

Minutes of the Regular Meeting of  
the Board of Trustees of the  
Village of Larchmont, held on  
**Monday, December 15, 2014**

**PRESENT:** Mayor Anne McAndrews  
Trustees Marlene Kolbert  
Lorraine Walsh  
Peter Fanelli

**ABSENT:** Deputy Mayor John Komar

**Also Present:** Deputy Clerk Rilley  
Treasurer Brucciani  
Attorney Staudt

Mayor McAndrews welcomed all in attendance and called the meeting to order at 7:48 PM.

The Mayor made the following announcements.

**Mayor's announcements**

1. Village Hall Holiday Schedule:
  - a) Wednesday, December 17<sup>th</sup> open at 10:30 AM - 4:30 PM
  - b) Wednesday, December 24<sup>th</sup> close at noon and will re-open Monday, December 29<sup>th</sup> at 8:30 AM
  - c) Thursday, January 1, 2015 closed and will reopen Friday, January 2, 2015 at 8:30 AM
2. Due to recent overcrowding in Lot #3, parking permit sales to Town of Mamaroneck and Out-of-Town residents will stop at the close of business December 31, 2014. Waitlist applications will be accepted after the first of the year while the police monitor the lot.  
E-mails were sent out over the weekend for those who are signed-up for the Village's e-mail notification system.
3. There were two ribbon cutting ceremonies recently. Glam Hairstylists and Macinspires.

Chief Poleway gave the following report.

**Police Chief's report**

1. Everyone while out during the holiday season should beware of their surroundings. Do not carry large amounts of cash or leave valuables in your car. Please use common sense.
2. With the holidays approaching the Chief reminded everybody not to drink and drive. If are going to drink have a designated driver or take a taxi. There will be extra Police on DWI patrols over the holidays.
3. If you "See something, say something". Call 1-866-723-3697 or call the Larchmont Police at 834-1000.

Police Chief's report  
Con't

4. Westchester County has developed a Hazard Mitigation Plan. Each community is required to adopt this plan to be eligible for future funding. This plan will be revisited in five years. The Chief requested Board approval of the plan.

On motion of Trustee Fanelli, seconded by Trustee Walsh, and unanimously carried, it was:

**RESOLUTION**  
Approve West. Cty.  
Hazard Mitigation Plan  
Years 2015-2020

**RESOLVED,** to approve the Westchester County Hazard Mitigation Plan for the years 2015 to 2020.

Mayor McAndrews thanked Chief Poleway and Public Works Foreman, Rick Vetere for all their efforts on this matter.

Fire Chief's report

Chief Caparelli made the following report.

1. 876 alarms to date.
2. On December 20<sup>th</sup>, from 4:00 to 7:00 PM Santa will be Constitution Park. All are invited for hot chocolate and to have their picture taken with Santa.
3. The volunteers will be making the Santa Run on Christmas Eve, December 24<sup>th</sup>. Call 834-0016 to have Santa come by your home and at 5:30 PM that evening the volunteers will attend mass at St. Augustine's.
4. The fire department again is doing their Annual Toys for Tots Drive to benefit Blythedale Children's Hospital. Toys maybe dropped off at the fire house twenty four hours a day during the holidays.
5. Residents are asked to remove snow from around fire hydrants on their streets.
6. All fire inspections have been completed for the year.

Chief Caparelli then expressed holiday greetings to the Board and to all in attendance.

**RESOLUTION**  
Callahan, J  
Hearing Officer  
Police Dept.

On motion on Trustee Kolbert and seconded by Trustee Fanelli, and unanimously carried, it was:

**RESOLVED,** to approve the appointment of John Callahan as a hearing officer at a rate of \$1,500 per day for a police matter.

On motion of Trustee Walsh, seconded by Trustee Kolbert, and unanimously carried, it was:

Public Hearing  
Administrator/Clerk

**RESOLVED,** to open the Public Hearing to consider a local law to establish the position of Village Administrator/Clerk as an employee of the Village of Larchmont.

Mayor McAndrews said that the Village is the only municipality in Westchester to not have a professional administrator. Last the year the Board retained GJF Management Consultants to study the operations of Village. The result of the study was to recommend the Village should add an administrator.

The Mayor then read from the draft local law the duties of the administrator.

**Public Hearing  
Aditor/Clerk  
Con't**

- A. Supervision and oversight of all Village employees and paid officers with the exception of the Village justices.
- B. Coordination with and assistance to Village volunteer Boards, Commissions and Committees as may be prescribed by the Village Board from time to time.
- C. Acting as the Village Budget Officer when so appointed in accordance with law and overseeing the financial affairs of the Village including keeping the Mayor and Trustees fully advised of the financial condition of the Village and making recommendations as to its future financial needs.
- E. Exercising oversight to insure that the Village laws, policies, rules, regulations and determinations of the Village Board are properly executed.
- F. Oversight and care of Village property, facilities, equipment and information systems.
- G. Exercise supervision and oversight over the purchase of all materials, supplies and equipment and the letting of contracts.
- H. Interact with Village residents and other interested persons concerning Village government operations and services.
- I. Serve as the principal grants administrator of the Village.
- J. Undertake such other duties and responsibilities as may be assigned by the Mayor and Board of Trustees from time to time.

The following residents addressed the Board on the proposed local law.

**Resident's comments**

Michael Gottfried, 16 Ocean Avenue, Finance & Budget Committee member- Is in favor but has concerns on costs, termination of contract, the addition of adding the Clerk title and specific duties and responsibilities.

Carol Miller, 7 Roosevelt Avenue, Co-Chair Traffic Commission Is in favor and believes it would allow the Board to focus on long-term planning.

Carolyn Fugere, Chamber of Commerce- Chamber of Commerce is in favor

Richard Cherry, 5 Hall Avenue- Is in favor and believes it may help the Village grow financially and could prove to be a cost savings.

Residents comments  
Con't

John McGarr, 7 East Avenue, Finance & Budget Committee member, Library Board of Trustees  
- Is in favor but believes the administrator should give a status report to the Board four times a year and not have powers to approve contracts or bonds.

Paul Silverman, 11 Sherwood Drive, Chair, Finance & Budget Committee- Is in favor but asks that Attorney Staudt meet with the Finance and Budget Committee to refine some points. Attorney Staudt said he would be willing to meet with the committee.

Attorney Staudt next addressed some of the legal concerns the speakers brought up. He said when he wrote the draft local law it was done so to give the Board flexibility. If the Board in the future decided that it wanted to separate the administrator and the clerk's positions it may do so under this law.

On motion of Trustee Fanelli, seconded by Trustee Kolbert, and unanimously carried, it was:

Public Hearing  
Aditor/Clerk  
Adjourned to 1/12/15

**RESOLVED**, to adjourn the Public Hearing to consider a local law to establish the position of Village Administrator/Clerk as an employee of the Village of Larchmont, to January 12, 2014, in the Courtroom, 120 Larchmont Avenue.

Latimer, G.

Mayor McAndrews then invited State Senator, George Latimer to speak. Sen. Latimer said that the Senate will return to session on January 7, 2015 and if the Board had any legislation such as home rule bills they would like introduced into session the time is now. He added the Governor's budget should be introduced on January 20<sup>th</sup>. Sen. Latimer the wished all in attendance Happy Holidays.

Merchants comments  
Palmer Ave. Streetscap  
Project

Next merchants addressed the Board about the Palmer Avenue Streetscape Project. They were:  
Judy Graham- 1907 Palmer Avenue  
Abbie Durkin & Marsha Gross- 1905 Palmer Avenue  
Ricky Patel- 1906 Palmer Avenue  
Carolyn Fugere- 1946 Palmer Avenue  
Tom Bergman- 1924 Palmer Avenue  
Beth Feldman- 1935 Palmer Avenue  
Steven Wallach- 1953 Palmer Avenue  
Liana Fedorchick- 1899 Palmer Avenue  
Dawn Hendricks- Periodt Jewelers

Ms. Graham distributed pictures of the unfinished sidewalks and read the letter from the Village's website regarding the project.

Many of the merchants were asking for the work to stop till after the holidays because of the lack of progress thus far. They added the project has deterred shoppers from their stores due to a lack of parking. Also, employees from the construction company have been parking in front of their stores all day.

Mayor McAndrews said that she and Attorney Staudt met with the contractor and came to an agreement that will allow work to be “buttoned up” for the winter. The work should be completed by the end of the week. The Village will hold a meeting on the continuance of the project on January 26, 2015 in the Village Center behind the Library.

Merchants comments  
Palmer Ave. Streetscape  
Project  
Con't

Trustee Walsh gave the following report.

1. Thanks to the Beautification Committee for decorating around the Village for the holidays.
2. Anyone interested in volunteering should either contact the Mayor or the Clerk's Office.

Trustees reports

Trustee Kolbert made the following report.

1. The Larchmont Library will be closed on December 24<sup>th</sup> and 25<sup>th</sup>.
2. There will be a Mini Expo on March 22<sup>nd</sup> the Larchmont Temple in honor of Bruce Macfarlane. This event will take place from 2:00 PM to 5:00 PM.
3. There will be an announcement about Solarize Westchester at January Board meeting.

Trustee Kolbert then extended Happy Holidays to all.

Trustee Fanelli gave the following report.

DPW:

1. The previous monthly report was submitted on November 17<sup>th</sup>. Leaf collection continues with seven Village wide passes completed since starting on October 9<sup>th</sup>. Meanwhile, landscape crews keep up maintenance in the parks & traffic islands while road crews patch potholes. Repairs were made to the Pine Brook Park stairs that had been vandalized and the two damaged Biggo Swings were replaced at Flint Park. Also, all three athletic fields in Flint Park have been seeded and aerated.
2. The DPW has removed 3 tree and 5 trees were pruned of dead wood. They also responded to 1 rain event where 3” of precipitation caused minor flooding around the Village along with several sanitary sewer backup events that were due to the rain. Crews also completed striping of crosswalks, stop-bars, and double yellow lines on newly paved roads. Work continues at Village Hall for the new generator that is due to be delivered on December 18<sup>th</sup>. The Contractor replacing the gasoline tank at the Village Yard has also started construction. A temporary tank was installed while the underground tank is replaced. Soil samples proved that there was no leakage that had occurred at the site.
3. There were 12 streetlights and 2 traffic light repaired during this period and all of the holiday lighting has been hung. One water leak has been repaired and 2 new gate valves have been installed. Village personnel continue to investigate possible water leaks at two separate locations.

Trustees reports  
Con't

4. At the Larchmont Reservoir, James G. Johnston Jr. Conservancy, the meadow seeds have been sown and logs were placed along the water's edge to help create a buffer. Two uprooted trees were taken down because they were hanging over designated trails.

RECREATION:

1. Paddle Courts are opened. In the day no permit is required but at night a permit is needed.
2. Santa is coming on December 22<sup>nd</sup>, to Constitution Park from 4:00 to 7:00PM.

On motion of Trustee Kolbert, seconded by Trustee Walsh, and unanimously carried, it was:

**RESOLUTION**

Accept NYS Justice Audit

**RESOLVED**, to acknowledge and accept the New York State Village Justice Court Audit for the fiscal year ending May 31, 2014.

On motion of Trustee Kolbert, seconded by Trustee Walsh, and unanimously carried, it was:

**RESOLUTION**

Approve tuition reimbursement  
Vasquez, T. PEO for  
\$1,376.09

**RESOLVED**, to approve tuition reimbursement for PEO Tammy Vasquez in the amount of \$1,376.09 for courses to be taken from January 20<sup>th</sup> to May 1, 2015 at Empire State College with reimbursement contingent upon successful completion of all courses.

Gottfried, M.  
Field Fees

Michael Gottfried next spoke to the Board about the 2015 Playing Field Fees. He stated that the Village had the lowest field fees in the area. The only increase for will be for Alma Field (turf) of \$10.00 except for Village residents.

On motion of Trustee Walsh, seconded by Trustee Fanelli, and unanimously carried, it was:

**RESOLUTION**  
Approve 2015 Field Fees

**RESOLVED**, to approve the 2015 Playing Field Fees as listed below.

	Hourly Rate-Current	Hourly Rate-New
Alma	\$125 Resident \$250 Non-resident \$80 Seasonal (Resident) \$160 Seasonal (Non-resident) \$80 Nonprofit Organizations \$80 Leagues \$60 Schools Misc. Uses Determined by VOL Recreation Dept.	\$125 Resident \$250 Non-resident \$90 Seasonal (Resident) \$180 Seasonal (Non-resident) <u>Eliminated</u> \$90 Leagues \$70 Schools Misc. Uses Determined by VOL Recreation Dept.
Ruth Green	\$35 Resident \$70 Non-resident \$25 Seasonal (Resident) \$50 Seasonal (Non-resident) \$25 Leagues, Schools Misc. Uses Determined by VOL Recreation Dept.	\$35 Resident \$70 Non-resident \$25 Seasonal (Resident) \$50 Seasonal (Non-resident) \$25 Leagues, Schools Misc. Uses Determined by VOL Recreation Dept.
Flint A and B	\$25 Resident \$50 Non-resident \$20 Seasonal (Resident) \$40 Seasonal (Non-resident) \$20 Leagues, Schools Misc. Uses Determined by VOL Recreation Dept.	\$25 Resident \$50 Non-resident \$20 Seasonal (Resident) \$40 Seasonal (Non-resident) \$20 Leagues, Schools Misc. Uses Determined by VOL Recreation Dept.
Lorenzen	\$25 Resident \$50 Non-resident \$20 Seasonal (Resident) \$40 Seasonal (Non-resident) \$20 Leagues, Schools Misc. Uses Determined by VOL Recreation Dept.	\$25 Resident \$50 Non-resident \$20 Seasonal (Resident) \$40 Seasonal (Non-resident) \$20, Leagues, Schools * Misc. Uses Determined by VOL Recreation Dept. * \$10 per hour for Lorenzen Field

**RESOLUTION**

Hold **P**ublic Hearing  
1/12/15- **L**ocal Law to  
increase **p**arking **f**ines

On motion of Trustee Fanelli, seconded by Trustee Kolbert, and unanimously carried, it was:

**RESOLVED**, hold a Public Hearing on Monday, January 12, 2015, at 7:30 PM in the Court Room, 120 Larchmont Avenue, Larchmont, to consider a local law increasing fines for parking in excess of time limits on certain streets and for parking without displaying a valid meter or parking license in certain off-street parking lots.

On motion of Trustee Kolbert, seconded by Trustee Fanelli, and unanimously carried, it was:

**RESOLVED**, that Abstract Audit Voucher # 7, dated December 15, 2014 in the amount of \$535,779.36, per copies filed with the Clerk, be paid, subject to confirmation and approval of Trustee Walsh.

On motion of Trustee Kolbert, seconded by Trustee Walsh, and unanimously carried the meeting adjourned at 10:20 PM.