Lewiston Court Lift Stations Electrical Upgrades Project (VM-1415-11); and

NOW, THEREFORE, BE IT RESOLVED that the bid for the Wilderness Way & Lewiston Court Lift Stations Electrical Upgrades Project (VM-1415-11) is hereby awarded to the lowest responsible bidder Talt Electric with their bid proposal of \$287,000; and

BE IT FURTHER RESOLVED that the Village Manager is hereby authorized and directed to execute a contract with Talt Electric for said project.

Wilderness Way & Lewiston Court Lift Stations Panel Procurement

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

WHEREAS the Village received 5 qualified bids for the Wilderness Way & Lewiston Court Lift Stations Panel Procurement Project (VM-1516-5); and

NOW, THEREFORE, BE IT RESOLVED that the bid for the Wilderness Way & Lewiston Court Lift Stations Panel Procurement Project (VM-1516-5) is hereby awarded to the lowest responsible bidder Elm Electrical with their bid proposal of \$22,044; and

BE IT FURTHER RESOLVED that the Village Manager is hereby authorized and directed to execute a contract with Elm Electrical for said project.

Recreation Advisory Committee Appointment

Upon motion by Trustee Wilson, seconded by Deputy Mayor Pohar, the Board voted unanimously to appoint Zachary Giampa to fill the unexpired term of Bryan Zirman to expire April 1, 2016.

Adjournment

Upon motion by Trustee Zirman, seconded by Trustee DeRose, the Board voted unanimously to adjourn the regular meeting at 9:32pm.

Respectfully Submitted By,
Christine Dennett
Village Clerk

MASTER FEE SCHEDULE

| DEPARTMENT | TYPE OF APPLICATION LICENSE OR PERMIT | DESCRIPTION | EXISTING | DATE AMENDED | |
|------------------------------------|--|--|--|--------------|-----------|
| BUILDING/ENGINEERING DEPARTMENT | Blasting | Blasting Permit Fee | 1000 | 6/1/2008 | |
| | | Blasting Inspection Fee - Per Blast | 150 | 6/1/2010 | |
| | Building Permit | Building Permit Application Fee | 50 | | |
| | | For each \$1,000 or fraction thereof of construction costs | First \$100,000 | 27.50 | 6/1/2014 |
| | | For each \$1,000 or fraction thereof of construction costs | Next \$150,000 | 25.00 | 6/1/2014 |
| | | For each \$1,000 or fraction thereof of construction costs | Next \$250,000 | 22.50 | 6/1/2014 |
| | | For each \$1,000 or fraction thereof of construction costs | Next \$500,000 | 20.00 | 6/1/2014 |
| | | For each \$1,000 or fraction thereof of construction costs | Next \$1,000,000 | 17.50 | 6/1/2014 |
| | | For each \$1,000 or fraction thereof of construction costs | Next \$3,500,000 | 15.00 | 6/1/2014 |
| | | For each \$1,000 or fraction thereof of construction costs | Next \$5,000,000 | 12.50 | 6/1/2014 |
| | | For each \$1,000 or fraction thereof of construction costs | Next \$10,000,000 and Thereafter | 10.00 | 6/1/2014 |
| | | Additional Application Fee | | 1000 | |
| | | Extension of Expired Building Permit (Fee equal to 1/24 of original filed cost multiplied by # of months extended but not less than \$250) | | 250 minimum | 6/1/2008 |
| | | Certificate of Occupancy | Residential Construction | 100 | 6/1/2008 |
| | | | Temporary C.O. | 100 | |
| | | | Commercial/Office/All Other Construction | 200 | 6/1/2008 |
| | | | Copy of C.O. | 50 | 6/1/2016 |
| | | | Survey Inspection Report | 50 | |
| | | Electrical Inspections | 1-10 outlets | 40 | |
| | | | 11-40 outlets | 60 | |
| | | | 41-50 outlets | 80 | |
| | | | 51-100 outlets | 160 | |
| | | | Each additional 100 or part thereof | 40 | |
| | | | Swimming pool | 100 | 6/1/2008 |
| | | | New service up to and including 200 amps | 40 | |
| | | | New service over 200 amps | 80 | |
| | | | Heating boiler | 60 | 6/1/2008 |
| | | | Elevator | 100 | 6/1/2008 |
| | | | Generator Residential | 100 | 6/1/2008 |
| | | | Generator Commercial | 200 | 6/1/2008 |
| | | | Solar Energy Collection System | 100 | 6/1/2016 |
| | | | All other | 40 | |
| | | Excavation/Land Modification Permit | 15-4999 cubic yards | 250 | 7/19/2007 |

| DEPARTMENT | TYPE OF APPLICATION LICENSE OR PERMIT | DESCRIPTION | EXISTING | DATE AMENDED |
|------------|--|--|---|--------------|
| | | Over 5,000 cubic yards | 500 + \$.15/cy in excess of 5,000 cy | |
| | Fire Prevention | Operating Permits (Initial) | 200 | 6/1/2008 |
| | | Operating Permits (Renewal) | 100 | 6/1/2008 |
| | | Fire Inspection | 100 | 6/1/2008 |
| | | Application Fee | 50 | 6/1/2008 |
| | Floodplain Development Permit | Permit Fee | 250 | 9/20/2007 |
| | Map Reproduction Fees | Wetlands Map | 10 | |
| | | Steep Slopes Map | 10 | |
| | | Copies of Maps: Small Format | 5 | |
| | | Large Format | 10 | |
| | Planning Board | Inspection Fee | 5% of value of improvements | 6/1/2016 |
| | | Renewal Escrow Fee | 2000 | |
| | | Recreation Fee For each new dwelling unit lot created | 12000 | 6/1/2008 |
| | | Signs | 250 + Renewable Escrow | |
| | | Site Plan | 500 + Renewable Escrow | |
| | | Subdivision 3 lots or less | 3000 + Renewable Escrow | 6/1/2008 |
| | | Subdivision 4 to 10 lots | 5000 + Renewable Escrow | 6/1/2008 |
| | | Subdivision 11 lots or more | 10000 + Renewable Escrow | 6/1/2008 |
| | | Steep Slopes | 500 + Renewable Escrow | |
| | | Wetland | 500 + Renewable Escrow | |
| | Plumbing Fee | New home up to 10 fixtures | 100 | 3/18/2004 |
| | | Each additional fixture (above 10) | 10 | 3/18/2004 |
| | | Alterations and repairs - plumbing fixtures (for first 5) | 50 | 3/18/2004 |
| | | Above 5 (each additional) | 10 | 3/18/2004 |
| | | Gas Line (first fixture) | 75 | 6/1/2016 |
| | | Gas Line (each additional) | 25 | 6/1/2016 |
| | | Grease Trap or Interceptor | 75 | 6/1/2016 |
| | Sidewalk Vending | Permit | 100 | 4/28/2005 |
| | | Deposit | 100 | 4/28/2005 |
| | Sidewalk Café | Permit | 150 | 4/28/2005 |
| | | Deposit | 500 | 4/28/2005 |

| DEPARTMENT | TYPE OF APPLICATION LICENSE OR PERMIT | DESCRIPTION | EXISTING | DATE AMENDED |
|-------------------------------|--|--------------------------------------|----------------------|--------------|
| DEPARTMENT OF PUBLIC WORKS | Fire Services | | | |
| | | Backflow Prevention | 100 | 6/1/2010 |
| | | Fire Suppression System (Commercial) | 100 | 6/1/2010 |
| | | Hydrant (Private Resident) | 125 | 6/1/2016 |
| | | Hydrant (Out of Village) | 125 | 6/1/2016 |
| | | Hydrant Usage | 150 plus water usage | 6/1/2016 |
| | Garbage for Tax Exempt Properties | | | |
| | | 1.5 yard Dumpster daily | 6000 | 6/1/2013 |
| | | 1-32 gallon can daily | 600 | |
| | | 1.5 yard Dumpster 2x per week | 2500 | |
| | | 1- 32 Gallon Can Twice Per Week | 250 | 6/1/2013 |
| | Recycling for Tax Exempt Properties | | | |
| | | 1.5 Yard Dumpster Once Per Week | 2000 | 6/1/2013 |
| | | 32 Gallon Can Twice Per Month | 125 | 6/1/2013 |
| | Organic Waste | | | |
| | | Pick Up Truck | 120 | 6/1/2013 |
| | | Small Dump Truck (<3 yards) | 300 | 6/1/2013 |
| | | 10 Truck Loads (<50 yards) | 600 | 6/1/2013 |
| | Recycling | | | |
| | | Bulk Metal Pickup | 40 | 6/1/2016 |
| | | Recycle Bins | 15 | 6/1/2016 |
| | Recycle Bags | 1 | 6/1/2016 | |

| DEPARTMENT | TYPE OF APPLICATION LICENSE OR PERMIT | DESCRIPTION | EXISTING | DATE AMENDED | |
|------------|--|---|-----------------------|------------------------|----------|
| | Sewer Fees | Grease Traps Annual Inspection | 75 | 6/1/2016 | |
| | | Sewer Installation Inspection Fee | 200 | 6/1/2016 | |
| | Solid Waste Removal | Chapter 179-Private Carting Companies Hauling Waste | 500 | 6/1/2004 | |
| | Street Opening Fees | Permit Processing Fee | 50 | 6/1/2008 | |
| | | Driveway Apron Commercial | 400 (+10sf deposit) | 6/1/2008 | |
| | | Driveway Apron Residential | 200 (+10sf deposit) | 6/1/2008 | |
| | | Shoulder Openings Commercial | 500 (+50sf deposit) | 6/1/2016 | |
| | | Shoulder Openings Residential | 250 (+10sf deposit) | 6/1/2016 | |
| | | Street & Sidewalk Excavation Commercial | 500 (+50sf deposit) | 6/1/2016 | |
| | | Street & Sidewalk Excavation Residential | 200 (+50sf deposit) | 6/1/2008 | |
| | | Utility Connection (Sewer Drainage) | 200 (+10sf deposit) | 6/1/2016 | |
| | | | Inside Village | Outside Village | |
| | Water Rents 6/1/09 | Water usage rates per 1000 cu ft (approx 7500 gal) | | | |
| | | 0-2000 | 85 | 130 | 6/1/2013 |
| | | 2001-5000 | 95 | 145 | 6/1/2013 |
| | | 5001-8000 | 105 | 160 | 6/1/2013 |
| | | 8001-11000 | 110 | 175 | 6/1/2013 |
| | | 11001-14000 | 120 | 190 | 6/1/2013 |
| | | 14001-17000 | 135 | 205 | 6/1/2013 |
| | | 17001-20000 | 140 | 220 | 6/1/2013 |
| | | 20000+ | 155 | 240 | 6/1/2013 |

| DEPARTMENT | TYPE OF APPLICATION LICENSE OR PERMIT | DESCRIPTION | EXISTING | DATE AMENDED |
|------------|--|---|-----------------------------------|--------------|
| | Water Rent Penalties/Administrative Fees | After 30 days delinquent | 10% | 6/1/2008 |
| | | After 120 days delinquent | 15% | 6/1/2008 |
| | | 60 days thereafter | 10% | 6/1/2010 |
| | | Delinquent Water Shut Off Notice (First) | 25 | 6/1/2010 |
| | | Delinquent Water Shut Off Notice (Final) | 50 | 6/1/2010 |
| | | Transfer of delinquent water to tax (\$50.00 or over) | 50 | 6/1/2010 |
| | Standard and Digital Water Meters and Accessories | | | |
| | | 3/4" meter | 400 | 6/1/2016 |
| | | 1" meter | 450 | 6/1/2016 |
| | | 1-1/2" meter | 750 | 6/1/2016 |
| | | 2" meter | 900 | 6/1/2016 |
| | | Meter within Pit Structure | \$15 plus cost of meter as listed | 6/1/2012 |
| | | Pit Remote (Replace/Repair) | 130 | 6/1/2012 |
| | | Process Fee | 50 | 6/1/2010 |
| | | Remote | 150 | 6/1/2016 |
| | | Water Tap Inspection | 100 | 6/1/2010 |
| | Water Meter Testing | Meter test (manufacturer) | 100 | |
| | Water Maintenance Service Charges | Curb Service, on/off (business hours) | 50 | 6/1/2010 |
| | | Curb Service, on/off (after hours) | 200 | 6/1/2010 |
| | | Final Read | 50 | 6/1/2010 |
| | | Manual Water Meter Reading (Commercial) | 50/qtr | 6/1/2010 |
| | | Meter Bench Test (accuracy is plus or minus 3%) | 150 | 6/1/2010 |
| | | Pumping pit | 100 | 6/1/2016 |
| | | Installation/Repair/Replace Damaged Remotes | 50 | 6/1/2010 |
| | | Service Call (Business Hours) Hourly Rate | 50 | 6/1/2010 |
| | | Service Call (After Hours) 3 Hour Call In | 200 | 6/1/2010 |
| | | Special Meter Reading | 50 | 6/1/2010 |

| DEPARTMENT | TYPE OF APPLICATION LICENSE OR PERMIT | DESCRIPTION | EXISTING | DATE AMENDED |
|-------------------|--|---|---|--------------|
| LIBRARY | Competitive Pricing w/WLS | | | |
| | Overdue Fines | Books, Magazines, CD's, CD Audiobooks, Playaways | Maximum of \$5.00 | |
| | | DVD's/Blu-Rays | Maximum of \$10.00 | |
| | | 14 day books | 0.20/day | |
| | | 21 day items | 0.10/day | |
| | | DVD's/Blu-Rays | 1.00/day | |
| | Lost Items (minimums) | Book | catalog price | |
| | | Magazine | 5 | |
| | | DVD/Blu-Ray | catalog price | |
| | | CD | catalog price | |
| | | CD Audiobook/Playaway | catalog price | |
| | | Single Audiobook CD | 10 | |
| | | Lost DVD or CD case | 2 | |
| | | Lost Library Card | 2 | |
| | Other Services | Photocopying (b&w) | 0.25/page | |
| | | Photocopying (color) | 0.50/page | |
| | | Fax | \$1 for up to 5 pages, 0.50 for each additional | |
| | Scanning | 0.25/page | | |
| | Printing (b&w) | 0.15/page | | |
| | Printing (color) | 0.25/page | | |
| POLICE DEPARTMENT | Alarm Permits | | Annual Fee per Calendar Year | |
| | | Permit | 75 | 6/1/2008 |
| | | Renewal | 40 | 6/1/2013 |
| | | 1-2 False Alarms per year | 0 | 4/15/2003 |
| | | 3 False Alarms per year | 50 | 6/1/2013 |
| | | 4 False Alarms per year | 100 | 6/1/2013 |
| | | 5 False Alarms per year | 150 | 4/15/2003 |
| | | 6 False Alarms per year and each subsequent | 250 | 4/15/2003 |
| | Fingerprinting | Civil fingerprinting (per card) | 20 | 6/1/2008 |
| | Off-Duty Police Officer 1 Overtime (4 hour minimum) | Hourly Rate (plus \$100 flat fee for car usage per shift) | 200.00 | 6/1/2013 |
| | Photos | Compact Disc containing photos (per CD) | 35 | 6/1/2008 |
| | Paper Photos (per photo) | 10 | 6/1/2008 | |

| DEPARTMENT | TYPE OF APPLICATION LICENSE OR PERMIT | DESCRIPTION | EXISTING | DATE AMENDED | | |
|---------------------------------|--|--|---|--------------------|-----------|--|
| RECREATION DEPARTMENT | Recreation - Facility Rentals | Recreation Center, Youth Center & Law Park Pavilion: | | | | |
| | | Base rental fee - Hourly Rate | 75 | 9/3/2009 | | |
| | | Rental fee - 4-Hour Event | 250 | 6/1/2008 | | |
| | | Hourly Rate after four (4) hours | 50 | 9/3/2009 | | |
| | | | \$75/event + \$15/hr additional | | | |
| | | Supervisor fee | over 4 hours | 6/1/2006 | | |
| | | Alcohol fee | 50/function | | | |
| | | Refund / Cancellation Fee | | 25 | 3/2/2011 | |
| | Recreation - Program Fees | Non-Resident Surcharge | Fee added to resident fee for certain eligible programs | 10 | | |
| | | Adult Programs | Offered Seasonally | | | |
| | | Badminton | Free play on Monday Evenings | 100 | 6/1/2016 | |
| | | Basketball | Pick-up games on Wed. & Thursday Evenings | 100 | 6/1/2011 | |
| | | Defensive Driving | Offered through New York State State Safety Program | 40 | 6/1/2016 | |
| | | Dog Obedience | Beginner & Intermediate Training Programs | 110 | 6/1/2008 | |
| | | Adult Tennis Lessons | AM & PM for Beg. /Adv. Beg./Intermed./Advanced | 160 | 2/24/2016 | |
| | | Art Workshop | Monday Evening Program - Various levels | 110 | 9/3/2009 | |
| | | Platform Tennis Lessons | Group Lessons for Adults | 200 | 6/1/2011 | |
| | | Softball | Free play on Sunday Mornings | Free | | |
| | | Zumba | 10 class season | 120 | 9/3/2009 | |
| | | Zumba - Drop-in | Drop-in Fee per class | 15 | 9/3/2009 | |
| | | | Senior Citizen Programs | Offered Seasonally | | |
| | | Dinner Theatre Trips | Westchester Broadway Dinner Trips 2x per year | 60 | 6/1/2008 | |
| Metropolitan Museum Trip | | Day Trip to Met. Museum 1x per year | 15 | 6/1/2011 | | |
| Seniors Holiday Party | | Party at Rec Center - December | 15 | 6/1/2008 | | |
| Seniors Picnic | | Picnic Event - August | 15 | 6/1/2008 | | |
| Various Day Trips | | Day Trips for Seniors 6x per year | 45-60 | 6/1/2008 | | |
| | | Platform Tennis Permit Fees | | | | |
| Resident | | Family | 250 | 6/1/2013 | | |
| | | Adult | 180 | 6/1/2013 | | |
| | Child | 80 | 6/1/2013 | | | |
| | Senior | 100 | 6/1/2013 | | | |
| School District & Non-Residents | Family | 380 | 6/1/2013 | | | |
| | Adult | 255 | 6/1/2013 | | | |
| | Child | 100 | 6/1/2013 | | | |
| | Senior | 120 | 6/1/2013 | | | |
| | Ice Skating Rink Permit Fees | | | | | |
| | Residents / School District Residents & Guests | 5 / 10 | 6/1/2016 | | | |

| DEPARTMENT | TYPE OF APPLICATION LICENSE OR PERMIT | DESCRIPTION | EXISTING | DATE AMENDED |
|------------|--|---|-----------|--------------|
| | Youth Programs | Offered Seasonally | | |
| | Baby Steps 8 wks / 10 wks | Preschool Socialization Programs for 12 mos. - 3 yrs. + | 80 / 100 | 6/1/2013 |
| | Baby-sitting Training | American Red Cross Classes - 11 years & older | 80 | 6/1/2016 |
| | Boys Basketball 3-6 | League Program for grades 3 - 6 | 85 | 6/1/2016 |
| | Community First Aid | American Red Cross Classes - 15 years & older | 95 | 6/1/2011 |
| | Cooking Workshops | Chocolate making Workshops for grades 2 - 5 | 60 | 6/1/2011 |
| | CPR - Prof. Rescuer Recertification | American Red Cross Classes - 15 years & older | 60 | 6/1/2008 |
| | CPR - Prof. Rescuer | American Red Cross Classes - 15 years & older | 95 | 6/1/2008 |
| | CPR Recertifications | American Red Cross Classes - 15 years & older | 65 | 6/1/2011 |
| | Creative Playgroups 8 wks / 10 wks | Preschool Socialization Programs for 12 mos. - 3 yrs. + | 96 /120 | 6/1/2011 |
| | Designs & Desserts 8 wks / 10 wks | Preschool Craft Programs for 12 mos. - 3 yrs. + | 88 /110 | 6/1/2011 |
| | Egg Hunt | Special Event for Preschool - 2nd Grades | Free | |
| | Floor Hockey - Junior League | League Program for grades 2 - 3 | 85 | 6/1/2016 |
| | Floor Hockey - Senior League | League Program for grades 4 - 6 | 85 | 6/1/2016 |
| | Girls Basketball - Junior League | League Program for grades 3 - 4 | 85 | 6/1/2016 |
| | Girls Basketball - Senior League | League Program for grades 5 - 8 | 85 | 6/1/2008 |
| | Girls Softball | League Program for grades 4 - 6 | 80 | 6/1/2013 |
| | Girls Softball - 3rd Grade | Instructional Program for 3rd grade girls | 80 | 6/1/2016 |
| | Halloween Window Painting | Special Event for 2nd - 5th Grades Single Entry | 20 | 6/1/2013 |
| | | Twosome Entry | 25 | 6/1/2013 |
| | Listen & Paint | Preschool Craft program for 3-5 year olds | 160 | 6/1/2011 |
| | Pre-School Music 8wks / 10 wks | Preschool Music Programs for 18 mos. - 3 yrs. + | 80 / 100 | 6/1/2013 |
| | Music & Motion 10 wks | Preschool Music Programs for 12-24 mos. | 130 | 6/1/2016 |
| | Ragamuffin Parade | Special Event for Preschool - 4th Grades | Free | |
| | Ski Trips | Friday nights for youth 11 years and older | 110 | 6/1/2013 |
| | Thunder Ridge Ski Lesson Trips | Series of 4 lessons with lift tickets | 300 | 6/1/2013 |
| | Family Ski Trips | Weekend Coach Bus Trips for families | 125 | 6/1/2013 |
| | Play Well LEGO Camps | Summer Contractual Camp program | 160 | 6/1/2016 |
| | IncrediFix Camps | Summer Contractual Camp program | 200 | 6/1/2016 |
| | Engineering for Kids Camps | Summer Contractual Camp program | 270 / 420 | 6/1/2016 |
| | US Sports Institute Camps | Summer Contractual Camp program | 79 - 179 | 6/1/2016 |
| | Youth Tennis Lessons | Afternoon Group Lessons for various levels | 160 | 2/24/2016 |
| | Youth Center Intramural Program | Organized Intramurals for 6th grade members | Free | |
| | Youth Center Membership | Annual fee (Sept.-August) for grades 6 - 12 | 40 | 6/1/2016 |

| DEPARTMENT | TYPE OF APPLICATION LICENSE OR PERMIT | DESCRIPTION | EXISTING | DATE AMENDED |
|------------|--|---|----------|--------------|
| | Youth Afterschool Programs | Offered Seasonally- Fall and Winter | | |
| | Aerospace Engineering & Jr Aerospace | Engineering program for grades 3-5 & K-2 | 190 | 6/1/2016 |
| | Animated Movie Making | Stop Action Movie making program for grades 3-5 | 215 | 6/1/2016 |
| | Art | Art program for grades 1-4 | 155 | 6/1/2016 |
| | Aviation | Aviation based modeling program for grades K-5 | 155 | 6/1/2016 |
| | Chess - Beginners / Intermediates | Chess instruction for grades 1-5 | 210 | 6/1/2016 |
| | Creative Creatures | Art classes for grades K - 2 | 150 | 6/1/2016 |
| | Creative Writing | Writing program for grades 2-5 | 195 | 6/1/2016 |
| | Creativitea Party for Girls | Craft & socialization program for grades K-2 | 175 | 6/1/2016 |
| | Cupcake Decorating | Workshops for grades 2 - 5 | 175 | 6/1/2016 |
| | Electronic Game Design | Designing computer video games for grades 3 - 5 | 185 | 6/1/2016 |
| | Engineers Lab / Intro to Electronic Circuits | Engineering program for grades 3-5 | 240 | 6/1/2016 |
| | Graphic Novel | Comic book/Graphic Novel design for grades 2-5 | 240 | 6/1/2016 |
| | Imagination Theatre | Theatre Arts program for grades K - 2 | 210 | 6/1/2016 |
| | Lego Building / Art | Lego program for grades 1-3 | 205 | 6/1/2016 |
| | Legos in Motion | Lego program for grades K-5 | 135 | 6/1/2016 |
| | Mad Science | Science classes for grades K - 5 | 210 | 6/1/2016 |
| | Magic | Magic instruction for grades K-5 | 155 | 6/1/2016 |
| | Make Believe Art | Art classes for grades K-2 | 145 | 6/1/2016 |
| | Mechanical Engineering & Jr Mech Eng. | Engineering program for grades 3-5 & K-2 | 190 | 6/1/2016 |
| | Microsoft Kodu Game | Introduction to Kodu for grades 3 - 5 | 215 | 6/1/2016 |
| | Minecraft Building | Introduction to Minecraft for grades 3 - 5 | 215 | 6/1/2016 |
| | Music Start | Music program for grades K-3 | 165 | 6/1/2016 |
| | Pottery Painting | Art classes for grades K - 5 | 185 | 6/1/2016 |
| | Pushkin Puppet Squad | Puppet making program for grade 4 | 150 | 6/1/2016 |
| | Story Art | Art classes & reading program for grades K - 2 | 150 | 6/1/2016 |
| | Visual Arts | Grades 2-4 | 190 | 6/1/2016 |
| | Yoga for Kids | Grades K-2 | 135 | 6/1/2016 |

| DEPARTMENT | TYPE OF APPLICATION LICENSE OR PERMIT | DESCRIPTION | EXISTING | DATE AMENDED |
|------------|--|---|------------------------------------|-----------------------|
| | Summer Day Camp Programs | Resident Fee | Eligible Non-Residents +25% | DATE EFFECTIVE |
| | | ALL CAMP FEES FOR OUT OF VILLAGE, IN BMUFSD APPLICANTS, WILL BE AN ADDITIONAL 25% ON PROPOSED FEES | | |
| | Tree Camp | Day Camp Program for children entering grades K - 1 (full day requires pool permit in addition to camp fee) | | |
| | Half Day - entire 5 weeks | 630 | 790 | 2/24/2016 |
| | Half Day - any 4 weeks | 540 | 675 | 2/24/2016 |
| | Half Day - any 3 weeks | 440 | 550 | 2/24/2016 |
| | Full Day - entire 5 weeks | 960 | 1200 | 2/24/2016 |
| | Full Day - any 4 weeks | 810 | 1015 | 2/24/2016 |
| | Full Day - any 3 weeks | 650 | 815 | 2/24/2016 |
| | Extended Day Option - Daily Rate | 30 | 38 | 3/6/2013 |
| | Extended Day Option - Weekly Rate | 110 | 138 | 3/6/2013 |
| | Extended Day Option - Seasonal Rate 5 weeks | 385 | 480 | 3/6/2013 |
| | Super Camp | Day Camp Program for children entering grades 2-3 (Requires pool permit in addition to camp fee) | | |
| | Full Day - entire 5 weeks | 960 | 1200 | 2/24/2016 |
| | Full Day - any 4 weeks | 810 | 1015 | 2/24/2016 |
| | Full Day - any 3 weeks | 650 | 815 | 2/24/2016 |
| | Extended Day Option - Daily Rate | 30 | 38 | 3/6/2013 |
| | Extended Day Option - Weekly Rate | 110 | 138 | 3/6/2013 |
| | Extended Day Option - Seasonal Rate 5 weeks | 385 | 480 | 3/6/2013 |
| | Tree Camp and Super Camp CIT Enrollment | 400 | 500 | 3/2/2011 |

| DEPARTMENT | TYPE OF APPLICATION LICENSE OR PERMIT | DESCRIPTION | EXISTING | DATE AMENDED |
|------------|--|---|----------|--------------|
| | Camp Adventure | Day Camp Program for children entering grades 4 - 6 (Requires pool permit in addition to camp fee) | | |
| | Full Day - entire 5 weeks | | 990 | 1235 |
| | Full Day - any 4 weeks | | 840 | 1050 |
| | Full Day - any 3 weeks | | 680 | 850 |
| | | | | 2/24/2016 |
| | | | | 2/24/2016 |
| | | | | 2/24/2016 |
| | Multi-Sport Camp | Sports Camp Program for children entering grades 4 - 6 (Requires pool permit in addition to camp fee) | | |
| | Full Day - entire 5 weeks | | 960 | 1200 |
| | Full Day - any 4 weeks | | 810 | 1015 |
| | Full Day - any 3 weeks | | 650 | 815 |
| | | | | 2/24/2016 |
| | | | | 2/24/2016 |
| | | | | 2/24/2016 |
| | Camp Horizon | Day Camp Program for children entering grades 7 - 9 | | |
| | Half Day Plus - entire 5 weeks | | 1100 | 1375 |
| | Half Day Plus - any 4 weeks | | 950 | 1190 |
| | Half Day Plus- any 3 weeks | | 800 | 1000 |
| | | | | 2/24/2016 |
| | Camp - Late Registration Fee - ALL CAMPS | Added to above fees after registration deadline | | 100 |
| | | | | 3/19/2009 |

| DEPARTMENT | TYPE OF APPLICATION LICENSE OR PERMIT | DESCRIPTION | EXISTING | DATE AMENDED |
|------------|--|-------------|----------|--------------|
| | Recreation - Pool & Tennis Permit Fees | | | |
| | Resident - Seasonal Permits | | | |
| | Child Pool | | 115 | 3/6/2013 |
| | Child Pool - Day Camp Only | | 90 | 3/6/2013 |
| | Adult Pool | | 205 | 3/6/2013 |
| | Family Pool | | 465 | 3/6/2013 |
| | Senior Pool | | 115 | 3/6/2013 |
| | Child Combo | | 165 | 3/6/2013 |
| | Adult Combo | | 265 | 3/6/2013 |
| | Family Combo | | 590 | 3/6/2013 |
| | Senior Combo | | 165 | 3/6/2013 |
| | Child Tennis | | 105 | 3/6/2013 |
| | Adult Tennis | | 165 | 3/6/2013 |
| | Family Tennis | | 385 | 3/6/2013 |
| | Senior Tennis | | 105 | 3/6/2013 |
| | School District - Seasonal Permits | | | |
| | Child Pool | | 195 | 3/6/2013 |
| | Child Pool - Day Camp Only | | 135 | 3/6/2013 |
| | Adult Pool | | 330 | 3/6/2013 |
| | Family Pool | | 790 | 3/6/2013 |
| | Non-Resident Family Pool - limited to 25 families | | 930 | 2/24/2016 |
| | Senior Pool | | 195 | 3/6/2013 |
| | Child Combo | | 265 | 3/6/2013 |
| | Adult Combo | | 435 | 3/6/2013 |
| | Family Combo | | 995 | 3/6/2013 |
| | Senior Combo | | 265 | 3/6/2013 |
| | Child Tennis - Non-residents eligible at this SD rate | | 160 | 3/6/2013 |
| | Adult Tennis - Non-residents eligible at this SD rate | | 215 | 3/6/2013 |
| | Senior Tennis - Non-residents eligible at this SD rate | | 160 | 3/6/2013 |

| DEPARTMENT | TYPE OF APPLICATION LICENSE OR PERMIT | DESCRIPTION | EXISTING | DATE AMENDED |
|------------|--|---|----------|--------------|
| | Other Pool & Tennis Fees | | | |
| | Daily Use ID Permit - Residents | | 40 | 3/6/2013 |
| | Daily Use ID Permit - School District Residents | | 50 | 3/6/2013 |
| | Daily Use Entry Fee - CASH at GATE | | 10 | |
| | Daily Use Entry Fee - 5-VISIT PUNCH CARD (pre-paid discounted daily entry) | | 40 | |
| | Pool Guests of Daily Use Permit holders | | 10 | |
| | Weekly Visiting Relative Pass - Youth | Visitor Permit valid for 7 consecutive days only | 35 | 9/3/2009 |
| | Weekly visiting Relative Pass - Adult | Visitor Permit valid for 7 consecutive days only | 50 | 9/3/2009 |
| | Pool Guests of Seasonal Permit Holders - Daily | | 10 | 3/6/2008 |
| | Pool 5-Guest Pass | Discount card available to SEASONAL permit holders only | 40 | 3/19/2009 |
| | Pool 10-Guest Pass | Discount card available to SEASONAL permit holders only | 80 | 3/6/2008 |
| | Tennis Guests - Daily | must be with a permit holding resident | 10 | 3/7/2012 |
| | Tennis 10-Guest Pass | Discount card available to seasonal permit holders only | 80 | 3/7/2012 |
| | Pool / Tennis Permit ID Card | New ID required every 5 years | 5 | |
| | Swim Team | Summer Team program for permit holders 6-17 yrs. Old | 170 | 3/19/2014 |
| | 3rd Child and Up Discounted Fee | Multi-child discount for swim team program | 85 | 3/19/2014 |
| | Water Babies | Instructional program for toddlers & caregivers | 25 | 3/2/2011 |
| | Pre-School Aquatics | Instructional program for ages 3-5 | 40 | 3/2/2011 |
| | Learn to Swim Week | Instructional program for permit holders ages 5 & older | 50 | 3/7/2012 |
| | Lifeguard Training | Lifeguard Training Program for ages 15 and older | 300 | 3/2/2011 |
| | School/PTA Parties (3 hours) | | 220 | 3/7/2012 |
| | School/PTA Parties (4 hours) | | 300 | 3/7/2012 |

| DEPARTMENT | TYPE OF APPLICATION LICENSE OR PERMIT | DESCRIPTION | EXISTING | DATE AMENDED |
|---|--|--------------------------------------|-------------------|--------------|
| VILLAGE CLERK | Amusement Device | Annual Fee | 140 | 6/1/2008 |
| | | Class A | 120 | 6/1/2008 |
| | | Class B | 170 | 6/1/2008 |
| | | Class C | 220 | 6/1/2008 |
| | | Class D | 270 | 6/1/2008 |
| | | Class E | 120 | 6/1/2008 |
| | | For each decal issued | 5 | |
| | Cabaret | Annual fee - Class A | 100 | |
| | | Annual fee - Class B | 150 | |
| | | Annual fee - Class C | 200 | |
| | | Annual fee - Class D | 250 | |
| | | Annual fee - Class E | 100 | |
| | Court Room Rental | Rental Fee | 100 | 6/1/2013 |
| | Death Certificate | | 10 | |
| | Dog Licenses | Spayed or neutered | 15 | 1/1/2011 |
| | | Unspayed or unneutered | 20 | 1/1/2011 |
| | | Spayed or neutered (Senior Rate) | 5 | 1/1/2011 |
| | | Unspayed or unneutered (Senior Rate) | 10 | 1/1/2011 |
| | | Redemption Fee | 10 first offense | 6/1/2016 |
| | | | 20 second offense | 6/1/2016 |
| | | 30 third offense and up | 6/1/2016 | |
| | Film Permit | Per Day | 1000 | |
| | Fireworks | | 500 | 6/1/2013 |
| | Notary Fee | Residents | N/C | |
| | | Non-Residents | 2 | |
| | Parking Permit (RR Station) | Resident Annual | 675 | 6/1/2013 |
| | | Non-Resident Annual | 1200 | 6/1/2013 |
| | | Resident Quarterly | 210 | 6/1/2013 |
| | | Resident Monthly | 95 | 6/1/2013 |
| Replacement - Lost Permit | | 35 | 6/1/2013 | |
| Replacement - Sale of Automobile/New Plates | | 10 | 6/1/2013 | |

| DEPARTMENT | TYPE OF APPLICATION LICENSE OR PERMIT | DESCRIPTION | EXISTING | DATE AMENDED |
|--------------------------|--|---|--|--------------|
| | Photocopying Fees | | | |
| | | All Departments except for Justice Court | \$.25/page | |
| | | Justice Court | \$.50/page (min fee \$1) | |
| | | DVD Copy | 25 | |
| | | | Any fee associated with the publishing of a public notice in any official Village Newspaper shall be the sole responsibility of the property owner or applicant with the exception of the Planning Board and Zoning Board of Appeals applicants where the application fee is inclusive of the public notice. | |
| | Public Notice | Public Notice Fee | | 8/1/2012 |
| | Solicitors License | | 250 | |
| | | 5K Run/Walks, Parades, Races etc. plus cost of Off Duty | | |
| | Special Event | Police Overtime Rate | 500 | 6/1/2013 |
| | | | 350 not including renewable escrow | |
| | Special Use Permit Fee | Original | | 6/1/2013 |
| | | | 150 not including renewable escrow | |
| | Special Use Permit Fee | Renewal | | 6/1/2013 |
| | Zoning Board of Appeals | Application Fee | 500 | 6/1/2008 |
| VILLAGE TREASURER | | Dishonored Check (Amended 5/16/02) | 20 | 5/16/2002 |
| | | Credit Card Transactions (Village Hall) | 2.5% of fee | 11/16/2011 |
| | Tax Receiver Fees | | | |
| | | Tax Roll Data on Disc (Retroactive 6/1/04) | 25 | 6/1/2004 |
| | | Delinquent Tax Letter (9/23/04) | 2 | 9/23/2004 |
| | | Index Number & List of Delinquent Taxes | 210/# of parcels | |
| | | Request of Judicial Intervention | 95 | |
| | | Certificate of Redemption | 5 | |
| | | Title Search | 350 | |

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 6th day of April 2016, 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
Edward Ritter, Village Treasurer

Swearing in of the Newly Elected Officials:

Village Clerk Christine Dennett swore in Cesare DeRose, Jr. as Trustee and Mark Pohar as Trustee both with terms expiring in two (2) years.

Mayoral Appointments:

Upon motion by Trustee Wilson, seconded by Trustee DeRose, the Board voted to confirm the following appointments:

| | | |
|--|--------------------|--------|
| Deputy Mayor | Mark Pohar | 1 year |
| 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 Zirman, seconded by Deputy Mayor Pohar, the Board voted unanimously to approve the following terms to begin on April 6, 2016 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 |
| Deputy Village Clerk | Philip Zegarelli | 1 year |
| Deputy Registrar of Vital Statistics | Philip Zegarelli | 1 year |
| Village Historian | Karen Smith | 1 year |
| Acting Village Justice | Laurie Sullivan | 1 year |

Appointments to Village Boards and Commissions:

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

Planning Board

| | | |
|----------------|----------------|---------|
| a) Chairperson | Edward Nolan | 1 year |
| b) Member | Shelley Lotter | 5 years |
| c) Alternate | Sabine Werner | 1 year |

Zoning Board of Appeals

| | | |
|----------------|--------------------|---------|
| a) Chairperson | Christopher Bogart | 1 year |
| b) Member | John O'Leary | 5 years |

Library Board

| | | |
|-----------|-----------------|---------------------|
| a) Member | Glenn Pacchiana | 12/31/20 expiration |
|-----------|-----------------|---------------------|

Recreation Advisory Committee

| | | |
|-----------------|-------------------|---------|
| a) Chairperson | Georgina Gualdino | 1 year |
| b) Member | Zach Giampa | 3 years |
| c) Member | Georgina Gualdino | 3 years |
| d) Member | Ann Zimmerman | 3 years |
| e) Student (BM) | Jack Zimmerman | 1 year |
| f) Student (OS) | Jake Emerick | 1 year |

Ethics Board

| | | |
|----------------|-----------------|--------|
| a) Chairperson | Anthony Capasso | 1 year |
|----------------|-----------------|--------|

b) 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 Joseph Pastore 3 years

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 DeRose, seconded by Trustee Wilson, 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 Deputy Mayor Pohar, the Board voted unanimously to designate the following newspapers:

- a. Journal News
- b. The Gazette

Procurement Policy:

Upon motion by Trustee Zirman, seconded by Deputy Mayor Pohar, 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 DeRose, 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.

APPENDIX A Schedule of Eligible 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

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 8:00 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 Wilson, seconded by Trustee DeRose, 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.

Adjournment:

Upon motion by Trustee Wilson and seconded by Trustee DeRose, the Board voted unanimously to close the meeting at 7:48 p.m.

Respectfully submitted by,

Christine Dennett

Village Board of Trustees
Regular Meeting
April 6, 2016
8:00 p.m.

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 April, 2016 commencing at 8:00 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
Edward Ritter, Village Treasurer
Clinton Smith, Village Counsel

Public Hearing Fiscal Year 2016-2017 Tentative Budget (to be continued to April 20th)

The Mayor opened the Public Hearing.

Village Treasurer, Edward Ritter gave an overview of the FY2016-2017 Tentative Budget.

The Board had general discussion regarding the Tentative Budget and thanked the Village Treasurer, Deputy Village Treasurer, Village Manager and Village Staff for all their hard work.

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

BE IT RESOLVED, that the Board of Trustees does hereby adjourn the Public Hearing for the Fiscal Year 2016-2017 Tentative Budget to Wednesday, April 20, 2016 at 8:00pm.

Public Hearing for a Local Law to Amend Chapter 54 with Respect to Residency Requirements for Appointed Officers Particularly the Chief of Police and Lieutenants

The Mayor opened the Public Hearing.

Village Manager Zegarelli explained the proposed amendment to Chapter 54 of the Village Code.

Upon motion by Deputy Mayor Pohar, seconded by Trustee Zirman, the Board voted unanimously to adjourn the Public Hearing to Amend Chapter 54 with Respect to Residency Requirements for Appointed Officers Particularly the Chief of Police and Lieutenants to Wednesday, April 20, 2016 at 8:00pm.

Public Informational Meeting on a Water Consolidation Feasibility Study Completed for the Villages of Briarcliff Manor, Sleepy Hollow and Tarrytown

Village Manager Zegarelli gave an overview of the study. He stated any comments can be received up until April 20th.

Upon motion by Trustee Wilson, seconded by Trustee Zirman, the Board voted unanimously to adjourn the Public Informational Meeting on a Water Consolidation Feasibility Study to Wednesday, April 20, 2016 at 8:00pm.

Board of Trustees Announcements by Mayor Sullivan

- Deepest condolences to the Turiano Family for their loss. She thanked the Village Staff for continuing the operation of the Building Department.
- The Recreation Advisory Committee held a public meeting regarding the rebuild of the pavilion and thanked all residents that attended and submitted comments. The next meeting will be on April 19th and all residents are asked to submit any further comments by that date.
- The Town of Ossining Re-Valuations were sent out to residents. The Board has asked Ossining to hold an informational meeting for residents with concerns.
- A Public Hearing will be held to discuss the Monte Nido proposal for 233 Pine Road on April 13, 2016 at 7:00pm.

Board of Trustees Announcements by Deputy Mayor Pohar

- The Library is very busy with upcoming programs. Their new brochure is available on their website.
- The Fire Department is holding a Blood Drive on April 9th from 9am-3pm.
- The Spring/Summer Brochure for Recreation is available on the website.
- The Day Camp dates are July 5th through August 5th. Registration is underway.
- Multi-sport camps will be offered.
- Thank you to all that participated in the Spring Egg Hunt.
- Stash the Trash is a self-directed effort from April 9th through April 24th. Contact the Recreation Department for more information.

Village Managers Report by Village Manager Zegarelli

- Law Park update: The pool deck level work is underway and the plans for the rebuild will be finalized soon.
- The Community Center furniture is ordered.
- The Pump Station is up and running.
- The Comfort Station is waiting for final approval.
- The Westchester County Mobile Shredder will be at the Youth Center on April 9th from 10am-1pm.

Public Comments

There were no public comments.

Tax Certioraris

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

137 OPERATORS HOLDING

WHEREAS, 137 Operators Holding (1360 Pleasantville Road) instituted tax certiorari proceedings pursuant to Article 7 of the Real Property Tax Law of the State of New York; and

WHEREAS, the tax certiorari filings were for Town of Ossining assessment years 2009-2010; and

WHEREAS, the tax certiorari filings relate to Village of Briarcliff Manor fiscal years 2010-2011 and 2011-2012; and

WHEREAS, a Consent Order of the Supreme Court of the State of New York, County of Westchester, was entered on January 27, 2016;

WHEREAS, the Consent Order was received after the finalization of the approval of the Village budget for Fiscal Years 2010-2011 and 2011-2012;

WHEREAS, the Consent Order reduced the tax assessment for the subject property for the Fiscal Years 2010-2011 and 2011-2012 assessment roll; and

NOW THEREFORE, BE IT RESOLVED that the Board of Trustees does hereby authorize the refund of the tax bill for Fiscal Years 2010-2011 and 2011-2012 in the amount of \$9,811.59 based upon the reduced assessment values in the Consent Order.

| Year | Address | Assessed Value | New Assessed Value | Assessment Reduction | Original Tax Amount | Reduced Tax Amount | Refund | Abatement |
|------|---------|----------------|--------------------|----------------------|---------------------|--------------------|--------|-----------|
|------|---------|----------------|--------------------|----------------------|---------------------|--------------------|--------|-----------|

| | | | | | | | | |
|------|------------------------|-----------|-----------|-------------------------------|-------------|------------|--|-------------------|
| 2009 | 1360 Pleasantville Rd. | \$159,000 | \$103,350 | \$55,650 | \$13,882.11 | \$9,023.36 | \$4,858.74 | |
| 2010 | 1360 Pleasantville Rd. | \$159,000 | \$103,350 | \$55,650 | \$14,151.00 | \$9,198.15 | \$4,952.85 | |
| | | | | \$111,300 | | | \$9,811.59 | |
| | | | | TOTAL AV REDUCTION | | | TOTAL REVENUE REDUCTION | \$9,811.59 |

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

1360 PLEASANTVILLE ROAD LLC

WHEREAS, 1360 Pleasantville Road LLC instituted tax certiorari proceedings pursuant to Article 7 of the Real Property Tax Law of the State of New York; and

WHEREAS, the tax certiorari filings were for Town of Ossining assessment years 2011-2015; and

WHEREAS, the tax certiorari filings relate to Village of Briarcliff Manor fiscal years 2012-2013, 2013-2014, 2014-2015, 2015-2016 and 2016-2017; and

WHEREAS, a Consent Order of the Supreme Court of the State of New York, County of Westchester, was entered on March 11, 2016;

WHEREAS, the Consent Order was received after the finalization of the approval of the Village budget for Fiscal Years 2012-2013, 2013-2014, 2014-2015 and 2015-2016;

WHEREAS, the Consent Order reduced the tax assessment for the subject property for the Fiscal Years 2012-2013, 2013-2014, 2014-2015, 2015-2016 and 2016-2017 assessment roll; and

NOW THEREFORE, BE IT RESOLVED that the Board of Trustees does hereby authorize the refund of the tax bill for Fiscal Years 2012-2013, 2013-2014, 2014-2015 and 2015-2016 in the amount of \$21,183.84 based upon the reduced assessment values in the Consent Order.

| Year | Address | Assessed Value | New Assessed Value | Assessment Reduction | Original Tax Amount | Reduced Tax Amount | Refund | Abatement |
|------|------------------------|----------------|--------------------|----------------------|---------------------|--------------------|--------------------|-----------|
| 2011 | 1360 Pleasantville Rd. | \$159,000 | \$103,350 | \$55,650 | \$14,360.88 | \$9,334.57 | \$5,026.31 | |
| 2012 | 1360 Pleasantville Rd. | \$159,000 | \$103,350 | \$55,650 | \$14,944.09 | \$9,713.66 | \$5,230.43 | |
| 2013 | 1360 Pleasantville Rd. | \$159,000 | \$103,350 | \$55,650 | \$15,449.39 | \$10,042.11 | \$5,407.29 | |
| 2014 | 1360 Pleasantville Rd. | \$159,000 | \$103,350 | \$55,650 | \$15,770.89 | \$10,251.08 | \$5,519.81 | |
| | | | | \$222,600 | | | \$21,183.84 | |

TOTAL AV
REDUCTION

TOTAL
REVENUE
REDUCTION \$21,183.84

Fire Department Service Awards Program for 2015

Trustee DeRose recused himself.

Upon motion by Trustee Wilson, seconded by Deputy Mayor Pohar, with one abstention by Trustee DeRose, the Board voted to approve the following resolution:

BE IT RESOLVED, that the Volunteer Firefighter Service Award Program list for all 2015 active firefighters of the Briarcliff Manor Fire Company, the Briarcliff Manor Hook, Ladder & Fire Company and the Scarborough Engine Company is hereby approved.

BE IT FURTHER RESOLVED that the list and certification shall be directed to the respective fire companies for posting for a period of thirty (30) days.

Fire Department Membership – Wolfson

The Board thanked Ms. Wolfson for volunteering.

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

BE IT RESOLVED, that the Board of Trustees of the Village of Briarcliff Manor hereby approves the under 18 membership of **Annabella Wolfson** to the Briarcliff Manor Hook and Ladder Company.

Acceptance of Donations from the Friends of the Briarcliff Manor Public Library

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

BE IT RESOLVED, that the Board of Trustees hereby accepts a donation in the amount of \$1,650.39 from the Friends of the Library for the purposes of purchasing new furniture for the Young Adult Room for the Briarcliff Manor Public Library.

Increase Revenue – Gifts
(L0108.2705) by \$1,650.39

Increase Expenses – Special Matching Expenses
(L7410.206) by \$1,650.39

BE IT FURTHER RESOLVED, that the Board of Trustees hereby accepts a donation in the amount of \$2,000 from the Friends of the Library, as custodian for the Readers Digest Grant, for the purposes of purchasing e-books from Overdrive for the Briarcliff Manor Public Library.

Increase Revenue – Gifts
(L0108.2705) by \$2,000

Increase Expenses – Special Matching Expenses
(L7410.206) by \$2,000

Adjournment

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

Respectfully Submitted By,
Christine Dennett
Village Clerk