

**VILLAGE OF TARRYTOWN
BOARD OF TRUSTEES
WORK SESSION 6:00 P.M.
WEDNESDAY, OCTOBER 27, 2021**

Pursuant to the end of the State of Emergency pertaining to COVID-19, all meetings will now be in person.

Meeting Live-Stream: <https://www.tarrytowngov.com/home/events/36131>

Open Session

1. Board of Trustees Concerns
2. Discussion - Alarm Permit/Billing, Including Glenville
3. Replacement Signs for RiverWalk
4. Social Media Policy
5. Speed Hump Policy
6. Frequent Penalty/Late Charge Vendors
7. Town of GreenburghTown-wide Mobile Crisis Center

Executive Session

- A. Board Rules and Procedures

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Kathy Deufemia

From: Joshua Ringel
Sent: Tuesday, October 12, 2021 10:20 AM
To: Richard Slingerland; Kathy Deufemia
Subject: FW: Replacement signs for RiverWalk
Attachments: Tarrytown_Losee_Park_Addt'l_Signs.pdf

Rich,

We should probably put this on for the next work session.

Josh Ringel
Assistant Village Administrator
Village of Tarrytown
One Depot Plaza
Tarrytown NY, 10591

(914)-631-1785

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From: Jonathan Nettelfield <jnettelfield@voxinc.net>
Sent: Wednesday, October 6, 2021 4:18 PM
To: Joshua Ringel <Jringel@tarrytowngov.com>
Cc: Richard Slingerland <rslingerland@tarrytowngov.com>
Subject: Re: Replacement signs for RiverWalk

[EXTERNAL] This email is from outside the Village of Tarrytown - Please use caution when opening links and attachments!

Josh, we attach, per your request, a more formal proposal for the design and execution of the six "replacement" signs. Please note that the anticipated estimate is a little higher than originally forecast. We have broken this out in the proposal but the main reason is that when we looked into the actual hours of studio time required to do this, we realized we needed at least 6 hours per sign, each of which in effect needed to be designed from the ground up. So for example, when you have two languages per sign and yet only one set of visuals, it has to be executed in a way that the diagrams and photos are arranged in such a way that makes sense for each language. We can start whenever you are ready. J.

From: Joshua Ringel <Jringel@tarrytowngov.com>
Date: Monday, October 4, 2021 at 1:12 PM
To: Jonathan Nettelfield <jnettelfield@voxinc.net>
Cc: Richard Slingerland <rslingerland@tarrytowngov.com>
Subject: RE: Replacement signs for RiverWalk

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Jonathan,

Can you put together an official proposal to re-do the signage at the Riverwalk that we can share with the BOT?

Josh Ringel
Assistant Village Administrator
Village of Tarrytown
One Depot Plaza
Tarrytown NY, 10591

(914)-631-1785

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From: Jonathan Nettelfield <jnettelfield@voxinc.net>
Sent: Wednesday, September 22, 2021 12:58 PM
To: Joshua Ringel <jringel@tarrytowngov.com>
Cc: Richard Slingerland <rslingerland@tarrytowngov.com>
Subject: Replacement signs for RiverWalk

[EXTERNAL] This email is from outside the Village of Tarrytown - Please use caution when opening links and attachments!

Good morning Josh,

I think we have all the answers back that we are going to get. My net take on the situation is that there is some interest in updating at least two of the six signs (Culture and Settlement) with amended copy. Not clear if any of the suggestees wants to do it, but I doubt, so we can take care of that if you want. Either way all signs will need updating because of the addition of the Spanish and also for a possible QR Code. Unfortunately, it is the management of this which is going to suck up our time so I don't see how we can do this for any less than the \$8,000 than we charged for the two original signs. This would include all the steps taken in doing the two signs including amending the copy (including the editing back and forth with the individuals who suggested the edits) and of course the layouts for all 6 and then doing the art for the manufacturers and liaising with them. Can you arrange the Spanish translation as you did before?

How is the installation of the two new signs getting along? Also, did you get a chance to review the summary of our work for Hudson Valley communities I sent along last month?

Happy to talk at your convenience. J.

From: Joshua Ringel <jringel@tarrytowngov.com>
Date: Tuesday, August 24, 2021 at 8:17 AM
To: Jonathan Nettelfield <jnettelfield@voxinc.net>
Subject: Re: An extra sign??

I think we should leave it alone. It's in OK shape, far removed from the rest and has a different theme.

Plus I'm worried about current costs.

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Sent from my Verizon, Samsung Galaxy smartphone
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From: Jonathan Nettelfield <jnettelfield@voxinc.net>
Sent: Tuesday, August 24, 2021 7:04:27 AM
To: Joshua Ringel <jringel@tarrytowngov.com>
Subject: Re: An extra sign??

[EXTERNAL] This email is from outside the Village of Tarrytown - Please use caution when opening links and attachments!

OK, thanks. I believe this one was created 3 years after the others. It will be your call as to whether we do this one as well to get all of them on the same schedule. J.

From: Joshua Ringel <jringel@tarrytowngov.com>
Date: Monday, August 23, 2021 at 10:15 PM
To: Jonathan Nettelfield <jnettelfield@voxinc.net>
Cc: Vox 1 <lvos@voxinc.net>
Subject: Re: An extra sign??

No this one is actually in OK shape. It's near "green street"

I can take a Pic tomorrow

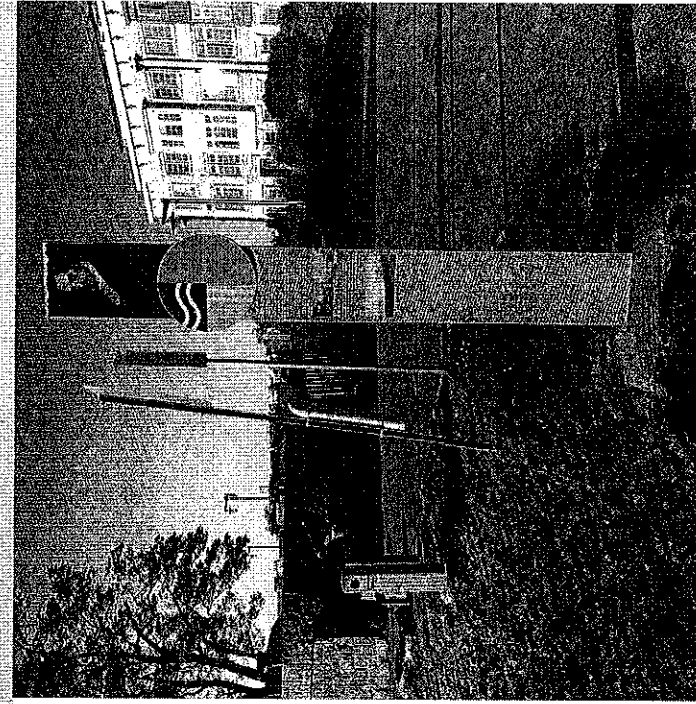
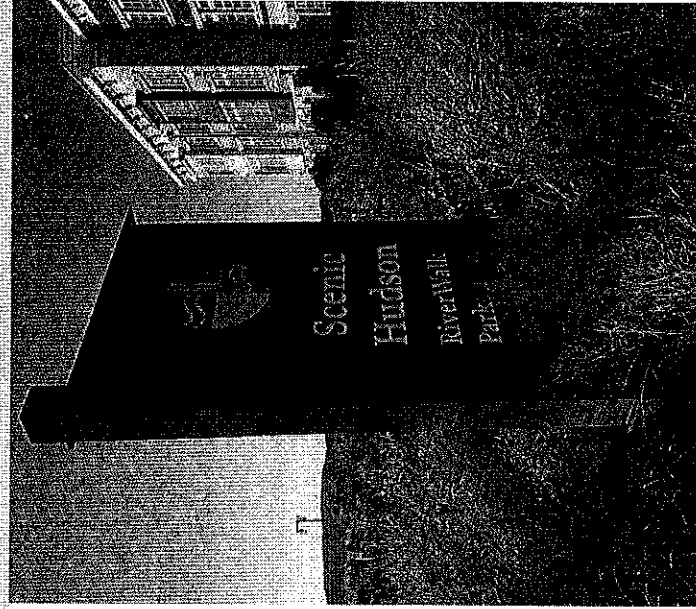
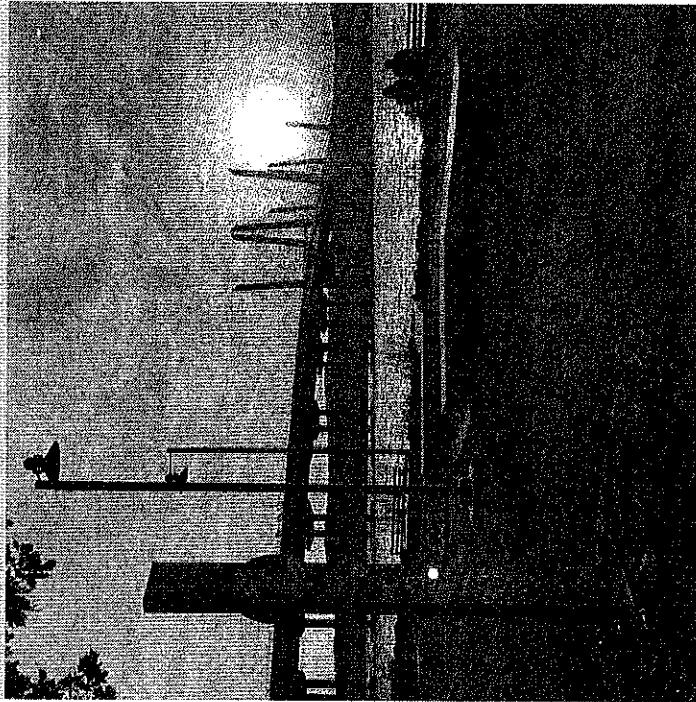
Sent from my Verizon, Samsung Galaxy smartphone
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From: Jonathan Nettelfield <jnettelfield@voxinc.net>
Sent: Monday, August 23, 2021 8:22:39 PM
To: Joshua Ringel <jringel@tarrytowngov.com>
Cc: Vox 1 <lvos@voxinc.net>
Subject: An extra sign??

[EXTERNAL] This email is from outside the Village of Tarrytown - Please use caution when opening links and attachments!

Josh, a mystery presents itself. When we got the sign files from RGR Landscape, it included the attached sign, "Restoration" which is not one we found on RiverWalk. Do you know where it is located and whether it needs to be added to the roster of replacements? J.

RiverWalk Replacement Signage



PROPOSAL FROM VOX INC. TO THE VILLAGE OF TARRYTOWN

October 6, 2021

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Background

Recently VOX Inc. has completed the design for, and overseen the installation of, two new interpretive signs at Losee Park. During the process it was brought to our attention by many members of the stakeholder group that existing signs on RiverWalk were in poor condition and should be replaced. This proposal describes the process and cost for doing this.

Scope-of-Work

In total, six existing signs need to be replaced: one vertical post ("Culture"), four horizontal signs, ("Settlement", "Ecology", "Formation" and "Rebirth") and one "Welcome" sign which includes a map of the local area to guide visitors.

1. VOX will engage with identified stakeholders, some of whom were involved in the original design process, to identify any changes in any of these signs. We will oversee any copy editing/inclusion of new material that may be required and engage with the stakeholder group to reach agreement on all and any changes.
2. VOX will oversee the Spanish translation in the "new" signs and incorporate the additional copy into sign design. Currently these signs are only in English.
3. VOX will prepare final artwork for all new signs to be delivered to the manufacturer. Note that even though some of the signs will be unchanged from their existing copy and images, each sign must be re-created from scratch given the different design for each necessitated by the addition of copy.
4. VOX will liaise with the selected sign manufacturer in all production matters, including delivery and (if required) installation.

Fee

\$11,000 payable in two parts: **50%** on contract agreement, **50%** on project completion.

Note: we have arrived at this number by allowing \$1,500 of studio time per sign plus \$2,000 for project management, including any copy edits needed. It assumes that we will be provided with the Spanish translations as before.



voice amplified | brands resonating



thank you!

Jonathan Nettelfield
914.907.8977 / jnettelfield@voxinc.net

voxinc.net



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Village of Tarrytown Social Media Policy

1. Purpose

- 1.1. Technology continues to play a crucial role in present day society and its governance. Social media tools can significantly enhance resident engagement by reaching new and different populations in the Village of Tarrytown (“Village”). A social media policy is hereby developed and implemented to provide parameters for the use of Village-affiliated social media accounts which shall be used for the circulation of official Village information, as well as general standards and responsibilities for the acceptable use of social media.
- 1.2. The Village, at its discretion, may utilize different social media platforms to provide the public with relevant information and necessary updates. This policy is made to inform employees and the public of the Village’s commitment to engagement and outreach, the necessary rules that govern the creation and usage of Village social media accounts and posts, and to describe the procedures for retaining records of social media posts.

2. Applicability

This policy applies to all users of Village-affiliated social media accounts, which includes any Village officials, employees, interns, volunteers and members of volunteer boards who maintain, use, or provide oversight of Village-affiliated social media accounts. This Policy also applies to individuals who are not employees of the Village, but who are employees of Village contractors, subcontractors, vendors or consultants.

3. Definitions

- 3.1. “**Authorized user**” is a Village official, employee, intern or volunteer who was authorized by the Village Administrator to create, use and/or maintain a Village-affiliated social media account. The number of authorized users per Village-affiliated social media page shall be limited and documented prior to granting access to post on behalf of the Village.
- 3.2. “**Social media**” refers to social networking websites and applications including, but not limited to, Facebook, LinkedIn, Google + and Twitter, as well as blogs and video, music and photo sharing sites including, but not limited to, YouTube, Snapchat, Instagram and Flickr. Social media also includes all means of communicating or posting information or content of any sort on the Internet, including to a web log or blog, journal or diary, personal website, social networking or affinity website, web bulletin board or a chat room, whether or not associated or affiliated with the Village. This Policy applies to social media accessed via all types of devices, including, but not limited to, personal and/or work-issued mobile devices, computers, tablets, cell phones, etc.
- 3.3. “**Village-affiliated social media account**” is an account created by the Village, or one of its Departments, divisions, boards, including volunteer boards, or other affiliated entity for the purpose of publishing Village-sponsored and related content and

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information. All Village-affiliated social media accounts, sites and pages must clearly indicate they are maintained by the respective Department division, board or other entity, as applicable, and shall prominently display appropriate contact information. The Village's logo or some other distinguishing graphic symbol shall be displayed on all Village-sponsored social media pages.

4. Roles and Responsibilities

4.1. Village Administrator – The Village Administrator and/or his/her designee (“Village Administrator”) shall:

- A. Evaluate and approve all new Village-affiliated social media accounts prior to the account going “live” and being accessible to the public;
- B. Maintain a list of approved social media accounts that have been recommended and/or reviewed by the Village Administrator;
- C. Have final authority to edit or remove content from any Village-affiliated social media page(s);
- D. Work directly with Departments, divisions, boards and other Village entities to coordinate social media strategies, tactics, including digital communications for specific events and programs; and
- E. Consider records retention and public records issues whenever authorizing social media accounts and certain content.

4.2. Authorized Users – Authorized users shall:

- A. Provide the Village Administrator with up-to-date lists of social media pages and accounts they oversee;
- B. Provide the Village Administrator access as an “admin”, or other relevant permission level required for the purpose of emergency management and records retention;
- C. Oversee and manage their social media page(s) in accordance with this policy;
- D. Manage records retention of social media pages in conformity with record retention requirements;
- E. Uphold Village values, such as courtesy, transparency, accuracy, professionalism, etc., when representing the Village or an entity of the Village on social media; and

- F. Monitor and measure social networking activity, analyzing effectiveness and making recommendations to the Department, the Administrator and from time to time, the Board of Trustees, for continuous improvement.

5. Social Media Pages

5.1. Account Creation: It is the Village’s intent to limit the number of Village-affiliated social media accounts for purposes of improved oversight and management, as well as for purposes of maximizing centralization of official communications. Prior to creating and maintaining a Village-related social media page, a request memorandum must be submitted to the Village Administrator for approval prior to the establishment of any such page. The requestor must provide justification for creating a new social media page.

5.2. Account Management

- A. Each Village social media page should include an introductory statement that clearly specifies its purpose, intended audience, and topical scope. Where possible, the social media page should link back to the associated Village website for forms, documents, official communication with the Village, and any other information.
- B. All social media accounts must be established in the Village's name, and the log-in credentials required for access, *i.e.*, username, password for access, etc., and a list of all authorized users having access to the login credentials must be submitted to the Village Administrator upon creation of the account and additionally, whenever any change is made.
- C. In order to minimize public confusion, authorized users should only publish or post information on Village-affiliated social media accounts under the Village's official username and profile (not their personal account username and profile if publishing or posting Village content).

6. Social Media Security

6.1. Password Changes: Authorized users must change their social media password(s) immediately if an authorized user loses his/her authorized status or the password has otherwise become compromised, such as may be the case with a suspected account breach.

6.2. Automated Login: Authorized users shall not use automated login options on social media pages, such as Facebook’s “Keep me logged in” feature. This is to prevent unauthorized access to Village social media pages should a computer or digital device be compromised or stolen.

6.3. Password Storage Programs: If an authorized user utilizes a third-party program to store or remember social media account passwords, the account should be configured so that user must log-in each time the web browser is reopened.

7. Social Media General Policy

7.1. Whether an authorized user or not, any employee or member of a citizen board, commission, or committee who identifies themselves through a social media page or networking activity as a Village employee or otherwise utilizes contact information that associates such person with Village government, shall be deemed to be acting in an official capacity on behalf of the Village, and will be required to coordinate their activity with the necessary approvals.

7.2. Nothing in this Policy is meant to prevent an authorized user or any other individual from exercising their right to make a complaint of discrimination or other workplace misconduct, engage in lawful collective bargaining activity, or to express an opinion on a matter of public concern that does not unduly disrupt Village operations.

7.3. **Compliance with Laws and Policies**

A. Authorized users or other Village officials, employees, interns or volunteers representing the Village on social media pages, social networking activities, or via the Village website are acting as a representative of the Village, and therefore must always conduct themselves in a professional manner and in accordance with all applicable federal, state, local and Village laws, ordinances, regulations, including personnel policies, administrative directives, and other relevant Village policies.

B. Content published on social media pages that relates to the conduct of government actions will be retained and managed by the Village in compliance with applicable records retention requirements. All comments, posts, photos and lists of individuals connected to social media pages (from either the Village or general public) will be treated as public records to the extent required by law.

C. Village-affiliated social media accounts, and in some circumstances, personal accounts, may be designated public records subject to the NYS Freedom of Information Law (FOIL).

7.4. **Content Guiding Principles**—Authorized users posting content on a Village-affiliated social media account must follow these guiding principles:

A. Pause and think before posting. If you are about to post something that makes you even slightly uncomfortable, do not post it. It is crucial to understand that posts are widely accessible, not easily retractable, and will be around for extended periods of time. Consider content carefully.

B. Maintain transparency by using real names, job titles, and by being clear about the Village's and individual's roles regarding the subject of postings.

- C. Keep postings factual and accurate.
- D. All posts shall be stated in a respectful, professional tone and relate to Village business.
- E. Ensure postings do not reveal Village’s confidential information, and follow all applicable legal guidelines for external communication.
- F. Ensure you have the legal right to publish all materials, including photos/articles pulled from other websites. Abide by copyright and trademark laws. Even when using materials from copyright-free resources, always include appropriate attributions.
- G. Do not engage in arguments with members of the public who may be critical of the Village or any of its Departments, divisions or other entities.
- H. The content of each employee’s posting is their own responsibility. If an authorized user or employee has questions relating to a post, they should contact their supervisor and/or the Village Administrator prior to posting any questionable content on a Village-affiliated social media account.

7.5. Inappropriate Content—Authorized users shall not post inappropriate content on a Village-affiliated social media account, which includes but is not limited to:

- A. Content that directly or indirectly endorses any person, campaign, organization, or business not directly associated with the Village.
- B. Personal opinions regarding Village business, community related issues or concerns, and similar operational or policy-oriented subjects.
- C. Photographs, music, graphics, or content unless you have obtained the written permission of the copyright holder or proof of being royalty-free.
- D. Content that supports, promotes, perpetuates, or fosters discrimination or harassment on the basis of race, color, national origin, creed, age, religion, gender, sexual orientation, marital status, familial status, domestic violence victim status, status with regard to public assistance, disability, or any other characteristics protected by law.
- E. Information that tends to compromise the safety or security of the public, public systems, or public services.
- F. The scene of any accident in which a member of the public was directly or indirectly involved without the consent of the Village Administrator or his/her designee.

- G. Information related to legal matters, litigation, or any parties with whom the Village may be in litigation.
- H. Personal attacks or insults, or malicious, obscene, threatening or intimidating language.
- I. Private or personal material published without consent, including but not limited to: home addresses, phone numbers, personal vehicles, license plates, birthdates, social security numbers, etc.
- J. Content that violates law or encourages the violation of any law.
- K. Profane language or obscene content.
- L. Any post of a religious nature, not to include events of a secular nature that happen to be sponsored by a religious group or organization.

7.6. Professional Use—All authorized users or any employee or member of a citizen board, commission, or committee who identifies themselves as a Village employee or volunteer while posting on a Village-affiliated social media account shall adhere to the following social media professional use standards:

- A. Only authorized Village officials, employees, interns, volunteers and members of volunteer boards or Village contractors, subcontractors, vendors or consultants acting in an official capacity may post content on behalf of the Village.
- B. Information conveyed by means of social media must be presented following professional standards for good grammar, spelling, clarity, accuracy, and avoid jargon, obscure terminology, or acronyms. The content of posts should also remain professional in nature and always be conducted in accordance with the Village’s communications policy, practices, and expectations.
- C. Disclosure of confidential or proprietary information gained by means of an official position within the Village is strictly prohibited.
- D. Village officials, employees, interns, volunteers and members of volunteer boards shall not use their personal social media pages for work purposes. This is necessary to facilitate compliance with public record laws and protect personal information from public disclosure,
- E. Social media should not be used as a tool to circumvent other Village communication polices, including those related to press releases and other public communication protocols or policies. Inappropriate use of social media in violation of these guidelines can lead to corrective measures, including disciplinary action.

- F. All employees taking part in social networking on behalf of the Village must maintain a high level of ethical conduct and professional mannerisms.
- G. Employees must recognize that the public may affiliate them with the Village and should take that into consideration when posting on their own personal accounts.

7.7. Comments & Direct Message Policy

- A. It is recommended that comments and/or replies to posts on Village-affiliated social media accounts be disabled. If comments and/or replies are disabled, a statement will be made indicating such in the “about us” or “bio” with a direction on where to send comments, questions, concerns, complaints, etc. If replies are not disabled, the “about us” or “bio” section will also indicate that replies are not responded to.
- B. To the extent possible, direct messaging will also be disabled. Wherever it is not possible to disable, an auto reply message indicating to the following will be implemented: “This inbox is not monitored. Please submit questions/concerns to (INSERT DEPARTMENT EMAIL ADDRESS HERE) or call us at (INSERT DEPARTMENT PHONE NUMBER HERE).”
- C. The biography sections of Village social media accounts shall include the following: “The purpose of this site is to present matters of public interest in the Village of Tarrytown, New York. This social media account shall not be used as a substitute or as a means for public communication to the Village. All comments and messages by the public which require review and/or response by the Village should be communicated directly to the Village by email, letter, phone call, or in-person visits or appointments with appropriate Village employees and/or officials.”
- D. When comments are not disabled, the “comments section” or “reply” ability to posts will serve as limited public forum and all content published is moderated. User-generated posts may be removed (when possible) when the content:
 - i. Is not related to the original topic, including random or unintelligible comments;
 - ii. Is profane, obscene, violent, or pornographic;
 - iii. Contains confidential information, including personal identifying information or sensitive personal information;
 - iv. Contains offensive terms that target protected classes;
 - v. Is threatening, harassing, or discriminatory;
 - vi. Incites or promotes violence or illegal activities;
 - vii. Is defamatory or contains personal attacks;
 - viii. Violates any applicable law or encourages the violation of any applicable law;

- ix. Contains information that reasonably could compromise individual or public safety;
 - x. Advertises or promotes a commercial product or service, or any entity or individual;
 - xi. Violates a legal ownership interest, such as a copyright, of any party; or
 - xii. Promotes or endorses a political campaign or candidate.
- E. Prior to deleting any such posts, the authorized user must receive the written approval of the Village Administrator. Such written approval may be in the form of an emailed request and response, or any other informal means of written communication. Consultation with the Village Attorney or his/her designee is recommended prior to the removal of any posts.
- F. Deleted/Removed comments will be retained in accordance with records retention requirements.
- G. The Village will not actively engage in comment moderation and will only do so when a violation is observed by staff in the normal course of business or if a report/complaint is submitted by a member of the public.

Discipline

- A. Any employee who violates this Policy shall be subject to appropriate discipline in accordance with the employee's disciplinary due process rights under Civil Service Law and/or the employee's collective bargaining agreement, if applicable, up to and including termination of employment. The Village intends to follow each provision of this Policy but reserves the right to change any provision at any time if circumstances warrant or require. A failure to enforce this Policy does not constitute a subsequent waiver of any violation of this Policy. This Policy shall be read and interpreted in conjunction with all other Village policies and procedures.
- B. An employee's work internet and/or Village-affiliated social media account access may be suspended if deemed necessary by the Village to maintain the operation and integrity of the Village's internal network, or if a Village employee has violated this Policy.
- C. For any website or social media account that appears to be operating in an official Village capacity without receiving the appropriate approvals from the Board of Trustees and/or Village Administrator, and if the Board of Trustees determines the public may perceive that any unaffiliated website expresses official views of the Village, the Village shall notify such website that it must conspicuously post the following notice:

This website is not affiliated with the Village of Tarrytown or any of its subsidiary bodies. The views and opinions expressed in this website do not reflect the views

or positions of the Village of Tarrytown. The Village of Tarrytown has not and cannot verify the content of this website and is not responsible for any injury that results from the reliance on information presented on this website.

Should any website refuse to comply, the Village will send a cease-and-desist notice and/or seek removal of the page from the applicable third-party site (Facebook, Twitter, etc.)

8. Disclaimer

Nothing in this Policy is intended to or should be interpreted as interfering with, limiting or restricting the rights provided to individuals under the First Amendment, the Taylor Law or any other law. To the extent a section of this Policy is found to be in violation of an individual's rights, or becomes invalid or is otherwise unenforceable by reason of legislation or court decision, all other provisions of this Policy shall remain in full force and effect.

DRAFT

Tarrytown Residential Speed Hump Program Manual

I. Purpose of the Program

The Tarrytown Residential Speed Hump Program Manual has been established to address certain neighborhood traffic concerns of the residents of Tarrytown. This program was developed based on the experiences of numerous communities as well as documented studies of Speed Humps throughout the United States and documented studies of Speed Humps by the Institute of Transportation Engineers, the New York State Department of Transportation and other organizations and agencies.

The purpose of this program is to reduce the speed and manage the volume of traffic traveling on residential streets. Although it is realized that each situation is unique, the policies and procedures outlined in this document are to be applied uniformly to ensure that the Village's resources are used appropriately. In some cases, other traffic calming or engineering measures may be more or equally effective in improving safety on a particular street. The Village Administrator's office is the primary department responsible for the implementation of this manual.

It should be noted that due to resource constraints and the need to plan for and fund capital projects, the speed hump process from start to finish (from application, to permanent speed hump) may take as long as a year or more to complete.

II. Definitions

Major Roads – Arterial highways and collector roads.

Arterial Highways – Streets that typically emphasize a high level of traffic mobility and accommodate higher levels of traffic and serve longer distance trips (ex: Benedict Avenue, Broadway, Neperan Road, White Plains Road – Rt. 119).

Collector Roads – Roadways that link the local street system with arterial highways. Typically balance traffic mobility and property access. (ex. Prospect Avenue, Highland Avenue, Franklin Street).

Local Roads and Streets – Roadways that provide access to transportation network from developed land uses.

Midblock – Any location between intersections.

85th percentile speed – The speed which 85% of vehicles travel at or below, normally considered a comfortable speed at which to travel based on the design of the road.

Speed Humps

A. Description:

- Rounded raised areas of pavement for permanent applications and stretch across the street from curb to curb.
- Sometimes placed in a series (typically spaced 300 to 600 feet apart)

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- Different from speed bumps which are not as long and are usually used only in parking lots.

B. Applications:

- Residential streets.
- Not to be used on major roads, bus routes, or primary emergency response routes.
- Midblock placement; not at an intersection.
- Not used on grades steeper than 8 percent.

C. Design/Installation Considerations:

- Speed hump sizing to be based on engineering standards, but generally are 3" in height.
- Edges tapered near curbs to allow gap for drainage.
- Advance warning and advisory speed signage required.
- Pavement markings are required on speed humps.

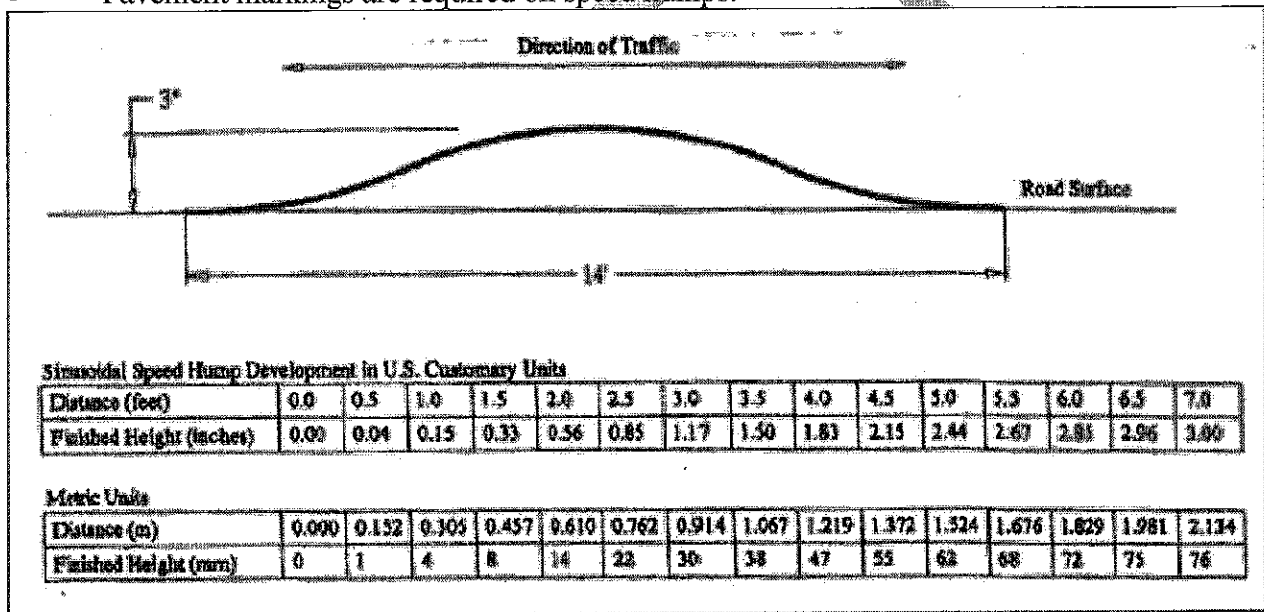
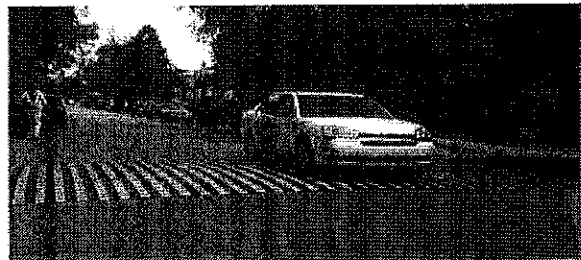


Figure A. Representative Permanent Asphalt Sinusoidal Speed Hump (side view)

To aid in providing consensus for the project, the Village will only allow for the installation of permanent asphalt speed humps after temporary, removable, speed humps have been installed on the street for a time period of approximately 3-6 months. Temporary speed humps will not be installed or allowed to remain in place during winter months due to potential plowing damage. **Figure B. Temporary Speed Hump** →



Pavement Markings for Speed Humps

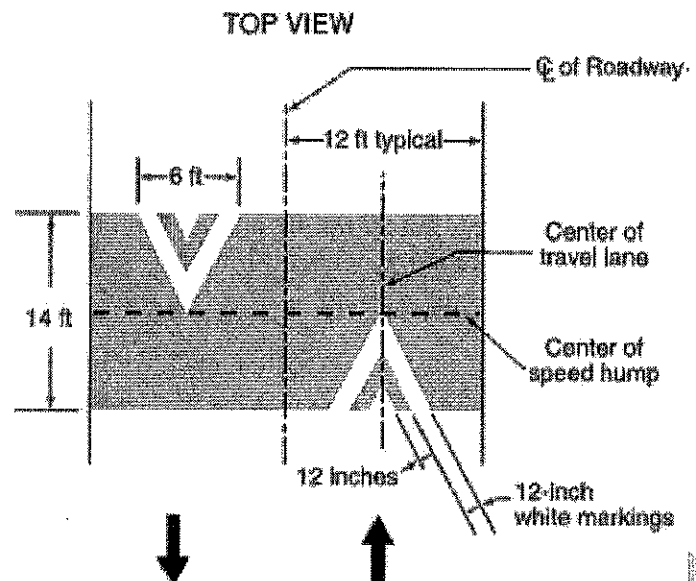


Figure C Speed Hump Striping (overhead view)

D. Operational Considerations:

- Speeds between humps have been observed to be reduced between 20 and 25 percent on average.
- Speeds typically increase approximately 0.5 mph midway between humps for each 100 feet of separation.
- Studies indicate that traffic volumes have been reduced on average by as much as 18 percent depending on alternative routes available.
- Studies indicate that collisions have been reduced by an average of 13 percent on treated streets (not adjusted for traffic diversion).
- Possible increase in traffic noise from braking and acceleration of vehicles, particularly buses and trucks.
- Emergency Response Issues:
 - Concern over jarring of emergency rescue vehicles.
 - Approximate delay of between 3 and 5 seconds per speed hump for fire trucks and up to 10 seconds for ambulance with patient.

E. Initial Speed Hump Eligibility Criteria

In order for a roadway to be eligible and considered for speed humps it must meet the following criteria:

- Must be a residential street, not a major road;
- Must not be a dead end block;
- Must not be designated as an Emergency Response Route or bus route;
- The land use fronting street is zoned for residential use;

- 3
- Not used on grades steeper than 8 percent;
 - Not used on winding roads or on curves as per engineering standards;
 - Mid-block use only (not at intersections);
 - Westchester County and New York State Department of Transportation owned roads are not acceptable for humps; those jurisdictions will need to be approached directly;
 - Should not be scheduled to be repaved within 2-3 years; or scheduled for capital upgrades (gas, electric, sewer, water).

Because speed hump funding is limited, it may not be possible for all eligible projects to be funded. As such, there are certain deadlines that must be met to fit into the fiscal cycle.

III. Application Process

The following is the list of application process steps which describes the application process in greater detail (note that section IV of this manual lays out deadlines and general timing of a request):

- Resident (s), Neighborhood Association or interested party contacts the Administrator's office to request a speed hump. **Use form in Appendix A.**
- Upon receipt of request, the project will be assigned a project name.
- Administrator's office will consult with DPW, Police and Fire Departments to determine if the roadway is eligible for speed humps based on the initial eligibility criteria cited above, and if these or other traffic calming alternatives should be considered, the study area limits will be determined based on the request (the entire length of the street AND any other areas as determined by Village Officials.) Administrator's office will notify the requestor within 30 days of eligibility.
- If the roadway meets the initial eligibility check, the requestor will be required to canvas the defined study area and petition using **form in Appendix B.** The petition must be signed by 67% of the households within the study area. The purpose of the petition is to make the area residents aware of the project and initiate citizen participation through the design process.
- Upon receipt of the signed petition, a request for a traffic study of the project area will be submitted to the Board of Trustees and conducted depending on budgeted resources, using the rating and engineering study requirements listed in Appendix C. At the conclusion of the study, a rating score will be determined and used to place the project on a priority list. A project must have a minimum score of 65 out of 100 points to move forward.
- Upon approval by the Board of Trustees, temporary speed humps will be installed by Tarrytown in priority order based on the priority list and based on availability of resources (funding.) They will remain in place for a trial period of approximately three months. Winter months will be excluded due to weather concerns.

- 5
- After the trial period has been completed, the Village will solicit feedback from the study area requesting the original requesters complete a final petition requesting permanent speed hump construction if it is the neighborhood's desire that a permanent fixed speed hump (or humps) be installed using the form in Appendix D.
 - Upon receipt of the Final Petition confirming support by at least 75% of residents the study area and approval by the Board, the Village will commence construction of the permanent speed humps (if resources are budgeted). Installation will require hiring a contractor for using standard procurement procedures which may take several months. Construction is also weather and season dependent.
 - The effectiveness of the installed permanent speed humps will be evaluated periodically for a minimum of one year. After a period of one year, if residents want to remove one or more permanent asphalt speed humps, they must submit a petition from at least 75% of the neighborhood.

IV. Speed Hump Consideration Schedule

We recommend that all speed hump requests be submitted between May 1 and November 1. Any requests received outside of this period could be delayed until the following fiscal year. Projects will be reviewed on a rolling basis, with the initial project reviews completed no later than December 15. If the project is determined to be eligible, the requester will need to complete an initial petition requesting speed hump study (as outlined in Appendix B.) Such petition will need to be submitted no later than January 31 to be considered for funding in the upcoming fiscal capital budget.

Once a project is deemed eligible, the petition requirements are met, and funding has been budgeted for the specific project(s), a formal engineering study must be completed. Such study will commence for all active projects at once (to meet economies of scale). The timing of the study will depend on the number of project requests received. Projects will be ranked and considered according to the criteria as set forth in Appendix C. The number of areas and/or temporary speed humps to be installed will depend on budgeted resources.

Temporary speed humps will be installed for a period of approximately 3 to 6 months; such humps will not be installed or remain during the period of November 15 – March 31.

After the trial period has completed, the Village will solicit feedback from the requestors. The original requesters will have to complete a final petition requesting permanent speed hump construction if it is the neighborhood's desire that a permanent fixed speed hump (or humps) be installed. This petition shall be submitted no later than January 31st to be considered for funding in the next fiscal budget, to receive final authorization from the Board of Trustees. The permanent hump will be installed if a petition is received and after funds are budgeted by the Board of Trustees and project(s) have gone through the procurement process.

This is a purposely deliberative process that respects the neighborhood residents as such requests draw upon on both time and dollar resources, and as such, it should be noted that a speed hump may take several years to be fully implemented from start to finish.

5

Appendices

- A. REQUEST FOR SPEED HUMP INVESTIGATION
- B. INITIAL PETITION REQUESTING SPEED HUMP STUDY
- C. NEIGHBORHOOD PROJECT RANKING SYSTEM AND ENGINEERING STUDY REQUIREMENTS
- D. FINAL PETITION REQUESTING PERMANENT SPEED HUMP CONSTRUCTION

DRAFT

5

Appendix A

REQUEST FOR SPEED HUMP INVESTIGATION

Please fill out this form in its entirety. The responses you provide will allow the Village to allocate the proper resources to review your request and evaluate the area appropriately. Please attach additional sheets or sketches to clarify your point as necessary. The impact of traffic on nearby streets will be considered by the Village.

Please identify the streets, as well as street numbers to be included for speed hump(s). Also include the limits of the area along those streets.

Please describe the traffic issues that need to be addressed (speeding, traffic volume, etc.) the time of day the issues are most prevalent and who is affected (pedestrians, other drivers, homeowners.)

Contact Name: _____ Address: _____

Daytime Phone: _____ E-Mail _____

Return this form to:
Village of Tarrytown
Village Administrator
1 Depot Plaza
Tarrytown, NY 10591

Or E-Mail to: administrator@tarrytowngov.com

Appendix B - Template

INITIAL PETITION REQUESTING SPEED HUMP STUDY

Description of Street(s) _____

Primary Contact Name: _____ Daytime Phone: _____

“As evidenced by my signature, I support the investigation of potential speed hump(s) for the above referenced street/area _____ (project id). I understand that 67+1 percent of the households of this area must support this request for the area to be evaluated.” Only 1 resident per household or apartment unit may sign.

<u>Street Address</u>	<u>Name Printed/ Signature</u>	<u>Phone</u>	<u>Email</u>

Please print additional pages if necessary

Appendix C Scoring / Engineering Study Requirements

TABLE 1 NEIGHBORHOOD PROJECT RANKING SYSTEM		
Criteria	Points	Basis for Point Assignment
Speed	0 to 20	Extent by which 85% speeds exceed posted speed limit; 2 points assigned for every 1 mph.
Volume	0 to 25	Average daily traffic volumes (1 point assigned for every 120 vehicles above the 500 vehicle threshold.)
Accidents	0 to 10	1 point for every accident reported within past 5 years
Schools/Child Care	0 to 10	5 points assigned for each school/childcare crossing on the project street, 2 points assigned for school crossings within 2/10 th s of mile
Pedestrian Generators	0 to 15	5 points assigned for each public facility (such as parks, community centers, and schools) or commercial use that generates a significant number of pedestrians.
Pedestrian Facility	0 to 10	5 points assigned if there is no continuous sidewalk on one side of the street; 10 points if lacking on both sides.
Housing Density	0 to 10	Low Density (2 points) Medium Density (5 points) High Density (10 points)
Total points Possible	100	

The sum of points assigned for each criterion will determine the priority of the Speed Hump Project.

The following shall also be considered as a part of the engineering study on a "Pass/Fail" basis. Should any of the below fail, a speed hump shall not be installed.

- Installation of speed humps would not divert significant amounts of traffic to other residential streets;
- Installation of speed humps does not provide an unreasonable liability or public hazard due to existing roadway conditions that cannot be changed;
- Roadway conditions (curvature, roadway width and roadway surface) must meet acceptable engineering standards.

Appendix D - Template

FINAL PETITION REQUESTING PERMANENT SPEED HUMP CONSTRUCTION

Description of Streets: _____

Primary Contact Name: _____ Daytime Phone: _____

“As evidenced by my signature, I support the construction of permanent speed hump(s) for the above referenced study area _____ (project id). I understand that 75 percent of the households of this area must support this request for the permanent installation to proceed.” Only 1 resident per household or apartment unit may sign.

<u>Street Address</u>	<u>Name Printed/ Signature</u>	<u>Phone</u>	<u>Email</u>

Please print additional pages if necessary

Village of Tarrytown
Vendors with
Late Charges

6

Frequent Penalty/Late Charge Vendors		
Vendor #	Vendor Name	Product/Service
1990	Canon Financial	Rec copier
2180	Chase Bank	Village credit card
2580	Con Ed	Gas
1028	De Lage Landen	Library copiers (2)
3982	Fedex	Mailing services
10220	NYS Power Authority	Electricity
1311	TIAA Bank	Village Administrator copier
2161	Tolls By Mail	DPW vehicle bridge tolls

Kathy Deufemia

From: Richard Slingerland
Sent: Wednesday, October 20, 2021 2:49 PM
To: Kathy Deufemia; Joshua Ringel
Cc: John Barbelet
Subject: FW: Townwide Mobile Crisis Team

Please put this on the Work Session for October 27th.

Richard Slingerland
Village Administrator
Village of Tarrytown
One Depot Plaza
Tarrytown, New York 10591
914-631-1785
fax: 914-909-1208
e-mail: rslingerland@tarrytowngov.com

From: John Barbelet <jbarbelet@tarrytowngov.com>
Sent: Wednesday, October 20, 2021 1:44 PM
To: Richard Slingerland <rslingerland@tarrytowngov.com>
Subject: FW: Townwide Mobile Crisis Team

Rich, the email below is a project Chief McNerney and I have working on. They would like the "idea" presented to each Board to see if we should continue to press forward.

Chief John Barbelet
Tarrytown Police Department
One Depot Plaza
Tarrytown, NY 10591
914-631-5544
jbarbelet@tarrytowngov.com

From: Chris McNerney <cmcnerney@greenburghny.com>
Sent: Wednesday, October 20, 2021 1:12 PM
To: John Barbelet <jbarbelet@tarrytowngov.com>; Manuel Guevara <mguevara@dobbsferrypolice.com>; Francis Pignatelli <fpignatelli@irvingtonny.gov>; Steven Foster <SFOSTER@elmsfordpd.com>; Anthony Piccolino <APICCOLINO@ardslevvillage.com>; Chief David Dosin <ddosin@hastingsgov.org>
Subject: Townwide Mobile Crisis Team

[EXTERNAL] This email is from outside the Village of Tarrytown - Please use caution when opening links and attachments!

Good Afternoon,

Last night the Town Board approved my request to fund a Mobile Crisis Team for the Town and 6 Villages. This team would consist of (2) Certified Peer Specialists and (2) Licensed Mental Health Counselor/Licensed Clinical Social Worker. While I asked for 12 positions to staff this 24/7, the Town approved a total of (4) positions to start. Chief Barbelet and I have had many conversations about this and I know that we both recommended the concept in our respective Police Reform initiatives. We believe this a proactive, first of its kind concept to address the local needs of residents and

7 visitors to our respective municipalities. We believe this is an opportunity to address an issue we have seen at the national level with respect to emergency response to individuals in crisis. The goal is to provide trained professionals to individuals in crisis and limit the involvement of law enforcement.

Supervisor Feiner believes that he can start this program with a zero percent tax increase. Can you please advise your respective municipal officials of this concept? I know the Supervisor intends to notify them and ask if they support it.

Thanks,
Chris



**CHRIS T. MCNERNEY
CHIEF OF POLICE
TOWN OF GREENBURGH POLICE DEPARTMENT
(914)989-1740**

This message and any attachments may contain confidential or privileged information and is only for the use of the intended recipient of this message. If you are not the intended recipient, please notify the sender by return email and delete or destroy this and all copies of this message and all attachments. Any unauthorized disclosure, use, distribution or reproduction of this message or any attachments is prohibited and may be unlawful.

Kathy Deufemia

From: Richard Slingerland
Sent: Thursday, October 21, 2021 1:53 PM
To: Kathy Deufemia
Subject: FW: a new initiative in the A budget --

From Supervisor Feiner, to add to the agenda

Richard Slingerland
Village Administrator
Village of Tarrytown
One Depot Plaza
Tarrytown, New York 10591
914-631-1785
fax: 914-909-1208
e-mail: rslingerland@tarrytowngov.com

From: Paul Feiner <pfeiner@greenburghny.com>
Sent: Thursday, October 21, 2021 1:50 PM
To: Richard Slingerland <rslingerland@tarrytowngov.com>; mayorelmsford@aol.com
Cc: Joshua Ringel <Jringel@tarrytowngov.com>; lschopfer@irvingtonny.gov; kbuccheri@irvingtonny.gov; mayor@hastingsgov.org; MayorRossillo@dobbsferry.com; nkaboolian@ardsleyvillage.com; michaelmills@elmsfordny.com; Town Board <TownBoard@greenburghny.com>; Krista Madsen <KMadsen@greenburghny.com>; Roberta Romano <RRomano@greenburghny.com>
Subject: a new initiative in the A budget --

[EXTERNAL] This email is from outside the Village of Tarrytown - Please use caution when opening links and attachments!

Next week when I propose my budget for 2022 I will include the mobile crisis team in the budget for the town and six villages--pending support from the villages. I spoke with the Chief. Think we should be able to start the program in April.

If you would like to schedule a meeting of village/town officials to discuss I would be happy to participate with the police. If village Boards object to this added expense in the A budget I will not include funding in the A budget for this initiative. I anticipate that the A budget (which includes villages) will have a zero percent tax hike but this program will increase the costs of services to village residents. And, going forward there won't always be zero percent tax hikes. The initiative, if implemented, follows recommendations of many police reform groups.

The following was sent to Police Chiefs by Chief McNerney. PAUL FEINER

Chris McNerney

Reply all |
Yesterday, 1:12 PM
John Barbelet <JBARBELET@tarrytowngov.com>;
Manuel Guevara <mguevara@dobbsferrypolice.com>;

7
Francis Pignatelli <fpignatelli@irvingtonny.gov>;

+3 more

You forwarded this message on 10/20/2021 4:29 PM

Label: Inbox Retention 730 (2 years) Expires: 10/20/2023 1:12 PM

Action Items

Good Afternoon,

Last night the Town Board approved my request to fund a Mobile Crisis Team for the Town and 6 Villages. This team would consist of (2) Certified Peer Specialists and (2) Licensed Mental Health Counselor/Licensed Clinical Social Worker. While I asked for 12 positions to staff this 24/7, the Town approved a total of (4) positions to start. Chief Barbelet and I have had many conversations about this and I know that we both recommended the concept in our respective Police Reform initiatives. We believe this a proactive, first of its kind concept to address the local needs of residents and visitors to our respective municipalities. We believe this is an opportunity to address an issue we have seen at the national level with respect to emergency response to individuals in crisis. The goal is to provide trained professionals to individuals in crisis and limit the involvement of law enforcement.

Supervisor Feiner believes that he can start this program with a zero percent tax increase. Can you please advise your respective municipal officials of this concept? I know the Supervisor intends to notify them and ask if they support it.

Thanks,

Chris

Greenburgh has been designated a "Tree City of the World": 1 of 38 municipalities in the United States, and 1 of 2 municipalities in the State of New York. Tree Cities of the World is a program of the United Nations and the Arbor Day Foundation.