



AGENDA
OCTOBER 5, 2016
BOARD OF TRUSTEES
VILLAGE OF BRIARCLIFF MANOR, NEW YORK
REGULAR MEETING – 8:00 PM

Board of Trustees Announcements

Village Managers Report

Public Comments

P2

1. Award of Bid
 - a) Law Park Pool Pavilion Re-Construction – Electrical
 - b) Law Park Pool Pavilion Re-Construction – Plumbing
 - c) Law Park Pool Pavilion Re-Construction – General Construction
2. Adoption of Credit Card Policy
3. Minutes
 - September 28, 2016 – Regular Meeting

NEXT REGULAR BOARD OF TRUSTEES MEETING – OCTOBER 19, 2016

VILLAGE OF BRIARCLIFF MANOR
BOARD OF TRUSTEES AGENDA
OCTOBER 5, 2016

**1A. AWARD OF BID FOR LAW MEMORIAL PARK POOL PAVILION RE-
CONSTRUCTION - ELECTRICAL**

WHEREAS the Village received 4 qualified bids for the VM 1516-11 Law Memorial Park Pool Pavilion Re-Construction Electrical Project; and

WHEREAS funding for this project will be charged to accounts H7110.201.PAV.01, H7110.201.PAV.02 and A1989.425.LWPRK; and

NOW, THEREFORE, BE IT RESOLVED that the bid for the VM 1516-11 Law Memorial Park Pool Pavilion Re-Construction Electrical Project is hereby awarded to the lowest responsible bidder Talt Electric with their bid proposal of \$243,000; and

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

Rose Paladino

From: Rose Paladino
Sent: Wednesday, September 28, 2016 3:25 PM
To: David Turiano
Subject: Vm-1516-11 Law Memorial Park Pool Pavilion

Phil,

Please be advised that a meeting was held today in the Village Offices regarding the insurance recovery for the Pool Pavilion. In attendance was Tanya Barth, RGR Landscape, Chip Dahle, Insurance Adjuster from Allen Dahle Associates, Scott Cameron, Forensic Engineer from LGI Forensic Engineering, P.C., together Edward Ritter and myself from the Village. The purpose of this meeting was to review the recent bid process that the Village undertook for the project. Additionally, several individual components of the project were reviewed to discuss and confirm payment responsibilities. The following is a summary of the meeting:

General Contractor Bertussi's

Chip Dahle reviewed the Contractor's low bid and questioned the scope of work that was in the General Contract. It was clarified that all of the Pavilion building construction work, together with the site work and the water supply work for the Fire Protection System was included. The Village explained to Chip how the Project components were broken down and could be tabulated separately. Scott Cameron questioned if it was an acceptable policy to accept a sole bidder. The Village answered yes, and explained that there was a thorough solicitation process and that there were several plan holders. The Village further explained that while there was only one bidder, there were certain negotiations to reduce the bid price as the revised bid price was within 12% of the construction estimate. The Village also explained that it received highly favorable references on the low bidder and that a rebid at this time would only cost everyone time, money and the possibility of a less favorable bidder. Both Chip Dahle and Scott Cameron were satisfied with the sole bidder.

Electrical Contractor Talt Electric

Chip Dahle and Scott Cameron were satisfied with Talt's bid and with the overall bidding process. There were no concerns.

Plumbing Contractor

Chip Dahle and Scott Cameron were satisfied with VFR's bid and with the overall bidding process. There were no concerns.

Project Exclusions

Chip Dahle and Scott Cameron recognized that certain enhancements to the project were not direct replacements. These enhancements included the video Surveillance System, two large fans in the Pavilion and one exterior building clock facing the Library. My office estimated the value of these improvements to be approximately \$80,000.00 which is reflected in the Project Cost Spreadsheet. It was discussed that the actual costs could be broken out of the project via the schedule of values that will be prepared for each contract. These schedule of values will list all of the individual work items for each contractor and assign a cost which are used for payment purposes.

Fire Protection System Including New Water Supply

From the inception of the Project, the Village was clear that it wanted a fire protection system for the rebuilt Pavilion, both for public perception purposes and to minimize the risk of future loss. The Village secured a code analysis from the

Project Architect stating that such fire protection system was required which was presented to the insurance adjuster and others. At that time nobody took exception. However, it wasn't until recently that NYMIR hired Scott Cameron to review the proposed construction plans against the original construction plans and/or photographs of the original structure. Scott Cameron questioned whether the building code required the fire protection system.

Architect Tanya Barth, together with myself and NYS Department of State Codes Personnel further reviewed the matter and the determination was made that a fire protection system is required. The two major factors going to the interpretation are the use of the facility and the occupant load. In each instance, even considering the minimum occupant load, (tables and chairs) the number of occupants exceeds the 100 person threshold warranting the fire protection system. Scott Cameron consistently tried to contrast our facility with an enclosed building in making his case. The meeting continued with his understanding that open type facilities such as covered stadium seating and the like warrant a fire protection system. Accordingly, the meeting was adjourned with his acknowledgement that a fire protection system is warranted, however, he wanted to take the opportunity to go back to his office, review the matter further and advise his client in writing by Friday.

The best answer I can give at this time is that the fire protection system and the associated water supply, having a value in excess of \$200,000.00 will be covered by the insurance proceeds.

For: David J. Turiano, P.E.
Village Engineer/Building Inspector
1111 Pleasantville Road
Briarcliff Manor, New York 10510
Phone 914-944-2770
Fax 914-941-4837
dturiano@briarcliffmanor.org

For: David J. Turiano, P.E.
Village Engineer/Building Inspector
1111 Pleasantville Road
Briarcliff Manor, New York 10510
Phone 914-944-2770
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dturiano@briarcliffmanor.org

Law Memorial Park - Project Component Breakdown with Anticipated Funding Sources

PROJECT COMPONENT	TOTAL COST ESTIMATE	INSURANCE COVERAGE	GRANT FUNDING	VILLAGE FUNDING
A. Pavillion Rebuild including Fire Protection - INSURANCE APPROVED				
<i>Design Costs (includes VJ % of \$17,980)</i>	\$83,240.00 -	\$83,240.00 -	\$0.00 =	\$0.00
<i>Estimated Construction Costs - inc. Glu Lam (b. & d.)</i>	\$1,526,540.00 -	\$1,506,540.00 -	\$0.00 =	\$20,000.00
<i>Construction Contingency - 10%</i>	\$152,654.00 -	\$152,654.00 -	\$0.00 =	\$0.00
<i>Construction Inspection- 7%</i>	\$106,857.80 -	\$106,857.80 -	\$0.00 =	\$0.00
A. COMPONENT COST	\$1,869,291.80	\$1,849,291.80	\$0.00	\$20,000.00
B. Accessible Bathroom				
<i>Design Costs (includes VJ % of \$754)</i>	\$9,669.00 -	\$0.00 -	\$0.00 =	\$9,669.00
<i>Estimated Construction Costs</i>	\$66,339.00 -	\$0.00 -	\$80,000.00 =	-\$13,661.00
<i>Construction Contingency - 10%</i>	\$6,633.90 -	\$0.00 -	\$0.00 =	\$6,633.90
<i>Construction Inspection- 7%</i>	\$4,643.73 -	\$0.00 -	\$0.00 =	\$4,643.73
B. COMPONENT COST	\$87,285.63	\$0.00	\$80,000.00	\$7,285.63
C. Upper Terrace				
<i>Design Costs (includes VJ % of \$2,436)</i>	\$13,851.00 -	\$0.00 -	\$0.00 =	\$13,851.00
<i>Estimated Construction Costs</i>	\$214,734.00 -	\$0.00 -	\$25,000.00 =	\$189,734.00
<i>Construction Contingency - 10%</i>	\$21,473.40 -	\$0.00 -	\$0.00 =	\$21,473.40
<i>Construction Inspection- 7%</i>	\$15,031.38 -	\$0.00 -	\$0.00 =	\$15,031.38
C. COMPONENT COST	\$265,089.78	\$0.00	\$25,000.00	\$240,089.78
D. Intermediate Terrace - NIC (not in contract)				
<i>Design Costs (includes VJ % of \$3,451)</i>	\$14,066.00 -	\$0.00 -	\$0.00 =	\$14,066.00
<i>Estimated Construction Costs</i>	\$0.00 -	\$0.00 -	\$0.00 =	\$0.00
<i>Construction Contingency - 10%</i>	\$0.00 -	\$0.00 -	\$0.00 =	\$0.00
<i>Construction Inspection- 7%</i>	\$0.00 -	\$0.00 -	\$0.00 =	\$0.00
D. COMPONENT COST	\$14,066.00	\$0.00	\$0.00	\$14,066.00
E. Accessible Pathway - Atria to Park & Park to Library				
<i>Design Costs (includes VJ % of \$4,408)</i>	\$20,858.00 -	\$0.00 -	\$0.00 =	\$20,858.00
<i>Estimated Construction Costs</i>	\$387,573.00 -	\$0.00 -	\$115,000.00 =	\$272,573.00
<i>Construction Contingency - 10%</i>	\$38,757.30 -	\$0.00 -	\$0.00 =	\$38,757.30
<i>Construction Inspection- 7%</i>	\$27,130.11 -	\$0.00 -	\$0.00 =	\$27,130.11
E. COMPONENT COST	\$474,318.41	\$0.00	\$115,000.00	\$359,318.41
F. Water Supply for Fire Protection/Security Upgrades				
<i>Design Costs: 7500 + Cronin (9300), Lynstaar (11,250), Lak (1000)</i>	\$29,050.00 -	\$29,050.00 -	\$0.00 =	\$0.00
<i>Estimated Construction Costs (100K Water/25K Security) (c.)</i>	\$125,000.00 -	\$65,000.00 -	\$0.00 =	\$60,000.00
<i>Construction Contingency - 10%</i>	\$12,500.00 -	\$12,500.00 -	\$0.00 =	\$0.00
<i>Construction Inspection- 7%</i>	\$8,750.00 -	\$8,750.00 -	\$0.00 =	\$0.00
F. COMPONENT COST	\$175,300.00	\$115,300.00	\$0.00	\$60,000.00
G. Park Irrigation - Planting Zones				
<i>Design Costs</i>	\$2,000.00 -	\$0.00 -	\$0.00 =	\$2,000.00
<i>Estimated Construction Costs</i>	\$6,000.00 -	\$0.00 -	\$0.00 =	\$6,000.00
<i>Construction Contingency - 10%</i>	\$600.00 -	\$0.00 -	\$0.00 =	\$600.00
<i>Construction Inspection- 7%</i>	\$420.00 -	\$0.00 -	\$0.00 =	\$420.00
G. COMPONENT COST	\$9,020.00	\$0.00	\$0.00	\$9,020.00
PROJECT COST ESTIMATE (AUG. 10, 2016) (a.)	\$2,894,371.62	\$1,964,591.80	\$220,000.00	\$709,779.82
PROJECT COSTS ESTIMATE (SEPT. 28, 2016)	\$3,397,599.62	\$2,306,164.25	\$220,000.00	\$871,435.37
CONSTRUCTION COST ESTIMATE (AUG 10, 2016)	\$2,326,186.00			
BID CONSTRUCTION COSTS (SEPT. 28, 2016) (b.)	\$2,829,414.00			
<i>difference</i>	<i>\$503,228.00</i>			

FUNDING RESPONSIBILITY BY PERCENTAGE	67.88%	32.12%
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Notes:

- a. August 10 total project cost estimate \$3,249,078.18 less \$354,706.56 (intermediate terrace less design costs = \$2,894,371.62)
- b. Sum of Bids - Electric, \$243,000; Plumbing, \$239,700; General Construction, \$2,246,269; Glu Lams, \$100,445 = \$2,829,414
- c. Pursuant discussion with NYMIR on 9/26/16, Video Surveillance System will not be covered by insurance and must be Village funded.
- d. Pursuant discussion with NYMIR on 9/26/16, Two ceiling fans & one clock will not be covered by insurance and must be Village funded.
- e. Sum of Village Construction Administration Estimates = \$114,690

Law Memorial Park - Project Component Breakdown with Anticipated Funding Sources

PROJECT COMPONENT	TOTAL COST ESTIMATE	INSURANCE COVERAGE	GRANT FUNDING	VILLAGE FUNDING
A. Pavilion Rebuild including Fire Protection				
A. TOTAL COMPONENT COST	\$1,869,291.80	\$1,849,291.80	\$0.00	\$20,000.00
B. Accessible Bathroom				
B. TOTAL COMPONENT COST	\$87,285.63	\$0.00	\$80,000.00	\$7,285.63
C. Upper Terrace				
C. TOTAL COMPONENT COST	\$265,089.78	\$0.00	\$25,000.00	\$240,089.78
D. Intermediate Terrace - NIC (not in contract)				
D. TOTAL COMPONENT COST	\$14,066.00	\$0.00	\$0.00	\$14,066.00
E. Accessible Pathway - Atria to Park & Park to Library				
E. TOTAL COMPONENT COST	\$474,318.41	\$0.00	\$115,000.00	\$359,318.41
F. Water Supply for Fire Protection/Security Upgrades				
F. TOTAL COMPONENT COST	\$175,300.00	\$115,300.00	\$0.00	\$60,000.00
G. Park Irrigation - Planting Zones				
G. TOTAL COMPONENT COST	\$9,020.00	\$0.00	\$0.00	\$9,020.00
PROJECT COST ESTIMATE (AUG. 10, 2016)	\$2,894,371.62	\$1,964,591.80	\$220,000.00	\$709,779.82
PROJECT COST ESTIMATE (SEPT. 28, 2016)	\$3,397,599.62	\$2,306,164.25	\$220,000.00	\$871,435.37
FUNDING RESPONSIBILITY BY PERCENTAGE		67.88%		32.12%



MEMORANDUM

September 27, 2016

To: Philip E. Zegarelli – Village Manager
From: David J. Turiano, P.E. *DAVE*
Re: **Law Memorial Park Pool Pavilion Re-Construction
VM 1516-11**

Bids were opened on September 23, 2016, at 11:00 a.m. for the above referenced project. Present at the bid opening were David J. Turiano, P.E., Philip E. Zegarelli, Village Manager, Edward Ritter, Village Treasurer and Henry Jamin, Recreation Superintendent . Four bids were received.

The scope of work includes all materials and performance of electrical work relating to the re-construction of the Law Memorial Park Pool Pavilion in accordance with Plans and Specifications relating to this Project. Included in the electrical scope of work is the video surveillance system that includes outdoor cameras strategically located in and around the Pavilion.

Bidder	Bid Amount
Talt Electric	\$243,000.00
PRM Electric, Inc.	\$259,000.00
F. A. Burchetta Co., Inc.	\$246,250.00
Foremost Electric Corporation	\$393,300.00

It is noted that VJ Associates, Inc. was contracted by the Village to perform a cost estimate for the entire pool restoration Project. VJ's estimate for the electrical work was \$238,388.00, which is right in line with Talt's bid of \$243,000.00.

The low bidder, Talt Electric, has successfully performed several SCADA and Generator projects for the Village and most notably was the electrical contractor for the Full Water Supply Project. All of these Projects were well run or otherwise problem free. Talt Electric has proven to be a reputable contractor.

Based on the above, I recommend that the Village award the contract to Talt Electric of New Rochelle, New York in the amount of \$243,000.00.

Funding for this Project will be a combination of insurance proceeds through NYMIR and the Village of Briarcliff Manor as follows:

Budget Code	Amount
H-7110-201-PAV-01	To be determined in accordance with approved schedule of value
H-7110-201-PAV-02	To be determined in accordance with approved schedule of value
A-1989-425-LWPRK	To be determined in accordance with approved schedule of value

The Village is preparing two separate spread sheets; the first discussing the individual Project component costs and the second discussing the Village's cost obligations versus NYMIR's cost obligations. Please feel free to contact me if you have any questions with the above.

Attachment

VILLAGE OF BRIARCLIFF MANOR
BOARD OF TRUSTEES AGENDA
OCTOBER 5, 2016

1B. AWARD OF BID FOR LAW MEMORIAL PARK POOL PAVILION RE-CONSTRUCTION - PLUMBING

WHEREAS the Village received 3 qualified bids for the VM 1516-11 Law Memorial Park Pool Pavilion Re-Construction Plumbing Project; and

WHEREAS funding for this project will be charged to accounts H7110.201.PAV.01, H7110.201.PAV.02 and A1989.425.LWPRK; and

NOW, THEREFORE, BE IT RESOLVED that the bid for the VM 1516-11 Law Memorial Park Pool Pavilion Re-Construction Plumbing Project is hereby awarded to the lowest responsible bidder VFR Contracting with their bid proposal of \$239,700; and

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



MEMORANDUM

September 27, 2016

To: Philip E. Zegarelli – Village Manager
From: David J. Turiano, P.E. *DJT*
Re: **Law Memorial Park Pool Pavilion Re-Construction
VM 1516-11**

Bids were opened on September 23, 2016, at 11:00 a.m. for the above referenced project. Present at the bid opening were David J. Turiano, P.E., Philip E. Zegarelli, Village Manager, Edward Ritter, Village Treasurer and Henry Jamin, Recreation Superintendent. Three bids were received.

The scope of work includes all plumbing work relative to the re-construction of the Law Memorial Park Pool Pavilion in accordance with Plans and Specifications relating to this Project. Included within this scope is the complete installation of a water based dry fire protection system. The system piping is purposely kept free of water to prevent freezing concerns, however, upon activation the system is designed to extinguish the fire using water.

Bidder	Bid Amount
VFR Contracting	\$239,700.00
S&L P&H Corporation	\$300,000.00
Pearl River Plumbing/Bertussi	\$322,866.00

It is noted that VJ Associates, Inc. was contracted by the Village to perform a cost estimate for the entire pool restoration Project. VJ's estimate for the plumbing work was \$308,762.00. My office had a discussion with VFR on their pricing and they were very confident with their bid price. VFR is a smaller shop and accordingly has less overhead.

The low bidder, VFR Contracting, was the plumbing contractor who successfully performed the work for the Village relating to the Water Pump Station and Comfort Station as part of the Club Phase II Utility Improvements. VFR Contracting was also the plumber of record for all of the post-fire restoration work at the Pool Pavilion that included utility disconnects and re-connects for operation during the pool season. Accordingly, VFR is very familiar with the facility and should have no issue performing scope work.

Funding for this Project will be a combination of insurance proceeds through NYMIR and the Village of Briarcliff Manor with Budget Codes as follows:

Budget Code	Amount
H-7110-210 PAV 01	To be determined in accordance with approved schedule of value
H-7110-210-PAV 02	To be determined in accordance with approved schedule of value
A-1989-425-LWPRK	To be determined in accordance with approved schedule of value

The Village is preparing two separate spread sheets; the first discussing the individual Project component costs and the second discussing the Village's cost obligations versus NYMIR's cost obligations.

Based on the above, I recommend that the Village award the contract to VFR Contracting of Briarcliff Manor, New York, in the amount of \$239,700.00.

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

Attachment

VILLAGE OF BRIARCLIFF MANOR
BOARD OF TRUSTEES AGENDA
OCTOBER 5, 2016

**1C. AWARD OF BID FOR LAW MEMORIAL PARK POOL PAVILION RE-
CONSTRUCTION – GENERAL CONSTRUCTION**

WHEREAS the Village received 1 qualified bid for the VM 1516-11 Law Memorial Park Pool Pavilion Re-Construction General Construction Project; and

WHEREAS funding for this project will be charged to accounts H7110.201.PAV.01, H7110.201.PAV.02 and A1989.425.LWPRK; and

NOW, THEREFORE, BE IT RESOLVED that the bid for the VM 1516-11 Law Memorial Park Pool Pavilion Re-Construction General Construction Project is hereby awarded to the lowest responsible bidder Pearl River Plumbing & Heating, Inc. d/b/a Bertussi's with their bid proposal of \$2,246,269; and

BE IT FURTHER RESOLVED that the Village Manager is hereby authorized and directed to execute a contract with Pearl River Plumbing & Heating, Inc. d/b/a Bertussi's for said project.



MEMORANDUM

September 27, 2016

To: Philip E. Zegarelli – Village Manager
From: David J. Turiano, P.E. *DJT*
Re: **Law Memorial Park Pool Pavilion Re-Construction
VM 1516-11**

Bids were opened on September 23, 2016, at 11:00 a.m. for the above referenced project. Present at the bid opening were David J. Turiano, P.E., Philip E. Zegarelli, Village Manager, Edward Ritter, Village Treasurer and Henry Jamin, Recreation Superintendent . One bid was received.

The scope of work includes all materials and performance of general construction work relating to the re-construction of the Law Memorial Park Pool Pavilion in accordance with Plans and Specifications relating to this Project. Included in the general construction scope of work is construction of the new Pavilion together with site improvements and the water supply work for the fire protection system.

Despite the Village's active campaign to solicit bids, only one bid was received. In soliciting the bids, the Village reached out to many construction data firms to publish and distribute the public notice. In addition, the Village reached out to other municipalities to obtain plan holder and bidder's lists for other general construction projects that were out for bid in their communities. All of this work yielded five plan holders although at the end of the day only one of the plan holders submitted a bid.

Bidder	Bid Amount
Pearl River Plumbing & Heating, Inc. d/b/a Bertussi's	\$2,396,396.00*

It is noted that VJ Associates, Inc. was contracted by the Village to perform a cost estimate for the entire pool restoration Project. VJ's estimate for the general construction work was slightly over \$2,000,000.00. Considering this deviation and the fact that there was a single bidder, the Village took the opportunity to negotiate with the low bidder. Negotiations with low bidders are always permissible provided that there is no changes to the specification or otherwise no concessions. Additionally, there is to be no favoritism, however, considering that there is only a single bidder this is not the case.

I am happy to report that these negotiations were successful in that the low bidder lowered his bid price by the amount of \$150,127.00 to \$2,246,269.00*.

Reference checks were performed on Bertussi's. In all, five owners/construction managers/architects were contacted. In each instance Bertussi's was well recommended and the owners were very happy with both the quality and timing of the work. Work performed generally included additions and alterations to school facilities, together with site improvements that are very similar to the Village's scope of work. Indeed, the Irvington School representative noted that they are very happy with Bertussi's and that they have excellent communication skills and always finish the job on or before schedule.

Based on the above, I recommend that the Village award the contract to Bertussi of Pearl River, New York in the amount of \$2,246,269.

Funding for this Project will be a combination of insurance proceeds through NYMIR and the Village of Briarcliff Manor as follows:

Budget Code	Amount
H-7110-201-PAV-01	To be determined in accordance with approved schedule of value
H-7110-201-PAV-02	To be determined in accordance with approved schedule of value
A-1989-425-LWPRK	To be determined in accordance with approved schedule of value

The Village is preparing two separate spread sheets; the first discussing the individual Project component costs and the second discussing the Village's cost obligations versus NYMIR's cost obligations. Please feel free to contact me if you have any questions with the above.

Attachment

VILLAGE OF BRIARCLIFF MANOR
BOARD OF TRUSTEES AGENDA
OCTOBER 5, 2016

2. ADOPTION OF CREDIT CARD POLICY

BE IT RESOLVED that Board of Trustees does hereby adopt the following policy:

**VILLAGE OF BRIARCLIFF MANOR
CREDIT CARD POLICY**

PURPOSE:

To establish a convenient, efficient and cost-effective method of purchasing goods and services when vendors will not accept purchase orders.

POLICY:

The Village of Briarcliff Manor will provide a credit card to the Village Manager and Village Treasurer to be used for purchases of goods and services when vendors will not accept Purchase Orders, or when attending conferences, workshops or courses if purchase orders are not accepted.

PROCEDURE:

The Village of Briarcliff Manor will obtain two credit cards from the financial banking institute in which it has established its account.

VILLAGE MANAGER'S CREDIT CARD:

One credit card will be issued in the name of the Village Manager. A credit limit of \$5,000.00 shall be established. The Village Manager may use the card to subscribe to goods, software, and other materials that require prepayment through the Internet. The Village Manager may use the card to pay for lodging, business meals, fuel, airline tickets, car rentals, and any other goods and services that cannot be obtained by purchase order.

Employees may request the use of the Village Manager's credit card through the Village Manager or designee.

Employees and Board members may use the Village Manager's card when attending conferences, workshops and/or courses if purchase orders are not accepted.

VILLAGE TREASURER'S CREDIT CARD:

A second card will be issued to the Village Treasurer with a credit limit of \$5,000.00, and with a maximum spending limit of \$5,000.00 per day. The card may be used for Village-wide purchases that cannot be done with a purchase order. As per standard procedures, all except emergency purchases must be pre-approved.

A sign out procedure will be followed when employees request use of the card for any of the above listed activities with a maximum sign out time of 24 hours.

GENERAL:

Employees and trustees will be required to sign out the card as per the format shown below.

Credit cards will be blocked for cash advances, casinos, and drinking establishments. The cardholder is responsible for the security of their purchases. The cardholder shall return the card and provide itemized receipts for each purchase to the Village Treasurer upon returning to their place of work. The receipts will indicate the reason and nature of purchase. All receipts and expenditures will be reconciled with the monthly statements and audited by the Village Treasurer's office and the Village Manager. If the cardholder cannot produce a receipt, they shall be responsible for reimbursement to the village.

No personal purchases may be made with the card. All purchases not expressly authorized in the budget must be the Village Manager in writing. No expenditures for entertainment or non-business purposes shall be made. In the event of willful or negligent default of the obligations of the cardholder, the Village of Briarcliff Manor shall take such recovery action as deemed appropriate by law. The Village Manager shall return their card upon request from the Village Board or upon termination of their term of office.

When the Village Manager's card is not in use it shall be secured in the Village Treasurer's safe.

The Village Treasurer's card shall be returned upon request from the Village Board or upon termination of their term of office.

When the credit card is not in use, it shall be secured in the Village Treasurer's safe.

**Village of Briarcliff Manor
Credit Cardholder Agreement**

Requirements for use of a Municipal Credit Card:

- 1. The credit card is to be used only to make purchases at the request of, and for the legitimate business benefit of the Village of Briarcliff Manor.

- 2. The credit card must be used in accordance with the provisions of the Credit Card Policy established by the Village of Briarcliff Manor, as attached hereto. Violations of these requirements may result in revocation of use privileges. Employees found to have inappropriately used the credit card will be required to reimburse the Village of Briarcliff Manor for all costs associated with such improper use through direct payment or payroll deduction. Disciplinary action(s) may be taken per the Village's Personnel Policies, up to and including termination. The Village of Briarcliff Manor will investigate and commence, in appropriate cases, criminal prosecution against any employee found to have misused the credit card or who violates the provisions of the cardholder agreement.

I acknowledge receipt of the attached Credit Card Policy and agree to abide by said Policy.

Signature: _____

Date: _____

Card Issued by: _____
(Name - Please Print)

Date: _____

(Below, for Office Use Only)

Credit Card Returned

Authorized Signature: _____

Date: _____

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 28th of September, 2016 commencing at 8:00 p.m.

Present

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

Also Present

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

Absent

Cesare DeRose, Jr. Trustee

Board of Trustees Announcements by Mayor Sullivan

The Mayor stated two new committees were being formed. The first was an Advisory Committee to amend the Comprehensive Plan to address the B Zone districts in the Village to look for alternate uses for the properties affected. The second committee was an Advisory Committee to revitalize the downtown district. If any resident is interested, please contact the Village and also attend the meeting next Wednesday, October 5th at 7pm.

Village Managers Report by Village Manager Zegarelli

- Punch list items are lingering at the Community Center.
- The Club filed their building plans and a third party is reviewing them on behalf of the Village.
- The Lieutenant Koelsch Monument will have a dedication ceremony on Veteran's Day.
- Bids were received for the rebuild of the pavilion. They will be awarded at the next meeting.
- Westchester County is putting together a proposal for the 9A/North State Road intersection.
- The Con Edison gas main work is done and individual hookups are being completed.
- The Holbrook Sewer Lift project is underway.
- Paving is completed.

- Neighborhood Park is having some work done.
- Village fields are ready for Fall use.
- The audit presentation will be scheduled for later in the Fall.
- The BMFD Inspection will be on 10/22.
- Halloween events are scheduled. More details to follow.
- The Downtown Business District presentation is at the William J. Vescio Community Center at 7pm on 10/5.

Public Comments

There were no public comments

Adoption of Capital Budget for 2016-2017

The Board thanked the Village Staff for putting forward items that were truly needed. The Mayor stated the Board would determine at a future date where to fund the projects from and whether the funds would be borrowed or a revenue source would be used and further stated the Board was committed to continuing to decrease debt.

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

BE IT RESOLVED, that the Board of Trustees does hereby adopt the Capital Budget for Fiscal Year 2016-2017 in the amount of \$3,810,228 as follows:

Village of Briarcliff Manor 2016-17 Capital Projects

PROJECT	Departmental Budget Requested	Funding w/ 2% Costs	PPU (Years)
Police Department:			
Equipment: License Plate Reader	\$ 18,500	\$ 18,870	5
Equipment: Security Cameras	\$ 75,000	\$ 76,500	10
Total Requirements:	\$ 93,500	# \$ 95,370	
Fire Department:			
Equipment: Thermal Imaging Camera	\$ 12,000	\$ 12,240	5
Turnout Gear	\$ 60,000	\$ 61,200	5
Total Requirements:	\$ 72,000	\$ 73,440	
Ambulance:			
Software: Pre-hospital Care Reporting	\$ 12,000	\$ 12,240	5
Total Requirements:	\$ 12,000	\$ 12,240	
Department of Public Works: (general)			
Annual Paving 2015/16	\$ 125,000	\$ 127,500	15
Annual Paving 2016/17	\$ 125,000	\$ 127,500	15
Streetscape Study/Design	\$ 35,000	\$ 35,700	15
Total Requirements:	\$ 285,000	\$ 290,700	
Department of Public Works: (vehicles)			
25 Yard Packer Truck	\$ 190,000	\$ 193,800	15
Satellite Truck	\$ 85,000	\$ 86,700	15
Mason Dump with Plow	\$ 70,000	\$ 71,400	15
Total Requirements:	\$ 345,000	\$ 351,900	
Department of Public Works: (equipment)			
Bucket Truck	\$ 200,000	\$ 204,000	15
Road Cutting Saw	\$ 15,000	\$ 15,300	15
Total Requirements:	\$ 215,000	\$ 219,300	

Department of Public Works: (water) Self-Funded

		Self-Funded	
Design Requa/Union	\$ 25,000	\$ 25,000	40
Sanitary Sewer Feasibility Study	\$ 26,000	\$ 26,000	40
SCADA -Sewer Pump Stations	\$ 75,000	\$ 75,000	40
Water Meter/Remote Read Upgrade	\$ 325,000	\$ 325,000	40
Total Requirements:	\$ 451,000	\$ 451,000	

Department of Public Works: (Water Vehicles)

		Self-Funded	
Pick-Up Truck	\$ 45,000	\$ 45,000	40
Service Truck	\$ 75,000	\$ 75,000	40
Total Requirements:	\$ 120,000	\$ 120,000	

Facilities:

VH HVAC Replacement	\$ 400,000	\$ 408,000	20
Replace (15) Street Lights	\$ 82,500	\$ 84,150	5
Pleasantville & North State Road	\$ 525,000	\$ 535,500	15
Rte 9A & North State Road	\$ 100,000	\$ 102,000	15
Gas Tank & Computer System	\$ 150,000	\$ 153,000	5
IT Replacement; Server, PC's, Notebooks	\$ 50,000	\$ 51,000	5
	\$ 1,307,500	\$ 1,333,650	

Parks:

Pavilion: Re-Build - Insurance Funded \$1,869,292	\$ -	\$ -	15
Pavilion: Accessible Bathrooms	\$ 7,286	\$ 7,432	20
Pavilion: Upper Terrace	\$ 320,090	\$ 326,492	20
Pavilion: Water Supply for fire protection/Security System	\$ 25,000	\$ 25,500	20
Accessible Pathway Atria to Park & Park to Library	\$ 359,318	\$ 366,504	20
Pond Revitalization	\$ 90,000	\$ 91,800	20
Park Irrigation/Planting	\$ 9,020	\$ 9,200	20
Neighborhood Park	\$ 35,000	\$ 35,700	20
	\$ 845,714	\$ 862,628	

Total-General Fund

\$ 3,175,715 # \$ 3,239,228

Total-Water Fund

\$ 546,000 \$ 546,000

Total - All Projects

\$ 3,746,714 \$ 3,810,228

Tax Certiorari – Deercliff Builders, Inc.

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

WHEREAS, Deercliff Builders, Inc. 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 2008-2011; and

WHEREAS, the tax certiorari filings relate to Village of Briarcliff Manor fiscal years 2009-2010, 2010-2011, 2011-2012 and 2012-2013; and

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

WHEREAS, the Consent Order was received after the finalization of the approval of the Village budget for Fiscal Year 2016-2017;

WHEREAS, the Consent Order reduced the tax assessment for the subject property for the Fiscal Years 2009-2010, 2010-2011, 2011-2012 and 2012-2013 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 2009-2010, 2010-2011, 2011-2012 and 2012-2013 in the amount of \$3,395.31 based upon the reduced assessment value in the Consent Order.

Year	Address	Assessed Value	New Assessed Value	Assessment Reduction	Original Tax Amount	Reduced Tax Amount	Refund
2008	1250 Pleasantville Rd.	\$82,200	\$67,000	\$15,200	\$7,116.89	\$5,800.87	\$1,316.02
2009	1250 Pleasantville Rd	\$82,200	\$68,000	\$14,200	\$7,176.79	\$5,937.00	\$1,239.79
2010	1250 Pleasantville Rd	\$82,200	\$75,000	\$7,200	\$7,315.80	\$6,675.00	\$640.80
2011	1250 Pleasantville Rd	\$82,200	\$80,000	\$2,200	\$7,424.30	\$7,225.60	\$198.70
				\$38,800			\$3,395.31
				TOTAL AV REDUCTION			TOTAL REVENUE REDUCTION

Amendment to the Designation of Banks for the Deposit of Village Funds

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

BE IT RESOLVED, that the Board of Trustees of the Village of Briarcliff Manor hereby designate the following banks for the deposit of Village funds:

- a. JP Morgan Chase
- b. Wells Fargo Bank, NA
- c. Fidelity
- d. TD Bank
- e. Greater Hudson Bank
- f. Webster Bank

Budget Transfer – Buckhurst, Fish and Jacquemart

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 does hereby authorize the following budget transfers for FY 2016-2017:

From:	A0909	Fund Balance	\$35,000
To:	A1010.460	BOT Contractual	\$35,000

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

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 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 Comprehensive Plan Addendum for updated recommendations for the B-District as per their proposal totaling \$25,000.

Award of Bid

Electrical Intersection Improvements – Pleasantville and North State Roads

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

WHEREAS the Village received 1 qualified bid for the VM 1516-7 Electrical Intersection Improvements Pleasantville and North State Roads Project; and

WHEREAS funding for this project will be charged to H.1440.201.17220; and

NOW, THEREFORE, BE IT RESOLVED that the bid for the VM 1516-7 Electrical Intersection Improvements Pleasantville and North State Roads Project is hereby

awarded to the lowest responsible bidder Verde Electric with their bid proposal of \$199,945; and

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

Civil Intersection Improvements – Pleasantville and North State Roads

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

WHEREAS the Village received 6 qualified bids for the VM 1516-7 Civil Intersection Improvements Pleasantville and North State Roads Project; and

WHEREAS funding for this project will be charged to H.1440.201.17220; and

NOW, THEREFORE, BE IT RESOLVED that the bid for the VM 1516-7 Civil Intersection Improvements Pleasantville and North State Roads Project is hereby awarded to the lowest responsible bidder Abbott & Price with their bid proposal of \$318,000; and

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

Minutes

Upon motion by Trustee Wilson, seconded by Trustee Zirman, the Board voted unanimously to approve the minutes of September 7, 2016.

Adjournment

Upon motion by Deputy Mayor Pohar seconded by Trustee Zirman, the Board voted unanimously to adjourn the meeting at 8:55pm.

Respectfully Submitted By,
Christine Dennett
Village Clerk