



**AGENDA**  
**JUNE 1, 2016**  
**BOARD OF TRUSTEES**  
**VILLAGE OF BRIARCLIFF MANOR, NEW YORK**  
**REGULAR MEETING – 8:00 PM**

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**Board of Trustees Announcements**

**Village Managers Report**

**Public Comments**

1. Award of Bid – Tri Village (FWSP) Metering Building Generator Installation
2. Fire Department Membership
3. Minutes
  - May 4, 2016 – Regular Meeting
  - May 18, 2016 – Regular Meeting

**NEXT REGULAR BOARD OF TRUSTEES MEETING – JUNE 15, 2016**

VILLAGE OF BRIARCLIFF MANOR  
BOARD OF TRUSTEES AGENDA  
JUNE 1, 2016

**1. AWARD OF BID –TRI VILLAGE (FWSP) METERING BUILDING  
GENERATOR INSTALLATION**

WHEREAS the Village received 8 qualified bids for the Tri Village (FWSP) Metering Building Generator Installation Project VM-1516-12; and

WHEREAS funding for this project will be charged to H8397.201.3vill; and

NOW, THEREFORE, BE IT RESOLVED that the bid for the Tri Village (FWSP) Metering Building Generator Installation Project VM-1516-12 is hereby awarded to the lowest responsible bidder PRM Electric, Inc with their bid proposal of \$110,000; and

BE IT FURTHER RESOLVED that the project will be split amongst the three Villages with the Village of Briarcliff Manor's share being fixed at 41.8%, the Village of Tarrytown's share being fixed at 33.8% and the Village of Sleepy Hollow's share being fixed at 24.8%; and

BE IT FURTHER RESOLVED that the Villages of Tarrytown and Sleepy Hollow will reimburse the Village of Briarcliff Manor for their respective portions of said project; and

BE IT FURTHER RESOLVED that the Village Manager is hereby authorized and directed to execute a contract with PRM Electric, Inc. for said project contingent upon the Village of Tarrytown and the Village of Sleepy Hollow approval of the lowest bidder.



MEMORANDUM

May 18, 2016

To: Philip E. Zegarelli – Village Manager  
From: David J. Turiano, P.E. *DJT*  
Re: Tri Village (FWSP) Metering Building Generator Installation  
VM-1516-12

*Needs a  
Reference to VIT  
and VST being  
agreeable to  
contractors*

Bids were opened on Wednesday May 11, 2016 at 11:00 a.m. for the above referenced project. Present at the bid opening was David J. Turiano, P.E., and Georgina Gualdino. Eight (8) bids were received as shown in the bid tabulation below.

*Before  
we  
award  
the contract  
(??)*

The scope of work includes the installation of 45kW, natural gas, outdoor generator, automatic transfer switch, natural gas utility service, piping and metering; as well as all other appurtenances as shown in the contract documents.

Bidder	Bid Amount
Consolidated Hudson	\$140,193.00
F.A. Burchetta Co., Inc.	\$143,000.00
PRM Electric, Inc.	\$110,000.00
Fanshawe Inc d/b/a Rockland Electric	\$146,000.00
Foremost Electric Corp.	\$148,900.00
Pierotti Industries, Inc.	\$319,658.00
Verde Electric Maintenance Corp.	\$251,200.00
Talt Electric	\$176,000.00

The bids were reviewed by my office. The low bidder is PRM Electric, Inc. with a bid price of \$110,000.00. It is noted that there is a significant cost difference between the low bidder and the next higher grouping of bidders of over 20% or \$30,000. In this regard the Village met with the low bidder and one of his subcontractors on site. The purpose of this meeting was to review the project components and ensure that the low bidder, PRM, understood the project scope and bid accordingly.

The major component parts of the project were reviewed; Generator and transfer switch supply and install, concrete pad with fencing and gas service. In each instance, PRM fully understood the scope and was comfortable with his bid prices. He indicated that both he and his prime subcontractors were sole proprietors with limited work forces and therefore would perform most of the work themselves thereby reducing the amount of prevailing wage or otherwise union labor costs. The plumbing subcontractor, VFR Plumbing was the plumber of record for the Comfort Station project who performed his work very satisfactorily.

Additionally, please note that the Village of Ossining was contacted as a reference check which provided a favorable recommendation. Also note that PRM has performed numerous projects for the Village and has successfully completed each of them without incident.

Please be advised that per recorded IMA's, the VTT is responsible for 33.8% of the costs, the VSH for 24.8% and the VBM for 41.4% or \$45,540.00. Per these IMA's, the Village is taking the active role to design, bid, award and fund these and other FWSP tap upgrade improvements with the other communities providing reimbursement.

Previously approved capital funding is available in Budget Code H.8397.201.3vill for the full amount of the Villages obligation.

Based on the above, I recommend that the Village award the contract to PRM Electric, Inc. in the amount of \$110,000.00.

Please feel free to contact me if you have any questions with the above.

Attachment

VILLAGE OF BRIARCLIFF MANOR  
BOARD OF TRUSTEES AGENDA  
JUNE 1, 2016

**2. FIRE DEPARTMENT MEMBERSHIP**

BE IT RESOLVED, that the Board of Trustees of the Village of Briarcliff Manor hereby approves the membership of **Joakim Lindh** 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, 1<sup>st</sup> Asst. Chief  
PETER J. FULFREE, 2<sup>nd</sup> Asst. Chief

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

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

DATE: March 28, 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;

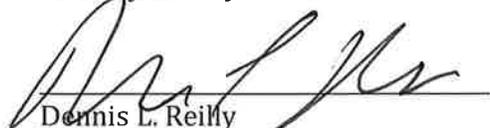
Joakim Lindh, born September 5, 1994 and residing at 21 Candlewood Court has applied for membership in the Briarcliff Manor Fire Department.

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.

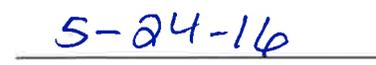
  
Dennis L. Reilly  
Chief of Department

Dated: March 26, 2016

  
Secretary – Scarborough Engine Company

  
Dated

  
Village Clerk - Christine Dennett

  
Dated

Village Board of Trustees  
Regular Meeting  
May 4, 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 4<sup>th</sup> of May, 2016 commencing at 8:00 p.m.

**Present**

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

**Also Present**

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

**Absent**

Mark Pohar, Deputy Mayor  
Mark L. Wilson, Trustee

**Board of Trustees Announcements by Trustee Zirman**

- Residents are encouraged to sign up for the weekly Village Manager's Report.
- The Community Center is going to be beautiful.
- There are several programs at the Library going on.
- Thank you to the Police Department and Fire Department for their continued service and dedication
- The Spring/Summer Recreation brochure is available on website
- Registration is underway for all programs and camps/
- 2016 swimming/dive team is starting June 7<sup>th</sup>

**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 with a formal dedication to be planned. A concessionaire will be at the lower level. A full rebuild will begin after Community Day.
- The Club Pump station is operational
- The Comfort station is completed. Formally opening soon.

- The Annual Water Report is in print and will be mailed out and posted on our website. No issues or concerns to report.
- The Westchester County Mobile passport unit will be here on 5/9 from 11am-2pm
- Progress on the Pleasantville road projects
- Outstanding water bills will be transferred to tax on May 11. A fee of \$50 will apply.

**Public Comments**

Sergio Prosperino of 6 Briars Corners asked if there any new developments on the pavilion fire that could be shared.

Mayor Sullivan stated the Police were continuing to investigate and encouraged anyone that has any information to come forward.

**Appoint Village Counsel**

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 appoints Clinton Smith as Village Counsel retroactive to April 6, 2016 for a term to expire on the first Monday of April 2017.

**Award of Bid – Athletic Field Maintenance Services**

The Board had general discussion regarding the possibility of implementing a field usage fee in the future.

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

WHEREAS the Village received 4 qualified bids for the Athletic Field Turf Maintenance Services Project; and

WHEREAS funding for this project will be charged to A7110.460; and

NOW, THEREFORE, BE IT RESOLVED that the bid for the Athletic Field Turf Maintenance Services Project is hereby awarded to the lowest responsible bidder Tri Turf Inc. with their bid proposal of \$27,500 per year with a three year total of \$82,500; and

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

**Fire Department Memberships**

The Board thanked them for volunteering and stated the recent Open House was a success but more volunteers were always needed.

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 **Max L. Mason** to the Briarcliff Manor Hook & Ladder Company.

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

### Minutes

The minutes were tabled.

### Adjournment

Upon motion by Trustee Zirman, seconded by Trustee DeRose, the Board voted unanimously to adjourn into Executive Session at 8:41pm to receive advice of Counsel regarding a matter of litigation and would adjourn the regular meeting immediately thereafter.

Respectfully Submitted By,  
Christine Dennett  
Village Clerk

Village Board of Trustees  
Regular Meeting  
May 18, 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 18<sup>th</sup> of May, 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  
David Turiano, Village Engineer

**Board of Trustees Announcements by Trustee Zirman**

- Residents are encouraged to sign up for the weekly Village Manager's Report.
- The dedication of the Community Center will be after the Memorial Day Ceremony at Law Park on Monday, May 30<sup>th</sup>.
- Patience is appreciated during the Con Edison project on Pleasantville Road.
- The Comfort Station is open at the Club Field.

**Village Managers Report by Village Manager Zegarelli**

- The pool is ready for the season.
- Tax Bills will be mailed at the end of May and due in June.

**Public Comments**

There were no public comments

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

Village Engineer Turiano reviewed the MS-4 Stormwater Management Program as required annually by New York State. He reviewed the six minimum control measures.

The Board thanked Village Engineer Turiano for his presentation.

**Budget Transfers**

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

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

<b>From:</b>	H0102.5031	Transfer in from Reserves	\$175,028
<b>To:</b>	F9901.912	Transfer to Capital	\$175,028
<b>From:</b>	F9901.912	Transfer to Capital	\$175,028
<b>To:</b>	H8397.201.15581	SCADA Project	\$175,028

**Close out of FWSP Reserve and Transfer to Water Fund Reserve**

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

BE IT RESOLVED that the Board of Trustees does hereby authorize the transfer of \$426,751.01 from the Water Fund Full Water Supply Project Reserve to the Village's Water Fund and thereafter close the Full Water Supply Project Reserve Account.

Roll Call:

Trustee Wilson	Aye
Trustee DeRose	Aye
Deputy Mayor Pohar	Aye
Trustee Zirman	Aye
Mayor Sullivan	Aye

The Board thanked everyone for getting the project done and finally concluded.

**Appropriation of Water Fund Reserve to General Fund**

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

BE IT RESOLVED that the Board of Trustees does hereby authorize the transfer of \$426,751.01 from the Water Fund Reserve to the Village's General Fund.

Roll Call:

Trustee Wilson	Aye
Trustee DeRose	Aye
Deputy Mayor Pohar	Aye
Trustee Zirman	Aye
Mayor Sullivan	Aye

**Budget Amendment – Unclaimed Bail Money**

Trustee Zirman recused himself because his wife is Clerk of the Court.

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

BE IT RESOLVED that the budget for Fiscal Year 2015-2016 is hereby amended as follows:

Increase Revenue  
(A0101.2770) by \$100.00

**Minutes**

Upon motion by Trustee Zirman, seconded by Deputy Mayor Pohar, the Board voted unanimously to approve the minutes of March 2, 2016, March 16, 2016, April 6, 2016 (Organizational Meeting) as amended and April 6, 2016 (Regular Meeting).

**Adjournment**

Upon motion by Trustee Zirman, seconded by Deputy Mayor Pohar, the Board voted unanimously to adjourn into Executive Session at 8:48pm to receive advice of Counsel regarding a matter of litigation and would adjourn the regular meeting immediately thereafter.

Respectfully Submitted By,  
Christine Dennett  
Village Clerk