

**VILLAGE OF TARRYTOWN
BOARD OF TRUSTEES
WORK SESSION 6:15 P.M.
WEDNESDAY, FEBRUARY 28, 2018
Tarrytown Village Hall
One Depot Plaza, Tarrytown, New York**

Open Session

Board of Trustees Concerns

1. Continued Discussion – Escrow Appeal
2. 2018-2019 Tentative Budget and Revenue – Workshop Session
3. Board Authorization for Code Enforcement Staff
4. Wilson Park Tree and Shrubbery Plan
5. Code Change – Allow Businesses to put up Sandwich Signs Year Round
6. Capital Projects and Equipment – Parks
7. Proposed Resolution re “Think Differently” Initiative to Assist Individuals with Special Needs and their Families
8. Sleepy Hollow Sprint Triathlon
9. Acknowledgement of Receipt – 2017 Service Award Program – TVAC
10. Proposed Agreement – Scenic Hudson and NYS Parks for Design Work on Old Croton Aqueduct
11. NAMI Westchester Ribbon Campaign 2018
12. Compatible Use Permit – Tarrytown Hall Care Center

Executive Session

- 1A. Employment Candidates – DPW
- 2A. Temporary Employee – Parks Department

Kathy Deufemia

From: Richard Slingerland
Sent: Thursday, February 08, 2018 9:37 AM
To: Kathy Deufemia
Subject: FW: Bartolacci Escrow Account
Attachments: Slingerland Response 12-14-17.pdf; Bartolacci Escrow Account Charges 1.30.18.pdf

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: suzanne bartolacci [mailto:sbartolacci@hotmail.com]
Sent: Tuesday, January 30, 2018 8:31 AM
To: Richard Slingerland <rslingerland@tarrytowngov.com>
Cc: Peter Bartolacci <pbartolacci@hotmail.com>; Dan Pennella <DPennella@tarrytowngov.com>; Steve Silverberg (silverberg@szlawfirm.net) <silverberg@szlawfirm.net>; Carol Booth <CBooth@tarrytowngov.com>; Jim Hart <jhart@tarrytowngov.com>; Liz Meszaros <lmesaros@tarrytowngov.com>
Subject: Re: Bartolacci Escrow Account

Mr. Slingerland,

We received your letter dated December 14, 2017 (See attached), in response to our questions and concerns relating to charges against our Planning Board escrow account. The Village's conclusion was that all of the charges were reasonable without actually addressing any of the questions we had raised or providing any of the documentation we had requested. As such, we respectfully request that you provide an explanation as to the procedures engaged in by the Village to make its determination and provide us with the documentation that was requested in our original correspondence to you.

In the meantime, we have received additional billing information which has raised further concerns for us so we have added this to the original file we had sent you and attached the updated file hereto.

Our main areas of concern are as follows:

- There are significant inconsistencies in the amount of time charged by Village representatives when attending the same meetings. All told, this amounts to over 3 hours of chargeable time. We'd like to understand the rationale behind this.
- There appears to be at least one situation where the detailed billing (invoice) does not agree with the summary charges statement.
- There is time charged for meetings where we believe our application was adjourned.
- The amount of time charged does not comport with the timing on the recording of the meeting.
- What appears to be excessive time was charged for a brief memo summarizing information that every Planning Board member was already fully aware of.
- Time was charged to "prepare draft resolution" in April 2017. Why would a draft resolution have been prepared back in April 2017 when we have yet to receive an approval 9 months later?
- We would like to understand what additional work was required by Monarch Planning, Silverberg Zalantis, and/or Munz Associates allegedly as a result of "the lack of complete submittals" as you note in your December 14, 2017 response.

Further, it is our understanding that as per Village Code 305-138B, the Village has 45 days to respond to any inquiries regarding escrow account charges. As the Village's response was dated December 14, 2017, or approximately 84 days after notification of our concerns, we'd like to better understand what purpose the 45 day response deadline serves. It is our belief that we should be granted the relief we sought as the Village did not comply with its own code imposed timeline.

Lastly, please confirm that our submission of the updated file highlighting our additional concerns, based on the invoices sent to us in an email from Liz Meszaros dated 1/19/18 and received by mail on 1/22/18, serves as notice to the Village Board that we are protesting these additional charges.

Sincerely,

Suzanne Bartolacci

From: Richard Slingerland <rslingerland@tarrytowngov.com>
Sent: Monday, September 25, 2017 1:15 PM
To: suzanne bartolacci
Cc: Peter Bartolacci; Dan Pennella; Steve Silverberg (silverberg@szlawfirm.net); Carol Booth; Jim Hart; Liz Meszaros
Subject: RE: Bartolacci Escrow Account

Dear Mrs. Bartolacci:

This is to acknowledge receipt of your e-mail regarding your request for a review of the escrow charges to your escrow account. Your request qualifies under Chapter 308-138 B. Since we were attempting to meet for several weeks, I consider the date of our meeting on September 21 as the timely filing date for the invoices related to your escrow, including the questions you raised about memorandums prepared by Bob Galvin earlier this year, since you were only invoiced on them in August.

Under the Village Code, the procedure established provides that once the request for a review of invoices is submitted, the Village Board shall have 45 days to perform such review. Counting from September 21, the deadline date for completion of the review would be on or about November 6, 2017. I will be sure to work with the Village Board to perform such review and get back to you on or before that deadline.

Sincerely,

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: suzanne bartolacci [<mailto:sbartolacci@hotmail.com>]
Sent: Monday, September 25, 2017 9:24 AM
To: Richard Slingerland <rslingerland@tarrytowngov.com>
Cc: Peter Bartolacci <pbartolacci@hotmail.com>
Subject: Bartolacci Escrow Account

Mr. Slingerland,

As we discussed at our meeting with you last Thursday (September 21), we have several questions and concerns regarding the charges made against our escrow account for our pending Planning Board application. You indicated you would review the charges for reasonableness (as is required by the Village Code) and hopefully your review will resolve these questions and concerns without us having to contest the charges with the Village Board, which is the procedure we understand must followed (again, as per the Village Code).

A significant concern that we highlighted to you was that the invoices we were provided for the Planning Board attorney's fees were almost entirely redacted, so it was impossible for us to determine what we had been charged for for most of the line items. If we are being asked to pay for something, we believe it is entirely reasonable that we should be allowed to see what these charges pertain to. As such, we request that un-redacted copies of these Silverberg Zalantis invoices be provided to us.

In addition, we have attached a detailed analysis of several line items for both the Silverberg Zalantis and Monarch Planning invoices. We would appreciate you reviewing this analysis and the comments and questions included therein. We believe that several adjustments to the billed amounts are justified and provide our rationale. Further, we question the validity of several of the charges and would appreciate you investigating and providing the additional supporting documentation we requested.

Another concern we have is that we are being charged for both the Planning Board attorney's and the Village Planner's time for attending the Planning Board meetings when on numerous occasions, a speaker repeated exactly what had been said and was already on the record in a prior meeting (including the same presentation materials). We do not believe it is justified to charge us when no new information was provided for the record and the Chairman did not intervene to stop the repetition. This sets a very dangerous precedent. Further, in one case a speaker spoke at some length in strong opposition to our application, and then proceeded to write a letter to the Planning Board the following month asking that his testimony be stricken from the record and that he now fully supported our application. The total time elapsed for the repetitive comments and retracted comments was 40 minutes, which amounts to \$233 that we have been asked to pay for.

To help with your review, we have attached the escrow account expenditure sheet provided to us by Liz Meszaros on August 31, 2017, the supporting invoices from Silverberg Zalantis and Monarch Planning provided by Liz Meszaros on September 15, 2017, and a copy of a memo prepared by Bob Galvin on January 30, 2017, for which we are contesting the amount of time charged for preparing this memo. Our summary of contested/questionable charges is also attached.

As noted, per Village Code, we have 15 days from the date of receipt of the invoices to contest the charges. We received the Silverberg Zalantis and Monarch Planning invoices from Liz Meszaros on September 15, so we would appreciate a response by September 29 at the latest.

Sincerely

Suzanne Bartolacci



VILLAGE OF TARRYTOWN

One Depot Plaza, Tarrytown, New York 10591-3605

www.tarrytowngov.com

Mayor
DREW FIXELL
Deputy Mayor
THOMAS BUTLER

Trustees
KAREN G. BROWN
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914-631-1785
VILLAGE TREASURER
914-631-7873
VILLAGE CLERK
914-631-1652
VILLAGE ENGINEER
914-631-3668
DEPT. OF PUBLIC WORKS
914-631-0356

FAX NO. 914-631-1208

December 14, 2017

Peter and Suzanne Peter Bartolacci
67 Miller Avenue
Tarrytown, NY 10591

Re: Appeal of Fees Related to Escrow for 67 Miller Avenue

Dear Mr. and Mrs. Bartolacci:

This is to advise you of the determination by the Village of Tarrytown with regard to your appeal of the escrow fees related to the review of the applications for your property. Upon review of the entire file, the volume of communications from you, the lack of complete submittals, which frequently required additional work by both Village staff and our consultants, the Village has determined that the escrow fees related to the review of your application are reasonable. Therefore, in order to complete the review of your application, you must pay the outstanding fees to the Building Department, as well as provide a basic replenishment to cover the completion of that review as established by the Tarrytown Village Code.

Very truly yours,


Richard Slingerland
Village Administrator

Summary of Disputed Charges to Bartolacci Escrow Account

Silverberg Zalanta Invoices	\$ 483.60	- See Silverberg-Zalanta Invoices Tab
Monarch Planning Invoices	\$ 1,058.25	- See Monarch Planning Invoices and Zalanta -Monarch Tabs
Munz Associates	\$ 82.50	- See Munz Associates tab
Total Disputed Charges	\$ 1,624.35	

Silverberg-Zalantis Invoices

Disputed Charges: \$ 483.60

Invoice #13192

Dated 5/2/17

	\$	Hours
13-Apr-17	\$ 79.50	0.3
21-Apr-17	\$ 53.00	0.2
21-Apr-17	\$ 26.50	0.1
21-Apr-17	\$ 53.00	0.2
21-Apr-17	\$ 53.00	0.2
24-Apr-17	\$ 397.50	1.5
24-Apr-17	\$ 26.50	0.1
Total Charges per invoice	\$ 689.00	2.6
Total charged against escrow	\$ 775.00	2.9
	\$ 86.00	Disputed Charge

These are the charges attributed to the Bartolacci application per the redacted invoice copy. The total amount is \$689. Per the escrow account summary, \$775 was charged to the Bartolacci escrow account which is \$86 too much.

Invoice #13300

Dated 6/5/17

	\$	Hours
11-May-17	\$ 132.50	0.5

Charge is described as "Attended work session". See 5/5/17 note on Monarch Planning Invoices tab. The Bartolacci challenge this charge as they believe this time related to Mr. Galvin reading and discussing a list of items he had not yet received from the Bartolacci (full engineered plans, engineering and stability test results, landscaping plan) when the Planning Board had explicitly told the Bartolacci on multiple occasions not to incur the costs for such items until the Planning Board indicated that a proposed plan was acceptable. Please see 5-11-17 Letter to Friedlander tab. See also Quote from Friedlander 5-22-17 tab.

22-May-17	\$ 318.00	1.2
	\$ 291.50	1.1
	\$ 26.50	0.1

Meeting video pertaining to Bartolacci application runs from 5 minutes 52 seconds to 1 hour 12 minutes for a total of 1 hour 6 minutes and 8 seconds. The billing should be for 1.1 hours and not 1.2 hours.
Amount that should have been charged for 1.1 hours.
Amount Bartolacci contend they were overcharged.

Invoice #13412

Dated 6/30/17

	\$	Hours
15-Jun-17	\$ 79.50	0.3

Charge is described as "Attended work session". At this point, the Bartolacci had filed an application to the ZBA and were not before the Planning Board, so it is difficult for us to understand why or how there could have been any discussion regarding the Bartolacci application at this working session. The Bartolacci presented at the June 12 ZBA meeting, so on June 15 the application could not have been before the Planning Board for discussion.

Invoice #13526

Dated 8/2/17

	\$	Hours
13-Jul-17	\$ 26.50	0.1

Charge is described as "Attended PB work session". At this point, the Bartolacci had filed an application to the ZBA and were not before the Planning Board, so it is difficult for us to understand why or how there could have been any discussion regarding the Bartolacci application at this working session. The Bartolacci presented at the July 10 ZBA meeting, so on July 13 the application could not have been before the Planning Board for discussion. Also note that Monarch Planning did not charge any time for this work session.

Invoice #13739

Dated 10/4/17

	\$	Hours
13-Sep-17	\$ 79.60	0.3
14-Sep-17	\$ 53.00	0.2

It is difficult to understand what work would be performed by Silverberg Zalantis when our application was adjourned before the Planning Board in September because we were before the ZBA. Given that the copy of the invoice we were provided is redacted, we cannot verify this charge and therefore dispute it.

It is difficult to understand why there would be any charge related to our application at the September work session given that we were adjourned for that month. Note that Monarch Planning did not charge any time to us for attending the September work session.

Monarch Planning Group Invoices

Disputed Charges: \$ 807.50
 Inconsistencies in time charged (See Zalands-Monarch tab) \$ 250.75
 Total Monarch Planning Charges Questioned By Bartolacci \$ 1,058.25

Disputed Charges:

Invoice #150-17

Dated 2/1/17		Hours
\$		
30-Jan	\$ 212.50	1.5

This charge was for "Prepared PB memo". Based on the content of the memo, it is difficult to understand how it could have taken 1.5 hours to prepare this memo, especially given that the Bartolacci were already charged 1.5 hours on 1/28 for the review of the new plan submission. Further, this document is predominantly a summary of the action requested by applicant and a description of the property, which the Planning Board were already fully familiar with as the applicants had been before the Board since 2013.

Invoice #151-17

Dated 3/2/17		Hours
\$		
15-Feb	\$ 69.75	0.75

This charge was for "site visit, reviewed part and most recent PB minutes". The Bartolacci challenge any charge for a site visit as they were not asked or alerted that Mr. Galvin would be visiting the property. How did he get onto the property? Who authorized him to come onto the property? The property owners have always insisted that one of them be present for any site visit by a village official. Further, regarding the review of planning board minutes, this is not something that the Bartolacci should be charged for. If Mr. Galvin needs to get up to speed, it should be charged to the Village.

Invoice #156-17

Dated 4/1/17		Hours
\$		
10-Mar-17	\$ 85.00	1

Charge is described as "Prepared memo for work session, reviewed previous meeting". The Bartolacci cannot locate a memo from Mr. Galvin from this timeframe and requested that Mr. Slingerland provide a copy of this memo back in September 2017. The Bartolacci also submitted a FOIL in January 2018, but have not yet received a response from either request. Further, the Bartolacci were adjourned for the March Planning Board meeting so it is difficult to understand what, if any, preparation was required for this work session.

Invoice #160-17*

Dated 5/1/17		Hours
\$		
11-Apr-17	\$ 42.50	0.5
17-Apr-17	\$ 85.00	1
20-Apr-17	\$ 127.50	1.5

*Invoice number may not be correct. Copy provided by Village is difficult to read.

Charge is described as "prepared work session memo". The Bartolacci cannot locate a memo from Mr. Galvin from this timeframe and requested that Mr. Slingerland provide a copy of this memo back in September 2017. The Bartolacci also submitted a FOIL in January 2018, but have not yet received a response from either request.

Charge is described as "reviewed application, materials, past history, minutes, past resolutions". The Bartolacci were already charged in February for Mr. Galvin to review past minutes, which their challenge as this is something the Village should pay for to get their consultant up to speed on past events. Further, why would Mr. Galvin be reviewing past resolutions at this stage of the proceedings?

Charge is described as "prepared draft resolution". Why would Mr. Galvin be preparing a draft resolution at this stage of the proceedings? At no point in any of the work sessions or PB meetings was there discussion of this. Further, the Bartolacci requested that Mr. Slingerland provide a copy of this draft resolution back in September 2017. The Bartolacci also submitted a FOIL in January 2018, but have not yet received a response from either request.

Invoice #169-17

Dated 6/1/17		Hours
\$		
5-May-17	\$ 42.50	0.5
11-May-17	\$ 42.50	0.5

Charge is described as "prepared work session memo". The Bartolacci cannot locate a memo from Mr. Galvin from this timeframe and requested that Mr. Slingerland provide a copy of this memo back in September 2017. The Bartolacci also submitted a FOIL in January 2018, but have not yet received a response from either request. It is the Bartolacci belief that this memo was read by Mr. Galvin at the May working session and it outlined the missing documentation the Village Planner was expecting to receive - full engineered plans, results of the engineering/stability tests, draft steep slopes waiver request, and landscaping plan. As the Bartolacci pointed out to Chairman Friedlander (both in person and in an email on 5/11/17), they had been explicitly told on numerous occasions not to spend the money on these items until the Planning Board acknowledged their particular plan was acceptable to them. As the Bartolacci had not yet received any such indication from the Planning Board, it was premature for the Village Planner to expect to have received this documentation. As such, the Bartolacci do not believe they should be charged for this work by the Village Planner. See 5-11-17 Letter to Friedlander tab. See also Quote from Friedlander 5-22-17 tab.

Charge is described as "attended work session". We dispute this charge given that Mr. Galvin spent this time highlighting multiple documents he had not yet received when the Planning Board had explicitly instructed us not to provide this information until a plan had been presented that was acceptable. See May 5 description above and 5-11-17 Letter to Friedlander tab. See also Quote from Friedlander 5-22-17 tab.

Invoice #170-17

Dated 7/2/17		Hours
\$		
14-Jun-17	\$ 42.50	0.5
15-Jun-17	\$ 21.25	0.25

Charge is described as "prepared work session memo". The Bartolacci cannot locate a memo from Mr. Galvin from this timeframe and requested that Mr. Slingerland provide a copy of this memo back in September 2017. The Bartolacci also submitted a FOIL in January 2018, but have not yet received a response from either request. Further, the Bartolacci were adjourned for the Planning Board in June as they were before the ZBA requesting a variance.

Charge is described as "attended work session". At this point, the Bartolacci had filed an application to the ZBA and were not before the Planning Board, so it is difficult for us to understand why or how there could have been any discussion regarding the Bartolacci application at this working session. The Bartolacci presented at the June 12 ZBA meeting, so on June 15 the application could not have been before the Planning Board for discussion.

Invoice #186-17

Dated 11/1/17		Hours
\$		
10-Oct-17	\$ 42.50	0.5

Charge is described as "prepared staff memo". The Bartolacci cannot locate a memo from Mr. Galvin from this timeframe and requested that Mr. Slingerland provide a copy of this memo back in September 2017. The Bartolacci also submitted a FOIL in January 2018, but have not yet received a response from either request.

Inconsistencies in time charged between Silverberg Zaltantis and Monarch Planning for Meetings

The table below sets out various inconsistencies noted between time charged by Silverberg Zaltantis and Monarch Planning for attending the same planning board working sessions and planning board meetings when the Bartolacci application was discussed. There should not be any difference between time charged by one party (Monarch Planning) vs another party (Silverberg Zaltantis) for the same application at the same meeting.

	Hours Charged		Difference	Description of Charges Per Invoice		Notes & Comments
	Silverberg Zaltantis	Monarch		Silverberg Zaltantis	Monarch Planning	
1/12/2017	0.4	0.5	0.1	"Attended work session"	"work session"	This charge was for the 1/12/17 work session. Monarch Planning charged 0.5 hours. Silverberg Zaltantis attended the same work session and charged 0.4 hours.
2/16/2017	0.4	0.75	0.35	"Attended work session"	"work session"	This charge was for the 2/16/17 work session. Monarch Planning charged 0.75 hours. Silverberg Zaltantis attended the same work session and charged 0.4 hours.
3/15/2017	0	0.5	0.5	N/A - No charge from Zaltantis	"work session"	Charge from Monarch Planning of 0.5 hours is described as "work session". The Bartolacci's were adjourned for the March Planning Board meeting so they'd like to understand why there was a discussion of their application at the March working session. Also note that Silverberg Zaltantis did not charge the Bartolacci any time for this work session.
4/13/2017	0.3	0.5	0.2	"Attended work session"	"attended work session"	Charge from Monarch Planning of 0.5 hours is described as "attend work session". Silverberg Zaltantis attended the same work session and charged 0.3 hours.
10/12/2017	0.1	0.5	0.4	"Attended work session"	"attended staff meeting"	Charge from Monarch Planning of 0.5 hours is described as "attended staff meeting". Silverberg Zaltantis attended the same meeting and charged 0.1 hours.
10/23/2017	0.8	1.5	0.7	"Appear for and attend Planning Board meeting"	"staffed PB meeting"	Charge from Monarch Planning of 1.5 hours is described as "staffed PB meeting". Silverberg Zaltantis attended the same meeting and charged 0.8 hours.
11/14/2017	0	0.5	0.5	N/A - No charge from Silverberg Zaltantis	"reviewed October minutes, attended staff meeting"	Charge from Monarch Planning of 0.5 hours is described as "reviewed October minutes, attended staff meeting". Silverberg Zaltantis charged no time for this staff meeting.
11/27/2017	0.8	1	0.2	"Attended Planning Board meeting"	"staffed PB meeting"	Charge from Monarch Planning of 1.0 hour is described as "Staffed PB meeting". Silverberg Zaltantis charged 0.8 hours for the same meeting.
Total	2.8	5.75	2.95	*		

Monarch Hourly Rate \$ 85.00
 Difference In Time Charged 2.95 *
Value of Questioned Time Charged \$ 250.75

Munz Associates Contested Charges:

Invoice #6 of 2017

Bill to:	Task	Hours	Remarks	Rate per Hour	Total
67 Miller Ave.	Site visit on Nov 28th to review trees	0.5	Site visit on 11-28-17 to review existing trees on the site for potential construction impact with Village Engineer	\$165	\$ 82.50

We contest this charge because at the October 2017 Planning Board meeting, it was agreed by the Board and the Village Engineer that our proposed retaining wall had no impact whatsoever on the cherry tree in Ms. Baldwin's yard. As a result, the Board concluded that no arborist's report or tree protection measures were needed for this tree. Mr. Pennella even said that by protecting the stone retaining wall on our property along the property line during construction we would be protecting the cherry tree on Ms. Baldwin's property. As such, no additional site visit was necessary, and we certainly should not bear any costs related to an unnecessary and unannounced site visit. The visit we are being charged for occurred after the November planning board meeting. Ms. Munz and Mr. Pennella appeared at our door unexpectedly on November 28th to take a "quick look" at the cherry tree. Mr. Pennella assured us that Ms. Munz was "in town" on other business and that this would be very quick, hence we assumed we would not be charged for her time (especially as this was a repeat visit by Ms. Munz who should have been able to confirm the tree issue based on her prior site visit and without a follow up visit). They spent no more than 10 minutes on the property (the time it takes to walk from our front door down into the lower yard, observe that the branches from the cherry tree did not extend into the foot print of the proposed retaining wall (no drip line impact), and walk back to their cars.

Bartolacci - 67 Miller Avenue Retaining Wall Application

SB

suzanne bartolacci

Thu 5/11/2017, 12:05 PM

You: lmczaros@tarrytowngov.com; paul@fusionpc.com

Reply

Liz - please would you forward my letter below to Chairman Friedlander and the other members of the Planning Board.

Thank you.

Regards,

Suzanne Bartolacci

May 11, 2017

Dear Chairman Friedlander and Members of the Planning Board,

I spoke to my husband after he attended this morning's Planning Board working session where it appears that the Board, the Village Planner and the Village Engineer were expecting full engineered plans and related stability calculations, a draft steep slopes waiver request, and a landscaping plan to be presented. As there is not the opportunity for the applicant or applicant's engineer to speak at these working sessions, I wanted to explain why these were not submitted prior to this meeting.

We have been informed by you and your board and the former Village Attorney on multiple occasions that we should not "spend the money" on full engineered plans. Rather, we were told to provide a "sketch" of a proposed design that the Planning Board could review, and if found to be acceptable by your Board, we would then proceed to developing full engineered plans which would be reviewed by the Village Engineer. The full landscaping plan would then be developed based on these plans. What we have provided to date is the "sketch" but it was not clear during the last planning board meeting that you were instructing us to proceed to this next stage. If we do proceed, we would like to be sure that we are not going to incur what will likely be several thousand dollars in engineering fees, landscape design fees, etc. on a set of plans which the Planning Board will not approve.

While we very much appreciated the guidance given by Mr. Auckland at the last planning board meeting with respect to what should go into the steep slopes waiver request, the exact wording of the letter will be dependent on addressing the specifics of our plan, such as the retaining wall's attributes, amount of steep slope disturbance, aesthetic benefits, screening, and fill requirements. Should the current proposed plan for a tiered wall not be acceptable to you, all this would be a waste of time and money.

Should we infer from the Planning Board instructing the Village Landscape Consultant to review our "sketch" just prior to the April 24 Planning Board meeting that our current plan is broadly acceptable to you and your board? If this is not the case then proceeding to the next stage which would be full engineering plans (incorporating any revisions based on the Village Engineer's review of such plans), a full landscaping plan (and subsequent review by the Village Landscaping Consultant) and the steep slopes waiver letter would appear to be very premature.

If my husband or I misunderstood what we thought was a very clear instruction from you and your Board, please let us know. We would very much appreciate clarification from the Planning Board on what our next steps should be.

Yours sincerely

Suzanne Bartolacci

67 Miller Avenue

Tarrytown, NY 10591

Quote from Chairman Friedlander 5-22-17 Planning Board Meeting

"We realize, after your husband had reminded me, that you need direction before ...you make the expenditure of funds to get to what you think is the final thing and I agree with him, we did say that."

(begins at 8:24 and ends at 8:42 of 5/22/17 Planning Board meeting video)

This is in reference to the discussion at the 5/11/17 working session and the email that we sent Chairman Friedlander (see 5-11-17 Letter to Friedlander tab), noting that it was premature for Mr. Galvin to have expected us to have submitted fully engineered plans, stability calculations, a landscaping plan, a construction management plan, etc... as we had been explicitly told on multiple occasions by the Planning Board not to incur the expenses for these items until we had a plan that the Planning Board said was acceptable to them. At the time of the 5/11/17 working session and the 5/22/17 Meeting, the Planning Board had not yet indicated that our plans would be acceptable. We therefore dispute any charges related to the preparation of a memo, and any discussion related to these "missing" or "un-submitted" components of our application as, per the direction of the Planning Board, we were told not to provide them.

Kathy Deufemia

From: Richard Slingerland
Sent: Thursday, February 08, 2018 9:36 AM
To: Kathy Deufemia
Subject: FW: Bartolacci Escrow Account
Attachments: 8-21-17 -ESCROW ACCOUNT NOTICE -PETER BARTOLACCI BILLING MONARCH BILLING -PLANNER.pdf; Bob Galvin Memo 1-30-17.pdf; Escrow Account Billing 8-31-17.pdf; SILVERBERGZALANTIS BILLS - BACKUP FOR ESCROW ACCOUNT 9-11-17 (4).pdf; Bartolacci Escrow Charges 2017 Questions-Concerns.xlsx

Richard Slingerland
Village Administrator
Village of Tarrytown
One Depot Plaza
Tarrytown, New York 10591
914-631-1785
fax: 914-909-1208
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From: suzanne bartolacci [<mailto:sbartolacci@hotmail.com>]
Sent: Monday, September 25, 2017 9:24 AM
To: Richard Slingerland <rslingerland@tarrytowngov.com>
Cc: Peter Bartolacci <pbartolacci@hotmail.com>
Subject: Bartolacci Escrow Account

Mr. Slingerland,

As we discussed at our meeting with you last Thursday (September 21), we have several questions and concerns regarding the charges made against our escrow account for our pending Planning Board application. You indicated you would review the charges for reasonableness (as is required by the Village Code) and hopefully your review will resolve these questions and concerns without us having to contest the charges with the Village Board, which is the procedure we understand must followed (again, as per the Village Code).

A significant concern that we highlighted to you was that the invoices we were provided for the Planning Board attorney's fees were almost entirely redacted, so it was impossible for us to determine what we had been charged for for most of the line items. If we are being asked to pay for something, we believe it is entirely reasonable that we should be allowed to see what these charges pertain to. As such, we request that un-redacted copies of these Silverberg Zalantis invoices be provided to us.

In addition, we have attached a detailed analysis of several line items for both the Silverberg Zalantis and Monarch Planning invoices. We would appreciate you reviewing this analysis and the comments and questions included therein. We believe that several adjustments to the billed amounts are justified and provide our rationale. Further, we question the validity of several of the charges and would appreciate you investigating and providing the additional supporting documentation we requested.

Another concern we have is that we are being charged for both the Planning Board attorney's and the Village Planner's time for attending the Planning Board meetings when on numerous occasions, a speaker repeated exactly what had been said and was already on the record in a prior meeting (including the same presentation materials). We do not believe it is justified to charge us when no new information was provided for the record and the Chairman did not intervene to stop the repetition. This sets a very dangerous precedent. Further, in one case a speaker spoke at some length in strong opposition to our application, and then proceeded to write a letter to the Planning Board the following month asking that his testimony be stricken from the record and that he now fully supported our application. The total time elapsed for the repetitive comments and retracted comments was 40 minutes, which amounts to \$233 that we have been asked to pay for.

To help with your review, we have attached the escrow account expenditure sheet provided to us by Liz Meszaros on August 31, 2017, the supporting invoices from Silverberg Zalantis and Monarch Planning provided by Liz Meszaros on September 15, 2017, and a copy of a memo prepared by Bob Galvin on January 30, 2017, for which we are contesting the amount of time charged for preparing this memo. Our summary of contested/questionable charges is also attached.

As noted, per Village Code, we have 15 days from the date of receipt of the invoices to contest the charges. We received the Silverberg Zalantis and Monarch Planning invoices from Liz Meszaros on September 15, so we would appreciate a response by September 29 at the latest.

Sincerely

Suzanne Bartolacci



TARRYTOWN-ON-HUDSON

One Depot Plaza, Tarrytown, New York 10591-3199

Mayor

DREW FIXELL

Deputy Mayor

THOMAS BUTLER

Trustees

KAREN G. BROWN

ROBERT HOYT

MARY McGEE

REBECCA McGOVERN

DOUGLAS ZOLLO

VILLAGE ADMINISTRATOR

914-631-1885

VILLAGE TREASURER

914-631-7873

VILLAGE CLERK

914-631-1652

VILLAGE ENGINEER

914-631-3668

DEPT. OF PUBLIC WORKS

914-631-0356

FAX NO. 914-631-1571

August 31, 2017

Peter Bartolacci
67 Miller Avenue
Tarrytown, NY 10591

Re: Site Plan Application - Escrow Account

Dear Mr. Bartolacci:

Please be advised that the escrow account for the above-reference project has an overdrawn balance of \$1,996.25. Section 305-138C of the Tarrytown Zoning Code states, ***"When the balance in such escrow account is reduced to 1/2 of its initial amount, the applicant shall deposit additional funds into such account to bring its balance up to the amount of the initial deposit."*** Therefore at this time, please send a check to my attention, payable to the Village of Tarrytown, in the amount of \$2,500.00, in order to cover the current outstanding balance, as well as replenish the escrow account for future bills.

I have attached a record of your escrow account.

Thank you for your assistance with this matter. If you have any questions, please do not hesitate to call me at 914-631-1487.

Very truly yours,

Lizabeth Meszaros

Planning Board Secretary

LAM

attachment

cc: James J. Hart, Village Treasurer

Eileen O'Brien, Deputy Village Treasurer

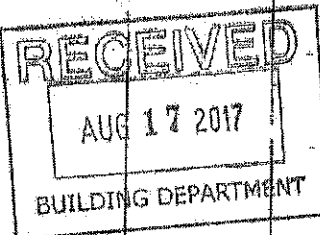
Richard Slingerland, Village Administrator

Donato R. Pennella, P.E., Village Engineer

MILLER AVENUE
ETER & SUZANNE BARTOLACCI
Expenditures for Professional Services

PLANNING BOARD ESCROW

DATE	PAID TO	DESCR	CODE	DEBIT	CREDIT	BALANCE	PAID DIRECT
05/17/13	P. & S. Bartolacci	Ck#362	T93P		(\$2,500.00)	(\$2,500.00)	
07/08/13	Munz Associates	Jun'13	T93P-9/16/13	\$330.00		(\$2,170.00)	\$330.00
02/01/17	Monarch Planning (R. Galvin)	Jan'17	T93P-2/21/17	\$340.00		(\$1,830.00)	\$340.00
02/06/17	Silverberg, Zalantis	Jan'17	T93P-2/21/17	\$371.00		(\$1,459.00)	\$371.00
03/01/17	Monarch Planning (R. Galvin)	Feb'17	T93P-3/20/17	\$212.50		(\$1,246.50)	\$212.50
03/03/17	Silverberg, Zalantis	Feb'17	T93P-3/20/17	\$530.00		(\$716.50)	\$530.00
02/24/17	PPR Printing, Inc.	Feb'17	T93P-4/03/17	\$7.50		(\$709.00)	\$7.50
03/31/17	Silverberg, Zalantis	Mar'17	T93P-4/17/17	\$26.50		(\$682.50)	\$26.50
04/01/17	Monarch Planning (R. Galvin)	Mar'17	T93P-4/17/17	\$127.50		(\$555.00)	\$127.50
05/01/17	Munz Associates	Apr'17	T93P-5/15/17	\$412.50		(\$142.50)	\$412.50
05/01/17	Monarch Planning (R. Galvin)	Apr'17	T93P-5/31/17	\$467.50		\$325.00	\$467.50
06/01/17	Monarch Planning (R. Galvin)	May'17	T93P-5/31/17	\$170.00		\$495.00	\$170.00
07/01/17	Monarch Planning (R. Galvin)	June'17	T93P-7/17/17	\$63.75		\$558.75	\$63.75
08/02/17	Silverberg, Zalantis	July'17	T93P-8/21/17	\$26.50		\$585.25	\$26.50
05/02/17	Silverberg, Zalantis	Apr'17	T93P-8/16/17	\$775.00		\$1,360.25	\$775.00
06/05/17	Silverberg, Zalantis	May'17	T93P-8/16/17	\$556.50		\$1,916.75	\$556.50
06/30/17	Silverberg, Zalantis	June'17	T93P-8/16/17	\$79.50		\$1,996.25	\$79.50
TOTALS:				\$4,496.25	(\$2,500.00)	\$1,996.25	\$4,496.25



New-April'13

1.5 hours?
Is this reasonable?

**Village Planner
Village of Tarrytown**

Memo

To: Chair and Members of Planning Board
From: Bob Galvin, AICP – Village Planner
CC: Kathy Zalantis, Dan Pennella, Mike Blau
Date: 1/30/17
Re: Review – 67 Miller Avenue – Site Plan Planning Board Workshop – January 30, 2017

Continuation of a Public Hearing

Peter Bartolacci
67 Miller Avenue

- Description of Proposed Action – Site Plan Review: Removal of railroad tie wall and construction of retaining wall and landscaping.
- SEQRA – Type II action under NYS DEC 617.5 (c) (10) “construction, expansion or placement of minor accessory/appurtenant residential structures, including garages, carports, patios, decks, swimming pools, tennis courts, satellite dishes, fences, barns, storage sheds or other buildings not changing land use or density;” No further SEQRA review required.
- Property is 7,500 sf and is located in the R-10 residential zone. It contains 2,475 sf of steep slopes of 25% or greater at the rear of the property. This represents approximately 33% of the site.
- A new Site Plan drawing dated January 24, 2017 has been submitted by the Applicant on January 27, 2017.
- The new Site Plan indicates that the proposed retaining wall will begin 7' from the existing stone wall at the rear property line. The existing stone wall will be maintained at its current location and will be repaired if damaged during construction. The proposed retaining wall(s) will be terraced. The first wall will be set back 7' from the existing stone wall. A row of 6' high evergreen trees will be planted between the existing stone wall and this first proposed retaining wall. The second wall will be set back an additional 7' (a total of 14' from rear property line). There will be a second row of 6' high evergreen trees between these walls.
- The Profile for the proposed retaining wall shows the first wall at approximately 6' in height above the existing stone wall and set back 7'. The second wall will be 10.6' in height and will require a variance from the ZBA.

- The new Site Plan also shows a cut and fill table indicating that there is no net increase in fill brought onto the Property for the Project.
- The Project will require a Steep Slope waiver from the Planning Board. The Applicant will need to submit a Narrative addressing the considerations for a grant of the waiver under Section 305-67(F) (1) (b).
- If the Board finds the new plan acceptable, the applicant will need to go to the ZBA for a height variance for the proposed retaining wall.
- A Narrative will be needed to be submitted for the Board's consideration of a waiver for Steep Slopes disturbance.
- Landscaping will need to be reviewed by the Village's Landscape consultant. This can be done before the application goes to the ZBA.
- If a variance is approved at the ZBA, it would return to the Board for the waiver request, final landscape comments, any outstanding Planning Board issues and consideration of site plan approval.

**Village of Tarrytown
One Depot Plaza
Mamaroneck, NY 10543
Phone: 914-831-1785
Attn: Mr. Michael Blau, Village Administrator**

Date: February 1, 2017
INVOICE # 150 - 17
FOR: *Professional
Planning Services
Village Planner
Robert Galvin, AICP*

Peter Bolaccl - 67 Miller Avenue - Remove railroad tie wall & construction of retaining wall

TOTAL	4.00	\$340.00
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TOTAL	\$340.00	\$0.00	\$340.00
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Monarch Planning Group

Village of Tarrytown
One Depot Plaza
Mamaroneck, NY 10543
Phone: 914-631-1785
Attn: Mr. Michael Blau, Village Administrator

INVOICE

Date: March 1, 2017
INVOICE # 151 - 17
FOR: Professional
Planning Services
Village Planner
Robert Galvin, AICP

Project Escrow Account T.0093.P

Peter Bolacci - 67 Miller Avenue - Remove railroad tie wall & construction of retaining wall

DESCRIPTION	Hours	Rate	AMOUNT
Village Planner Professional Services (Period from 2/1/17 - 2/28/17)			
2/15/17 - site visit, reviewed past and most recent PB minutes	0.75	\$85.00	\$63.75
2/16/17 - work session	0.75	\$85.00	\$63.75
2/27/17 - reviewed most recent plans submitted, staffed PB meeting	1.00	\$85.00	\$85.00
TOTAL	2.50		\$212.50

Billings to Date	Current	Prior	Total
Professional Village Planner Services	\$212.50	\$340.00	\$552.50
TOTAL	\$212.50	\$340.00	\$552.50

INVOICE

Date: May 1, 2017
INVOICE # 164 - 17
FOR: *Professional
Planning Services
Village Planner
Robert Galvin, AICP*

Peter Bartolacci - 57 Miller Avenue - Remove railroad tie wall & construction of retaining wall

Billings to Date	Current:	Price	Total
Professional Village Planner Services	\$467.50	\$680.00	\$1,147.50
TOTAL	\$467.50	\$680.00	\$1,147.50

INVOICE

**Village of Tarrytown
One Depot Plaza
Mamaroneck, NY 10643
Phone: 914-631-1785
Attn: Mr. Richard Silfingerland, Village Administrator**

Date: June 1, 2017
INVOICE # 163 - 17
FOR: Professional
 Planning Services
 Village Planner
 Robert Galvin, AICP

Project Escrow Account T.0093.P

Peter Bartolacci - 67 Miller Avenue - Remove railroad tie wall & construction of retaining wall

DESCRIPTION	HOURS	RATE	AMOUNT
Village Planner Professional Services (Period from 5/1/17 -5/31/17)			
5/5/17 - prepared work session memo	0.50	\$85.00	\$42.50
5/11/17 - attended work session	0.50	\$85.00	\$42.50
5/22/17 - staffed PB meeting	1.00	\$85.00	\$85.00
TOTAL	2.00		\$170.00

Billings to Date	Current	Prior	Total
Professional Village Planner Services	\$170.00	\$1,147.50	\$1,317.50
TOTAL	\$170.00	\$1,147.50	\$1,317.50

Richard Slingerland

From: karen brown <cageybeez@live.com>
Sent: Monday, February 12, 2018 2:41 PM
To: Richard Slingerland; Catherine Ruhland; Anthony Ross
Cc: Becky McGovern; Karen Brown; Drew Fixell (external)
Subject: Re: Wilson Park Tree and Shrubbery plan

Cathy, I am so glad that the funds we raised all those years ago will be going towards tree plantings (and not litigation which was the original thought.) I look forward to bringing the area back to its former glory. Let me know how I can help. Best- Karen

From: Richard Slingerland <rslingerland@tarrytowngov.com>
Sent: Monday, February 12, 2018 2:13 PM
To: Catherine Ruhland; Anthony Ross
Cc: Becky McGovern; Karen Brown; Drew Fixell (external)
Subject: RE: Wilson Park Tree and Shrubbery plan

Dear Cathy:

Thank you for your e-mail and for working with us to plan ahead for improvements to Wilson Park.

With regard to changes and tree plantings, we can definitely work with the Wilson Park Association to establish a plan to clean up the park and plant more trees.

Keep in mind that the Board should review and accept any tree planting plan before we proceed with it, because of the long-term aspects of planting trees and how that will affect use of the park.

With regard to the tree removal and clean-up plan, I would like to mention for the record that for the benefit of wildlife in the area, including owls, bats and other birds and animals, it is a common practice in natural areas to preserve 20-foot high tree-boles in order to maintain some much-needed habitat and refuges for these animals to have hiding and living places. As a safety practice and precaution, the Village will cut down all of the tree limbs and trunks over that height.

Please let me know when you want to meet to go over this so that we can plan ahead to put it on a future Work Session agenda. My schedule this week is very tight, but I would be able to arrange for a meeting some time on Thursday between 11 a.m. and 5:30 p.m. If not this week, then sometime next week. Let me know.

Best regards,

Rich

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: Catherine Ruhland [mailto:cruhland@aol.com]

Sent: Saturday, February 10, 2018 6:21 PM

To: Anthony Ross <aross@tarrytowngov.com>

Cc: Richard Slingerland <rslingerland@tarrytowngov.com>

Subject: Wilson Park Tree and Shrubbery plan

Hi Anthony,

I met with Deirdre Karsto from the Tarrytown Tree Commission this morning in order to come up with a plan for planting some replacement trees and shrubs in Wilson Park with funds that the Wilson Park Association is donating. I recalled our discussion on our walk-through in the spring and I think the following plan makes a lot of sense. Let me know if you have any concerns.

The following are Deirdre's recommendations:

- 1) Firstly, we should have a certified arborist walk the park and make a list of: a) dangerous and dead trees to be removed; b) trees that need to be pruned; c) trees with other issues. Then the arborist should make recommendations of native trees and bushes that should be planted to achieve the beautiful look we are trying to restore. Deirdre will speak to her friend on the Tree Commission, Lisa Montana, a certified arborist to see if she is interested in the job or even willing to volunteer her time!
- 2) Secondly, we should have our annual Lakes clean-up, scheduled for April 21 and try to get all the dead and downed wood out and into piles for the Parks Department and DPW to cart away (as we have done the last few years).
- 3) Thirdly, we should ask the Parks Department to mow the grass and all the areas underneath trees where the invasive wine berry is growing (and often allowing crippling vines to grow up into the trees). We should leave a few islands of the wine berry (where it is not under trees) for the raspberry pickers, all of the milkweed and some of the thistles for the birds and butterflies.
- 4) Finally, we should plant new islands of native shrubs and choose appropriate replacement trees.

As we volunteers will be taking on a good portion of the work, I think we can get the preparatory work done for a fall planting—which is what Deirdre recommends.

With kind regards,

Cathy Ruhland
Chairperson
Tarrytown Lakes Committee

Parks Grounds Needs List- Large Items

8 x 12 ft Barn style shed for Patriots Park

Procured 4 bids and the winner was Amish Mike form Hackettstown, NJ

Total Price - \$3639

2018 Club Car Carryall 700 electric

Available on US Communities for a \$2642 discount

Total price - \$11,233.20

Z-Spray-Max 16 HP Spray/Spreader system w/ foam marker

West Street Power out of New Milford CT

(NO LONGER NEEDED – WILL ATTACH A

Total Price ~~-\$12,050.00~~

FERTILIZER SPREADER TO THE NEW TRACTOR)

First Products Inc. AERA-Vator w/ rake, roller, and seedbox – 60" model

Turf Products Corporation exclusivity letter for Westchester County

Total Price - \$13,399.58

Kubota L series 4701 HST Tractor

44.8 HP engine – Hydrostatic transmission – Turf Tires – 72" Loader Bucket - lifting capabilities 2870 lb

\$33,329 - \$7,332 (NJPA discount) + Freight/assembly = \$27,509.12

Trade in credit for currently owned John Deere Sub-Compact Tractor Loader Backhoe model 1025r = \$11,000

Total price - \$27,509.12 – \$11,000 = \$16,509.12

Mid-size pickup truck: Similar to a Chevy 1500 or RAM 1500 the same non-plow trucks DPW uses. Approximate cost is around \$32,000 – 34,000

Preferably V8 with 4-wheel drive. Will not be used to plow or apply rock salt. Will last many more years this way.

It can be used, new, or even one of highway's old trucks and they get a new one

We need a vehicle to help tow our mowers in the summer. The process of driving them long distances on the streets or along the OCA trail needs to stop for safety reasons and maintenance reasons. If our current dump truck is towing a machine that means we have nothing to use for other park work.



COUNTY OF DUTCHESS
MARCUS J. MOLINARO
COUNTY EXECUTIVE

RECEIVED
FEB - 5 2018
TARRYTOWN VILLAGE
ADMINISTRATOR

January 31, 2018

Drew Fixell, Mayor
Village of Tarrytown
1 Depot Plaza
Tarrytown, NY 10591

Dear Mayor,

Over the past year, the reception to "ThinkDIFFERENTLY," Dutchess County's initiative to foster a welcoming and supportive environment for residents with special needs, has been nothing short of amazing. Since my first letter to municipalities across New York State in 2016, dozens of towns, villages and cities – both big and small, from every corner of our state – have adopted "ThinkDIFFERENTLY" resolutions, joining our efforts to change hearts and minds and include every individual of every ability into their communities.

In recent months, I have accepted invitations to travel throughout New York, sharing firsthand the "ThinkDIFFERENTLY" successes we have achieved not only in Dutchess County, but throughout our state; our initiative's website, www.thinkdifferently.net, lists just a few of those many successes. I've met boys and girls, men and women whose lives have been positively impacted by the great work of those who share our "ThinkDIFFERENTLY" spirit and are looking to bring the message to their communities.

While we've made tremendous strides throughout New York, there's still work to be done to ensure all residents of all abilities feel a part of their community, given the same respect as their neighbors.

If your community has already joined our movement and passed a "ThinkDIFFERENTLY" resolution, I thank you for your support; given my personal connection to this initiative, I'm grateful for your efforts to make New York more inclusive to all. If your community has not adopted the enclosed "ThinkDIFFERENTLY" resolution, I respectfully ask you and your board to consider it for adoption.

As the Dutchess County Executive, I feel "ThinkDIFFERENTLY" is a great opportunity to unite residents for a common good, one that protects some of our most vulnerable residents. As the father of a child on the autism spectrum, I want my daughter to grow up in a compassionate society, one that looks past what makes her different and instead lifts her up and looks at her innate ability.

I encourage you to call me at (845) 486-2000 or e-mail me at countyexec@dutchessny.gov, should you need more information. I'm also happy to come to your community and personally share our "ThinkDIFFERENTLY" message with your community. I appreciate your attention to my request, and I look forward to hearing you and your community also "ThinkDIFFERENTLY" about every resident of every ability.

Best regards,

Marcus J. Molinaro
Dutchess County Executive

1 **Town/Village/City of _____**
2 **Town/Village/City of _____ Board**
3 **Resolution**

4 **Resolution Calling On Town/Village/City of _____, Residents And**
5 **Business Owners To Adopt The "Think Differently" Initiative To Assist Individuals**
6 **With Special Needs And Their Families**

7 **WHEREAS**, the "Think Differently" initiative is about promoting awareness and acceptance of
8 all people, and advocating for the inclusion of all individuals living on the Autism Spectrum and
9 with special needs; and

10 **WHEREAS**, our state and communities are stronger because of our diversity and differences;
11 and

12 **WHEREAS**, according to the Center for Disease Control (CDC) over 55 million people, or
13 approximately 19% of Americans, have a type of disability or special need; and

14 **WHEREAS**, for some people with special needs, the very things that make them unique can
15 also keep them on the sidelines, separate from those who might not understand their differences
16 or uniqueness; and

17 **WHEREAS**, it is important to promote and provide guidance to those with special needs on
18 how to access publically supported services available to them in the community; and

19 **WHEREAS**, it is important to encourage and educate the community and businesses on ways
20 they can make facilities and services more accessible and on how to train staff to welcome and
21 support special needs customers and co-workers; and

22 **WHEREAS**, the goal of this initiative is to provide a supportive and inclusive environment for
23 individuals of all abilities by supporting community events that expand family friendly
24 opportunities for people with special needs and their families; and

25 **WHEREAS**, adopting the "Think Differently" initiative is an important statement that our
26 Town/Village/City officials, business owners and residents can make to show their support for
27 the differently-abled children and adults with special needs, and their families.

28 **NOW, THEREFORE, BE IT RESOLVED**, that the Town/Village/City of _____,
29 residents and business owners to adopt the "Think Differently" initiative so that all are better
30 prepared to communicate with, provide for, and support those living on the Autism Spectrum
31 and with special needs.

Richard Slingerland

From: Veronica Skrelja <veronica@sleepyhollowtriathlon.com>
Sent: Thursday, February 15, 2018 2:35 PM
To: Richard Slingerland
Subject: Sleepy Hollow Sprint Triathlon

Hello Mr. Slingerland

I am emailing to request permission to have the 10th annual Sleepy Hollow Sprint Triathlon on Sunday June 17, 2018 use of the riverwalk in Tarrytown for our runners. There will be about 250 runners running along the riverwalk from Kingsland Point Park. I will provide you with a Certificate of Insurance as we get closer. I would be happy to meet with you or answer any questions. You can email me or call me at 914-584-6172.

Thank you again for your continued support!

Veronica Skrelja
Race Manager

Kathy Deufemia

From: Veronica Skrelja <veronica@sleepyhollowtriathlon.com>
Sent: Thursday, February 22, 2018 3:03 PM
To: Richard Slingerland
Cc: Kathy Deufemia; Carol Booth
Subject: Re: Sleepy Hollow Sprint Triathlon

Hi Rich,

It does not need to be exclusive. Runners are really spread out at that point. The runners are on the course from about 9-11:30.

Please let me know if you'd like to me to come to discuss or if you have any other questions!

Veronica Skrelja
Race Manager

On Feb 22, 2018, at 11:06 AM, Richard Slingerland <rslingerland@tarrytowngov.com> wrote:

Veronica:

For our Board's information, please let me know the hours that you would seek to have the RiverWalk arranged for the exclusive use of the runners. Is it a 2-hour or 3-hour time frame, and from when to when?

Rich

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: Veronica Skrelja [<mailto:veronica@sleepyhollowtriathlon.com>]
Sent: Thursday, February 15, 2018 9:13 PM
To: Richard Slingerland <rslingerland@tarrytowngov.com>
Subject: Re: Sleepy Hollow Sprint Triathlon

Great! Thank you and please let me know if there are any questions. Also, if anything needs to be modified from last year.

We appreciate your support of our event and this wonderful charity.

Veronica Skrelja
Race Manager

VILLAGE OF TARRYTOWN INTEROFFICE MEMORANDUM

To: Village Administrator Slingerland

From: Carol A. Booth, Village Clerk 

Subject: Volunteer Ambulance Corp Service Award (Pension) Program

Date: February 16, 2018

ACKNOWLEDGEMENT OF RECEIPT OF THE 2017 TARRYTOWN VOLUNTEER
AMBULANCE CORPS SERVICE AWARD (PENSION) PROGRAM ANNUAL
REPORT REGARDING QUALIFYING POINTS RECEIVED

BE IT RESOLVED that the Board of Trustees of the Village of Tarrytown does hereby acknowledge receipt of the Tarrytown Volunteer Ambulance Corps 2017 annual report of points achieved by respective members of the Ambulance Corps for qualification for Village contribution to the Ambulance Corps members service award program, which report shall be posted for public inspection and comment for 30 days prior to Board of Trustees' consideration of approving submission of the report to the pension fund underwriter, subject to final sign-off by the Mayor.

Kathy Deufemia

From: Carol Booth
Sent: Wednesday, November 29, 2017 11:54 AM
To: Richard Slingerland
Cc: Kathy Deufemia
Subject: FW: NAMI Westchester Ribbon Campaign 2018
Attachments: NAMIWalks Westchester 2018 flyer.pdf; Brochure 2017pub.pdf.pdf; 2018 Ribbon Campaign Info Flyer.pdf

The Board has participated in this campaign in the past. I told Fabiola that we will put this on the Agenda for the first Work Session in March in order to give them time to organize the placement of ribbons and such. Thanks.

From: Fabiola Tambini-Malette [<mailto:fabiolatm@namiwestchester.org>]
Sent: Wednesday, November 29, 2017 10:30 AM
To: Carol Booth
Subject: NAMI Westchester Ribbon Campaign 2018

November 29th, 2017

Mrs. Carol A. Booth
Village Clerk Village of Tarrytown

Dear Mrs. Booth

NAMI Westchester is once again sponsoring the Ribbon Campaign for the month of May, which is Mental Health Awareness Month. This year you participated in this campaign and we are hoping that your town will again next year. I have attached a flyer that details this campaign.

The ribbons are usually placed on "Main Street" as indicated by the town board. The ribbons will go up on or before May 1 and come down soon after May 31st. We asked that once you approved our putting up the ribbons that you send us an approval letter outlining where the ribbons can be placed.

We will be holding our Annual NAMI Walk on May 19, 2018 and I have attached a flyer for you to share regarding this event.

We hope you will consider participating in this campaign again and look forward to hearing from you.

Thank you for your support.

Sincerely,

Fabiola Tambini-Malette
Outreach Coordinator
NAMI Westchester



National Alliance on Mental Illness

NAMI Westchester

JOIN US IN HONORING MENTAL HEALTH AWARENESS MONTH



Every May, NAMI Westchester displays the above ribbons throughout Westchester County to bring community awareness to mental health. We are a self-help and support organization dedicated to improving the lives of people and their families living with mental health problems through support, education and advocacy.

NAMI Westchester is a grassroots organization dedicated to improving the quality of life of all individuals and families whose lives are affected by mental illness. The Ribbon Campaign was initiated in 2013 with more than 40 municipalities participating. Our goal is for this anti-stigma campaign to bring mental health to the forefront and facilitate an open and honest dialogue.

We hope you will join us in supporting this awareness campaign by allowing ribbons to be placed on "Main Street" in your municipality. On or about May 1, volunteers will tie ribbons on trees or poles (as designated by city/town/village officials). We also hope you will allow one or two ribbons to be placed outside Town Hall.

FOR MORE INFORMATION:

Contact NAMI Westchester

914-592-5458

www.namiwestchester.org



OUR MISSION

NAMI Westchester is one of hundreds of state and local affiliates of the National Alliance on Mental Illness. NAMI is a grassroots organization dedicated to improving the quality of life for all individuals and families whose lives are affected by mental illness. NAMI advocates for access to services, treatment, support and research and is steadfast in its commitment to raise awareness and build a community of hope for all in need. We offer the kind of understanding and care that only those who have lived the experience of mental illness can provide.

OUR VISION

NAMI envisions a world where all persons affected by mental illness experience resiliency, recovery and wellness. We aim to create a culture where open disclosure of a mental illness does not have negative consequences in the community, the schools and in the workplace. We continue to seek better treatment for mental illnesses and to eliminate the stigma associated with them. Our programs are a primary source of assistance to people of all cultural and economic backgrounds.

FUNDING

We do not charge any fee for any of our programs and services. We rely on our membership, contributions, fundraisers and grants for financial support. A major source of our funding comes from our annual NAMIWalks Westchester.

MEMBERSHIP

Please see www.namiwestchester.org, for membership information, advocacy and upcoming events.

PLEASE NOTE

No specific medication or medical therapy is endorsed or recommended by any of our programs.

EDUCATION PROGRAMS



Family to Family is a 12-week course for families and caregivers of individuals living with a mental illness. The class is taught by trained family members. It provides critical information and strategies related to caregiving. The class incorporates presentations, discussions, problem solving and communication skills. The Family-to-Family program was designated an evidence-based practice by the Substance Abuse and Mental Health Services Administration (SAMHSA).



Peer-to-Peer is a 10-week program taught by two trained individuals in recovery. It provides information on brain biology, symptoms, and relapse prevention. In addition, skills will be taught on how to interact with health providers and family as well as techniques for reducing stress. The course provides a confidential place to learn from shared experiences in an environment of sincere, uncritical acceptance.

EDUCATIONAL EVENT

In October, we sponsor an annual educational event on a topic of interest and relevant to the Westchester County community.

SOCIAL MEDIA



Facebook:
www.facebook.com/NAMIWestchester.org



Instagram:
[namiwestchester](https://www.instagram.com/namiwestchester)



Twitter:
[@namiwestwalk](https://twitter.com/namiwestwalk)

SUPPORT SERVICES



NAMI Connection is a Peer Recovery Support Group for people living with a mental illness. The groups are facilitated by trained individuals who are living in recovery. Individuals are able to share experiences, coping skills, resources and hope. NAMI Westchester has several groups that meet throughout the county every month.



NAMI Westchester provides a network of support groups for families and friends of individuals suffering from a mental illness. NAMI Westchester support groups include a spousal group, adult sibling group and parents & caregivers of young adults and adolescents. Groups meet once a month and are peer run by trained facilitators.

HELPLINE

NAMI Westchester operates a help line during operating hours that provides resource information and support. The number is 914-592-5458. In addition, we provide resource information on our website.

FIND HELP... FIND HOPE

For more information, to join as a member or register for a program, please contact

(914) 592-5458

www.namiwestchester.org

COMMUNITY OUTREACH

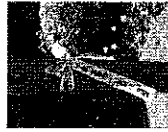


IOOV unmarks mental illness, using speaker stories to illustrate the individual realities of living with a mental illness. You, the audience, gain a better understanding of what it is like to live with mental illness and stay in recovery. This program can change attitudes, preconceived notions and stereotypes regarding mental illness. It is a 60-90 minute presentation led by two trained speakers living in recovery.

PRESENTATIONS

NAMI Westchester will provide speakers to help educate the community on mental health and the journey so many families face when dealing with mental illness. To arrange a presentation, call our office at 914-592-5458.

RIBBON CAMPAIGN



May is Mental Health Awareness month. During the month of May, ribbons are on display throughout the county to bring awareness to mental illness and where to find help.

FILM SERIES

We sponsor film screenings with panel discussions to educate the community on mental health.



NAMI Westchester holds a 5K walk every May to raise funds and awareness to end the stigma of mental illness. For more information, contact Walk Manager at 914-258-7613 or visit www.namiwalks.org/westchester.



Ending the Silence

Ending the Silence is a 45-minute presentation given to middle and high school students during a class or assembly. Students learn about a mental illness from a family member and a young individual living in recovery. Presentations include a video, handouts and discussion.



Parents & Teachers As Allies

Parents & Teachers as Allies (PTAA) is a 60-minute program that helps parents, school principals, teachers and staff better understand mental illness in children and adolescents.

PTAA provides information on how to link families to local resources and services. Presentations include information on the warning signs of mental illness and provide the view of the lived experience of both parent and young person.

COLLEGE OUTREACH

We will provide a 45-60 minute presentation to help college professors and staff understand mental health, suicide prevention and how to help students succeed who may have a mental health condition. Presentations include a slideshow, the lived experience of a young person in recovery and discussion. In addition, we help colleges form NAMI on Campus clubs and provide presentations on mental health for students..



National Alliance on Mental Illness of Westchester, Inc.

A self-help and support organization dedicated to improving the lives of people and their families living with mental illness through support, education and advocacy

100 CLEARBROOK ROAD
ELMSFORD, NY 10523

(914) 592-5458

www.namiwestchester.org
info@namiwestchester.org

NAMI Westchester is a 501(c)(3) organization.



National Alliance on Mental Illness

**NAMIWalks Westchester promotes
mental health awareness,
encourages understanding
and combats stigma.**

**It is a great community event on
a spring morning by the water.**

**Saturday,
May 19, 2018
Rye Town Park
Rye, NY
8:30 a.m.**

FORM A TEAM

Ask friends to join you!

**Refreshments, entertainment,
live music, DJ, warm-up,
children's events and a
5K walk make it a fun and
rewarding experience for all,
raising awareness and much-
needed funds, and ensuring
that NAMI's mental health
programs and services
provide *help and hope*
at *no cost* to individuals,
families and the community.**

www.namiwestchester.org

Contact: Marie Considine • 914-592-5458 • namiwalks@namiwestchester.org

SCHOPFER ARCHITECTS LLP

1111 James Street
Syracuse, NY 13203
(315) 474-6501

FAX (315) 474-1922

E-mail: architect@schopfer.com

Website: www.schopfer.com

LETTER OF TRANSMITTAL

TO: Village of Tarrytown

One Depot Plaza

Tarrytown, New York 10591

Date	February 16, 2018	JOB NO.	1572
Attention:	Carol Booth, Village Clerk		
RE:	172151-L		
Proposed Addition to Tarrytown Hall Care Center			
20 Wood Court, Tarrytown, NY 10591			

WE ARE SENDING YOU ☒ Attached ☐ Under separate cover via FedEx the following items:

☐ Shop drawings ☒ Prints ☐ Plans ☐ Samples ☐ Specifications

☐ Copy of letter ☐ Change order ☒ _____

COPIES	DATE	NO.	DESCRIPTION
10	2/16/18		Request for CUP Letter
10	2/16/18		NYSDOH Approval for Expansion
10	2/6/18		Letter of Permit Denial
10			Proxy Statement
10	Rev. 2/15/18		Short EAF
10	2/9/18		Site Plan and Exterior Rendering

THESE ARE TRANSMITTED as checked below:

☒ For approval ☐ Approved as submitted ☐ Resubmit _____ copies for approval

☐ For your use ☐ Approved as noted ☐ Submit _____ copies for distribution

☐ As requested ☐ Returned for corrections ☐ Return _____ corrected prints

☐ For review and comment ☐ _____

☐ FOR BIDS DUE _____ Year _____ ☐ PRINTS RETURNED AFTER LOAN TO US

REMARKS: _____

Jay Walden
Ephram Zagelbaum
Liz Meszaros
COPY TO: Robert Seigart

SIGNED: David A. Schlosser, AIA



VILLAGE OF TARRYTOWN

One Depot Plaza, Tarrytown, New York 10591-3199

Mayor
DREW FIXELL
Deputy Mayor
THOMAS BUTLER

Trustees
KAREN G. BROWN
ROBERT HOYT
MARY McGEE
REBHCCA McGOVERN
DOUGLAS ZOLLO

VILLAGE ADMINISTRATOR
914-631-1885
VILLAGE TREASURER
914-631-7873
VILLAGE CLERK
914-631-1652
VILLAGE ENGINEER
914-631-3668
DEPT. OF PUBLIC WORKS
914-631-0356

FAX NO. 914-631-1571

February 6, 2018

David A. Schlosser on Behalf THCC Realty, LLC
Schopfer Architects, LLP
1111 James Street
Syracuse, NY 13203

RE: Building Permit Application 2017-5791 - Proposed 1 Story 8,877 S.F. Addition at TarryHall Care Center, 20 Wood Court

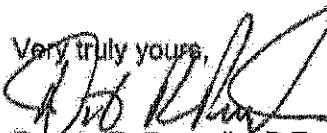
LETTER OF PERMIT DENIAL

Having satisfied the outstanding building violations, **PLEASE TAKE NOTICE** that your application as received by this office on August 30, 2017, as prepared by Schopfer Architects, LLP., for the construction of a one story 8,877 Square Feet addition to an existing three story 48,678 S.F. building at 20 Wood Court, Sheet 1.40, Block 7, Lot 10 which is in the M1.5 **Zoning District** in the Village of Tarrytown, has been denied for the reasons set forth below.

Articles XVI, Section §305-132 requires a site plan review and approval by the Planning Board and a compatible use permit by the Board of Trustees for the 8,877 S.F. addition; therefore, you may proceed with the submission of an application and provide the required documentation per §305-134 and Article XV, Section §305-119.

Please revise your plans to fully comply with the section(s) of the Zoning Code referenced above. Alternatively, in accordance with Zoning Code §305-109 and §305-118 and NY Village Law §7-712-a, you may submit an application to the Village of Tarrytown Zoning Board of Appeals within 60 days of the date of this letter seeking (1) to appeal this interpretation of the application and/or (2) variances from the provision(s) of the Code referenced above.

Should you have any questions, please feel free to contact me.

Very truly yours,

Donato R. Pennella, P.E.
Village Engineer/Building Inspector

cc: Feliciano Valvano, Building Inspector
Christie Tomm Addona, Attorney for the Zoning Board of Appeals
Katherine Zalanis, Attorney for Planning Board
Bob Galvin, Village Planner
Liz Meszaros, Secretary to the Zoning Board of Appeals

David A. Schlosser, AIA
Robert J. Selgart, AIA

February 16, 2018

Village of Tarrytown
Carol Booth, Village Clerk
One Depot Plaza
Tarrytown, New York 10591

RE: Proposed Addition to Tarrytown Hall Care Center
20 Wood Court
Tarrytown, New York 10591

Subject: Board of Trustees Request for Compatible Use Permit

Dear Board of Trustees:

Tarrytown Hall Care Center is requesting a Compatible Use Permit to expand its existing Skilled Nursing Facility at 20 Wood Court.

Tarrytown Hall Care Center (THCC) is a NYSDOH Licensed 120 bed Skilled Nursing Home. The existing 3-story plus basement facility is 48,169 sf (401 sf/ bed). It was constructed in 1972 with no substantive modifications/ additions since that time.

THCC has received NYSDOH approval (attached notice dated 12/26/17) to construct a one story 8,877 sf addition attached to the east façade of the existing building with its finished floor level aligned with the facility's existing first floor.

As set forth in the DOH approval there is to be "no change to the operating certificate" which means no change in bed/ resident capacity (i.e. it is approved for 120 beds and will remain such after the addition).

The primary purpose/ goal of the expansion and site change is as follows:

1. Bring the facility more in line with current DOH design guidelines for resident services. As an example new facilities typically provide around 600-800 sf per bed while THCC is much smaller at 401 sf per bed. The greatest deficiency in the existing is the lack of adequate resident activity, dining, leisure, and physical therapy space. All of which are being provided within the addition.
2. Provide a new public entry with improved circulation space and conveniently located admissions office, family conference room, waiting area, front porch, and covered emergency vehicle drop off.
3. Increase on-site parking from 62 to 100 (including drop off area). The proposed new capacity was revised from previously submitted site plans to accommodate a fire lane along the north side of the building.
4. Improve on-site vehicle circulation (delivery, emergency, staff, and visitor). The proposed site plan eliminates dead end parking areas, increases circulation aisles to 24' w or greater, provides 14' h clearance at the drop off canopy, removes an existing low clearance canopy interfering with access to the loading zone, and provides improved delivery truck turning radii.

All the above are graphically represented in the accompanying existing and proposed site plans.

Should there be specific questions related to the above please contact me or my partner Robert Seigart. As the Architects of Record we are authorized to act in behalf of the Applicant, Tarrytown Hall Care Center, and would welcome your comments.

Sincerely,

A handwritten signature in black ink, appearing to read 'David A. Schlosser', with a stylized, flowing script.

David A. Schlosser, AIA
Partner

DAS/sjb

CC. Jay Walden
Ephram Zigelbaum
Liz Meszaros
Robert Seigart

VILLAGE OF TARRYTOWN

Building Department
One Depot Plaza
Tarrytown, NY 10591
Phone 914-631-3668 Fax 914-631-1571
www.tarrytowngov.com

PROXY STATEMENT

THCC Realty LLC is the owner of the property located at
20 Wood Court, Tarrytown, New York 10591 and has authorized
Schopfer Architects to make the attached application
for Tarrytown Hall Care Center and to represent them at
all Board meetings.



Signature of Owner

Sworn to before me

this Aug day of 24

Notary Public: [Signature]

ABRAHAM SILBER
NOTARY PUBLIC, STATE OF NEW YORK
No. 01S16347243
Qualified in Rockland County
My Commission Expires August 29, 2020

Revised 9/23/13



Department of Health

ANDREW M. CUOMO
Governor

HOWARD A. ZUCKER, M.D., J.D.
Commissioner

SALLY DRESLIN, M.S., R.N.
Executive Deputy Commissioner

December 26, 2017

Ms. Patricia Smyth
Cicero Consulting Associates
701 Westchester Avenue, Suite 210W
White Plains, New York 10604

Re: 172151-L
Tarrytown Hall Care Center
(Westchester County)
Renovate space to expand the existing 120-
bed residential health care facility, with no
change to the operating certificate
(\$5,313,892)

Dear Ms. Smyth:

The Department of Health approves the above application in accordance with the limited review provisions set forth in 10 NYCRR section 710.1(c)(3).

The Department approves this application with the enclosed condition(s).

At the time construction begins, you must complete the attached Construction Start Confirmation form and return it to the Bureau of Project Management.

It is understood that the commencement of construction is your acknowledgment that project costs do not exceed approved project costs as indicated in the reference line of this letter. Additional costs will not be eligible for reimbursement without the approval of the Department.

In accordance with 10 NYCRR 710.9, upon completion of the project an onsite inspection may be conducted by the Department to assure that all aspects of the project are in accordance with the governing codes and regulations. In order to ensure reimbursement and/or receive a revised operating certificate, you must contact the Regional Office using the "Regional Office" tab in NYSE-CON. The "Regional Office" tab enables applicants to propose pre-opening survey dates and request Department staff to schedule surveys. Additionally, the tab enables entry of applicant contact information and electronic communications during the pre-opening process. If appropriate, the Regional Office will schedule an on-site visit within sixty (60) days of receiving your request. If you have any questions, please contact the following Regional Office:

Metropolitan Area Regional Office
14th Floor
90 Church Street
New York, New York 10007
(212) 417-5550

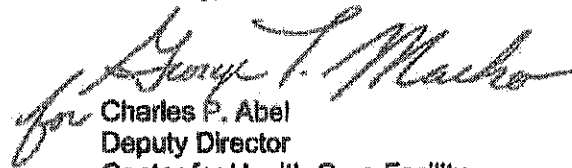
You are responsible for ensuring that this project complies with all applicable statutes, codes, rules and regulations. Should violations be found when reviewing documents, or at the time of on-site inspections or surveys, you will be required to correct them. Additional costs incurred to address any violations will not be eligible for reimbursement without the prior approval of the Department. Also, in accordance with 10 NYCRR section 710.5, any change in the scope of this project requires prior approval from the Department and may require a new or amended application.

You are responsible for ensuring this project is completed within three years from the date of this letter. Failure to complete the project within the prescribed time shall constitute an abandonment of the project by the applicant and an expiration of the approval.

Certificate of Need staff are interested in your experience with the CON process for this project. Please take a short survey to let us know how we are doing. The web address to the survey is <https://www.surveymonkey.com/s/9Y6258P>

If you have additional questions or need further assistance, please contact the Bureau of Project Management at (518) 402-0911, New York State Department of Health, Center for Health Care Facility Planning, Licensure and Finance, Corning Tower, Room 1842, Empire State Plaza, Albany, New York 12237.

Sincerely,


for Charles P. Abel
Deputy Director
Center for Health Care Facility
Planning, Licensure and Finance

Enclosure

CONDITIONS:

1. This project must be completed within three years from the date of this letter. Failure to complete the project within the prescribed time shall constitute an abandonment of the project by the applicant and an expiration of the approval. [PMU]
2. Construction must start on or before February 1, 2018 and construction must be completed by February 1, 2019. In accordance with 10 NYCRR Section 710.10(a), if construction is not started on or before the start date this shall constitute abandonment of the approval. It is the responsibility of the applicant to request prior approval for any changes to the start and completion dates. [PMU]
3. The operator shall submit a plan to maintain resident services and safety during construction to the Metropolitan Area Regional Office and must receive approval for such plan before commencing any construction. [LTC]
4. The applicant is required to submit Final Construction Documents, as described in BAER Drawing Submission Guidelines DSG-05, prior to the applicant's start of construction for record purposes. [AER]

617.20
Appendix B
Short Environmental Assessment Form


Instructions for Completing

Part 1 - Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 - Project and Sponsor Information			
Name of Action or Project: Tarrytown Hall Care Center			
Project Location (describe, and attach a location map): 20 Wood Court Tarrytown, New York 10591			
Brief Description of Proposed Action: Construct a one story 8,830-sf addition to existing nursing home to provide expanded public lobby/ reception and resident dining/ activity/ therapy services. Modify the existing site plan to provide for the addition and expanded parking.			
Name of Applicant or Sponsor: Schopfer Architects		Telephone: 315-474-8501 E-Mail: dschlosser@schopfer.com	
Address: 1111 James Street			
City/PO: Syracuse		State: New York	Zip Code: 13203
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.		NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval: Local Village Agencies (Planning Board, Building Department, etc.)		NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>
3.a. Total acreage of the site of the proposed action?		2.759 acres	
b. Total acreage to be physically disturbed?		1.6 acres	
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		2.759 acres	
4. Check all land uses that occur on, adjoining and near the proposed action. <input checked="" type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban) <input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____ <input type="checkbox"/> Parkland			

5. Is the proposed action, a. A permitted use under the zoning regulations?	NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
b. Consistent with the adopted comprehensive plan?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	<input type="checkbox"/>	NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	<input checked="" type="checkbox"/>	NO <input type="checkbox"/>	YES <input type="checkbox"/>
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	<input checked="" type="checkbox"/>	NO <input type="checkbox"/>	YES <input type="checkbox"/>
b. Are public transportation service(s) available at or near the site of the proposed action?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____	<input type="checkbox"/>	NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____	<input type="checkbox"/>	NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____	<input type="checkbox"/>	NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places?	<input checked="" type="checkbox"/>	NO <input type="checkbox"/>	YES <input type="checkbox"/>
b. Is the proposed action located in an archeological sensitive area?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?	<input checked="" type="checkbox"/>	NO <input type="checkbox"/>	YES <input type="checkbox"/>
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input checked="" type="checkbox"/> Urban <input type="checkbox"/> Suburban			
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	<input checked="" type="checkbox"/>	NO <input type="checkbox"/>	YES <input type="checkbox"/>
16. Is the project site located in the 100 year flood plain? (None of area to be disturbed)	<input checked="" type="checkbox"/>	NO <input type="checkbox"/>	YES <input type="checkbox"/>
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES (None of area to be disturbed) b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES Stormwater will be collected, retained, and treated on site in accordance with NYSDEC Standards and piped underground to existing conveyance systems.	<input type="checkbox"/>	NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>

18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size: _____ Stormwater Detention System	NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>
I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE		
Applicant/sponsor name: David A. Schlosser		Date: 8/21/17 (Rev. 2/15/18)
Signature: 		

Part 2 - Impact Assessment. The Lead Agency is responsible for the completion of Part 2. Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept "Have my responses been reasonable considering the scale and context of the proposed action?"

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?	<input type="checkbox"/>	<input type="checkbox"/>
2. Will the proposed action result in a change in the use or intensity of use of land?	<input type="checkbox"/>	<input type="checkbox"/>
3. Will the proposed action impair the character or quality of the existing community?	<input type="checkbox"/>	<input type="checkbox"/>
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	<input type="checkbox"/>	<input type="checkbox"/>
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?	<input type="checkbox"/>	<input type="checkbox"/>
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?	<input type="checkbox"/>	<input type="checkbox"/>
7. Will the proposed action impact existing: a. public / private water supplies? b. public / private wastewater treatment utilities?	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	<input type="checkbox"/>	<input type="checkbox"/>
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?	<input type="checkbox"/>	<input type="checkbox"/>

	No, or small impact may occur	Moderate to large impact may occur
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?	<input type="checkbox"/>	<input type="checkbox"/>
11. Will the proposed action create a hazard to environmental resources or human health?	<input type="checkbox"/>	<input type="checkbox"/>

Part 3 - Determination of significance. The Lead Agency is responsible for the completion of Part 3. For every question in Part 2 that was answered "moderate to large impact may occur", or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

<input type="checkbox"/>	Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.
<input type="checkbox"/>	Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.
<div> <div>Name of Lead Agency</div> <div>Date</div> </div>	
<div> <div>Print or Type Name of Responsible Officer in Lead Agency</div> <div>Title of Responsible Officer</div> </div>	
<div> <div>Signature of Responsible Officer in Lead Agency</div> <div>Signature of Preparer (if different from Responsible Officer)</div> </div>	

PRINT