

**TOWN OF MAMARONECK  
TOWN BOARD AGENDA  
WEDNESDAY, FEBRUARY 3, 2016**

**THE TOWN BOARD WILL CONVENE – at 5:00 PM, In Conference Room A to discuss:**

- 1. 2016 Goals & Priorities**
- 2. 2016 Capital Projects**
- 3. Appointments – Boards & Commissions**
- 4. Review – Traffic Committee Recommendations**
- 5. Review – Larchmont Mamaroneck Joint Garbage Disposal Commission Budget**
- 6. Update – Westchester County IMA – Sanitary Sewers**
- 7. Continued Discussion – Weapons In Town Facilities**
- 8. New Business**

**8:00PM CALL TO ORDER – COURTROOM**

**SUPERVISOR'S SUMMARY REPORT**

**CITIZEN COMMENTS**

**PUBLIC DISCUSSION**

**PROCLAMATION - William Capodanno 70<sup>th</sup> Anniversary – Member VFW**

**BOARD OF FIRE COMMISSIONERS**

- 1. Fire Claims**
- 2. Other Fire Department Business**

**AFFAIRS OF THE TOWN OF MAMARONECK**

- 1. Set Public Hearing – Bond Resolution – Westchester Joint Water Works**
- 2. Authorization – Renewal – Southeast Consortium Service Agreement**
- 3. Designation of Delegate – 2016 Association of Towns Conference**

**APPROVAL OF MINUTES – January 20, 2016**

**REPORTS OF THE COUNCIL**

**TOWN CLERK'S REPORT**

**NEXT REGULARLY SCHEDULED MEETINGS – February 17, 2016 & March 2, 2016**

Any physically handicapped person needing special assistance in order to attend the meeting should call the Town Administrator's office at 381-7810.

# WORKSESSION

## ITEM 1

**NO ATTACHMENT**

NO ATTACHMENT

# WORKSESSION

## ITEM 2

ACTING NO ATTACHMENT

NO. 100

**WORKSESSION**

**ITEM 3**

NO ATTACHMENT

NO ATTACHMENT

# WORKSESSION

## ITEM 4



# Town of Mamaroneck

Town Center

740 West Boston Post Road, Mamaroneck, NY 10543-3353

OFFICE OF THE TOWN ADMINISTRATOR

TEL: 914/381-7810

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townadministrator@townofmamaroneck.org

## Memorandum

**To: Supervisor and Town Board**

**Re: Traffic Committee Recommendations**

**Date: January 29, 2016**

The Traffic Committee met on January 13, 2015. At that meeting they reviewed traffic matters for which the following recommendations are being made to the Town Board. Should the general consensus of the Town Board be to accept the recommendations, I will have Counsel draw up the required legislation so that public hearings can be set at the February 17, 2016 Town Board meeting.

- **Commuter Parking- Echo Lane and Hillside Avenue** ; Residents appeared before the committee and raised concerns over the increasing number of commuters that park on Echo Lane and Hillside Avenue. The majority of the parking occurs on Hillside Avenue near Murray Avenue. These cars are generally parked all day long. After discussion by the committee the following recommendations is offered:
  - No Parking 8:00am to 9:00am Monday-Friday on the north side of Hillside Avenue for its entire length.
  - No Parking 2:00pm to 3:00pm Monday-Friday on the south side of Hillside Avenue for its entire length.
  - No Parking 8:00am to 9:00am Monday-Friday on the east side of Echo Lane between Hillside Avenue and Lookout Circle
  - No Parking 2:00pm to 3:00pm Monday -Friday on the west side of Echo Lane between Hillside Avenue and Lookout Circle

The proposed regulations are identical to those adopted by the Town Board to stop commuter parking on Edgewood Avenue.

- **Truck Traffic - East Hickory Grove Drive:**  
For a several months the Committee has been considering a request from some of the residents of East Hickory Grove Drive to prohibit truck traffic on the street. Residents have documented through photographs large trucks using the street seemingly as a short cut to access Weaver St. and other areas of Town. The Traffic Committee has come to the conclusion that based upon several factors including the proximity of the street to the Fenimore Road exit on I-95 for which there is no northbound re-entry and the proximity of the street to the Village of

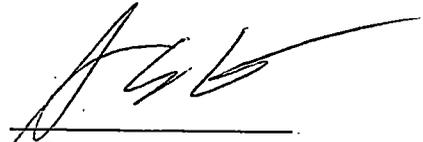
Mamaroneck industrial district a truck ban is in order. To prevent the trucks from using other surrounding streets as an alternate route the recommendation is to establish the truck ban as follows:

No Trucks with a weight limit of 11 or more tons shall be permitted on:

- East Hickory Grove Drive for its entire length
- Rockland Avenue for its entire length
- Myrtle Boulevard between Weaver Street and Lakeside Drive

One of the concerns raised during the discussions of this matter was the potential for truck traffic to cross over the Thruway from the Village on Rockland Avenue and encounter the truck ban. This would require them to back up and turn around in a relatively tight area creating a traffic hazard at the intersection of Rockland Avenue, East Hickory Grove Drive and Baldwin Place.

To resolve this issue the Village of Mamaroneck has agreed to assist the Town in the following way. Currently Center Avenue is a one way street in the direction of Rockland Avenue. The Village has agreed to convert a one block section of Center Avenue between Rockland Avenue and Concord Street to permit two-way traffic. If the truck ban is adopted, the Town will post signs on the Village of Mamaroneck side of the Rockland Avenue Thruway Bridge. This should prevent trucks from crossing over the bridge. The trucks will be permitted to use Center Avenue and Concord Street to return back to Waverly Avenue to reach the appropriate truck route.



Stephen V. Altieri  
Town Administrator

**WORKSESSION**

**ITEM 5**

**Larchmont Mamaroneck Joint Garbage Disposal Commission**  
 740 West Boston Post Road Mamaroneck, New York 10543

**Memorandum**

**To: Sanitation Commissioners**

**From: Stephen V. Altieri**  
**Superintendent**

**Re: 2016 Adopted Commission Budget**

**Date: January 5, 2016**

Transmitted herewith is the 2016 Adopted Budget for the Sanitation Commission. The budget proposed for next year includes total appropriations of \$3,697,260 an increase of \$52,647 or 1.4%. The net budget to be apportioned between the Town and Village is \$3,447,060 an increase of \$91,647 or 2.7%.

**Budget Summary**

	2015	2016	Change
Operations and Maint.	\$1,948,713	\$1,957,860	\$9,147 / < 1%
General Charges	\$1,695,900	\$1,739,400	\$43,500/ 2.5%
Total Appropriations	\$3,664,613	\$3,697,260	\$52,647/ 1.4%
Less Revenues	\$289,200	\$250,200	(\$39,000/ 13.5%)
Net Budget for Apportionment	\$3,355,413	\$3,447,060	\$91,647/2.7%

**Budget Apportionment**

**Garbage Collected through October 2015**

Village of Larchmont	2,904 tons - 47%
Town of Mamaroneck	<u>3,264 tons</u> - 53%
<b>Total</b>	<b>6,168 tons</b>

2016 Adopted Budget Levy	\$3,447,060
Village Share – 47%	\$1,620,118
Town Share – 53%	\$1,826,942

## Operation and Maintenance

The operation and maintenance portion of the Commission's budget includes all direct expenses associated with the collection and disposal of solid waste and recycling material with the exception of the costs of employee benefits which are included in the General Charges portion of the budget. Below is a review of the highlights of this portion of the budget.

Salaries- Full Time - The salary budget for 2016 is \$1.4million and includes appropriations for 22 full time personnel; twenty material collection personnel, a General Foreman and Deputy Foreman/Tractor Trailer Driver. The collective bargaining agreement for 2016 provides the Commission's unionized employees with a salary adjustment of 1.75%. The collective bargaining agreement expires at the end of 2016.

Overtime – The overtime budget for the Commission has been increased by \$5,000 to \$50,000 for 2016. Of the total appropriation for overtime \$13,000 of overtime is expended during the course of the year for the collection of the waste cans in the Village on Saturdays and holidays. Approximately \$20,000 is expended for overtime for the operation of the Maxwell Avenue yard on Saturdays and holidays. The balance is for coverage during times of the year when collection personnel must work alternate routes to fill in for personnel out on sick and worker's compensation leave. The increase also reflects the salary adjustment of 1.75% as negotiated with the employees bargaining unit.

Salaries- Part Time- The 2016 budget for part time personnel is proposed to increase to \$60,000. Part time employees are used primarily between April and October of each year to during our organic waste collection period. Part time employees are also used to cover for full time employees on vacation or on medical leave for extended periods.

Diesel Fuel/Fuel Oil – The budget for diesel fuel has been reduced by \$19,000 to \$65,000 reflecting reduced consumption and price decreases. Between 2014 and 2015 the Commission reduced its total fuel consumption by 600 gallons or 2.3% of total consumption which decreased from 26,000 to 25,400 gallons.

County Dump Fees –For 2016 the proposed budget lowers the total County dump fee expense by \$5,000. The tipping fee for 2016 has increased to \$27.49 per ton. The fee total is based upon our estimates for the collection of between 7,000 and 8,000 tons of garbage in 2016.

## General Charges

The General Charge portion of the Commission's budget includes expenses for administrative personnel, employee benefits for all employees of the Commission and other administrative expenses.

Contingency – With the collective bargaining agreement resolved through 2016 the contingency budget has been reduced to \$5,000 for the coming year.

Liability Insurance- For 2016 the Town's casualty insurance program with the New York Municipal Insurance reciprocal will increase from \$84,000 to \$87,000, an increase of \$3,000 or 3.5%.

Employee Retirement- With reduction in contribution rates for the pension system the Commission will realize a significant reduction in its pension costs for 2016. Pension costs will decrease by \$42,000 to \$238,000.

Health Insurance – For 2016 the Commission has been advised by the New York State Department of Civil Service that health insurance rates in the NYSHIP Program will increase by approximately 7.4%. As a result the proposed increase in the budget is \$42,000 bringing the new total to \$604,000.

Worker's Compensation Insurance - For 2016 the Commission's worker's compensation insurance is expected to increase to \$505,000, an increase of \$80,000.. Not unlike liability insurance the Commission provides a single service, that being waste collection. Unfortunately waste collection work carries one of the highest manual worker's compensation premium rates in New York State due to the potential exposures. Our loss experience for calculating the 2016 premium continues to carry two extensive knee injuries from 2014 that required surgery. In addition in 2015 we again experienced two serious injuries that required surgery and involved long term absences.

## Revenues

Revenues to the Commission other than the subsidies by the Town and Village will decrease in 2016 by an estimated \$39,000. The decrease in revenues is a significant driver to the overall increase in the Commission's net budget to the Town and Village. For 2016 total revenues are estimated to be \$250,200. In October of 2016 Nextel Sprint's lease for the cellular antenna installation at the yard will expire and we have been advised that they will not be renewing the lease agreement. With changes in the cellular phone industry there are not as many carriers as in previous years. While we will be looking for a new carrier, we believe that there will be an overall decrease in rent revenue for 2016. We have therefore reduced rent revenue from \$80,000 to \$60,000.

The other major revenue decrease will be in the application of surplus. For 2016 we are recommending a reduction in the application of surplus from \$165,000 to \$140,000. The projected surplus for the end of 2015 is expected to be between \$670,000 and \$700,000 which is 18% of total expenditures. With the expected reduction in rent revenue and the future of this revenue stream still unknown we would prefer to maintain the surplus level at 18% for the coming year thus the recommendation to reduce the application for 2016. This will provide sufficient funds for unexpected expenses and assist with cash flow needs for the Commission.

This concludes the presentation of the 2016 Adopted Budget for the Commission.



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Stephen V. Altieri  
Superintendent

**Preliminary 2016 Budget****Larchmont Joint Commission**

Exp. 2014	Adopted 2015	Exp. To 10/30/2015	Preliminary 2016
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Acct. # Description

**200 Operation/Maintenance**

201 Salaries -Full Time	1,339,671	1,394,263	1,183,697	1,417,060
201A Salaries - Overtime	42,067	45,000	45,288	50,000
202 Salaries-Part Time	68,396	50,000	56,803	60,000
203 Materials/Supplies	12,788	13,000	7,449	13,000
203A Dumpsters	14,976	16,000	12,603	18,000
204 Equipment Repairs	15,850	30,000	8,550.00	25,000
205 Building/Grounds Repairs	265	10,000	0	10,000
206 Electricity	6,943	6,500	5,873	7,500
207 Water/Sewer Rent	410	500	315	600
208 Fuel Oil	6,431	5,400	5,759	6,000
209 Propane Fuel	-	0	0	0
210 Diesel Fuel	83,825	84,000	44,862	65,000
211 Gasoline	1,758	2,800	1,174	2,000
212 County Landfill	220,068	225,000	157,795	220,000
213 Organic Landfill	17,405	23,000	12,947	23,000
214 Uniforms	6,501	20,000	5,575	15,000
215 Highway Tolls	6,609	7,000	4,940	7,000
216 Service Contracts	9,998	8,000	7,777	8,000
217 Exterminator	300	750	225	700
218 Miscellaneous	10,804	7,500	16,244	10,000
<b>Total Operation/Maintenance</b>	<b>1,865,065</b>	<b>1,948,713</b>	<b>1,577,876</b>	<b>1,957,860</b>

**Preliminary 2016 Budget**

**Larchmont Joint Commission**

Acct. # Description

**300 General Charges**

Exp. 2014	Adopted 2015	Exp. To 10/30/2015	Preliminary 2016
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301 Salaries-Administration	58,181	60,000	49,523	65,000
301A Clerical Help-Part Time	-	8,000	2,500	8,000
302 Contingent	-	5,000	0	5,000
303 Printing & Stationary	5,830	10,000	5,964	10,000
304 Office Supplies	3,346	1,400	396	1,400
305 Telephone	1,620	3,000	1,209	3,000
306 Sewer Tax	2,143	5,500	2,027	5,000
307 Payroll Processing	8,844	8,000	6,404	10,000
308 Public Notices	-	0	0	0
309 Employee Retirement	285,527	280,000	0	238,000
310 Insurance-Liability	113,374	84,000	79,293	87,000
311 Insurance-Life	786	3,500	651	3,500
312 Insurance-Health	532,989	562,000	510,257	604,000
312A Medicare Payments	19,092	21,000	14,161	21,000
313 Insurance-Disability	642	2,500	486	1,500
314 Insurance -Worker's Comp	385,690	425,000	420,282	505,000
315 Insurance-Unemployment	-	2,000	3,718	2,000
316 Social Security	111,621	118,000	99,063	118,000
316A Commuter Tax	2,550	3,500	2,171	3,500
317 Attorney	335	10,000	337	10,000
318 Recycling	-	0	0	0
319 Recycling Equipment	-	5,000	0	5,000
320 Dental Insurance	20,955	22,500	19,362	22,500
321 Consultant	-	0	0	0
322 Auditor	7,675	11,000	7,775	11,000
323 Transfer to Capital	-	45,000	40,942	0
<b>Total General Charges</b>	<b>1,561,201</b>	<b>1,695,900</b>	<b>1,266,521</b>	<b>1,739,400</b>
<b>GRAND TOTAL</b>	<b>3,426,266</b>	<b>3,644,613</b>	<b>2,844,397</b>	<b>3,697,260</b>

**Preliminary 2016 Budget****Larchmont Joint Commission**

	Received 2014	Adopted 2015	Year to Date 10/30/2015	Preliminary 2016
<b>REVENUES</b>				
Insurance Recovery	45,379	10,000	14,153	10,000
Health Insurance Refund	40,124	11,000	45,189	12,000
Inter-Government Charges		0	0	
Rental Income	77,847	80,000	81,774	60,000
Miscellaneous	1,439	2,500	1,888	2,500
Interest Income	81	0	33	0
Dumpster Fees	19,613	15,000	12,924	15,000
Applied Surplus	0	165,000		140,000
IMA - City of New Rochelle		10,700		10,700
<b>TOTAL REVENUES</b>		289,200	155,961	250,200
<b>NET LEVY</b>		3,355,413		3,447,060

## SUMMARY OF DAILY WEIGHTS

The Enabling Act, Under which the Commission operates provides that a reapportionment of the cost of maintenance, operation and repair of the Plant shall be made as of the thirty first day of December annually on the basis of weight of garbage, refuse and substances delivered to the County facility from the Village and from the Town Garbage District, during the preceding year.

**For the 2015 Calendar Year the tonnage of garbage collected was:**

Month	Village (lbs.)	Town (lbs.)
January	546,180	646,138
February	454,660	519,680
March	593,200	633,660
April	571,860	657,800
May	653,040	711,040
June	690,540	810,560
July	611,240	651,680
August	471,260	518,480
September	604,560	701,700
October	611,740	677,050
November	551,440	582,940
December	634,160	702,300
<b>TOTAL</b>	<b>6,993,880</b>	<b>7,813,028</b>
	<u>Village</u>	Tons
	3,496	47%
	<u>Town</u>	Tons
	3,906	53%
<b>TOTAL</b>	<b>7,402</b>	

**% Budget for 2016**

Village Share	-	1,618,896
Town Share	-	1,825,564

# WORKSESSION

## ITEM 6



# Town of Mamaroneck

Town Center

740 West Boston Post Road, Mamaroneck, NY 10543-3353

OFFICE OF THE TOWN ADMINISTRATOR

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townadministrator@townofmamaroneck.org

## Memorandum

**To: Supervisor and Town Board**

**Re: Update- Westchester County IMA  
Sewer System Evaluation Study**

**Date: January 29, 2016**

The Town has been working with the Villages of Larchmont and Pelham Manor, and the City of New Rochelle on compliance and implementation of the terms of the IMA with Westchester County for the Sanitary Sewer System Evaluation (SSES).

The two priority compliance matters at this time are the completion of the Capacity Management Operations and Maintenance Program (CMOM) for the Sewer System and completion of the request for proposals to conduct the evaluation of the sewer system.

The CMOM document (attached) formalizes the practices and guidelines for the maintenance and repair of the sewer system. Although it is customized for each community the CMOM follows the format required by the NYS DEC and the Federal EPA. The document was originally submitted to the County in December and revised in January as a result of their comments.

Implementation of the SSES will be accomplished by having Dolph Rotfeld Associates serve as the project manager for the four communities. The firm's fee for services will be divided on a per capita basis. This formula is being used for the apportionment of the legal fees for the Save the Sound litigation. Working with Rotfeld Associates we have substantially completed the request for proposals that will be issued to contractors and larger engineering firms capable of conducting the SSES. The current schedule is for the request for proposal to be issued February 15, 2016 and to receive the submissions on March 21, 2016. Contract award by each of the four communities should take place in April of 2016 and the work to begin in May of 2016. The SSES must be completed by June of 2017. The next required action by the Town Board should be the authorization for the financing of the project and the award of the SSES contract.

**Stephen V. Altieri**  
Town Administrator



**Town of Mamaroneck**  
**CAPACITY MANAGEMENT OPERATIONS &**  
**MAINTENANCE**  
**CMOM**

Prepared for & by:

Town of Mamaroneck  
740 West Boston Post Road  
Mamaroneck, New York 10543

**December 22, 2015**  
(Revised 1-21-15)

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**CAPACITY, MANAGEMENT, OPERATIONS & MAINTENANCE  
TOWN OF MAMARONECK**

**1.0 INTRODUCTION**

**TOWN GOVERNMENT**

The Town of Mamaroneck operates under a form of government that incorporates the primary components of the Council/Manager form of Government. The Town has operated under this format since 1982. The major components of this system are the Town Supervisor, Town Board and Town Administrator. The Supervisor serves as the Town's Chief Executive Officer. The Town Board is the legislative body, establishing City policies; the Town Administrator is the chief administrative officer of the Town, carrying out the directives of the Board and overseeing the Town's operating departments.

**Town of Mamaroneck Highway Department**

The Highway Department provides and maintains the Town's physical facilities and infrastructure, providing the following services through its various operations; Traffic Signage; Storm water Management; Maintenance, Repair and Construction of Sanitary Sewers and Drains; Maintain and Repair Sanitary Sewer Pump Station; Cleaning of Streets and Highways; Maintenance, Repair, Construction, Reconstruction and Resurfacing of Streets; Maintenance of Town-Owned Trees; Removal of Ice and Snow from Public Thoroughfares; Leaf Removal; and Maintenance of all Town vehicles. The Department is a critical element of the Town's Emergency Management Response effort. The Town's responsibility is for sanitary sewer collection. Westchester County is responsible for trunk and waste water treatment plants.

**CAPACITY, MANAGEMENT, OPERATIONS & MAINTENANCE  
TOWN OF MAMARONECK**

**2.0 GOALS**

The Town of Mamaroneck through its Highway the Department maintains goals to review and make improvements to the existing sanitary sewer system (SSS).

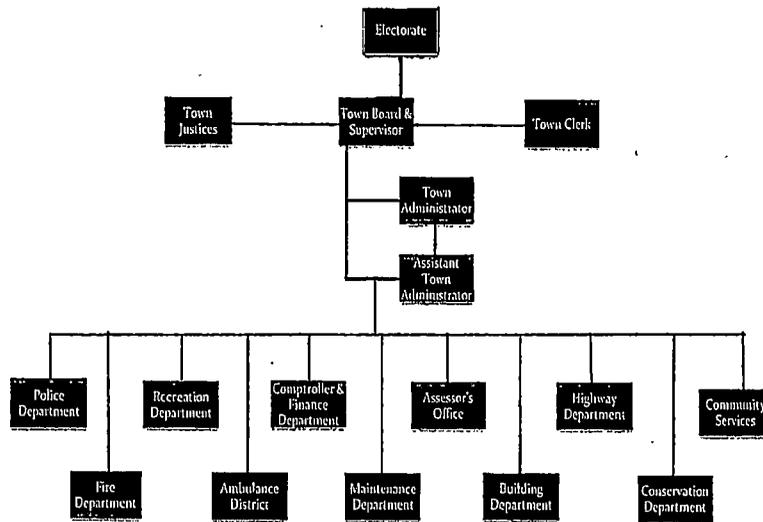
The goals for the Operation and Maintenance of the SSS are to:

1. Train all related staff members on confined space entry procedures.  
Town employees are not permitted to enter confined spaces, train employees on procedures for use of certified confined space contractors and emergency notification procedures for mutual aid response by neighboring fire departments when work is required in confined spaces.
2. Continue to provide dispatch meetings on a daily basis.
3. Minimize back-ups, overflows and reduce effects to the public through sewer assessment procedures and regular maintenance.
4. Review existing grease treatment disposal procedures and work together with the Town Building Department to establish annual inspection goal of inspecting each site at least once per year.
5. Formalize Manhole (MH) Inspection, Maintenance and Operations. The Town will seek to inspect 5-10% of sanitary manholes and establish a maintenance database to identify each manhole.
6. Continue to perform Outfall reconnaissance as needed.
7. Utilize our camera system to improve assessment of sewer backups and help evaluated recurring problematic areas. Goal is to televise 5-10% of the Town's sanitary sewer system each year.
8. Properly maintain the Town's single pumping station to insure the efficient flow of sanitary sewage to the County trunk system.
9. Continue to improve internal communication.
10. Continue Public Outreach to educate residents of the Town on the importance of the sanitary sewer system and its proper use.

**CAPACITY, MANAGEMENT, OPERATIONS & MAINTENANCE  
TOWN OF MAMARONECK**

**3.0 ORGANIZATION**

Town of Mamaroneck  
Organizational Chart



**CAPACITY, MANAGEMENT, OPERATIONS & MAINTENANCE  
TOWN OF MAMARONECK**

**4.0 LEGAL AUTHORITY**

The Town of Mamaroneck continues to enforce State and Local Laws for Plumbing Codes, Elimination of Illicit Storm Drain (SD) discharges and Sanitary Sewer System (SSS) connections and in the agreement with the NYSDEC Sewage Pollution Right to Know (SPRTK) Act that went into effect May 1, 2013.

The Town of Mamaroneck is compliant with the Municipal Separate Storm Sewer System (MS4s) under the NYSDEC SPEDES General Permit for Storm water Discharges Permit No. GP-0-10-002.

The Town of Mamaroneck has regularly reviewed, inspected and enforced as follows:

- Fat, Oil and Grease (FOG) Control
- Illicit Discharge by Residential, Commercial and Industrial Users
- Private Property Clear Water
- Service and Management Agreements
- Enforcement program

The Town's legal authority to implement the above programs is consistent with the following sections of the Town Code.

- Chapter 173 of the Town Code entitled "Sewers"
- Westchester County Sewer Act

**CAPACITY, MANAGEMENT, OPERATIONS & MAINTENANCE  
TOWN OF MAMARONECK**

**5.0 OPERATION AND MAINTENANCE ACTIVITIES**

<b>COLLECTION SYSTEM</b>	<b>ANNUAL MAINTENANCE PROGRAM</b>	<b>COMPLETED IN THE LAST 12 MONTHS</b>
Root	Removal	Regular Maintenance with chemicals and flushing
Private Laterals	Private Property Owners Responsibility	Private Property Owners Responsibility
Sewer Line	Televise and inspect	Inspection using in house staff and outside contractors. Replace or repair as necessary
MH	Inspection & Rehabilitation	Regular Inspection & Maintenance
Private Sewer	Private Property Owners Responsibility	Private Property Owners Responsibility
<u>Pump Stations:</u> Baldwin Avenue	Monthly Inspections of the station	Inspection and repair as necessary to the station

**REGULAR MAINTENANCE:**

The Town of Mamaroneck Highway Department cleans, uses in house staff and equipment for the maintenance of storm drain and sanitary sewer lines. Our in house equipment includes a 2016 Vac Con Sewer Truck, a 2006 Jet Vac Truck and 2015 Robertson Sewer Camera for inspection and maintenance and cleaning sanitary lines. Locations where odors or house lateral backup complaints are received are addressed on a priority basis. During the Town's annual road resurfacing projects, manholes are adjusted to grade. Defective manholes are replaced when needed. The performance benchmark is to inspect and clean 5-10% of the sanitary sewer system each year.

**REGULAR INSPECTION:**

Inspection procedures included TV/Video and Dye Testing through one of two methods.

Inspection Method # 1 = In-house staff inspects sewers through visual MH inspections.

Inspection Method # 2 = TV/Video vector contractor utilizes in line video inspection.

Inspection Method #3= In-house TV/Video inspection to supplement Method #2

**CAPACITY, MANAGEMENT, OPERATIONS & MAINTENANCE  
TOWN OF MAMARONECK**

**6.0 DESIGN AND PERFORMANCE STANDARDS**

**DESIGN STANDARDS:**

All new sanitary sewer extensions are designed to Town of Mamaroneck standards and the 10 States Standards. The sanitary sewer extensions are subject to the Town Engineer, and Westchester County Department of Health (DOH) approval.

**PERFORMANCE STANDARDS:**

New sanitary sewer extensions are not accepted until Air Pressure Testing (APT) is conducted and approved; the construction is under approved plans and the approval of the Town Engineer. All compliance must be checked and verified through inspections and tests.

**INSPECTION INVENTORY:**

The Town maintains an inventory of all televised sewer lines. In addition, street opening permits for work on the sanitary sewer system requires pre- and post-construction televising.

## **CAPACITY, MANAGEMENT, OPERATIONS & MAINTENANCE**

### **Town of Mamaroneck**

#### **7.0 OVERFLOW EMERGENCY RESPONSE PLAN**

##### **ALARM SYSTEM AND ROUTING TESTING:**

The Baldwin Avenue Pump Station that the Town maintains incorporates a monitoring system capable of emergency notification by telephone to the Town Police Department and key Highway Department staff including the Highway Supt. and General Foreman. Emergency notification occurs for a pump failure/overflow or a breakdown in the control panel.

##### **EMERGENCY EQUIPMENT/EMERGENCY NOTIFICATION:**

During working hours property owners may contact the Town Highway Department to report a potential sewer overflow or failure. During non-regular office hours property owners may contact the Town Police Department to report sewer problems.

In the event that failure occurs the Highway Department has a Vactor truck ready to be used in Emergency situations and portable pumps. In addition a portable emergency generator is on hand to operate the pump station during electric power interruptions. The Town maintains a sanitary sewer overflow log to document all overflow events.

##### **MANPOWER:**

The Town Highway staff includes a dedicated Sewer Maintenance Foreman to conduct regular reviews of the sanitary sewer system and is available on call for emergencies.

##### **COMMUNICATION/NOTIFICATIONS:**

The Town of Mamaroneck has agreed to participate with the Sewage Pollution Right to Know (SPRTK) Act with the NYSDEC. In the event of the release of untreated or partially treated sewage the Town notifies NYSDEC, NYSDOH and adjoining municipalities.

##### **LESSONS LEARNED:**

Preventive maintenance and inspection measures for the Town of Mamaroneck's storm and sewer systems, internal checks and balances, open lines of communication internally and publicly established all with emergency procedures in place.

## **CAPACITY, MANAGEMENT, OPERATIONS & MAINTENANCE**

### **Town of Mamaroneck**

#### **8.0 CAPACITY ASSURANCE**

##### **CAPACITY ASSURANCE:**

Pursuant to its agreement with the Westchester County, the Town of Mamaroneck will be conducting a Sewer System Evaluation Study (SSES). This study will identify areas that impair system capacity and will allow the Town to make necessary repairs and improvements, or at the very least, identify areas to be cleaned and maintained on a regular schedule so that the flow capacity is maximized.

Any new development in the Town is required to undergo a Site Plan Review process and must comply with the New York State Environmental Review Act. Both reviews require an analysis of sufficient sanitary sewer capacity. The analysis is reviewed by the Town Engineer.

## **CAPACITY, MANAGEMENT, OPERATIONS & MAINTENANCE**

### **Town of Mamaroneck**

#### **9.0 ANNUAL SELF AUDIT / SPECIAL STUDIES**

##### **ANNUAL SELF AUDIT:**

The Town of Mamaroneck has increased sewer inspections in order to identify any potential problems and therefore address the condition. As occurrences happen, information is recorded for failure, overflows, backups which are addressed as they arise. Juxtaposing the previous years to the current years and comparing the Westchester County report is another form which the Town of Mamaroneck conducts a self audit.

##### **SPECIAL STUDIES:**

The Town of Mamaroneck conducts special studies which are in compliance with the Westchester County for Infiltrations/Inflow (I/I) Analysis. Additionally, the Town of Mamaroneck will be conducting a comprehensive Sewer System Evaluation Study (SSES) Analysis to be completed in June of 2017.

##### **STUDIES CONDUCTED BY WESTCHESTER COUNTY:**

1998 – Consent Order Results

2004 – Evaluation of 1998 Consent Order Work

2009-2011 – Flow Monitor Study was conducted by Savin Engineers

2102 – Flow Monitor Report by Savin Engineers

## **CAPACITY, MANAGEMENT, OPERATIONS & MAINTENANCE**

### **Town of Mamaroneck**

#### **10.0 REFERENCES**

- ❖ **Environmental Protection Agency (EPA) Guidelines for Capacity, Management, Operations and Maintenance (CMOM) Program Self Assessment Checklist**  
<http://www.epa.gov/npdes/pubs/cmomselfreview.pdf>
- ❖ **New York State Department of Environmental Conservation (NYSDEC) Sewage Pollution Right to Know (SPRTK) Act**
- ❖ **Annual Municipal Sewer Maintenance and Repair Report in compliance with the County of Westchester Sewer Act Administrative Code, Section 824-729g**
- ❖ **Wisconsin's Guide for Capacity, Management, Operations and Maintenance (CMOM) Program Self Assessment Checklist**  
[http://dnr.wi.gov/topic/wastewater/documents/CMOM\\_booklet.pdf](http://dnr.wi.gov/topic/wastewater/documents/CMOM_booklet.pdf)
- ❖ **Wisconsin's CMOM Media video**  
<http://dnrmedia.wi.gov/main/Play/8361c2ae280e48bab33a1dc72f79e2af1d>

**WORKSESSION**

**ITEM 7**

**NO ATTACHMENT**

**WORKSESSION**

**ITEM 8**

SECRET

NO ATTACHMENT

# FIRE COMMISSION

## ITEM 1

# Town of Mamaroneck

From: Tony Siligato - Town Comptroller



Re: Fire Claims

Date: February 3, 2016

The following Town of Mamaroneck Fire Department claims have been certified by Chief Noah Goldberg and submitted to the Comptroller's Office for payment:

<u>VENDOR</u>	<u>DESCRIPTION</u>		<u>AMOUNT</u>
		\$	-
Amazon.Com	Video, Part of Santa Costume, 11 Leathermans, Batteries	\$	494.79
Amazon.Com	Pens, Uniden beartracker scanners, Vacuum bags	\$	482.63
AAA Emergency Supply Co.	Bail Out Truck rental	\$	250.00
AAA Emergency Supply Co.	Tactical ladder	\$	845.00
AT & T Mobility	Wireless service for 12/12/15-1/11/16	\$	360.77
A S A P ETC.	Shipping Knox box key secure for L19	\$	22.97
Atlantic Westchester INC.	Maintenance agreement - 1/1/16 - 6/30/16	\$	1,475.00
Bound Tree Medical LLC.	Pack, breather, statpacks oxygen module	\$	465.70
Bound Tree Medical LLC.	Stair chair	\$	495.00
Brewer Hardware	Chrome bolts, velcro strips	\$	19.78
Byram Mason & Building Supply	Stihl saw, battery charger, battery, saw blade	\$	1,599.79
Chatsworth Cleaners	Uniform cleaning	\$	72.47
Fire Companies.Com, Inc.	Web maintenance - January to March 2016	\$	239.97
Grainger	Trash bags	\$	45.46
Grainger	Floor cleaner	\$	114.60
Home Depot	Lighter fluid, charger	\$	98.73
Home Depot	flourescent yellow tape, spray paint & anti skid tape	\$	115.32
New England Uniform Co., LLC	Long sleeve shirts, job shirts	\$	1,000.00
Proftech LLC.	Copy paper	\$	71.40
Senate Electronics, Inc.	Proximity key tag	\$	301.00
Sound Shore Pest Control Inc.	Exterminating Services 12/21/15	\$	65.00
Sound Shore Chiefs Assoc	Yearly dues - 2016	\$	300.00
Town of Mam'k Fire Dept.	Meal for Bail Out training 12/29/15	\$	127.45
Town of Mam'k Fire Dept.	Meal for Dept. Drill 1/19/16	\$	211.38
Tony's Nurseries Inc.	Wreaths	\$	27.18
Town of Mam'k PFF	Life Ins. For the month of Jan. 2016 - 12 firefighters (2 Pay periods)	\$	188.64
United Communications Corp.	New pagers and chargers	\$	1,558.07
Uni First Corp.	Carpet Cleaning, wipes, bags, spray, towels & touchless soap, purell	\$	87.85
Uni First Corp.	Carpet Cleaning, wipes, bags, spray, towels	\$	73.44
Villa Maria Pizza	Meal for New Member drill 1/6/16	\$	129.54
Westech Elevator Services, Inc.	Maintenance for month of January 2016	\$	175.00
		\$	-
	<b>Total:</b>	<b>\$</b>	<b>11,513.93</b>

# AFFAIRS OF THE TOWN

## ITEM 1



# Town of Mamaroneck

Town Center

740 West Boston Post Road, Mamaroneck, NY 10543-3353

OFFICE OF THE TOWN ADMINISTRATOR

TEL: 914/381-7810

FAX: 914/381-7809

townadministrator@townofmamaroneck.org

## Memorandum

**To: Supervisor and Town Board**

**Re: Set Public Hearing Bond Resolution- Westchester Joint Water Works  
North Barry Avenue/Macey Road Water Main (WJWW Project #1310)**

**Date: January 28, 2016**

The WJWW has included the above referenced project in its 2016 Capital Project Program and is filing for a New York State Grant for a portion of the project cost through the Environmental Facilities Corporation (EFC). A requirement of the grant process is that the grant applicant adopts a bonding resolution to give evidence that it is prepared to finance the cost of the project. Since the WJWW does not have bonding authority, the participating communities must adopt bonding resolutions to finance the project. The WJWW followed the same process for the modular generator project at the Rye Lake Pumping Station for which it received a grant from the EFC.

The North Barry Road Water Main project is considered a joint project requiring all three communities to share in its cost. The estimated cost of the project is \$2,500,000 with the Town's share being 18.5% or \$462,000. With the addition of bonding expenses equal to 3.5% of the bond amount, the total estimated cost to the Town is \$478,700. Whether the Town will ever need to borrow its entire share of the project cost will be a function of the success of the grant application. Since the Town's Water District Fund is considered a Special Improvement District the Town Board must hold a public hearing on the proposed borrowing.

**ACTION REQUESTED: THAT THE TOWN BOARD SET A PUBLIC HEARING FOR FEBRUARY 17, 2016 TO CONSIDER ADOPTING A BOND RESOLUTION AUTHORIZING THE BORROWING OF UP TO \$478,700 FOR THE TOWN OF MAMARONECK SHARE OF THE NORTH BARRY AVENUE/MACEY ROAD WATER MAIN REPLACEMENT PROJECT (WJWW#1310)**

**Stephen V. Altieri  
Town Administrator**

At a regular meeting of the Town Board of the Town of Mamaroneck, Westchester County, New York, held at the Town Hall, in Mamaroneck, New York, in said Town, on February 3, 2016, at \_\_:00 o'clock P.M., Prevailing Time.

PRESENT:

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Councilman

\_\_\_\_\_  
Councilman

\_\_\_\_\_  
Councilman

\_\_\_\_\_  
Councilman

<p>In the Matter</p> <p>of</p> <p>Increase and Improvement of the Facilities of the Town of Mamaroneck Water District No. 1 of the Town of Mamaroneck, Westchester County, New York:</p>	<p>ORDER CALLING PUBLIC HEARING</p>
--	---

WHEREAS, the Town Board of the Town of Mamaroneck, Westchester County, New York, has had under consideration the increase and improvement of the facilities of the Town of Mamaroneck Water District No 1 of the Town (the "Water District"), being its share of the improvement of facilities of the Westchester Joint Water Works of the Town/Village of Harrison, the Village of Mamaroneck and the Town of Mamaroneck (together, the "WJWW"),

consisting of the construction of a 16-inch water transmission main from North Barry Avenue in Mamaroneck, New York to Macy Road in Harrison, New York, including original furnishings, equipment, machinery, apparatus, appurtenances, and incidental improvements and expenses in connection therewith; and

WHEREAS, the aggregate maximum estimated cost to said Water District of such increase and improvement of facilities is determined to be \$478,700; and

WHEREAS, said capital project has been determined to be a “\_\_\_\_\_ Action” pursuant to the regulations of the New York State Department of Environmental Conservation promulgated pursuant to the State Environmental Quality Review Act (“SEQRA”), the implementation of which as proposed, will not result in any significant adverse environmental impact, and the documentation relating to SEQRA is available in the office of the WJWW for inspection during normal office hours; and

WHEREAS, it is now desired to call a public hearing on the question of the increase and improvement of the facilities of said Water District, in the matter described above, and to hear all persons interested in the subject thereof, concerning the same, in accordance with the provisions of Section 202-b of the Town Law; NOW, THEREFORE, IT IS HEREBY

ORDERED, by the Town Board of the Town of Mamaroneck, Westchester County, New York, as follows:

Section 1. A public hearing will be held at the Town Hall, in Mamaroneck, New York, in said Town, on \_\_\_\_\_ day of February, 2016, at \_\_\_\_\_ o'clock \_\_\_\_\_.M., Prevailing Time, on the question of the increase and improvement of the facilities of said Water District, in said Town, in the manner described in the preambles hereof, and to hear all persons interested in

the subject thereof, concerning the same, and to take such action thereon as is required or authorized by law.

Section 2. The Town Clerk is hereby authorized and directed to cause a notice of said public hearing to be published in the official newspaper of said Town, and also to cause a copy thereof to be posted on the official Town signboard, such publication and be made not less than ten, nor more than twenty days, before the date designated for the hearing.

Section 3. The notice of public hearing shall be in substantially the form attached hereto as Exhibit A and hereby made a part hereof.

Section 4. This Order shall take effect immediately.

The question of the adoption of the foregoing Order was duly put to a vote on roll call,  
which resulted as follows:

\_\_\_\_\_ VOTING \_\_\_\_\_  
\_\_\_\_\_ VOTING \_\_\_\_\_

The Order was thereupon declared duly adopted.

\* \* \* \*

**CERTIFICATION FORM**

STATE OF NEW YORK                    )  
  ) ss.:  
COUNTY OF WESTCHESTER         )

I, the undersigned Clerk of the Town of Mamaroneck, in the County of Westchester, New York (the "Issuer"), DO HEREBY CERTIFY:

- 1) That a meeting of the Issuer was duly called, held and conducted on the 3<sup>rd</sup> day of February, 2016.
- 2) That such meeting was a **special regular** (circle one) meeting.
- 3) That attached hereto is a proceeding of the Issuer which was duly adopted at such meeting by the Board of the Issuer.
- 4) That such attachment constitutes a true and correct copy of the entirety of such proceeding as so adopted by said Board.
- 5) That all members of the Board of the Issuer had due notice of said meeting.
- 6) That said meeting was open to the general public in accordance with Section 103 of the Public Officers Law, commonly referred to as the "Open Meetings Law".
- 7) That notice of said meeting (the meeting at which the proceeding was adopted) was given PRIOR THERETO in the following manner:

**PUBLICATION** (here insert newspaper(s) and date(s) of publication)

**POSTING** (here insert place(s) and date(s) of posting)

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Issuer this \_\_\_\_\_ day of February, 2016.

\_\_\_\_\_  
Town Clerk

(CORPORATE SEAL)

**AFFIDAVIT OF POSTING**

STATE OF NEW YORK            )  
  ) ss.:  
COUNTY OF WESTCHESTER    )

I, the undersigned Clerk of the Town of Mamaroneck, Westchester County, New York,  
DEPOSE AND SAY:

That on the \_\_\_\_\_ day of February, 2016, I caused to be posted on the official signboard maintained by me pursuant to subdivision 6 of Section 30 of the Town Law, a Notice of Public Hearing which was a part of an order adopted by the Town Board of said Town on February 3, 2016.

A true and correct copy of such Notice of Hearing is attached hereto.

\_\_\_\_\_  
Town Clerk

Sworn to before me this \_\_\_\_\_ day  
of February, 2016.

\_\_\_\_\_  
Notary Public

**EXHIBIT A**

**NOTICE OF PUBLIC HEARING**

**Town of Mamaroneck Water District No. 1  
Westchester County, New York**

PLEASE TAKE NOTICE that the Town Board of the Town of Mamaroneck, Westchester County, New York, will meet at the Town Hall, in Mamaroneck, New York, in said Town, on the \_\_\_\_\_ day of February, 2016, at \_\_\_\_\_ o'clock \_\_\_\_ .M., Prevailing Time, for the purpose of conducting a public hearing relating to the proposed increase and improvement of the facilities of the Town of Mamaroneck Water District No. 1 of said Town, being said Water District's share of the cost of the improvement of facilities of the Westchester Joint Water Works of the Town/Village of Harrison, the Village of Mamaroneck and the Town of Mamaroneck ("WJWW"), being the construction of a 16-inch water transmission main from North Barry Avenue in Mamaroneck, New York to Macy Road in Harrison, New York, including original furnishings, equipment, machinery, apparatus, appurtenances, and incidental improvements and expenses in connection therewith, at a maximum estimated cost of \$478,700 to the Water District at which time and place said Town Board will hear all persons interested in the subject thereof concerning the same.

The capital project described above is a "\_\_\_\_\_ Action" pursuant to the regulations promulgated under the State Environmental Quality Review Act ("SEQRA") which will not result in any significant adverse environmental impact and SEQRA compliance materials are available for inspection at the Office of the WJWW where they may be inspected during normal business hours.

Dated: Mamaroneck, New York,  
\_\_\_\_\_, 2016.

BY ORDER OF THE TOWN BOARD OF  
THE TOWN OF MAMARONECK  
WESTCHESTER COUNTY, NEW YORK

\_\_\_\_\_  
Town Clerk

# AFFAIRS OF THE TOWN

## ITEM 2



# Town of Mamaroneck

Town Center

740 West Boston Post Road, Mamaroneck, NY 10543-3353

OFFICE OF THE TOWN ADMINISTRATOR

TEL: 914/381-7810

FAX: 914/381-7809

townadministrator@townofmamaroneck.org

## Memorandum

**To: Supervisor and Town Board**

**Re: Authorization- Renewal of Southeast Consortium Service Agreement**

**Date: January 28, 2016**

Attached is the proposed renewal agreement with the Southeast Consortium. The Town of Mamaroneck is one of eleven communities that form the consortium. Their mission is to provide special recreational services for citizens with developmental disabilities and special needs. The program has proved invaluable as the Consortium is well suited to provide this special programming at a relatively low cost to the Town.

The proposed fee for 2016 is \$25,415 which has remained unchanged since 2008. Our fee for the consortium covers the unincorporated Town as well as the Village of Larchmont and that portion of the Village of Mamaroneck in the Town of Mamaroneck.

**ACTION REQUESTED: THAT THE TOWN BOARD APPROVE THE RENEWAL OF THE SERVICE AGREEMENT WITH THE SOUTHEAST CONSORTIUM FOR SPECIAL SERVICES FOR THE YEAR 2016 AND THAT THE TOWN ADMINISTRATOR BE AUTHORIZED TO EXECUTE THE AGREEMENT ON BEHALF OF THE TOWN.**

Stephen V. Altieri

Town of Mamaroneck





740 WEST BOSTON POST ROAD, SUITE 318 • MAMARONECK, NEW YORK • 10543-3357  
TEL: (914) 698-5232 FAX: (914) 698-7125  
www.secrec.org

January 1, 2016

Ms. Jill Fisher, Superintendent  
Department of Recreation  
Town of Mamaroneck  
740 W. Boston Post Road  
Mamaroneck, NY 10543

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**STATEMENT FOR SERVICES AS FOLLOWS:**

2016 Municipal Agreement between the South East Consortium for Special Services, Inc. and the Town of Mamaroneck. Please remit at your earliest convenience. Please note this amount reflects zero increase from 2015.

**AMOUNT DUE FOR 2016: \$25,415.00**

Please sign both agreements and return one with your remittance.

Thank you.

Jerry Peters  
Executive Director



Proudly Serving

Town and Village of Mamaroneck • Town of Pelham • Village of Rye Brook • Village of Port Chester • Village of Larchmont • City of Rye  
Town and Village of Scarsdale • Town of Eastchester • Village of Bronxville • Village of Tuckahoe • Town and Village of Harrison

South East Consortium for Special Services, Inc.  
Inter-Agency Agreement for 2016

This agreement made on the 1st of January 2016 by and between the South East Consortium for Special Services, Inc., a not-for-profit corporation of the State of New York; Town/Village of Harrison, a municipal corporation of the State of New York; Town of Mamaroneck, a municipal corporation of the State of New York; Town of Pelham, a municipal corporation of the State of New York; Town of Eastchester, a municipal corporation of the State of New York; City of Rye, a municipal corporation of the State of New York; Village of Rye Brook, a municipal corporation of the State of New York; Village of Scarsdale, a municipal corporation of the State of New York; Village of Port Chester, a municipal corporation of the State of New York; and the Village of Mamaroneck, a municipal corporation of the State of New York shall enable said component municipalities the opportunity to provide collective programs of special recreation services and respite opportunities for citizens with various developmental disabilities and special needs through participation in the South East Consortium for Special Services, Inc. as appropriate and available.

Now, therefore, the parties hereto agree as follows:

**FIRST:** The parties shall jointly operate a special recreation program for citizens with various developmental disabilities and special needs residing or domiciled within the corporate limits of their respective municipalities to the best of its capabilities and available resources.

**SECOND:** The program shall be funded through each municipality in accordance with schedule of attached hereto and made part hereto establishing respective local shares which shall be in addition to any third party sources of funding. Said local shares shall be paid to South East Consortium at the municipalities' earliest convenience in the current calendar year unless otherwise mutually agreed upon.

**THIRD:** The substantive program policy shall be the joint responsibility of all the parties, but shall be carried out administratively by the South East Consortium in the same manner as any other programs for which said council would otherwise individually be responsible.

Administrative services include, but not limited to accounting, payroll, legal, personnel, insurance and risk management. In addition, the South East Consortium, on behalf of the program, may apply and receive grants and other third party sources of revenue, and may further enter into agreements on behalf of the program with other governmental agencies and not-for-profit organizations providing partial or full support of any program or activity to be provided hereunder.

**FOURTH:** The Board of Directors consisting, in part, of a designee from each component municipality shall have policy-making power for the program, and which shall further have the power to adopt rules, regulations, and procedures for the governing of the program affairs in a manner consistent herewith.

**FIFTH:** The South East Consortium shall procure and maintain liability insurance at its own cost and expense relating to all activities sponsored by and performed by the program, which insurance shall protect the interests of the parties hereto as named insured's. Said insurance limits and amounts will be determined by resolution by the Board of Directors.

**SIXTH:** The Chief Fiscal Officer of the South East Consortium shall be the Treasurer.

**SEVENTH:** Programs shall be held throughout the component municipalities, utilizing existing and available municipal/community facilities and resources.

**EIGHTH:** The South East Consortium shall provide special recreation and respite programs for component municipalities and will accommodate participants from non-component municipalities in accordance with agency guidelines currently enforced.

**NINTH:** This agreement shall be effective for the calendar year 2016 and upon further agreement of the parties, may be amended and/or extended from year to year thereafter.

**TENTH:** The South East Consortium shall deliver to each component municipality a current Certificate of Insurance verifying the existence of such insurance and naming said municipality as Additional Insured. The South East Consortium shall hold harmless, indemnify, and defend the Town of Mamaroneck, its employees, officials and agents from any and all claims, suits and actions arising out of the activities of the special recreation and respite programs provided by the South East Consortium.

The South East Consortium shall provide the Town of Mamaroneck a copy of the Certificate of Insurance naming the Town of Mamaroneck as Additional Insured.

IN WITNESS WHEREOF the parties hereto have executed this agreement as of the day and year above written.

SOUTH EAST CONSORTIUM FOR SPECIAL SERVICES, INC.

By: Jerry Peters  
Jerry Peters, Executive Director

TOWN OF MAMARONECK

By: \_\_\_\_\_

Printed Name/Title

\_\_\_\_\_

Signature

# AFFAIRS OF THE TOWN

## ITEM 3

**NO ATTACHMENT**

**AFFAIRS OF THE TOWN OF MAMARONECK**

3. Designation of Delegate – 2016  
Association of Towns Conference