

Minutes of Regular Meeting of  
The Board of Trustees of the  
Village of Larchmont, held on  
**Monday, November 18, 2013**

**PRESENT:** Mayor Anne H. McAndrews  
Deputy Mayor John Komar  
Trustees Marlene Kolbert  
Lorraine Walsh  
Peter Fanelli

**ABSENT:** None

**Also Present:** Dep. Clerk Riley, Treasurer Brucciani, Joanna C. Feldman, Esq., representing Village Attorney's Office.

Mayor McAndrews welcomed everyone in attendance and called the meeting to order at 7:38 PM.

Mayor McAndrews made the following announcements.

**Mayor's Announcements**

1. Condolences to the families of longtime resident Ruth Lowy, former Court Clerk, Peggy Collins, resident Patrick Sheehan and Committee on the Environment member and resident Bruce Macfarlane. Also Court Clerk, Nancy Pagliaro on the passing of her mother in-law.
2. Parking permits are on sale. Purchase them before December 20<sup>th</sup> because after that date, late fees are incurred.
3. The Mayor met with several local merchants about the current lack of business. With the Holidays approaching, the Mayor asked residents to shop locally and support local businesses.
4. Congratulations to the Hispanic Resource Center on their 15<sup>th</sup> anniversary. There will be a gala event held at the Larchmont Shore Club on December 5<sup>th</sup>.
5. The next Board of Trustees meeting will be held on December 16<sup>th</sup>.
6. On behalf of the Board, the Mayor wished everyone a Happy Thanksgiving.

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

**RESOLVED,** to appoint Lisa Boillot and Lori Stevenson as members to the Committee on the Environment.

**RESOLUTION**  
**Boillot, L.**  
**Stevenson, L.**  
**Comm. on the**  
**Environment**

Captain Caparelli gave the following report.

**Fire Captain's Report**

1. 727 Alarms to Date
2. Fire Inspection program is complete for 2013. Thanks to all business and multifamily property owners for their cooperation in complying with the NYS Fire Codes and with their patience during the Fire Department visits to conduct the annual inspections.

3. The Career staff attended the annual FDNY drill on October 25, 2013. The topics covered were communications, standpipe operations and accountability. The drill was a great learning experience for the members who attended.
4. The Volunteer staff has two new members for Board approval. Dillon Jewell, 18 from 42 Villa Rd., Larchmont and Jed Dorfman, 39 from 45 Rockwood Dr., Larchmont. In addition, 1 new Explorer joined the Larchmont post, making the total number of Explorers 15.
5. The Fire Department's annual inspection dinner was held on November 7, 2013 at the LYC. It was well attended by Chiefs from neighboring communities, Larchmont volunteer and career firefighters and Village Board members. Thanks to the Mayor and Board for their support in sponsoring the event.
6. The 2<sup>nd</sup> annual Battle of the Badges was held on November 9, 2013 at the Mamaroneck HS Football field to benefit the Wounded Warrior Foundation. The Larchmont Police and Fire Departments played the NYS Police in a losing effort. There were no injuries were sustained and everyone had a great time.
7. Rescue 1 responded mutual aid to the VMFD for a structure fire on Bleeker St. for its air filling capabilities. Thanks to those members who responded to assist the VMFD.
8. Lt. Martyn completed the LPD's annual CPR training. Increasing the number of trained personnel able to respond to any medical emergencies our residents may experience.
9. All apparatus are in service and all equipment is operational.

**RESOLUTION**

Appoint Caparelli, J.  
Fire Chief

The following resolution was offered by Trustee Fanelli, seconded by

Trustee Komar and adopted:

WHEREAS, the Village of Larchmont (the "Village") is a public employer; and

WHEREAS, the Village maintains a Fire Department with certain paid personnel; and

WHEREAS, the Village is authorized by the Westchester County Department of Human Resources and applicable provisions of law to fill certain Civil Service positions; now, therefore,

BE IT RESOLVED, that John Caparelli is appointed to the position of Fire Chief, subject to successful completion of the probationary period, from Civil Service eligibles list No. 76-939, effective November 19, 2013.

Presentation of Chief's badge by Mayor

Mayor McAndrews then presented Chief Caparelli with his chief's badge.

The following resolution was offered By Trustee Komar, seconded by

Trustee Fanelli and adopted:

**RESOLUTION**

Abolish position of  
Deputy Fire Chief

WHEREAS, the Village of Larchmont (the "Village") is a public employer; and

WHEREAS, the Village maintains a Fire Department with certain paid personnel; and

WHEREAS, the Village is authorized by the Westchester County Department of Human Resources (DHR) and by the applicable provisions of law to create and abolish certain Civil Service positions; and WHEREAS, the Village has been advised by the DHR that the Village is authorized to fill the Civil Service position of Deputy Fire Chief; and WHEREAS, the Village has reviewed its Fire Department operations and staffing needs and determined that the Civil Service position of Deputy Fire Chief which has not previously been filled is not warranted, now, therefore,  
BE IT RESOLVED, effective November 19, 2013 the Civil Service position of Deputy Fire Chief is abolished.

The following resolution was offered by Trustee Kolbert, seconded by Trustee Komar and adopted:

WHEREAS, the Village of Larchmont (the “Village”) is a public employer, and  
WHEREAS, the Village maintains a Fire Department with certain paid personnel; and  
WHEREAS, the Village has reviewed its Fire Department operations and staffing needs and determined that it no longer warrants the Civil Service position of Fire Captain, now, therefore,  
BE IT RESOLVED, effective November 19, 2013, the Civil Service position of Fire Captain is abolished.

**RESOLUTION**

Abolish position of  
Fire Captain

Chief Poleway made the following report.

**Police Chief’s Report**

1. The Chief congratulated Chief Caparelli on his promotion. He also commended the Board for their efforts.
2. There were no problems on Halloween. The department added extra patrols and everyone enjoyed themselves.
3. There have been numerous reports of larcenies in Village, especially at the train station. The Chief said not to leave valuables in plain sight in cars but rather hide or lock them up.
4. With Thanksgiving approaching Chief Poleway reminded everyone not to drink and drive. The Police will be adding extra DWI patrols over the holiday weekend.
5. The Chief asked everyone “if you see something, say something.” Call 866-SAFENYS or the Larchmont Police Department at 834-1000.

Chief Poleway explained to the Board that New York State has mandated that all interrogations must be recorded by audio and video. Through the Westchester County DA’s office the Department was able to get \$3,960 toward the equipment. The Chief requested the Board provide the additional \$1,400 for the proper installation and any other cost over runs.

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

**RESOLVED**, to approve funds in the amount of \$1,400 for the installation of audio and video equipment in the Police Department due to a New York State mandate.

**RESOLUTION**

Approve funds in the amount of \$1,400 for installation of audio & video equipment Police Dept.

Thanks by Trustee Kolbert to Poleway, J. & Buchbinder, J. Drug Give Back Program

Update Palmer Ave Streetscape Project Attorney's office

**RESOLUTION**

Approve stipend for Dep. Village Clerk Riley, B.

Trustee Kolbert thanked Chief Poleway, the Police Department and Janet Buchbinder for their efforts with the "Drug Give Back" program on October 26<sup>th</sup>.

Next Attorney Feldman gave an update on the Palmer Avenue Streetscape Project. She said the project is still in dispute and it is possible a resolution maybe forthcoming so the project can restart after the holidays.

Treasurer Brucciani then spoke to the Board.

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

**RESOLVED**, to enhance the salary of the Deputy Village Clerk, Brian Riley, who is assuming greater responsibilities in the operation of the Village Clerk's Office on a per diem basis in the absence of the Village Clerk, who is currently on vacation in contemplation of retirement. This salary enhancement, would take the form of a bi-weekly stipend in the amount of \$631.30, and when added to his regular bi-weekly salary represents an aggregate amount that is equivalent to the mid-point between the bi-weekly salaries of the Village Clerk and Deputy Village Clerk Positions. This bi-weekly stipend in provisional in nature, for an unspecified period of time, and may be discontinued or terminated without prior notice at the discretion of the Larchmont Village Board. The bi-weekly stipend would be earned prospectively with an effective date of November 18, 2013.

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

**RESOLVED**, To authorize the Village Treasurer to execute the agreement between the Village of Larchmont and KVS Information Systems, Inc. for the purchase of accounting software, the hybrid/cloud option, in the amount of \$133,785, plus an annual maintenance charge of \$17,102 over a four (4) year period. Subject to legal review.

**RESOLUTION**

Auth. Treasurer to Execute agreement with KVS Information for purchase of accounting software in amount of \$133,785 and \$17,102 for maintenance charge

Jerry Faiella of GJF Management Services was next to address the Board and read a prepared statement.

Faiella, J. GJF Management Services

As a follow up to my previous report dated October 31, I continue to make progress reviewing the various processes, protocols and policies currently in use. My four weeks have allowed me to meet and discuss priority issues with all of the department heads, Village Board members, Village Counsel and staff. I have spent some time at the Department of Public Works, toured and reviewed the Village's infrastructure, and have become familiar with the major pending projects before the Board.

At the last Village Board work session, Denis Brucianni arranged for Dominick Consolo from O'Connor Davies to be present along with the Village's budget committee to discuss the 2012-13 audit report. This provided the Board with an opportunity to question various budgeting practices and recognize the excellent financial condition the Village enjoys. That discussion also covered the issues plaguing the Village's water fund and the immediate actions necessary to address the system's integrity. This is not news to the Board in that the 2013-14 capital budget includes funding to begin implementation of a new water meter reading system and upgrades to the Byron Road Pump Station. These two projects are the start to a three pronged approach to maintaining the integrity of the Villages water distribution system, the last component being the development of a long term improvement program to address aging distribution water lines valves and hydrants. The Mayor has scheduled a

meeting for this Tuesday with Woodard and Curran for a preliminary review of the plans for upgrading the pump station and the specifications for the water meter replacement program are with Counsel pending final review.

The Village is also moving forward, as per the resolution before you tonight with the purchase of a new financial software package that will facilitate the accounts payable function, accounting requirements, provide for a new payroll system and integrate with the water meter reading program to fully automate utility billing. Once in place, the Village will have the opportunity to branch the system out to various locations to further facilitate certain processes and provide department heads with timely budget information.

All three of these three major initiatives (the water meter replacement program, pump station rehabilitation and accounting system change) will improve upon staff effectiveness and efficiency, allowing for the re-alignment of some work to occur in multiple departments.

My time here has also allowed me to observe certain processes that have been performed for extended periods of time in the same manner. These will require some additional investigation before making any recommendations on change.

At last week's Village Board work session we discussed developing a sequencing of meetings for the Board that will blend with a monthly staff meeting to ensure the timely exchange of information and a standard by which department heads bring issues to the Board's attention. On Wednesday morning the department heads will meet and discuss this process as well. The goal is to not overly complicate the process but identify it clearly so that everyone follows the same process and knows what is to be expected. The other major objective for bringing the department heads together is to begin to discuss projects and issues across department lines rather than vertically between one department and the Board.

For the sake of brevity tonight I will not delve into some of the smaller issues or suggestions that will be included in the final report. There is still a budget process that I need to understand; I have yet to fully develop an organizational chart that I feel comfortable recommending; I am in the process of reviewing employment practices policies and there are still several interviews that I need to schedule. I maintain a list of items that are part of that "road map" that grows daily.

Lastly, I would like to thank the members of the Village Board, the Department Heads and staff for being so accommodating and helpful. Everyone has made themselves available, provided me with the documentation requested and allowed me to observe their work without question.

The Mayor thanked Mr. Faiella and that she and the Board look forward to further results of his study.

Trustee Walsh made the following report.

#### Trustee Reports

1. Willow Park renovation is nearly completed with one toy still to be delivered. Brick pavers will be installed next spring and a ribbon cutting ceremony to follow. Thanks to everyone who donated toward this project.
2. The Beautification Committee will again be decorating the Village with wreaths. The Committee spends long hours at the Public Works yard preparing and repairing the wreaths.
3. Happy Thanksgiving and Chanukah to all.

Trustee Kolbert gave the following report.

1. Condolences:
  - a. Ruth Lowy a fifty year Village resident who was instrumental in the creation of the Life Center
  - b. Les Brown, TV reporter who was important in the inception of LMC-TV
  - c. Izzy Schlinger Mamaroneck High School's Number 1 fan
  - d. Bruce Macfarlane a volunteer to the Committee on the Environment who dedicated himself to reducing the Village's carbon footprint. Donations to the Committee can be made in Bruce's name.
2. Library:
  - a. Gasland 2 will be shown on December 8<sup>th</sup> at 2:00 PM in the Village Center. A discussion led by Hudson Riverkeeper, Paul Gallay will follow. The program is in conjunction with the Committee on the Environment and the Friends of the Library.
  - b. Project Linus, a knitting program that benefits children at the Sound Shore Hospital every Thursday.
  - c. Frank Connelly will read "A Christmas Carol" on December 9<sup>th</sup> at 7:00 PM.
3. "Leave Leaves" turn you falling leaves into mulch to protect flower beds through the winter.
4. Welcome to a new store in the Village, "Maxine and Friends."
5. Happy Thanksgiving and Happy Chanukah to everyone.

Trustee Fanelli made the following report.

1. Leaf collection continues with four Village wide passes completed at this time. Landscape maintenance continues in all parks and traffic islands.
2. Construction of the Willow Park Playground is near completion, delivery of the final piece of play equipment is expected within the week.
3. DPW crews have completed repairs and painting of all benches in the business area. A total of 14 stumps were removed from the Palmer Avenue Streetscape.
4. The teak bench donated for Pine Brook Park has been assembled and installed at the playground.
5. 12 street lights and 2 traffic lights were reported as not functioning and were repaired. 5 additional street lights could not be repaired and await attention from Con Edison crews.
6. 2 minor water leaks were repaired and meter reading has been completed. Repairs were made to two seized sanitary sewer pumps, one at the Pine Brook Pump Station and one at the Shore Drive Pump Station.
7. At the Larchmont Reservoir, Village crews continue to clear and maintain trails around the property. Work to repair the utility poles and electric wires that were damaged during Hurricane Sandy has been completed. The meadow has been cleared and a section of asphalt removed to prepare for planting. The asphalt removed will extend the meadow by approximately 35 feet along the water's edge.

8. Paddle Courts are opened. Go to the Village Clerk's Office to get a permit.
9. On Sunday November 17<sup>th</sup>, the Fire Department had a Thanksgiving dinner on the 3<sup>rd</sup> floor in Village Hall. The dinner was well attended by volunteers and members of the Explorer Post. The department is growing and anyone interested in joining or volunteering for any of the Village's committees should do so.

Mayor McAndrews added that the Mamaroneck School Board Selection Committee is looking for candidates to run for the School Board. Volunteers are needed and are welcomed.

Mam'k School Board  
Selection Committee

Chris Cassese, President of the Larchmont Chamber of Commerce next spoke to the Board. Mr. Cassese said the Chamber will be sponsoring a "Winter Fest" on December 14<sup>th</sup>, 11:00 AM to 4:00 PM. There will be a trolley bringing shoppers between the business districts in addition to carolers, and a hot cider stand. In conjunction with the Fire Department, Santa will be handing out candy canes. The Chamber is requesting the Village place cones out for the trolley stops.

Cassese, C.  
Chamber of Commerce

Mayor McAndrews asked Mr. Cassese to speak to Captain Rigano of the Police Department about any traffic issues that may occur and on behalf of the Board wished the Chamber great success with this event.

Next to speak to the Board was Erik Mathisson of 10 Nassau Road about flooding problems that occur in his house. Since moving into his house nine years ago there have been flooding issues. There have been numerous conversations with the Village and nothing has been resolved.

Mathisson, E.  
10 Nassau Road  
Flooding

The Mayor said that the Village's consulting engineers Woodard and Curran have done a Qualitative Study on this matter. Due to financial restraints the Village is limited in this matter but will make every effort to assist Mr. Mathisson resolve this issue.

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

**RESOLVED**, that Abstract Audit Voucher No. 5, dated November 18, 2013, in the amount of \$2,348,068.32, per copies filed with the Clerk, be paid, subject to confirmation and approval of Trustee Walsh.

On motion of Trustee Fanelli, seconded by Trustee Komar, and unanimously carried, the meeting was adjourned at 8:45 PM.