

**VILLAGE OF TARRYTOWN
BOARD OF TRUSTEES
WORK SESSION 6:00 P.M.
WEDNESDAY, MARCH 30 2016
Tarrytown Village Hall
One Depot Plaza, Tarrytown, New York**

Board of Trustees Concerns

Open Session

1. Appeal, Escrow Payment for Traffic Study for Planning Board
2. SEQR, CDBG, Improvements to Senior Center
3. Stop Sign Request
4. Repaving of Driveway
5. Amendment to Master Fee Schedule, Swimming Pool Fees
6. Roof Repair, Old Police Headquarters
7. Office Space License at Old Police Headquarters, Town of Greenburgh Drug and Alcohol Task Force
8. Surplus Property, Police Department Bicycles
9. Schedule Special Meeting, Confirmation of Fire Chiefs Convention
10. Tentative Budget
11. Easement Request
12. Volunteer Ambulance Corps Service Award Program
13. Fire Department Membership Changes
14. Appointment of Seasonal Employee, Parks and Recreation Department

Executive Session

- 1A. Investigation Report
- 2A. Police Staffing



#1
RECEIVED

MAR 16 2016

TARRYTOWN VILLAGE
ADMINISTRATOR

March 10, 2016

Village Trustees
One Depot Plaza
Tarrytown, NY 10591

Mr. Michael Blau
Village Administrator
One Depot Plaza
Tarrytown, NY 10591

Planning Board
One Depot Plaza
Tarrytown, NY 10591

**Re: Escrow Account - 69 N. Broadway - Snap Fitness Application (Owner -
Kaufman.**

Ladies and Gentlemen:

Reference is made to that certain letter, dated March 4, 2016, sent by the Planning Board Secretary to David Barbuti, R.A. (the "Planning Board Letter") and the accompanying invoice for \$4,345.10 issued by Michael Maris Associates, Inc. ("MMA") in connection with the Snap Fitness project (such invoice, the "MMA Invoice"). For your reference, a copy of the Planning Board Letter and all accompanying invoices are included herewith.

Pursuant to the Planning Board Letter, we were informed that, as of the date of the Planning Board Letter, the Planning Board had incurred \$6,367.10 in fees for professional review services relating to the Snap Fitness application. The bulk of professional fees incurred by the Village is comprised of fees listed on the MMA Invoice.

In accordance with Section 305-138B of the Village Code, we hereby notify you that we believe amounts invoiced in the MMA Invoice are excessive and protest amounts listed as due thereunder. With the exception of the MMA Invoice, please note that we do not question the reasonableness of any invoices included with the Planning Board Letter and have no objection to paying such amounts. Below please find a summary of some of our concerns with respect to the MMA Invoice.

The Tarrytown Planning Board requested from us a parking study that identifies the club's needs and determines whether there is sufficient parking in the area to serve those

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needs. In response to such request, we engaged Stonefield Engineering & Design ("Stonefield") to perform such a parking study. Stonefield completed a comprehensive eleven (11) page study (the "Stonefield Study") for a fee of \$3,300. Other services were provided at varying hourly rates, such rates depending on the experience and education of the individual providing the services. In connection with the preparation of the Stonefield Study, Stonefield (i) performed field observations including a physical examination of the site, adjacent land uses, and the adjacent roadway network and observed general traffic patterns and parking conditions, (ii) performed parking utilization counts of the existing off-street parking lot, adjacent on-street parking spaces, and nearby public lot during specified four-hour periods covering the busiest (a/k/a peak) times for a typical gym based on industry-standard data and also coinciding with the peak activity of the existing retail uses in the nearby vicinity, and (iii) prepared a graphical profile of off-street and on-street parking utilization during the study periods and identified any available (reserve) parking capacity.

We note that Section 305-138B of the Village Code states: "Fees charged by such professionals shall be in accord with fees usually charged for such services in the Metropolitan New York region." According to the MMA Invoice, \$3,345.10 in professional fees are due to MMA for reviewing of the Stonefield Study. **It is unreasonable that MMA's fees for reviewing the Stonefield Study are greater than the fees charged by Stonefield to actually perform the Stonefield Study.**

Furthermore, unlike all other invoices included with the Planning Board Letter, the MMA Invoice failed to provide an accounting of hours provided or the hourly price for such services. We would argue that it is standard practice for persons rendering professional services to provide each client with a breakdown of work performed on behalf of such client. Given the deficiencies of the MMA Invoice, we requested that MMA provide a more detailed invoice and received another invoice stating "16.5 hours x \$200/hr = \$3,300". Finally, in response to our additional requests for information, we received an e-mail response from Mr. Maris listing his hours as follows:

"Thursday, 02/11/16 – 4 hours – reviewed parking study submitted by applicant.

Friday, 02/12/16 – 4 hours – performed separate parking projections using 85th percentile data.

Saturday, 02/13/16 – 3 hours - field observations and parking accumulation counts

Thursday, 02/18/16 – 2.5 hours – verified projections and started letter report.

Friday, 02/19/16 – 3 hours - prepared and submitted letter report."

Unlike other invoices, the MMA Invoice does not detail which individual provided any specific service. However, we find it unlikely that Mr. Maris himself made the field observations and parking accumulation counts described in his e-mail. We note that, the hourly breakdown provided by MMA implies that all hours, whether for services performed by a parking counter or Mr. Maris are invoiced at the same rate. We believe

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that this is contrary to industry practice and that services provided by Mr. Maris should, on average, be more expensive than the services of a parking counter.

In his e-mails, Mr. Maris also stated: "Because the parking study submitted by the applicant did not address peak conditions and not the whole development, it was necessary for us to do independent parking projections and analyses." We are puzzled by this statement given that the Stonefield Study specifically deals with parking utilization counts performed during peak periods.

We also requested a copy of the letter report referenced by Mr. Maris in his e-mails. The letter report provided was less than 3 pages long and mostly regurgitated the information included in the Stonefield Study. The length of the MMA's review letter, compared to the length of the Stonefield Study, once again reinforces our understanding that that MMA's fees for reviewing the Stonefield Study are unreasonable and excessive. Furthermore, though three (3) hours were included in the hourly breakdown for separate count of parking spaces, the letter report provided by MMA to the Planning Board only details two (2) data points inside of a single hour.

For the foregoing reasons, we respectfully request that you review the MMA Invoice and find that it is unreasonable and excessive.

Please feel free to contact me with any questions. We look forward to your response.

Regards,



Monica Reyes Grajales
Sugar Free Fitness LLC
d/b/a Snap Fitness of Tarrytown

cc: Michael McGarvey, Village Engineer
One Depot Plaza
Tarrytown, NY 10591

Lizabeth Meszaros, Secretary to Planning and Zoning
One Depot Plaza
Tarrytown, NY 10591

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§ 305-138. Fees.

B.

Review services. The Planning Board, in review of any application for a site plan, compatible use permit and/or subdivision or amendment to a site plan, compatible use permit and/or subdivision, may refer such application to a planner, attorney, engineer, landscape architect, environmental expert or other professional as the Planning Board shall deem reasonably necessary to enable it to review such application as required by law. Fees charged by such professionals shall be in accord with fees usually charged for such services in the Metropolitan New York region and shall be no more than the fee charged to the Village for similar services. All such charges shall be paid by the Village. The applicant shall reimburse the Village for the cost of such professional review services, including the fees for the attorney assigned to represent the Planning Board, from the escrow account established in accordance with § 305-138C, upon submission of an invoice from the Village. All invoices for fees charged to applicants by consultants shall be reviewed and approved by the Village Administrator as to reasonableness before payment by the Village, and the applicant shall be provided with copies of the invoices charged against the escrow deposit. In the event an applicant believes that the charges invoiced are excessive, the applicant may file a written protest to the Village Board, within 15 days of receipt of the invoice, questioning such invoice, and the Village Board shall review the protest by the applicant and provide the applicant with a written response within 45 days of receipt of the protest. No certificate of occupancy shall be issued for the subject property until all review costs have been paid to the Village. The payment of such fees shall be required in addition to any and all other fees required by this or any other section of this chapter or any other local law.

[Amended 7-20-2015 by L.L. No. 3-2015]



Traffic and Engineering Consultants
Highway and Signal Design

MICHAEL MARIS ASSOCIATES, INC.

#1

VIA E-MAIL/mail

March 17, 2016

Mr. Michael Blau
Village Administrator
Village of Tarrytown
One Depot Plaza
Tarrytown, NY 10591-3605

RE: Snap Fitness Application
67 N. Broadway, Tarrytown, NY

Dear Mr. Blau:

I am in receipt of Ms. Grajales' letter of March 10, 2016 questioning the validity of my fees to review and comment upon a Parking Assessment prepared by Stonefield Engineering & Design, dated February 9, 2016. I have reviewed that letter and submit the following responses to the various issues raised by Ms. Grajales.

1. In the top paragraph of the second page, Ms. Grajales states that Stonefield Engineering invoiced them \$3,300.00 to prepare their study and it is unreasonable for me to invoice \$3,345.10 just to review that study. Ms. Grajales then lists the tasks performed by Stonefield.

In fact, I did more work than Stonefield. First, I reviewed the Stonefield study to verify its accuracy. Then, because I found areas where I was in disagreement with the Stonefield study, it became necessary for me to perform my own field observations and make my own projections and analyses, basically do the same tasks performed by Stonefield. Please note that my task was not to read the Stonefield report, but to let the Board know whether the Stonefield findings were accurate. Since I disagreed with some aspects of the Stonefield study, it became necessary for me to perform my own field observations and projections.

2. I want it to be clear that all work on this project, including the field observations, was done personally by me. Ms. Grajales' suggestion that the work was done by someone else in our office and that I used my name in order to charge higher rates is insulting and libelous. I have almost 50 years of experience and it is not my practice to obtain work based on my experience and then hand it out to another employee who has less experience. This practice is especially true for municipal reviews. I do not know with which firms Ms. Grajales has been working and cannot comment on their practice, but that's not the way we work here. I also want to point out that my hourly billing rate is \$200.00 and has been the same since 1997.
3. Regarding our invoicing presentation, in 1988 we created our own billing program and our invoices have been the same since then. During that time, we have worked on more than

1,000 projects throughout the United States and this is the first time anyone has questioned the presentation. I also want to point out that, contrary to Ms. Grajales' comment in the third paragraph of the second page, we provided the hourly breakdown of our billing immediately upon receipt of Tarrytown's e-mail request, not as stated by her "Finally, in response to our additional requests ...". I believe this was just an attempt by Ms. Grajales to indicate that we have been uncooperative and unresponsive.

4. In the second paragraph of the third page, Ms. Grajales is "puzzled" by my statement that "the parking study submitted by the applicant did not address peak conditions and not the whole development ..." and she states that the Stonefield surveys were performed during peak periods. Ms. Grajales totally misunderstood my statement, which was in reference to the Snap Fitness parking generation estimates made by Stonefield, not the hours of the surveys.

As noted in Page 2 of 3 of my review letter of February 19, 2016, Stonefield used Average Parking Generation Rates to estimate the parking needs of Snap Fitness. Also, Stonefield did not consider the potential generations of the 3,500 sf of vacant space that would not be utilized by Snap Fitness. The Average Rates would indicate that there is a 50 percent confidence level that the projections are accurate. The Planning Board asked whether there is sufficient parking available in the area to serve Snap Fitness. The Board did not ask whether there is sufficient parking to serve Snap Fitness with a 50 percent confidence level. It was my conclusion that the parking estimates should have been done using a higher parking generation rate than the one reflecting average conditions. Please note that in my prior review letter of December 29, 2015, I stated that if Snap Fitness feels that it has low parking requirements, it should do surveys at existing locations and use the results of those surveys for the parking study. Apparently, Snap Fitness chose not to do any surveys at existing locations.

The Institute of Transportation Engineers (ITE) publication entitled Parking Generation, 4th Edition was used by Stonefield to estimate the parking needs of Snap Fitness. This is an accepted source and is used widely as a good standard. However, the publication provides much more information than the Average Parking Rate. Page 130 of the ITE publication (copy attached) provides information regarding the findings of 25 surveys at existing Health/Fitness Clubs. This page shows that of the 25 surveys, the Average Peak Period Parking Demand was 5.27 vehicles per 1,000 sf, which means that, during their peak period, one-half of the 25 clubs generated a need for less parking and one-half generated a need for more parking. Therefore, this data indicates that provision of 5.27 spaces per 1,000 sf would give the designer a 50 percent confidence level that sufficient parking will be provided. The ITE publication also provides generation rates for a 33rd Percentile confidence level and an 85th Percentile confidence level. Unless there is a specific reason backed by surveys and other data, it is standard practice in the industry to use the 85th Percentile Rate when analyzing parking availability. As shown in the attached ITE page, the 85th Percentile rate is 8.46 vehicles per 1,000 sf, which is higher than the rate used by Stonefield and, consequently my finding that the Stonefield projections did not address peak conditions.

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5. In the third paragraph of the third page, Ms. Grajales' states that my report basically "regurgitated" the information in the Stonefield study. Ms. Grajales apparently received my report but did not bother to read it. If she had and compared it to the Stonefield study, she would have noted that my parking generation estimates for Snap Fitness are all different than those in the Stonefield study. Further, I would like to see where in the Stonefield study are listed the parking requirements of the 3,500 sf of vacant space.
6. Also in the third page, Ms. Grajales appears to think that the size of the report and not the substance is the most important aspect and compares the length of my letter to the Stonefield report. In fact, both letters are basically three pages. I just did not attach information that I felt was unnecessary just to make my report look larger. I do not sell reports by the word or the page.
7. Finally, Ms. Grajales questions my charge of three hours in the field and notes that I did two counts within a one-hour period. Obviously, Ms. Grajales has no idea of what was necessary to verify the Stonefield parking numbers. It was necessary for me to drive to and from Tarrytown on a Saturday and I had to walk along the area to count the existing parking spaces and then count the number of parked vehicles. Ms. Grajales should understand that I really have more important things to do on Saturdays than to look at a Snap Fitness parking study and that I went on a Saturday in order to expedite my review and provide my findings prior to the scheduled hearing of February 22nd.

In conclusion, I did not do less work than Stonefield as Ms. Grajales contends, but more work since I not only had to review and check the Stonefield study, but I also had to do the same work they did in order to check their field data and perform estimates of the Snap Fitness and vacant space peak parking generations.

I trust this letter responds to your request and addresses the Board's needs.

Respectfully submitted,
MICHAEL MARIS ASSOCIATES, INC.



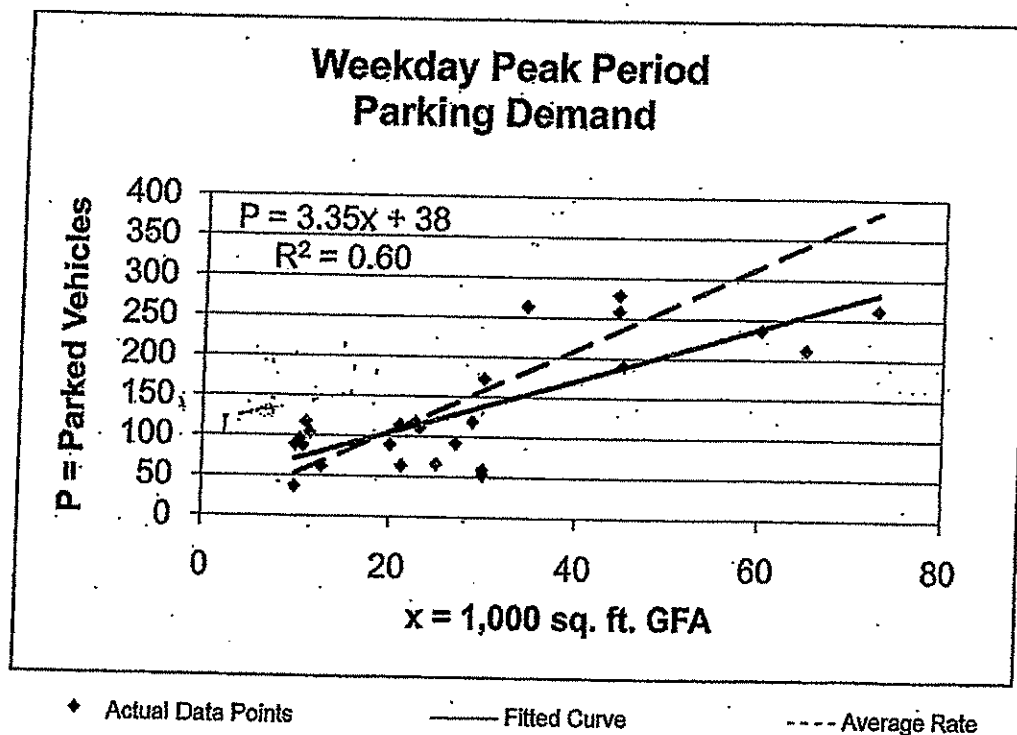
Michael Maris
President
mm
att.

Land Use: 492 Health/Fitness Club

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Average Peak Period Parking Demand vs. 1,000 sq. ft. GFA On a Weekday

Peak Period	6:00-7:00 p.m.
Number of Study Sites	25
Average Size of Study Sites	26,000 sq. ft. GFA
Average Peak Period Parking Demand	5.27 vehicles per 1,000 sq. ft. GFA
Standard Deviation	2.41
Coefficient of Variation	46%
95% Confidence Interval	4.33-6.22 vehicles per 1,000 sq. ft. GFA
Range	1.77-10.56 vehicles per 1,000 sq. ft. GFA
85th Percentile	8.46 vehicles per 1,000 sq. ft. GFA
33rd Percentile	3.98 vehicles per 1,000 sq. ft. GFA



#2

Short Environmental Assessment Form

Part 1 - Project Information

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: Improvements to Tarrytown Senior Center							
Project Location (describe, and attach a location map): 240 West Main Street, Tarrytown, New York							
Brief Description of Proposed Action: Improvements to mechanical systems in Tarrytown Senior Center. Mechanical systems to be improved are: heating, ventilation, air conditioning, plumbing, fire alarm system, fire protection system and natural gas distribution. In addition, the existing generator will be upgraded with a larger generator that will be able to operate all systems in the facility.							
Name of Applicant or Sponsor: Village of Tarrytown		Telephone: 914-631-1785 E-Mail: mblau@tarrytowngov.com					
Address: One Depot Plaza							
City/PO: Tarrytown		State: New York	Zip Code: 10591				
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.			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">NO</th> <th style="text-align: center;">YES</th> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	NO	YES	<input checked="" type="checkbox"/>	<input type="checkbox"/>
NO	YES						
<input checked="" type="checkbox"/>	<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: New York State Housing Trust Fund Corporation, Office of Community Renewal			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">NO</th> <th style="text-align: center;">YES</th> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> </table>	NO	YES	<input type="checkbox"/>	<input checked="" type="checkbox"/>
NO	YES						
<input type="checkbox"/>	<input checked="" type="checkbox"/>						
3.a. Total acreage of the site of the proposed action? .2 acres b. Total acreage to be physically disturbed? 0 acres c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? 20 acres							
4. Check all land uses that occur on, adjoining and near the proposed action. <input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input checked="" type="checkbox"/> Residential (suburban) <input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____ <input checked="" 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?	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: <u>The Senior Center is located in Pierson Park which is immediately adjacent to the Hudson River. The Hudson River is a designated Critical Environmental Area.</u>	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO <input checked="" 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 checked="" type="checkbox"/>	
c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?	<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: _____	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: _____	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: _____	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? b. Is the proposed action located in an archeological sensitive area?	NO <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	YES <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? 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: _____	NO <input type="checkbox"/> <input checked="" type="checkbox"/>	YES <input checked="" 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 type="checkbox"/> Urban <input checked="" 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?	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>	
16. Is the project site located in the 100 year flood plain?	NO <input type="checkbox"/>	YES <input checked="" 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 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 <u>The runoff from the Senior Center is directed into a gutter system along the roof and thereafter into the storm drainage system.</u>	NO <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	YES <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

#2

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: _____ _____	NO	YES
	<input checked="checked" type="checkbox"/>	<input 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	YES
	<input checked="checked" type="checkbox"/>	<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	YES
	<input checked="checked" type="checkbox"/>	<input type="checkbox"/>
I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE		
Applicant/sponsor name: <u>Village of Tarrytown</u> Date: _____		
Signature: _____		

#2

Agency Use Only [If applicable]

Project:

Date:

Short Environmental Assessment Form

Part 2 - Impact Assessment

Part 2 is to be completed by the Lead Agency.

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 checked="" type="checkbox"/>	<input type="checkbox"/>
2. Will the proposed action result in a change in the use or intensity of use of land?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Will the proposed action impair the character or quality of the existing community?	<input checked="" 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 checked="" 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 checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>
7. Will the proposed action impact existing:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
a. public / private water supplies?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. public / private wastewater treatment utilities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11. Will the proposed action create a hazard to environmental resources or human health?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

PRINT FORM

Project: _____

Date: _____

#2

Short Environmental Assessment Form Part 3 Determination of Significance

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.

☐ 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.

☒ 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.

Village of Tarrytown

Name of Lead Agency

Date

Michael Blau

Village Administrator

Print or Type Name of Responsible Officer in Lead Agency

Title of Responsible Officer

Signature of Responsible Officer in Lead Agency

Signature of Preparer (if different from Responsible Officer)

PRINT FORM

#3

Susan Crucy Burkhardt
47 Miller Avenue
Tarrytown, NY 10591
susanburkhardt@optonline.net
914-329-3610

March 8, 2016

Chief Scott Brown
Tarrytown Police Department
One Depot Plaza
Tarrytown, NY 10591

Dear Chief Brown:

In follow-up to my presentation and request to the Mayor and Board of Trustees at last night's meeting, I write to request adding two Stop Signs at the intersection of Independence Street and Miller Avenue. The first at the bottom of Independence Street where it meets Miller Avenue and the second at the south end of Miller Avenue where you make a left turn onto Independence Street. Currently this corner has no signage. It is notorious for cars speeding through it, cutting the corner with many times these cars end up on the wrong side of the road and into on-coming traffic. There have been numerous accidents and near misses here.

The Stop Signs would make a dangerous intersection safer and also help to reduce car speed in our neighborhood. From last night's discussion, my understanding is that the Mayor and Board of Trustees are committed to reviewing and implementing all appropriate measures to address traffic and especially speed throughout Miller Park. I believe these Stop Signs are appropriate and necessary.

Additionally, I suggested to my neighbors that they write to you about this Stop Sign request as well. You may have already received their letters, however, I wanted to also write to ensure that this request is indeed received by you.

Thank you for your help in adding a Stop Sign to the intersection of Miller Avenue and Glen Street. Your support and assistance were greatly appreciated. Immediately the Stop Sign had a positive impact on our neighborhood. It has most definitely reduce the speed of cars traveling through this area and has made that intersection safer.

Your attention to this request for additional Stop Signs is appreciated. If I need to do anything further please advise.

Very truly yours,

Susan Crucy Burkhardt

TEL: (914) 302-3477
FAX: (914) 347-8586
BUSINESS (914) 592-3787

27A NEPPERHAN AVE.
ELMSFORD, NY 10523

Carrea Paving & Masonry

GENERAL CONTRACTORS



- "SPECIALIZING IN RESIDENTIAL & COMMERCIAL BLACKTOPPING"
- MASONRY
 - STONEWALLS
 - STRUCTURAL WALLS
 - BLACKTOP SEALED
 - WALKWAYS
 - PATIOS
 - EXCAVATION
 - SNOW PLOWING
 - PIPING & DRAINAGE
 - WATER-PROOFING
 - "TURN KEY" ADDITIONS

27A NEPPERHAN AVE.
ELMSFORD, NY 10523



Paving & Masonry

GENERAL CONTRACTORS



"SPECIALIZING IN RESIDENTIAL & COMMERCIAL BLACKTOPPING"

- MASONRY
- STONEWALLS
- STRUCTURAL WALLS
- BLACKTOP SEALED
- WALKWAYS
- PATIOS
- EXCAVATION
- SNOW PLOWING
- PIPING & DRAINAGE
- WATER-PROOFING
- "TURN KEY" ADDITIONS

If you would like to review our Company, go online to my.angieslist.com. WC-00200-1162 27919-#15

Estimate

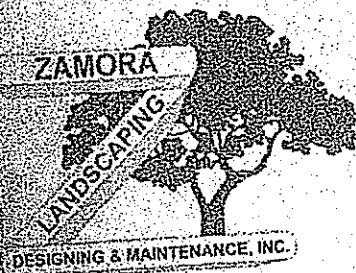
Mr. Frank

Ref: Fire House

Central Ave, Mechanics Ave

- Rip out and cart away Parking lot on the left side of the Fire House, Place Item #1 grave. Pave with 2 1/2" of Binder and pave the top with 2" of Asphalt. Price \$7,800.
- Just with pave with 2 1/2 of Asphalt. price \$4,700.
- To install 3 metal post with concrete, price \$300.

Sincerely:
J. L. Co



#4

November 29, 2015

Mr. Howard Wessos

JOB: Central Avenue Tarrytown Phoenix Engine 76

RE: Proposal to Asphalt Blacktop over Existing Blacktop at the above Job Address:

Scope of Work to Be Performed As Follows:

1. Key black top along complete sidewalk
2. Apply tack coat to existing blacktop
3. Apply asphalt black top to complete area
4. Labor
5. Dispose of all waste properly
6. If any permits are required, above named is responsible for application and fees.
7. If extra work becomes necessary, it will be negotiated separately.

TOTAL: \$ 9,991.00

Not for Capital Improvement Form is signed and returned.

PRICE SUBJECT TO CHANGE AFTER 30 DAYS OF DATE OF CONTRACT! ****
On acceptance of this contract, I need contract signed and returned with 1/2 deposit, and 1/4 while the job is being performed, and the remaining balance paid in full upon completion of this job. I agree with Mr. Robert Zamora Jr. of Zamora Landscaping Designing & Maintenance, Inc. to do the work at the above address. I will make sure that Mr. Robert Zamora Jr. of Zamora Landscaping Designing & Maintenance, Inc. will be paid in full upon completion.

DAD

If you have any questions, do not hesitate to contact me.

Sincerely,

Robert Zamora Jr.
Robert Zamora Jr., President
Zamora Landscaping
Designing & Maintenance, Inc.

RZ/mz

139 South Regent Street • Port Chester, NY 10573 • (914) 937-3038 • Fax (914) 937-3099

VISIT US @ WWW.ZAMORAINC.COM



#4

Howard Wessels
Superintendent
One Depot Plaza
Tarrytown, NY 10591

Re: Phoenix Hose Asphalt Repairs

Dear Mr. Wessels,

Thank you for the opportunity to provide a proposal on the Asphalt Repair project. We have reviewed and evaluated the proposed scope of work and hereby submit our proposal to execute this work. Our proposal is based on scope of work below.

Scope of Work:

- Work to be performed during the hours of 7am-3pm
- Removal of asphalt
- Saw cutting existing asphalt in repair area
- Install new asphalt in patch area.

Cost: \$10,500.00

Exclusions:

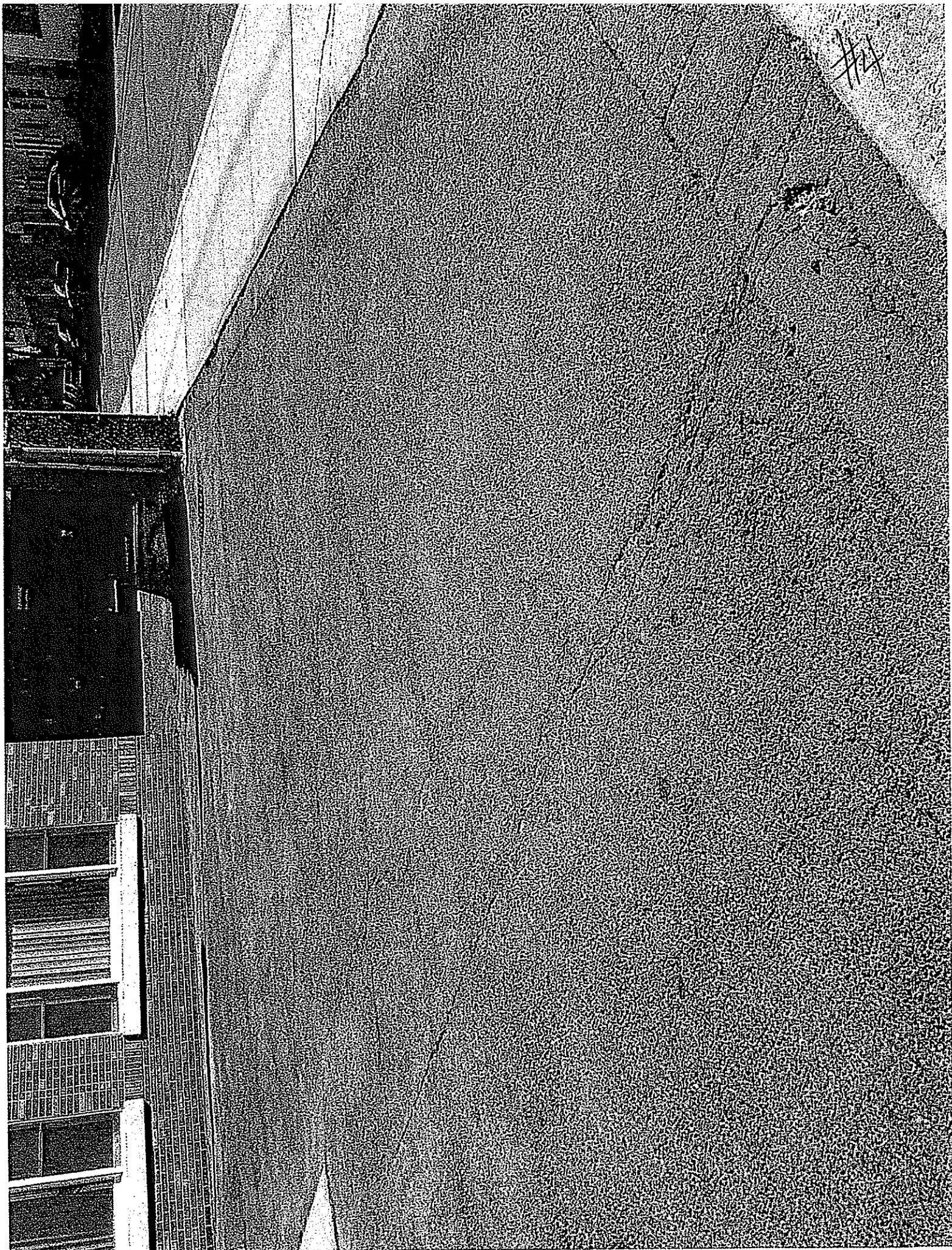
Asbestos Testing and /or Abatement
Permits (by owner)
Performance/Payment Bonds
Holiday Pay

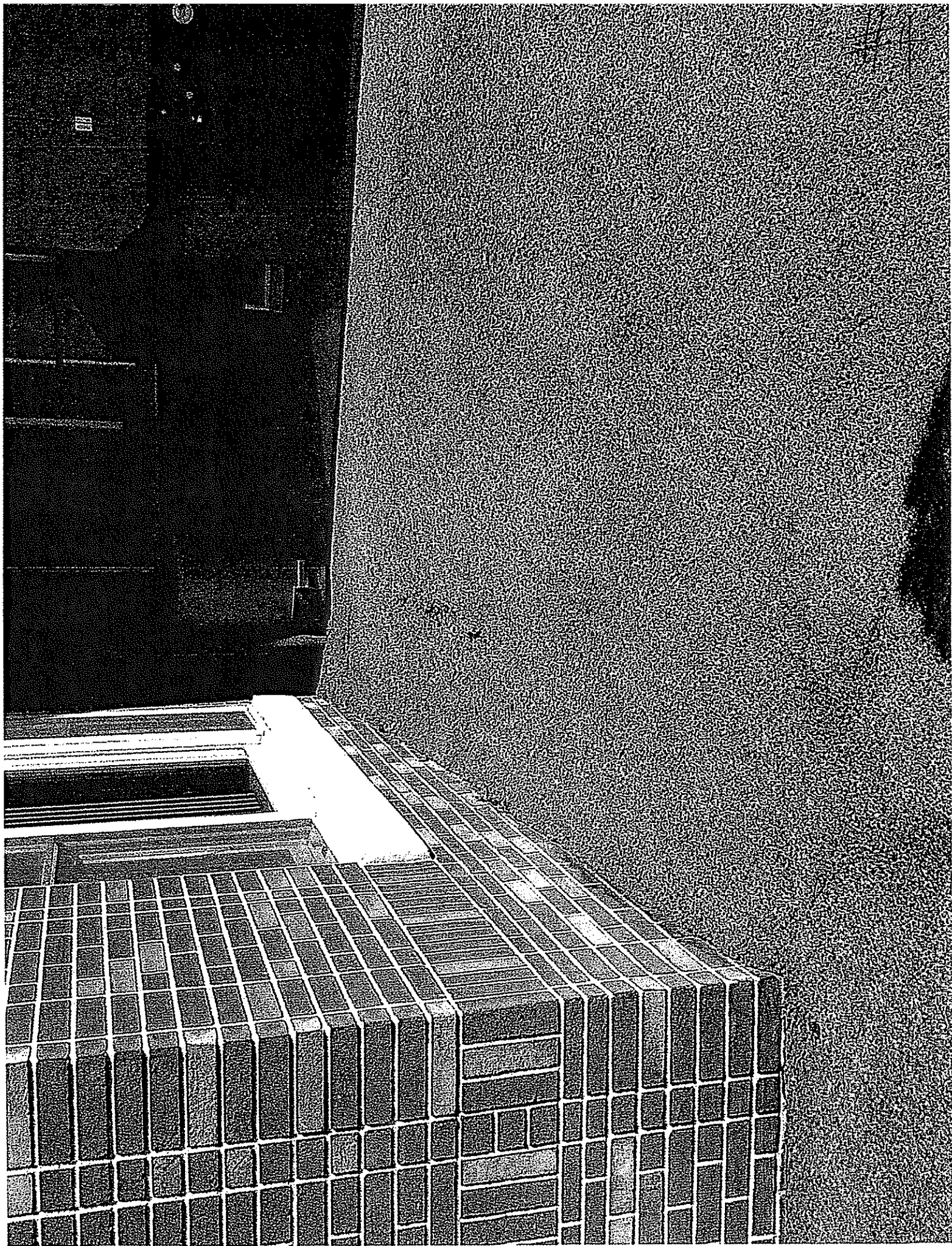
We trust that we have covered all the construction items which you have requested to be quoted in this proposal. However, if there are items we have neglected to include or work items which should be deleted from the above scope of work, please feel free to give me a call.

Respectfully,

Parry Segura
PVS Construction LLC.









Policy Statement – Improvements to Village Buildings

Adopted by the Board of Trustees on September 16, 2013

WHEREAS, the Village of Tarrytown, through its Board of Trustees provides buildings for the operation of the various Village departments; and

WHEREAS, the buildings in which the Village departments operate are owned by the Village of Tarrytown and maintenance and improvements to the buildings are paid for from either the operational budgets included in the annual Village operational budget or it the annual Capital Budget, both of which are budgets that are approved by the Board of Trustees; and

WHEREAS, building improvement projects included in the annual Capital Budget are specifically listed for approval by the Board of Trustees and those identifiable projects are the projects for which the Board of Trustees has granted approval and by granting such approval by inclusion in the Capital Budget the Board has thereby authorized staff to proceed with those specific improvement projects; and

WHEREAS, building improvement projects paid out of the operating budget have not received specific approval for the project from the Board of Trustees; and

WHEREAS, with budgets becoming more difficult due to the financial difficulties experienced by municipalities as well as the impact of the 2% tax levy cap, all improvement projects need to be scrutinized and thereafter approved by the Board of Trustees; and

WHEREAS, the Board of Trustees believes that it is necessary to establish a policy to address the manner in which building improvement projects in all Village departments are reviewed and approved;

NOW THEREFORE BE IT RESOLVED that the Board of Trustees of the Village of Tarrytown does hereby establish the following policy in regards to building improvement projects.

POLICY STATEMENT
IMPROVEMENTS TO VILLAGE BUILDINGS

- 1) Any building improvement or maintenance project on buildings owned by the Village of Tarrytown that has an estimated cost of \$10,000 or more shall be included in the annual Capital Budget of the Village of Tarrytown.
- 2) Any building improvement or maintenance project that has an estimated cost of \$5,000 or more and less than \$10,000 shall first be submitted to the Board of Trustees for approval

#4

before the Department Head shall obtain price quotes for the improvement or maintenance project.

- 3) Building improvement projects shall be considered as a whole and shall not be broken down into component parts in order to avoid the requirements of this policy.
- 4) The proposed project shall be submitted to the Village Administrator for inclusion in a Work Session agenda. Should the Board of Trustees or Village Administrator deem it necessary to have the Department Head or his/her designee present to fully describe the proposed project, the Department Head or his/her designee shall be invited to attend the Work Session. The Department Head or his/her designee may be requested to provide additional information to justify the proposed improvement or maintenance project.
- 5) Should an improvement or maintenance project commence prior to receiving Board of Trustees approval, the Board of Trustees shall have the authority to immediately stop the work on the project that has not received Board of Trustees authorization.
- 6) Village buildings are listed below:

Consolidated Firehouse – 177 Sheldon Avenue
Department of Public Works - 4 Division Street
Eastview Pump Station – Neperan Road
Main Street Firehouse – 50 Main Street
Old Police Headquarters – 150 West Franklin Street
Phenix Hose Firehouse – 2 Mechanics Avenue
Recreation and Parks Building – 238 West Main Street
Recreation and Parks Department Quonset Hut – Green Street
Riverside Hose Firehouse – 120 West Franklin Street
Senior Center – 240 West Main Street
Skate Shack and Shelter – Neperan Road
Village Hall/Police Department – One Depot Plaza
Washington Engine Firehouse – 157 White Plains Road
Water Pump Station/Shaft 10 – 401 Neperan Road

MEMORANDUM

DEPARTMENT of PUBLIC WORKS

#6

TO: Michael Blau, Village Administrator

FROM: Howard D. Wessells Jr., Superintendent of Public Works

DATE: 22 March, 2016

RE: Old Police Station Roof

A bid was advertised for a roof overlay and installation of one additional roof drain for the Old Police Station.

Keeping in mind that the future of the building is unknown at this time and in keeping with the instructions from the Board of Trustees to keep the cost to a minimum, the bid was limited to the following:

The firm hired shall preform the following tasks:

1. Broom Sweep Existing Roof Area and remove existing roof gravel stop.
2. Dry and Clean existing membrane
3. Torch Down new APP Modified Bitumen Mineral Surfaced Cap Sheet
4. Install new gravel stop and associated flashings.
5. Install new 4" cast iron drain and tie into existing piping with cast iron piping.
Location of new drain to be decided in field with owner.

This is the least expensive roofing system that I have found that can be installed with a life expectancy of 5 to 10 years.

The bid was opened and read aloud on March 3, 2016 with seven (7) bids being received. The bids ranged from a low of \$35,000 to a high of \$120,000.

The low bidder is NUA Construction Corp. This is the same company that installed the new roofing system on the Warner Library.

I have been in contact with the representative of NUA Construction and he is aware that this is a prevailing wage contract. He has also supplied the OSHA 10 certificates for the workers who will be onsite along with the safety plan for NUA Construction.

There is currently \$50,000 in the capitol budget H1502.450 for the roof overlay and drain installation.

If this project is to go forward it is my recommendation that the bid be awarded to NUA Construction Corp in the amount of \$35,000.

#6

Old Police Station Roof Replacement
CONTRACT 2016-02

Bid Date: Thursday, March 03, 2016

<u>CONTRACTOR</u>	<u>BID AMOUNT</u>	<u>BOND AMOUNT</u>
<u>United Roofing & Sheet Metal Inc</u>	<u>\$ 38,500.00</u>	<u>✓</u>
<u>Nua Construction Corp.</u>	<u>\$ 35,000.00</u>	<u>✓</u>
<u>PVS Construction</u>	<u>\$ 51,500.00</u>	<u>OK' \$ 2,575.00</u>
<u>EQM Elite Quality Maint.</u>	<u>\$ 37,000.00</u>	<u>✓</u>
<u>Ameri-Restoration Inc.</u>	<u>\$ 120,000.00</u>	<u>✓</u>
<u>Armor-Tite Construction Corp.</u>	<u>\$ 69,100.00</u>	<u>✓</u>
<u>Stealth Contracting Inc</u>	<u>\$ 79,900.00</u>	<u>✓</u>

#8

Mike Blau

From: Scott Brown
Sent: Monday, March 21, 2016 12:52 PM
To: Mike Blau
Subject: Surplus Property-Police Bicycles

The department is in possession of three bicycles remaining from the COPS Program 15-20 years ago. They are not salvageable and are of no use to the department.

They are as follows: 26" Bianchi-1996 MTB World Champion Model Serial #H7J01105
 26" Bianchi Serial # H7J00991
 26" Cannondale Serial #57621FMLG

I do have a person interested in paying a nominal price for the bikes to be used as parts.

I am requesting the Board of Trustees declare these items surplus.

Thank you.

April 2016

April 2016							May 2016						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
3	4	5	6	7	1	2	1	2	3	4	5	6	7
10	11	12	13	14	15	16	8	9	10	11	12	13	14
17	18	19	20	21	22	23	15	16	17	18	19	20	21
24	25	26	27	28	29	30	22	23	24	25	26	27	28

Mar 27 - Apr 2		Apr 3 - 9		Apr 10 - 16		Apr 17 - 23		Apr 24 - 30	
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday			
Mar 27	28	29	30	31	Apr 1	2			
3	4	5	6	7	8	9			
	Bot Mtg.								
10	11	12	13	14	15	16			
23A			Bot Work Session						
17	18	19	20	21	22	23			
	Bot Mtg		ARB						
24	25	26	27	28	29	30			
Planning Board			Bot Work Session						