

**TOWN OF MAMARONECK
TOWN BOARD AGENDA
WEDNESDAY, APRIL 20, 2016**

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

1. Review – Building Department Fees
2. Review – Floor Area Ratio Regulations
3. Update – Town Website Redesign
4. Discussion – Site Plan Review Law
5. Review of Baldwin Avenue Parking Regulations
6. Discussion – Private Roads
7. Update – LMC-TV Space
8. New Business
9. Request for Executive Session – Proposed Acquisition of Real Property

8:00PM CALL TO ORDER – COURTROOM

SUPERVISOR'S SUMMARY REPORT

CITIZEN COMMENTS

BOARD OF FIRE COMMISSIONERS

1. Fire Claims
2. Other Fire Department Business

AFFAIRS OF THE TOWN OF MAMARONECK

1. Set Public Hearing – Baldwin Avenue
2. Report of Bids – TA-16-02 – Resurfacing of Various Roads in the Town of Mamaroneck
3. Authorization – Establish Trust Fund – Garden's Lake Aerators
4. Authorization – Establish Capital Project Fund – Ambulance District
5. Authorization – Transfer of Funds – Police Department Voice Recording System
6. Authorization – Transfer of Funds – Street Lighting District
7. Amendment – Capital Project 2015-04 Resurfacing Roads, Sidewalks & Curbs
8. Authorization – Construction Management Services – Police Department Renovation
9. Authorization – New York State Department of Transportation – Shared Services Agreement
10. Resolution – New York State Retirement Reporting
11. Salary Authorization – Town Clerk's Office
12. Consideration of Certiorari

REPORTS OF THE COUNCIL

TOWN CLERK'S REPORT

NEXT REGULARLY SCHEDULED MEETINGS – May 4, 2016 & May 18, 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



Town of Mamaroneck

Town Center

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

TEL: 914/381-7810

FAX: 914/381-7809

OFFICE OF THE TOWN ADMINISTRATOR

townadministrator@townofmamaroneck.org

Memorandum

To: Supervisor & Town Board

From: Stephen V. Altieri

Subject: Proposed Building Department Fee Schedule

Date: April 15, 2016

Please find attached a revised fee schedule for the Town of Mamaroneck Building Department. As you review the schedule, you will notice that not all fees are proposed for revision at this time, and that we used our neighboring communities as comparables for determining what fees might be best for the Town.

Stephen V. Altieri
Town Administrator

Town of Mamaroneck

Building Dept Fee Schedule

SCHEDULE OF FEES	Proposed Fee Change for			
	Town 2015	2016	SCARSDALE	VOM
Original Certificate of Occupancy for One and Two Family dwellings, Residential additions, alterations, and accessory structures..	\$50	\$50	\$100	\$175
Original Certificate of Occupancy for all others	\$100	\$100	\$100	\$300
Temporary Certificate of Occupancy (Plus bond as required by Building Inspector)	\$300	\$300	\$125 to \$250	n/a
Copy of Certificate of Occupancy or LOC ✓	\$25	\$0.25	\$15	
Original letter of Compliance (Pre-Date Letter) / <i>File Search with letter 175⁰⁰</i>	\$50	\$50	\$75	\$109
Duplicate Letter of Compliance	\$25	\$0.25	\$15	
Discharge Compliance Certificate	\$50	\$50.00		\$50

TO RAZE ANY STRUCTURE

Residential Demo	\$50 filing fee plus \$10 per thousand	\$50 filing fee plus \$15 per thousand	\$500 plus BP Fee	\$60 filing fee plus \$15 per thousand
Commercial Demo	\$150 filing fee plus \$10 per thousand	\$150 filing fee plus \$20 per thousand	\$500 plus BP Fee	\$100 filing fee plus \$25 per thousand

NOTE: FEES FOR PERMITS ISSUED AFTER CONSTRUCTION HAS STARTED OR WHERE IT HAS BEEN COMPLETED SHALL BE DOUBLE CALCULATED FEE

PERMIT RENEWALS: A FEE EQUAL TO THE NOW CURRENTLY CHARGED FEE SHALL BE PAID FOR EACH RENEWAL

BUILDING PERMITS

Residential Permits	\$100 filing fee plus \$10 per thousand	\$100 filing fee plus \$15 per thousand	\$17.25 to \$25 per Thousand	\$60 filing fee plus \$15 per thousand
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Solar Panel Fee

4. Permit Fee Amount: PV Systems up to 4kW: \$200, PV Systems >4kW to 10kW: \$400, PV Systems greater than 10kW to 50kW: \$400 flat fee, plus \$25 per kW for each kW process the application; fee covers building permit & certification of conformity.

Commercial Permits		\$100 filing fee plus \$10 per thousand	\$100 filing fee plus \$20 per thousand	\$17.25 to \$25 per Thousand	\$60 filing fee plus \$25 per thousand
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BAR - SIGNS

For erecting, placing or painting a new sign		\$125	\$150	\$55	\$65
For altering, reconstructing, enlarging or relocation on the same premise an existing sign		\$60	\$75	\$55	\$80
Temporary sign as approved by the Building Department		\$30	\$50		\$30
Temporary sign as approved by the Town Board		\$175	\$175		n/a
Light, Façade and Site Improvement		\$125	\$150		

PLANNING BOARD

Site plan review		\$350	\$400	\$800 Residential and \$750 Non-Residential Plus \$1 per thousand	\$279 residential and \$111 per 1000 Sq Feet non residential
- Plus \$25 for each parking space required by the Zoning Ordinance					\$16
Subdivision					
- Up to two lots		\$300	\$400		\$223
- Plus each additional lot shown on application		\$150	\$200		\$111
Wetlands		\$150	\$200		

ENGINEERING FEES

Six (6) percent of the total performance bond or two dollars per lineal foot of road surface, whichever is the highest

ZONING BOARD OF APPEALS

Area Variance: for first requested variance	\$150	\$200		\$56 Filing and \$140 to \$390 depending on type
each additional requested variance	\$75	\$100		\$56 Filing and \$140 to \$390 depending on type
Use Variance	\$300	\$350		
Zoning Variance Extension	\$200	\$200		

MECHANICAL ROCK REMOVAL

Residential	\$100 filing fee plus \$10 per thousand	\$100 filing fee plus \$15 per thousand	BP	Blasting \$5610 per day Chipping \$2550 per day
Commercial	\$100 filing fee plus \$10 per thousand	\$100 filing fee plus \$20 per thousand	BP	Blasting \$5610 per day Chipping \$2550 per day

SPECIAL PERMIT

Initial Application	\$300	\$350		\$390
Renewal	\$150	\$200		\$111

PLUMBERS FEES

Residential	\$75 filing fee plus \$10 per thousand	\$75 filing fee plus \$15 per thousand	\$100	\$60 Filing and \$15.30 each fixture
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Commercial	\$150 filing fee plus \$10 per thousand	\$150 filing fee plus \$20 per thousand	\$100	\$60 Filing and \$15.30 each fixture
Gas Piping and Testing	\$75	\$100	\$100	n/a
Each Oil Burner, hourly rated capacity up to 2 gallons	\$75	\$100	\$100	n/a
Each Oil Burner, hourly rated capacity over 2 gallons and up to 10 gallons	\$125	\$150	\$100	n/a
Each Oil Burner, hourly rated capacity over 10 gallons	\$175	\$200	\$100	n/a
*No permit needed for removal				

STORAGE TANK INSTALLATION

Up to 275 gallons	\$100 Filing Fee Plus \$50	\$100 Filing Fee Plus \$75	\$100	
Over 275 and up to 550 gallons	\$100 Filing Fee Plus \$75	\$100 Filing Fee Plus \$100	\$100	
Over 550 and up to 1000 gallons	\$100 Filing Fee Plus \$100	\$100 Filing Fee Plus \$125	\$100	
Over 1000 and up to 2000 gallons	\$100 Filing Fee Plus \$300	\$100 Filing Fee Plus \$350	\$100	
For each 1000 gallons over 2000 gallons	\$20 per thousand	\$30 per thousand	\$100	

REMOVAL OR ABANDONMENT OF A TANK IN PLACE

Up to 550 gallons	\$100 Filing Fee Plus \$50	\$100 Filing Fee Plus \$75	\$100	BP Fee
Over 550 gallons (Over 1000 gallons need county permit first)	\$100 Filing Fee Plus \$75	\$100 Filing Fee Plus \$100	\$100	BP Fee
REMOVAL OF UNDERGROUND TANKS REQUIRE A \$1200 BOND				

FRESH WATER WETLANDS PERMIT

\$150 \$200 \$230

BLUE PRINT OR PLAN PHOTOCOPY

\$2 per sq ft \$2 per sq ft \$15 per page

BLUE PRINT OR TRACING REPRODUCED ONTO MYLAR OR SEPIA

\$6 per sq ft \$6 per sq ft \$15 per page

BLASTING PERMIT APPLICATIONS

(Bond in amount of \$100,000 as well as public liability insurance naming the Town of Mamaroneck as co-insured in an aggregate amount of not less than Two Million (\$2,000,000.00) dollars to accompany application)
 - Supplemental blasting at the same site

\$300	\$350	\$5610 per day
\$50	\$75	

TREE REMOVAL PERMITS

One to four trees	\$50	\$75		
- Each additional tree	\$10	\$25		

DANCE HALL PERMIT

\$150	\$200	\$179
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EROSION & SEDIMENT CONTROL

Filing Fee: Addition/Alteration Residence & Pool	\$200	\$250		Add to BP
Filing Fee: New Residence	\$375	\$400		Add to BP
Filing Fee: All Commercial	\$375	\$400		Add to BP
Modification by applicant, (work not started)	\$75	\$75	\$450	Add to BP
Modification by applicant, (Work in Progress)	\$125	\$125	\$450	Add to BP
Permit Fee: Addition/Alteration Residence & Pool	\$150	\$200	\$800	Add to BP
Permit Fee: New Residence	\$200	\$250	\$1,500	Add to BP
Permit Fee: All Commercial	\$300	\$350	\$750 plus \$1 per thousand	Add to BP
Permit Fee: Where controls exceed \$5000 anticipated costs, then 6% fee additional for all costs in excess of \$5000				

**WORKSESSION
ITEM 2**

NO ATTACHMENT

**WORKSESSION
ITEM 3**

NO ATTACHMENT

WORKSESSION
ITEM 4



Town of Mamaroneck

County of Westchester

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

COUNSEL

TEL: 914/381-7815

FAX: 914/381-7809

wmaker@townofmamaroneck.org

MEMORANDUM

To: Members of the Town Board

ccs: Stephen V. Altieri, Town Administrator
Christina Battalia, Town Clerk

From: William Maker, Jr., Attorney for the Town

Subject: Local law regarding residential site plan approval

Date: April 8, 2016

I attach a redlined and a clean copy of the proposed local law containing all of the changes authorized by the Town Board through its April 6th meeting. The Board may want to consider this proposal at its April 20th work session. If satisfactory, it can decide to set a public hearing to consider whether this law should be adopted.



REDLINED

Local Law No. - 2016

This local law shall be known as the "Site Plan Approval of Residential Development Law of the Town of Mamaroneck" Law.

BE IT ENACTED by the Town Board of the Town of Mamaroneck

Section 1 – Purpose:

This chapter is enacted to ensure that proposed development and use of land will preserve and protect environmental features, have a harmonious relationship with existing or permitted uses of contiguous land and of adjacent neighborhoods, enhance the appearance of the community and make sure that the health, safety, comfort, convenience and general welfare of the public is fully considered.

Section 2 – Adoption of a new chapter of the Code of the Town of Mamaroneck:

The Code of the Town of Mamaroneck hereby is amended by creating a new chapter that provides as follows:

Chapter 178

Site Plan Review of Residential Development

§ 178-1. Title.

This chapter shall be known as the "Site Plan Approval for Residential Development Law of the Town of Mamaroneck" Law.

§ 178-2. Purpose.

This chapter is enacted to ensure that proposed development and use of land will preserve and protect environmental features, have a harmonious relationship with existing or permitted uses of contiguous land and of adjacent neighborhoods, enhance the appearance of the community and make sure that the health, safety, comfort, convenience and general welfare of the public is fully considered.

§ 178-3. Definitions.

As used in this chapter, the following terms shall have the meanings indicated below:

FOOTPRINT, BUILDING

The outline of the imaginary line formed by the vertical downward extension of the ends of the roof of a building or structure that is intended to shelter, house or enclose people, animals or property. This definition applies both to one-family and two-family dwellings and to accessory buildings or structures that have a roof.

FOOTPRINT, OTHER IMPROVED SURFACES

The outline of any improved surface that is not a building or a structure that is intended to shelter, house or enclose people, animals or property, such as, but not limited to driveways, patios, walkways, tennis courts and swimming pools.

FOOTPRINT, AREA

The square footage of the area lying within a footprint of a building or structure or the area lying within the footprint of an improved surface that is not a building or a structure.

MAP

A map of (a) the parcel, (b) the properties that abut the parcel, (c) the properties immediately across the street and (d) the streets that the parcel abuts. To determine whether a property is "immediately across the street from the parcel", the lot lines of the parcel shall be projected across the streets on which the parcel abuts. Any property that such extension touches shall be considered a property "immediately across the street from the parcel". If the parcel is a corner lot, the lot that is cater-cornered from the parcel also shall be considered a property that is "immediately across the street from the parcel".

PARCEL

The single lot that is the subject of a site plan application.

PRINCIPAL USE

A one-family or a two-family dwelling.

RESIDENTIAL SITE PLAN

A map prepared to the specifications, and containing the necessary elements required by the Town Code for either the development of a parcel with a one-family or a two-family dwelling and/or an accessory use for a one-family or a two-family dwelling or (b) the regrading of a parcel only. The map shall show the arrangement, layout, grading, landscaping and design of the proposal and the other elements required to be shown by this chapter. In this chapter the words "site plan" is synonymous with "residential site plan".

SITE DISTURBANCE, AREA

The square footage of the area of a parcel where construction and/or regrading is proposed.

§ 178-4. Proposed Improvements Subject to this Chapter; Proposed Improvements Exempt from this Chapter.

A. The following improvements shall be subject to this chapter:

- (1) Any construction on a vacant parcel unless exempted by § 178-4 C. (1). A vacant parcel includes an improved parcel whose principal use has been removed.
- (2) Construction on an improved parcel where seventy (70%) percent or more of the square footage of the existing principal use has been or is proposed to be removed.
- (3) Where the area of site disturbance of the parcel when divided by the area of the parcel equals or exceeds for parcels in the:

R-6 zoning district	45%
R-7.5 and R-10 zoning districts	40%
R-20, R-30 and R-50 zoning districts	35%.

B. Notwithstanding § 178-4 A, if within three (3) years after a certificate of occupancy or a certificate of compliance is issued with respect to a parcel for work that did not require site plan approval, an application is made by or on behalf of one or more of the owners ~~same person~~ for a permit to do more work on that parcel, and if the work proposed by that application, when combined with the work for which such certificate had been issued, would have required site plan approval if both projects had been proposed at the same time, the work proposed shall require site plan approval.

C. The following activities shall be exempt ~~to~~ from this chapter:

- (1) Construction on a parcel created by a subdivision plat that was approved by the Planning Board on or after November 1, 2013 but before January 1, 2016. This exemption shall not apply to a parcel meeting the description contained in the preceding sentence for construction that is proposed to be done after the initial certificate of occupancy or certificate of compliance for improvements on such parcel is issued.
- (2) Repairs to any stormwater management practice or facility deemed necessary by the Stormwater Management Officer.
- (3) Routine landscaping maintenance activity in areas that already have been cultivated.

(4) Repair or repaving of existing walls, driveways, patios, walkways, tennis courts and swimming pools, provided the parcel is not regraded in the process.

(5) Emergency activity needed to be done immediately in order to protect life, property or natural resources.

(6) Reconstruction of a principal use that has been destroyed by fire or other casualty provided the reconstructed principal use is located within the same footprint of the destroyed principal use.

(7) Construction undertaken pursuant to a building permit issued before the day on which this law becomes effective.

D. This law shall not apply to a parcel for which an application for a building permit, complete in all respects, was filed with the building department before the day on which this law becomes effective.

§ 178-5. Designation of the Planning Board.

The Town Board grants the Planning Board the authority to review and approve, approve with modifications and/or specific conditions or disapprove site plans and the other powers set forth in § 274-a, Subdivision 1a, of the Town Law of the State of New York.

§ 178-6. Application procedure.

The procedure for site plan approval shall involve a three-stage process: a conference prior to the submission of a site plan application, attendance at meetings of the Planning Board to allow it to consider the site plan application and to advise the applicant of any other information that the applicant must supply in order for the Planning Board to have all of the information it needs in order to make a decision and a public hearing before the Planning Board. The Planning Board may adopt such rules and regulations as it deems necessary to implement this procedure.

§ 178-7. Pre-submission conference.

Prior to submitting a site plan application:

(1) the applicant shall meet in person with the Building Inspector or the Director of Building Code Enforcement and Land Use Administration, the Town Engineer and such other members of the Town staff or outside consultants as the Town staff considers appropriate based upon the nature of the application to discuss the applicant's proposal in order that subsequent steps be undertaken with a clear understanding of the Planning Board's requirements for reviewing the site plan application, and

(2) the applicant must show that any variance or special permit required in order to develop the parcel in accordance with the proposed site plan has been granted or, in the case of a special permit that an application therefor has been submitted. If an application for a required special permit has not been submitted, the applicant must represent that an application therefor will be submitted to the Planning Board when the site plan application is submitted.

§ 178-8. Contents of application; filing.

A. Within six months of the pre-submission conference, 19 copies of the application for site plan approval shall be filed with the Building Inspector or the Director of Building Code Enforcement and Land Use Administration, accompanied by a detailed development plan prepared by a licensed architect or professional engineer, under professional seal, drawn upon a certified survey of the parcel, prepared by a licensed surveyor. The plan shall contain:

(1) A deed recorded in the office of the Westchester County Clerk showing that the applicant is the owner of the parcel. If the applicant is not the owner, the owner shall submit a letter authorizing a representative or a contract vendee to proceed with the application and consenting to the application for site plan approval.

(2) The Map which shall show all of the improvements on the parcel and on the other properties shown on the Map.

(3) The location of any zoning district lines lying within the area shown on the Map.

(4) The length, width, height, location and design of the existing buildings and structures on the parcel that are not designated for demolition or removal. The length and width of the other improved surfaces on the parcel. The area of the footprint of the existing buildings and structures on the parcel. The area of the footprint of the other improved surfaces on the parcel.

(5) The length, width, height, location and design of the buildings and structures proposed for the parcel. The length and width of the other improved surfaces proposed for the parcel. The area of the footprint of the buildings and structures proposed for the parcel. The area of the footprint of the other improved surfaces proposed for the parcel.

(6) Any proposed division of any building into units for separate occupancy.

(7) The distances between existing buildings or structures on the parcel and the distances between existing buildings and structures and other improved surfaces on the parcel.

(8) The distances between the buildings or structures that will exist on the parcel after all construction or regrading is completed and the distances between the buildings and structures and other improved surfaces that will exist on the parcel after all construction or regrading is completed.

(9) A topographical map showing (a) both the existing topography and the proposed final grade elevations at intervals of two feet or less and the existing grade on properties that abut the parcel for a distance of ten (10) feet from each of the parcel's lot lines, and (b) detailed information on the methods proposed to be used to retain, stabilize and/or refurbish regraded areas.

(10) The location of all existing watercourses, intermittent streams, wetland areas, rock outcrops, wooded areas and other significant existing features that lie within the perimeter of the Map.

(11) The location of all existing and proposed parking areas and driveways.

(12) The location and description of all existing and proposed site improvements, including but not limited to drainage pipes, drains, culverts, ditches, bridges or other drainage works, retaining walls and medians, dividers, fences, utilities, septic systems, lighting, generators, central air conditioning equipment and mechanical equipment for swimming pools. Drainage information shall be provided under seal, by either a New York State licensed professional engineer or a New York State licensed landscape architect.

(13) The location of all existing and proposed easements.

(14) The location, height, quality and design of all landscaping and buffer areas.

(15) Letters or permits from other agencies having jurisdiction containing comments on the proposed site plan, as well as a certification from the Building Inspector or the Director of Building Code Enforcement and Land Use Administration that the proposed site plan meets all requirements of Chapter 240, Zoning, of the Town Code or, if it fails to meet all such requirements, those variances or special permits that are necessary in order for the applicant to obtain a building permit if a site plan application is approved.

B. If the site plan indicates that the total proposed action will not be constructed at the same time, a supplementary plan shall be submitted simultaneously with the site plan, indicating what portions of the proposed action shall be constructed in the future.

C. No building permit can be issued after the first anniversary of the date that the Planning Board approves a site plan application. If there is no substantial change in the condition of the parcel and/or its environs, the Planning Board, after conducting a public hearing, may authorize the issuance of a building permit after the first anniversary of the date that the Planning Board approved a site plan application but before the second anniversary thereof.

§ 178-9. Referral of applications.

The Secretary of the Planning Board shall forward one copy of the site plan application to the Town Engineer, the Building Inspector, the Director of Building Code Enforcement and Land Use Administration, the Westchester Joint Water Works, and other local, state, county, regional and federal agencies having jurisdiction, as well as to any consultants that the Planning Board, in its

discretion, deems necessary or appropriate for a thorough review of the application. The Planning Board may, but is not compelled to, consider the failure of the Westchester Joint Water Works, ~~the Westchester County Planning Board or the State Department of Transportation~~ to submit comments upon the site plan application within forty-five (45) days after such application is forwarded to them to be an indication that such non-responding entity has no objection to the site plan application.

§ 178-10. Public hearing and action by Planning Board.

A. Public hearing

(1) The Planning Board shall conduct a public hearing on a site plan application within sixty-two (62) days after a properly completed site plan application has been received.

(2) In its discretion the Planning Board may waive the public hearing but to do so, the Planning Board must make written findings setting forth the reasons why such waiver will not be deleterious to the public health, safety or general welfare, is appropriate for the particular site plan and is not inconsistent with the purpose of this chapter.

(3) Before the public hearing can be opened, the applicant must demonstrate compliance with the notification procedures contained in Chapter 144.

B. Action by Planning Board

(1) Within sixty-two (62) days from the date that the public hearing is closed or waived, the Planning Board shall approve, disapprove or approve with modifications and/or specific conditions the site plan application.

(2) Planning Board disapproval shall include written findings explaining the grounds for disapproving the site plan application.

(3) An application to amend an approved site plan shall follow the same three-stage process as the original application but need only contain documents and information which directly relate to the amendment under consideration. However, the amendment will be considered in the context of the entire site plan previously approved. The fact that a public hearing was waived upon the original application does not automatically mean that a public hearing on the amendment will be waived. Each application will be judged on its own merits and by its potential impacts.

§ 178-11. Integration of other procedures.

The Planning Board shall, where practical, integrate the site plan review process with the requirements of other applicable local laws, ordinances and requirements.

§ 178-12. Standards for Reviewing Site Plans.

The Planning Board shall consider the following standards in reviewing a site plan application and may modify or add those restrictions or conditions to its approval that it determines to be necessary or prudent when applying these standards to the site plan application.

A. Screening and landscaping. All structures, recreational and parking areas shall be reasonably landscaped and/or screened so as to minimize, to the extent practical, the impact on the peace, comfort or repose of reasonable persons of normal sensitivities residing on the lots shown on the Map. The scale and quality of the landscaping and screening on the parcel shall be harmonious with the character of, and serve to enhance the neighborhood.

B. Environmental quality. All bodies of water, wetlands, steep slopes, hilltops, ridge lines, major stands of trees, outstanding natural topography, significant geological features and other areas of scenic, ecological and historic value shall be preserved insofar as possible. Soil erosion shall be prevented insofar as possible. Flood hazard shall be minimized. Air quality shall be within legal limits. The Planning Board shall require that all potentially ecological disruptive elements of site preparation, such as blasting, diversion of watercourses and the like, be conducted according to the highest standards of professional care.

C. Drainage. There shall be a stormwater pollution prevention plan or surface water and erosion control plan that complies with the requirements of Chapter 95 of the Town Code.

D. Location and dimension of buildings. The location, arrangement, size and design of the buildings and structures shall be comparable to each other and with the parcel as a whole.

E. Impact of the proposal on adjacent land uses. The impact of noise, glare or other features that disrupt the peace, comfort or repose of reasonable persons of normal sensitivities residing on adjacent and neighboring properties shall be minimized to the extent practical both during construction and after construction is complete.

F. Trees. The proposed site plan shall specify the trees exceeding six (6) inches in diameter at a height of four (4) feet above the ground that the applicant proposes to cut down and must demonstrate to the Planning Board's satisfaction why he or she wishes to remove each such tree as it is the Planning Board's duty to minimize the number of trees of the aforementioned caliper that will be removed.

G. Regrading. Regrading shall comply with the conditions set forth in § 95-11 of the Town Code and shall be designed so that the final grade of the parcel does not alter the natural drainage patterns in such a way as to increase or concentrate current runoff from the parcel onto the street or onto the lots that border the parcel.

H. Staging. The Planning Board shall designate the area of the parcel where the materials and the equipment to be used shall be stored during construction and the location of portable sanitary facilities that may be installed during construction. The area so designated shall be the area that in the judgment of the Planning Board, will minimize, to the extent practical, the impact on the

peace, comfort or repose of persons residing on adjacent and neighboring properties and will reasonably protect the remainder of the parcel from being disturbed.

§ 178-13. Filing of approved site plan.

A. The applicant shall submit 5 hardcopies, and one digital copy (both in pdf and tiff format) of an approved site plan.

B. If a site plan is approved with modifications and/or specific conditions, the approved site plan shall be revised by the applicant to include all modifications and conditions imposed by the Planning Board.

C. Approved site plans shall be signed and dated by the Town Engineer who shall submit one signed copy of the approved site plan to the Building Inspector or the Director of Building Code Enforcement and Land Use Administration.

§ 178-14. Fees.

Every application for site plan approval shall be accompanied by the fee set forth in § A250-1. Should the Planning Board consider it necessary to hire consultants for technical review and/or on-site inspection, the applicant shall be required to reimburse the Town for such services or pay those consultants directly.

§ 178-15. Waiver of requirements.

If due to the particular character or the limited nature of the development for which site plan is sought, or due to special conditions peculiar to the parcel, or if strict compliance with this chapter will cause extraordinary and unnecessary hardship, the Planning Board may waive or vary the submission of a site plan application or of certain information otherwise required as part of the application. The Planning Board also may waive or vary such submission or requirements if, in its opinion, to do so will be consistent with the goal of promoting the public health, safety, comfort, convenience and general welfare of the public. The findings for granting such waiver or a variance shall be entered into the public record.

§ 178-16. Minor Revisions.

The Town Engineer or the Building Inspector or the Director of Building Code Enforcement and Land Use Development may approve minor revisions to an approved site plan, necessitated by field conditions encountered during the course of construction that could not have been anticipated during the approval process, so long as such revision will not materially change the approved site plan and will not adversely impact the neighboring properties or the environment.

§ 178-17. Approval required for issuance of permits.

A. No building permit shall be issued for the development of a parcel that requires site plan approval until a signed site plan is delivered to the Building Inspector or the Director of Building Code Enforcement and Land Use Administration.

B. No certificate of occupancy or compliance for any structure or use upon or within the parcel shall be issued until all of the required conditions of the site plan approval have been met. The Building Inspector or the Director of Building Code Enforcement and Land Use Development may revoke any such certificate if the parcel ceases to conform to the approved site plan and conditions attached thereto.

§ 178-18. Penalties for offense.

Any violation of this chapter shall constitute a violation and be punishable by a fine not less than two hundred fifty and no/100ths (\$250.00) dollars and not more than five hundred and no/th (\$500.00) dollars for each such violation, except that commencing construction of, or placing any structure on a parcel which requires site plan approval or an amendment to an approved site plan without first obtaining site plan approval shall constitute a violation and be punishable by a fine not less than five hundred and no/th (\$500.00) dollars and not more than to exceed one two thousand five hundred and no/100ths (\$1,02,500.00) dollars.

Section 3 – Severability:

Should any provision of this Local Law be declared invalid or unconstitutional by any court of competent jurisdiction, such declaration of unconstitutionality or invalidity shall not affect any other provisions of this Local Law, which may be implemented without the invalid or unconstitutional provisions.

Section 4 – Effective Date:

This Local Law shall become effective upon ~~the later of April 1, 2016 or~~ its filing with the Secretary of State.

02/26/16

04/01/16

04/08/16

Local Law No. - 2016

This local law shall be known as the "Site Plan Approval of Residential Development Law of the Town of Mamaroneck" Law.

BE IT ENACTED by the Town Board of the Town of Mamaroneck

Section 1 – Purpose:

This chapter is enacted to ensure that proposed development and use of land will preserve and protect environmental features, have a harmonious relationship with existing or permitted uses of contiguous land and of adjacent neighborhoods, enhance the appearance of the community and make sure that the health, safety, comfort, convenience and general welfare of the public is fully considered.

Section 2 – Adoption of a new chapter of the Code of the Town of Mamaroneck:

The Code of the Town of Mamaroneck hereby is amended by creating a new chapter that provides as follows:

Chapter 178

Site Plan Review of Residential Development

§ 178-1. Title.

This chapter shall be known as the "Site Plan Approval for Residential Development Law of the Town of Mamaroneck" Law.

§ 178-2. Purpose.

This chapter is enacted to ensure that proposed development and use of land will preserve and protect environmental features, have a harmonious relationship with existing or permitted uses of contiguous land and of adjacent neighborhoods, enhance the appearance of the community and make sure that the health, safety, comfort, convenience and general welfare of the public is fully considered.

§ 178-3. Definitions.

As used in this chapter, the following terms shall have the meanings indicated below:

FOOTPRINT, BUILDING

The outline of the imaginary line formed by the vertical downward extension of the ends of the roof of a building or structure that is intended to shelter, house or enclose people, animals or property. This definition applies both to one-family and two-family dwellings and to accessory buildings or structures that have a roof.

FOOTPRINT, OTHER IMPROVED SURFACES

The outline of any improved surface that is not a building or a structure that is intended to shelter, house or enclose people, animals or property, such as, but not limited to driveways, patios, walkways, tennis courts and swimming pools.

FOOTPRINT, AREA

The square footage of the area lying within a footprint of a building or structure or the area lying within the footprint of an improved surface that is not a building or a structure.

MAP

A map of (a) the parcel, (b) the properties that abut the parcel, (c) the properties immediately across the street and (d) the streets that the parcel abuts. To determine whether a property is "immediately across the street from the parcel", the lot lines of the parcel shall be projected across the streets on which the parcel abuts. Any property that such extension touches shall be considered a property "immediately across the street from the parcel". If the parcel is a corner lot, the lot that is cater-cornered from the parcel also shall be considered a property that is "immediately across the street from the parcel".

PARCEL

The single lot that is the subject of a site plan application.

PRINCIPAL USE

A one-family or a two-family dwelling.

RESIDENTIAL SITE PLAN

A map prepared to the specifications, and containing the necessary elements required by the Town Code for either the development of a parcel with a one-family or a two-family dwelling and/or an accessory use for a one-family or a two-family dwelling or (b) the regrading of a parcel only. The map shall show the arrangement, layout, grading, landscaping and design of the proposal and the other elements required to be shown by this chapter. In this chapter the words "site plan" is synonymous with "residential site plan".

SITE DISTURBANCE, AREA

The square footage of the area of a parcel where construction and/or regrading is proposed.

§ 178-4. Proposed Improvements Subject to this Chapter; Proposed Improvements Exempt from this Chapter.

A. The following improvements shall be subject to this chapter:

- (1) Any construction on a vacant parcel unless exempted by § 178-4 C. (1). A vacant parcel includes an improved parcel whose principal use has been removed.
- (2) Construction on an improved parcel where seventy (70%) percent or more of the square footage of the existing principal use has been or is proposed to be removed.
- (3) Where the area of site disturbance of the parcel when divided by the area of the parcel equals or exceeds for parcels in the:

R-6 zoning district	45%
R-7.5 and R-10 zoning districts	40%
R-20, R-30 and R-50 zoning districts	35%.

B. Notwithstanding § 178-4 A, if within three (3) years after a certificate of occupancy or a certificate of compliance is issued with respect to a parcel for work that did not require site plan approval, an application is made by or on behalf of one or more of the owners for a permit to do more work on that parcel, and if the work proposed by that application, when combined with the work for which such certificate had been issued, would have required site plan approval if both projects had been proposed at the same time, the work proposed shall require site plan approval.

C. The following activities shall be exempt from this chapter:

- (1) Construction on a parcel created by a subdivision plat that was approved by the Planning Board on or after November 1, 2013 but before January 1, 2016. This exemption shall not apply to a parcel meeting the description contained in the preceding sentence for construction that is proposed to be done after the initial certificate of occupancy or certificate of compliance for improvements on such parcel is issued.
- (2) Repairs to any stormwater management practice or facility deemed necessary by the Stormwater Management Officer.
- (3) Routine landscaping maintenance activity in areas that already have been cultivated.
- (4) Repair or repaving of existing walls, driveways, patios, walkways, tennis courts and swimming pools, provided the parcel is not regraded in the process.

(5) Emergency activity needed to be done immediately in order to protect life, property or natural resources.

(6) Reconstruction of a principal use that has been destroyed by fire or other casualty provided the reconstructed principal use is located within the same footprint of the destroyed principal use.

(7) Construction undertaken pursuant to a building permit issued before the day on which this law becomes effective.

D. This law shall not apply to a parcel for which an application for a building permit, complete in all respects, was filed with the building department before the day on which this law becomes effective.

§ 178-5. Designation of the Planning Board.

The Town Board grants the Planning Board the authority to review and approve, approve with modifications and/or specific conditions or disapprove site plans and the other powers set forth in § 274-a, Subdivision 1a, of the Town Law of the State of New York.

§ 178-6. Application procedure.

The procedure for site plan approval shall involve a three-stage process: a conference prior to the submission of a site plan application, attendance at meetings of the Planning Board to allow it to consider the site plan application and to advise the applicant of any other information that the applicant must supply in order for the Planning Board to have all of the information it needs in order to make a decision and a public hearing before the Planning Board. The Planning Board may adopt such rules and regulations as it deems necessary to implement this procedure.

§ 178-7. Pre-submission conference.

Prior to submitting a site plan application:

(1) the applicant shall meet in person with the Building Inspector or the Director of Building Code Enforcement and Land Use Administration, the Town Engineer and such other members of the Town staff or outside consultants as the Town staff considers appropriate based upon the nature of the application to discuss the applicant's proposal in order that subsequent steps be undertaken with a clear understanding of the Planning Board's requirements for reviewing the site plan application, and

(2) the applicant must show that any variance or special permit required in order to develop the parcel in accordance with the proposed site plan has been granted or, in the case of a special permit that an application therefor has been submitted. If an application for a required special

permit has not been submitted, the applicant must represent that an application therefor will be submitted to the Planning Board when the site plan application is submitted.

§ 178-8. Contents of application; filing.

A. Within six months of the pre-submission conference, 19 copies of the application for site plan approval shall be filed with the Building Inspector or the Director of Building Code Enforcement and Land Use Administration, accompanied by a detailed development plan prepared by a licensed architect or professional engineer, under professional seal, drawn upon a certified survey of the parcel, prepared by a licensed surveyor. The plan shall contain:

(1) A deed recorded in the office of the Westchester County Clerk showing that the applicant is the owner of the parcel. If the applicant is not the owner, the owner shall submit a letter authorizing a representative or a contract vendee to proceed with the application and consenting to the application for site plan approval.

(2) The Map which shall show all of the improvements on the parcel and on the other properties shown on the Map.

(3) The location of any zoning district lines lying within the area shown on the Map.

(4) The length, width, height, location and design of the existing buildings and structures on the parcel that are not designated for demolition or removal. The length and width of the other improved surfaces on the parcel. The area of the footprint of the existing buildings and structures on the parcel. The area of the footprint of the other improved surfaces on the parcel.

(5) The length, width, height, location and design of the buildings and structures proposed for the parcel. The length and width of the other improved surfaces proposed for the parcel. The area of the footprint of the buildings and structures proposed for the parcel. The area of the footprint of the other improved surfaces proposed for the parcel.

(6) Any proposed division of any building into units for separate occupancy.

(7) The distances between existing buildings or structures on the parcel and the distances between existing buildings and structures and other improved surfaces on the parcel.

(8) The distances between the buildings or structures that will exist on the parcel after all construction or regrading is completed and the distances between the buildings and structures and other improved surfaces that will exist on the parcel after all construction or regrading is completed.

(9) A topographical map showing (a) both the existing topography and the proposed final grade elevations at intervals of two feet or less and the existing grade on properties that abut the parcel for a distance of ten (10) feet from each of the parcel's lot lines, and (b) detailed information on the methods proposed to be used to retain, stabilize and/or refurbish regraded areas.

(10) The location of all existing watercourses, intermittent streams, wetland areas, rock outcrops, wooded areas and other significant existing features that lie within the perimeter of the Map.

(11) The location of all existing and proposed parking areas and driveways.

(12) The location and description of all existing and proposed site improvements, including but not limited to drainage pipes, drains, culverts, ditches, bridges or other drainage works, retaining walls and medians, dividers, fences, utilities, septic systems, lighting, generators, central air conditioning equipment and mechanical equipment for swimming pools. Drainage information shall be provided under seal, by either a New York State licensed professional engineer or a New York State licensed landscape architect.

(13) The location of all existing and proposed easements.

(14) The location, height, quality and design of all landscaping and buffer areas.

(15) Letters or permits from other agencies having jurisdiction containing comments on the proposed site plan, as well as a certification from the Building Inspector or the Director of Building Code Enforcement and Land Use Administration that the proposed site plan meets all requirements of Chapter 240, Zoning, of the Town Code or, if it fails to meet all such requirements, those variances or special permits that are necessary in order for the applicant to obtain a building permit if a site plan application is approved.

B. If the site plan indicates that the total proposed action will not be constructed at the same time, a supplementary plan shall be submitted simultaneously with the site plan, indicating what portions of the proposed action shall be constructed in the future.

C. No building permit can be issued after the first anniversary of the date that the Planning Board approves a site plan application. If there is no substantial change in the condition of the parcel and/or its environs, the Planning Board, after conducting a public hearing, may authorize the issuance of a building permit after the first anniversary of the date that the Planning Board approved a site plan application but before the second anniversary thereof.

§ 178-9. Referral of applications.

The Secretary of the Planning Board shall forward one copy of the site plan application to the Town Engineer, the Building Inspector, the Director of Building Code Enforcement and Land Use Administration, the Westchester Joint Water Works, and other local, state, county, regional and federal agencies having jurisdiction, as well as to any consultants that the Planning Board, in its discretion, deems necessary or appropriate for a thorough review of the application. The Planning Board may, but is not compelled to, consider the failure of the Westchester Joint Water Works, to submit comments upon the site plan application within forty-five (45) days after such application

is forwarded to them to be an indication that such non-responding entity has no objection to the site plan application.

§ 178-10. Public hearing and action by Planning Board.

A. Public hearing

(1) The Planning Board shall conduct a public hearing on a site plan application within sixty-two (62) days after a properly completed site plan application has been received.

(2) In its discretion the Planning Board may waive the public hearing but to do so, the Planning Board must make written findings setting forth the reasons why such waiver will not be deleterious to the public health, safety or general welfare, is appropriate for the particular site plan and is not inconsistent with the purpose of this chapter.

(3) Before the public hearing can be opened, the applicant must demonstrate compliance with the notification procedures contained in Chapter 144.

B. Action by Planning Board

(1) Within sixty-two (62) days from the date that the public hearing is closed or waived, the Planning Board shall approve, disapprove or approve with modifications and/or specific conditions the site plan application.

(2) Planning Board disapproval shall include written findings explaining the grounds for disapproving the site plan application.

(3) An application to amend an approved site plan shall follow the same three-stage process as the original application but need only contain documents and information which directly relate to the amendment under consideration. However, the amendment will be considered in the context of the entire site plan previously approved. The fact that a public hearing was waived upon the original application does not automatically mean that a public hearing on the amendment will be waived. Each application will be judged on its own merits and by its potential impacts.

§ 178-11. Integration of other procedures.

The Planning Board shall, where practical, integrate the site plan review process with the requirements of other applicable local laws, ordinances and requirements.

§ 178-12. Standards for Reviewing Site Plans.

The Planning Board shall consider the following standards in reviewing a site plan application and may modify or add those restrictions or conditions to its approval that it determines to be necessary or prudent when applying these standards to the site plan application.

A. Screening and landscaping. All structures, recreational and parking areas shall be reasonably landscaped and/or screened so as to minimize, to the extent practical, the impact on the peace, comfort or repose of reasonable persons of normal sensitivities residing on the lots shown on the Map. The scale and quality of the landscaping and screening on the parcel shall be harmonious with the character of, and serve to enhance the neighborhood.

B. Environmental quality. All bodies of water, wetlands, steep slopes, hilltops, ridge lines, major stands of trees, outstanding natural topography, significant geological features and other areas of scenic, ecological and historic value shall be preserved insofar as possible. Soil erosion shall be prevented insofar as possible. Flood hazard shall be minimized. Air quality shall be within legal limits. The Planning Board shall require that all potentially ecological disruptive elements of site preparation, such as blasting, diversion of watercourses and the like, be conducted according to the highest standards of professional care.

C. Drainage. There shall be a stormwater pollution prevention plan or surface water and erosion control plan that complies with the requirements of Chapter 95 of the Town Code.

D. Location and dimension of buildings. The location, arrangement, size and design of the buildings and structures shall be comparable to each other and with the parcel as a whole.

E. Impact of the proposal on adjacent land uses. The impact of noise, glare or other features that disrupt the peace, comfort or repose of reasonable persons of normal sensitivities residing on adjacent and neighboring properties shall be minimized to the extent practical both during construction and after construction is complete.

F. Trees. The proposed site plan shall specify the trees exceeding six (6) inches in diameter at a height of four (4) feet above the ground that the applicant proposes to cut down and must demonstrate to the Planning Board's satisfaction why he or she wishes to remove each such tree as it is the Planning Board's duty to minimize the number of trees of the aforementioned caliper that will be removed.

G. Regrading. Regrading shall comply with the conditions set forth in § 95-11 of the Town Code and shall be designed so that the final grade of the parcel does not alter the natural drainage patterns in such a way as to increase or concentrate current runoff from the parcel onto the street or onto the lots that border the parcel.

H. Staging. The Planning Board shall designate the area of the parcel where the materials and the equipment to be used shall be stored during construction and the location of portable sanitary facilities that may be installed during construction. The area so designated shall be the area that in the judgment of the Planning Board, will minimize, to the extent practical, the impact on the peace, comfort or repose of persons residing on adjacent and neighboring properties and will reasonably protect the remainder of the parcel from being disturbed.

§ 178-13. Filing of approved site plan.

A. The applicant shall submit 5 hardcopies, and one digital copy (both in pdf and tiff format) of an approved site plan.

B. If a site plan is approved with modifications and/or specific conditions, the approved site plan shall be revised by the applicant to include all modifications and conditions imposed by the Planning Board.

C. Approved site plans shall be signed and dated by the Town Engineer who shall submit one signed copy of the approved site plan to the Building Inspector or the Director of Building Code Enforcement and Land Use Administration.

§ 178-14. Fees.

Every application for site plan approval shall be accompanied by the fee set forth in § A250-1. Should the Planning Board consider it necessary to hire consultants for technical review and/or on-site inspection, the applicant shall be required to reimburse the Town for such services or pay those consultants directly.

§ 178-15. Waiver of requirements.

If due to the particular character or the limited nature of the development for which site plan is sought, or due to special conditions peculiar to the parcel, or if strict compliance with this chapter will cause extraordinary and unnecessary hardship, the Planning Board may waive or vary the submission of a site plan application or of certain information otherwise required as part of the application. The Planning Board also may waive or vary such submission or requirements if, in its opinion, to do so will be consistent with the goal of promoting the public health, safety, comfort, convenience and general welfare of the public. The findings for granting such waiver or a variance shall be entered into the public record.

§ 178-16. Minor Revisions.

The Town Engineer or the Building Inspector or the Director of Building Code Enforcement and Land Use Development may approve minor revisions to an approved site plan, necessitated by field conditions encountered during the course of construction that could not have been anticipated during the approval process, so long as such revision will not materially change the approved site plan and will not adversely impact the neighboring properties or the environment.

§ 178-17. Approval required for issuance of permits.

A. No building permit shall be issued for the development of a parcel that requires site plan approval until a signed site plan is delivered to the Building Inspector or the Director of Building Code Enforcement and Land Use Administration.

B. No certificate of occupancy or compliance for any structure or use upon or within the parcel shall be issued until all of the required conditions of the site plan approval have been met. The Building Inspector or the Director of Building Code Enforcement and Land Use Development may revoke any such certificate if the parcel ceases to conform to the approved site plan and conditions attached thereto.

§ 178-18. Penalties for offense.

Any violation of this chapter shall constitute a violation and be punishable by a fine not less than two hundred fifty and no/100ths (\$250.00) dollars and not more than five hundred and no/th (\$500.00) dollars for each such violation, except that commencing construction of, or placing any structure on a parcel which requires site plan approval or an amendment to an approved site plan without first obtaining site plan approval shall constitute a violation and be punishable by a fine not less than five hundred and no/th (\$500.00) dollars and not more than two thousand five hundred and no/100ths (\$2,500.00) dollars.

Section 3 – Severability:

Should any provision of this Local Law be declared invalid or unconstitutional by any court of competent jurisdiction, such declaration of unconstitutionality or invalidity shall not affect any other provisions of this Local Law, which may be implemented without the invalid or unconstitutional provisions.

Section 4 – Effective Date:

This Local Law shall become effective upon its filing with the Secretary of State.

04/08/16

WORKSESSION
ITEM 5

**ATTACHMENT NOT
AVAILABLE**

WORKSESSION
ITEM 6

NO ATTACHMENT

WORKSESSION

ITEM 7

NO ATTACHMENT

WORKSESSION

ITEM 8

NO ATTACHMENT

WORKSESSION
ITEM 9

**ATTACHMENT NOT
AVAILABLE**

FIRE COMMISSION

ITEM 1

FIRE COMMISSION

ITEM 2

NO ATTACHMENT

AFFAIRS OF THE TOWN

ITEM 1

**ATTACHMENT NOT
AVAILABLE**

AFFAIRS OF THE TOWN

ITEM 2

NO ATTACHMENT

AFFAIRS OF THE TOWN

ITEM 3



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

www.townofmamaroneck.org

Memorandum

To: Supervisor and Town Board

Re: Authorization- Gardens Lake Aerator Trust Fund

Date: April 12, 2016

The Larchmont Gardens Association has expressed an interest in raising funds for the installation of aerators in the Gardens Lake to improve its appearance and prevent the growth of algae during the warmer months. As previously discussed the association would raise the funds for the project and the Town would assume responsibility for purchasing and installing the aerators. Also the Town would assume the responsibility for the maintenance and operation of the aerators. A comparable arrangement was made with the Rouken Glen Homeowners Association for improvements to the entry way to the neighborhood off of Murray Avenue.

In order to proceed the Town Board would need to authorize the creation of the Trust Fund to accept the donations. The Association has been advised that donations to a municipal government are tax deductible but that potential donors should verify this fact with their tax accountants.

ACTION REQUESTED: THAT THE TOWN BOARD AUTHORIZE THE ESTABLISHMENT OF THE GARDENS LAKE AERATOR TRUST FUND TO ACCEPT DONATIONS FOR THE PURCHASE AND INSTALLATION OF AERATORS IN THE GARDENS LAKE

Stephen V. Altieri
Town Administrator

ESTABLISH TRUST FUND - T.0105 (GARDENS LAKE AERATOR TRUST)

RB

4/20/2016 TOWN BOARD MEETING

SPECIAL PURPOSE TRUST FUND (FUND T):

ESTABLISH TRUST FUND:

T.0000.0105	GARDENS LAKE AERATOR TRUST	\$	-
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** Establish Special Purpose Trust Fund to properly account for donations made to the Town for the purpose of raising funds for the installation of aerators in the Gardens Lake.*

AFFAIRS OF THE TOWN

ITEM 4



Town of Mamaroneck

Town Center

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Memorandum

To Supervisor and Town Board

Re: Authorization-Establish Capital Project
#2015-33 Ambulance District Equipment

Date: April 15, 2016

In 2015 the Town purchased on an installment payment agreement the power stretchers to be used by the ambulances operated by LVAC and MEMS. The total value of the four stretchers was \$146,502.43 and are financed over five years at an annual expense of \$29,300.49. An installment payment agreement was used to spread the expense over a number of years.

Originally the Town appropriated the installment payment as an operating expense in the Ambulance District Budget. However, because the Town will own the power stretchers at the end of the five years, the Town's auditors would prefer that we account for the annual payment as a capital debt expense rather than an installment payment. In the alternative, if after the five year period the Town turned back the stretchers to the vendor the annual payment would be booked as an installment payment and appropriated to the operating budget. The action requested below has no financial implications to the Town.

ACTION REQUESTED: THAT THE TOWN BOARD AUTHORIZE THE ESTABLISHMENT OF CAPITAL PROJECT #2015-33 (AMBULANCE DISTRICT EQUIPMENT) AND THAT THE CAPITAL PROJECT VALUE SHALL BE \$146,502.43

Stephen V. Altieri
Town Administrator

ESTABLISH CAPITAL PROJECT & BUDGET - AMBULANCE DIST. EQUIPMENT
FOR FYE 12/31/2015

4/6/2016 TOWN BOARD MEETING

CAPITAL PROJECTS FUND (FUND H):

ESTABLISH BUDGET:

EXP	H.4189.0400.2015.33	AMBULANCE EQUIPMENT	\$	146,502.43
REV	H.0000.5785.2015.33	INSTALLMENT PURCHASE DEBT	\$	146,502.43

(CAPITAL PROJECT #2015-33)

** Establish Capital Project Budget to properly account for the Installment Purchase of 4 Power Lift Stretchers for Ambulances (MEMS & VAC).*

\$146,502.43 to be financed over 5 year term - P&I expense in Ambulance Dist. (SM).

AFFAIRS OF THE TOWN

ITEM 5



Town of Mamaroneck

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Memorandum

To: Supervisor and Town Board

Re: Authorization- Transfer of Funds

Police Department Electronic Recording Device

Date: April 15, 2016

Prior to the final decision to renovate Police Headquarters, we had been evaluating the replacement of the department's electronic recording device for telephone and two way radio communications. The current system was installed in 2002 and has well exceeded its expected life span. The cost of replacement system is \$27,530.

Originally the plan was to purchase the system on a five year lease agreement and to appropriate the lease payment in the Police Department operating budget. One of the reasons for exploring a lease arrangement was to give the Town flexibility to turn the system back to the vendor at the end of the lease and purchase newer technology. However in reviewing the lease plan we discovered that there was an imputed interest expense of over \$4,000 which appeared excessive. Also we would likely keep the system for more than five years which was further reason not to pay the interest expense. As a result we are proposing that the Town pay for the system in one lump sum and that the funding be transferred from the unreserved balance of the Part Town Fund.

ACTION REQUESTED: THAT THE TOWN BOARD APPROVE THE PURCHASE OF THE POLICE DEPARTMENT ELECTRONIC RECORDING DEVICE AT A TOTAL COST OF \$27,530 AND THAT THE FUNDS BE TRANSFERRED FROM THE UNRESERVED FUND OF THE PART TOWN FUND

Stephen V. Altieri
Town Administrator



BUDGET AMENDMENT - INCREASE 2016 GENERAL PART TOWN FUND BUDGET



4/20/2016 TOWN BOARD MEETING

GENERAL PART TOWN (FUND B):

INCREASE BUDGET:

B.0000.5995	APPROPRIATED FUND BALANCE	\$	27,530.00
B.1680.2136	COMPUTER EQUIPMENT	\$	27,530.00

* REPRESENTS ANTICIPATED USAGE OF PART TOWN UNRESERVED FUND BALANCE
TO FUND THE REPLACEMENT OF THE POLICE DEPT. ELECTRONIC VOICE RECORDING SYSTEM.

(SEE ATTACHED MEMO FROM I.T. DIRECTOR)



Town of Mamaroneck

Town Center

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

DEPARTMENT OF INFORMATION TECHNOLOGY

Tel: 914/381-7874

April 6th, 2016

Steve Altieri

Town Administrator

RE: Request for Funding of Police 911 Voice Recording Replacement

Part of the Police Department/911 technology upgrade is the replacement of the 911 voice recorder. The existing voice recorder was purchased in 2002 (14 years ago) and has well exceeded its life span. This voice recorder was originally budgeted as a 5 year lease. By purchasing the equipment the Town will save over \$4000. I am respectfully requesting funding in the amount of \$27,530. Supporting documentation is attached. Thank you.

Respectfully,

Rosalind Cimino

Rosalind Cimino

IT Director and Webmaster

AFFAIRS OF THE TOWN

ITEM 6



Town of Mamaroneck

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Memorandum

To: Supervisor and Town Board

Re: Authorization Transfer of Funds- Street Lighting District

Date: April 15, 2016

As you know the Town operates decorative street lighting fixtures/poles on the Boston Post Road. Four of the fixtures/poles have been destroyed as a result of severe weather and vehicular accidents. The recommendation is to replace the fixtures/poles at a total cost of \$11,108. In order to complete this project a transfer of funds is necessary.

ACTION REQUESTED: THAT THE TOWN BOARD APPROVE A TRANSFER OF FUNDS IN THE AMOUNT OF \$11,108 FROM THE UNRESERVED BALANCE OF THE STREET LIGHTING DISTRICT INTO TOWN BUDGET ACCOUNT SL 5182.2132 FOR THE REPLACEMENT OF FOUR DECORATIVE STREET LIGHTING FIXTURES/POLES ON THE BOSTON POST ROAD

Stephen V. Altieri
Town Administrator

BUDGET AMENDMENT - INCREASE 2016 STREET LIGHTING DISTRICT BUDGET

(Handwritten mark)

4/20/2016 TOWN BOARD MEETING

STREET LIGHTING (FUND SL):

INCREASE BUDGET:

SL.0000.5995	APPROPRIATED FUND BALANCE	\$	11,108.00
SL.5182.2132	LIGHT FIXTURES	\$	11,108.00

** REPRESENTS ANTICIPATED USAGE OF STREET LIGHTING DISTRICT UNRESERVED FUND BALANCE TO FUND THE REPLACEMENT OF STREET LIGHTING FIXTURES/POLES PREVIOUSLY DESTROYED BY EITHER VEHICULAR ACCIDENTS, SEVERE WEATHER OR UNEXPECTED OCCURENCES.*

(SEE MEMO FROM HIGHWAY SUPT.)

AFFAIRS OF THE TOWN

ITEM 7



Town of Mamaroneck

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Memorandum

To: Supervisor and Town Board

Re: Amendment- Capital Project #2015-04

Roads, Sidewalks and Curbs

Date: April 15, 2016

In 2015 the above referenced capital project received reimbursement from Con Edison for road restoration and resurfacing on Villa Road, Edgewater Place, Parkland Avenue, Dillon Road and Elkan Road. The total reimbursement was \$144,380. This is a mechanism used with Con Edison where the Town coordinates the replacement of natural gas mains with our road resurfacing project. With the booking of the revenue the total project value increased to \$292,680. Therefore a resolution of the Town Board is required to amend the capital project to reflect the revenue

ACTION REQUESTED: THAT THE TOWN BOARD AUTHORIZE A CAPITAL BUDGET AMENDMENT TO PROJECT #2015-04 TO REFLECT A REIMBURSEMENT OF \$144,380 FROM CON EDISON FOR RESTORATION OF VARIOUS ROADS AND ESTABLISH THE NEW VALUE OF THE PROJECT TO BE \$292,680

Stephen V. Altieri
Town Administrator

AMEND 2015 CAPITAL PROJECT & BUDGET - ROADS, SIDEWALKS & CURBS
AS OF 12/31/2015



4/20/2016 TOWN BOARD MEETING

CAPITAL PROJECTS FUND (FUND H):

AMEND BUDGET:

EXP	H.5110.0400.2015.04	ROADS, SIDEWALKS & CURB IMPROVEMENTS	\$	144,380.00	
REV	H.0000.2770.2015.04	MISCELLANEOUS - OTHER SOURCES	\$	144,380.00	*

(CAPITAL PROJECT #2015-04)

(Increase project budget with \$144,380 additional funding from Con Edison for the road restoration of Villa & Vine Rds., Edgewater Pl., Locust Ter., Parkland Ave., Dillon Rd. & Elkan Rd. as per agreement with Town.)

Original Capital Project Budget: \$ 85,000.00

Funding source:

TRANSFER FROM HIGHWAY FUND - 2015 BUDGET (C.H.I.P.S.) \$ 85,000.00

TRANSFER FR HIGHWAY FD - R.O.B. 6/30/15 \$ 63,300.00

CON EDISON AGREEMENT - R.O.B 3/16/16 \$ 144,380.00 *

Revised Capital Project Budget as amended on 4/20/16: \$ 292,680.00

** Effective 12/31/2015*

AFFAIRS OF THE TOWN

ITEM 8



Town of Mamaroneck

Town Center

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Memorandum

To: Supervisor and Town Board

**Re: Authorization- Construction Management Contract
Police Department Renovation**

Date: April 13, 2016

On January 6, 2016 the Town Board approved the project budget for the renovation of the Police Department and awarded the construction contracts (see attached). Included in the project budget is a line item of \$141,300 for consultant services. Included in the consultant services line item were costs for construction management (\$53,000) and architectural services (\$88,300). During the design phase of the project the architect retained the services of Calgi Construction to assist in the estimating project cost and to also assist with certain features of the design.

As a result of his involvement in the planning and design of the project, Calgi Construction will serve as construction manager for the project. Under the scope of services, Calgi Construction will be responsible for the following services:

- Overall administration of the project
- Part Time Inspection services (15 hours per week)
- Review and evaluation of requests for payment
- Organization of all safety and project review meetings
- Oversight of the construction schedule

The form of agreement between the Town of Mamaroneck and Calgi Construction will be the AIA Document C132-2009-Standard Form of Agreement between Owner and Construction Manager. As previously mentioned the fee will be \$53,000. Calgi Construction has worked previously for the Town as a construction manager. They have also provided construction management services to the Larchmont Library and Larchmont Mamaroneck Joint Garbage Disposal Commission. Our experiences have all been very positive as they have a good working knowledge of municipal construction projects.

ACTION REQUESTED: THAT THE TOWN BOARD APPROVE AN AGREEMENT BETWEEN THE TOWN AND CALGI CONSTRUCTION SUBJECT TO REVIEW BY THE TOWN'S GENERAL COUNSEL FOR CONSTRUCTION MANAGEMENT SERVICES FOR THE RENOVATION OF THE TOWN POLICE DEPARTMENT FOR A TOTAL FEE OF \$53,000

Stephen V. Altieri
Town Administrator

AFFAIRS OF THE TOWN

ITEM 9



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

www.townofmamaroneck.org

Memorandum

To: Supervisor and Town Board

Re: Authorization- New York State Shared Services Agreement

Date: April 15, 2016

The New York State Department of Transportation (DOT) is offering a shared services agreement with local governments. Under the terms of the agreement the DOT would provide materials and equipment to local governments during times of undeclared emergencies. Examples of assistance could be utilizing DOT equipment, road salt or other supplies and materials. Under the terms of the agreement the DOT allows up to \$10,000 of assistance during a one year term. Certainly the agreement could prove beneficial to the Town in the event of a local emergency that requires outside assistance. Therefore there appears to be no downside to the agreement. A copy of the agreement is attached.

REQUESTED ACTION: THAT THE TOWN BOARD APPROVE THE SHARED SERVICES AGREEMENT BETWEEN THE TOWN OF MAMARONECK AND THE NEW YORK STATE DEPARTMENT OF TRANSPORTATION AND THAT THE TOWN ADMINISTRATOR BE AUTHORIZED TO EXECUTE SAID AGREEMENT.

Stephen V. Altieri
Town Administrator

SHARED SERVICES AGREEMENT

Between

NYSDOT and Town of Mamaroneck

THIS AGREEMENT, dated _____, 2016, is between the People of the State of New York, hereinafter referred to as "State" or "NYSDOT" and the Town of Mamaroneck, hereinafter referred to as "Municipality." Pursuant to Section 99-r of the General Municipal Law, the State and the Municipality wish to share services, exchange or lend materials or equipment which shall promote and assist the maintenance of State and Municipal roads and highways and provide a cost savings by maximizing the effective utilization of both parties' resources. The State and the Municipality agree to share services as follows:

1. Description and Cost of Services, Materials or Equipment to be shared: Provide details of the services, materials or equipment to be shared in the attached standard Schedule A. The total amount of the agreement shall not exceed ten thousand dollars (\$10,000.00). If applicable, indicate that the return exchange will be determined at a later date.
2. The Provider's employees shall remain under full supervision and control of the Provider. The parties shall remain fully responsible for their own employees for all matters, including but not limited to, salary, insurance, benefits and Workers Compensation.
3. If the borrowed machinery or equipment is damaged or otherwise needs repair arising out of or in connection with the Recipient's use, the Recipient shall be responsible for such repairs.
4. The Municipality agrees to indemnify the State for any and all claims arising out of the Municipality's acts or omissions under this Agreement.
5. The term of this Agreement shall be for one (1) year. The parties will endeavor to provide no less than thirty (30) days' notice of its intent to extend the Agreement. Either party may revoke this Agreement by providing sixty (60) days written notice of such revocation. Upon revocation, any outstanding obligations of the parties must be satisfied within thirty (30) days of the date of such revocation.

NYSDOT – Region __

MUNICIPALITY

By: _____ Date: _____
Resident Engineer – _____ County

By: _____ Date: _____
Stephen V. Altieri, Town Administrator

NYSDOT – Region __

By: _____ Date: _____
Regional Director of Operations

SCHEDULE A

NYSDOT

Description of services, materials, or equipment (Check All that apply) to be shared:

Emergency assistance, including snow and ice control pursuant to Highway Law Section 55, as may be needed and agreed to by the Department of Transportation.

Estimated Cost/Value of Service Equipment Materials (Check All that apply):

Total NYSDOT Cost/Value: Not to exceed \$10,000. X

MUNICIPALITY

Description of services, materials, or equipment (Check All that apply) to be shared:

To be determined based on services and materials provided by the Department of Transportation.

Estimated Cost/Value of Service Equipment Materials (Check All that apply):

Total MUNICIPALITY Cost/Value: Not to exceed \$10,000. X

Short 2-28-11

AFFAIRS OF THE TOWN

ITEM 10



Town of Mamaroneck

Town Center

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

Christina Battalia, Town Clerk

**TEL: 914/381-7870
FAX: 914/381-7813**

cbattalia@townofmamaroneck.org

DATE: April 13, 2016

MEMO TO: Town Board, Town Administrator and Assistant Town Administrator

MEMO FROM: Christina Battalia - Town Clerk

SUBJECT: Agenda Item for April 20, 2016 Town Board Meeting - Retirement Reporting for Elected and Appointed Officials

At this time the Board should approve the required resolution for NYS Retirement Reporting for Elected and Appointed Officials. Each time there is a new term for an Official, new three month logs are either prepared or recertified. Recertification of existing logs is acceptable for up to eight years. After contacting those Officials who are required to be on the resolution it is determined that the six individuals wish to recertify their existing logs. Attached please find their recertification's as well as the Resolution for your approval.

Christina

Attachments

Standard Work Day and Reporting Resolution

On motion of _____, seconded by _____, the following was unanimously

RESOLVED, that the Mamaroneck Town Board hereby establishes the following as standard work days for elected and appointed officials and reports the following days worked to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by these officials, and recertified where applicable, to the Town Clerk of this body:

Title	Name	Social Security Number (last 4 digits)	Registration Number	Standard Work Day	Term Begins/Ends	Participates In Employer's Time Keeping System (Y/N)	Days/Month (based on record of activities)
ELECTED OFFICIALS							
Councilwoman	Abby Katz	3579	50589845	6	1/1/2016 thru 12/31/2019	N	5.08
Town Clerk	Christina Battalia	8197	41496381	7	1/1/2016 thru 12/31/2019	N	22.20
Town Justice	Jean Marie Brescia	6843	41047663	6	1/1/2016 thru 12/31/2019	N	7.24
APPOINTED OFFICIALS							
Town Administrator	Stephen Altieri	0910	30238208	7	* 1/1/2016 thru 12/31/2017	N	22.48
Comptroller/ Tax Receiver	Anthony Siligato	8496	38793212	7	1/1/2016 thru 12/31/2017	N	23.24
Deputy Town Clerk	Linda Silvestre	6489	41356668	7	* 1/1/2016 thru 12/31/2019	N	17.33

* Term set forth as per direction of NYS Retirement System and established for purposes of this report ONLY.

The above resolution was put to a roll call vote:

Elkind Eney
Katz
Odierna
Wittner
Seligson

On April _____, 2016, I Christina Battalia, Clerk of the Board of the Town of Mamaroneck, of the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by the Mamaroneck Town Board on April 20, 2016, on file as part of the Minutes of such meeting, and that same is a true copy thereof and the whole of such original.

I further certify that the full Board, consists of five (5) members, and that five (5) of such members were present at such meeting and five (5) of such members vote in favor of the above resolution.

IN WITNESS WHEREOF, I have hereunto set my hand and the Seal of the Town of Mamaroneck.

Christina Battalia, Mamaroneck Town Clerk



Office of the New York State Comptroller
New York State and Local Retirement System
Employees' Retirement System
Police and Fire Retirement System
110 State Street, Albany, New York 12244-0001

Recertification of the Record of Activities

RS 2419

(Rev. 9/12)

I, Abby Katz, certify that I completed a 3-month record of activities for the term that began 1/1/2016 for my position as Council member

I attest that the record of activities maintained for the above named term is still representative of my hours worked and that my responsibilities have not substantially or materially changed. My current term begins on 1/1/16 and ends on 12/31/19.

Signature of Member [Handwritten Signature]

Date 3/2/16

NYSLRS Registration Number: 50589845

Employer Location Code: _____

NOTE: A record of activities and any certification based upon such record shall not be valid for more than eight years from the date of the taking of office for which the record of activities was initially maintained.

Please keep this form on file in your records and submit a copy to NYSLRS only upon request.



Office of the New York State Comptroller
New York State and Local Retirement System
Employees' Retirement System
Police and Fire Retirement System
110 State Street, Albany, New York 12244-0001

Recertification of the Record of Activities

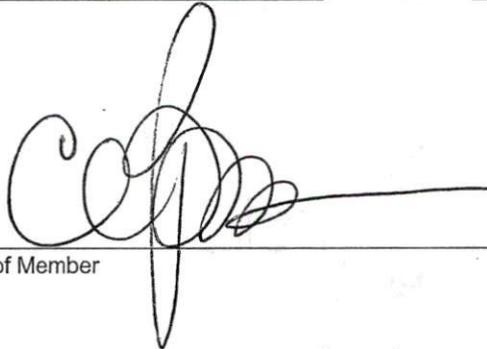
RS 2419

(Rev. 9/12)

I, Christina Battalio, certify that I completed a 3-month record of activities for the term that began 1/1/2010 for my position as Town Clerk.

I attest that the record of activities maintained for the above named term is still representative of my hours worked and that my responsibilities have not substantially or materially changed. My current term begins on

1/1/2016 and ends on 12/31/2019.



Signature of Member

2/25/2016

Date

NYSLRS Registration Number: 41496381

Employer Location Code: _____

NOTE: A record of activities and any certification based upon such record shall not be valid for more than eight years from the date of the taking of office for which the record of activities was initially maintained.

Please keep this form on file in your records and submit a copy to NYSLRS only upon request.



Office of the New York State Comptroller
New York State and Local Retirement System
Employees' Retirement System
Police and Fire Retirement System
110 State Street, Albany, New York 12244-0001

Recertification of the Record of Activities

RS 2419

(Rev. 9/12)

I, Jean Marie Bresca, certify that I completed a 3-month record of activities for the term that began 1/1/2008 for my position as Town Justice.

I attest that the record of activities maintained for the above named term is still representative of my hours worked and that my responsibilities have not substantially or materially changed. My current term begins on 1/1/2016 and ends on 12/30/2019.

Jean Marie Bresca 3/17/2016
Signature of Member Date

NYSLRS Registration Number: 41047663

Employer Location Code: _____

NOTE: A record of activities and any certification based upon such record shall not be valid for more than eight years from the date of the taking of office for which the record of activities was initially maintained.

Please keep this form on file in your records and submit a copy to NYSLRS only upon request.



Office of the New York State Comptroller
New York State and Local Retirement System
Employees' Retirement System
Police and Fire Retirement System
110 State Street, Albany, New York 12244-0001

Recertification of the Record of Activities

RS 2419

(Rev. 9/12)

I, Stephen V. Attieci, certify that I completed a 3-month record of activities for the term that began 1/1/2016 for my position as Town Administrator

I attest that the record of activities maintained for the above named term is still representative of my hours worked and that my responsibilities have not substantially or materially changed. My current term begins on 1/1/16 and ends on 12/31/17.

[Signature]
Signature of Member

3/12/16
Date

NYSLRS Registration Number: 30238208

Employer Location Code: _____

NOTE: A record of activities and any certification based upon such record shall not be valid for more than eight years from the date of the taking of office for which the record of activities was initially maintained.

Please keep this form on file in your records and submit a copy to NYSLRS only upon request.



Office of the New York State Comptroller
New York State and Local Retirement System
Employees' Retirement System
Police and Fire Retirement System
110 State Street, Albany, New York 12244-0001

Recertification of the Record of Activities

RS 2419

(Rev. 9/12)

I, Anthony Siligato, certify that I completed a 3-month record of activities for the term that began _____ for my position as _____.

I attest that the record of activities maintained for the above named term is still representative of my hours worked and that my responsibilities have not substantially or materially changed. My current term begins on _____ and ends on _____.

Signature of Member

Date

3/1/16

NYSLRS Registration Number:

38793212

Employer Location Code: _____

NOTE: A record of activities and any certification based upon such record shall not be valid for more than eight years from the date of the taking of office for which the record of activities was initially maintained.

Please keep this form on file in your records and submit a copy to NYSLRS only upon request.



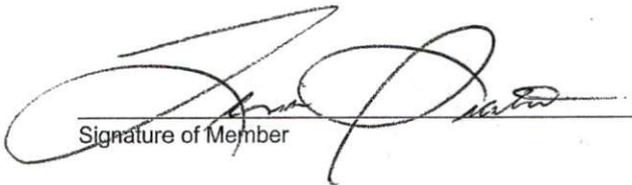
Office of the New York State Comptroller
New York State and Local Retirement System
Employees' Retirement System
Police and Fire Retirement System
110 State Street, Albany, New York 12244-0001

Recertification of the Record of Activities

RS 2419

(Rev. 9/12)

I, Linda Silvestre, certify that I completed a 3-month record of activities for the term that began 1/1/2012 for my position as Deputy JOHN CLOK. I attest that the record of activities maintained for the above named term is still representative of my hours worked and that my responsibilities have not substantially or materially changed. My current term begins on January 1, 2016 and ends on NA.


Signature of Member

2-25-2016
Date

NYSLRS Registration Number: 41356668

Employer Location Code: _____

NOTE: A record of activities and any certification based upon such record shall not be valid for more than eight years from the date of the taking of office for which the record of activities was initially maintained.

Please keep this form on file in your records and submit a copy to NYSLRS only upon request.

AFFAIRS OF THE TOWN

ITEM 11



Town of Mamaroneck

Office of the Town Clerk, Town Center

740 West Boston Post Road, Mamaroneck, NY

10543-3353

Christina Battalia, RMC, CMC
Mamaroneck Town Clerk

TEL: 914/381-7870

FAX: 914/381-7813

cbattalia@townofmamaroneckNY.org

DATE: April 14, 2016

MEMO TO: Town Board, Town Administrator and Assistant Town Administrator

MEMO FROM: Christina Battalia - Town Clerk

SUBJECT: Appointment of Deputy Town Clerk: Information and Records Management Clerk

As you know, I have been seeking to fill the position of Deputy Town Clerk. In doing so, I targeted three Universities in the metropolitan area that have specific programs related to Library Science, Information Science and Data Management. I received a number of resumes, two of which seemed appropriate to interview. After completing these interviews, I have decided to appoint Laura DeMuro to the position of Deputy Clerk, with the additional title of Information and Records Management Clerk. Ms. DeMuro received her MS in 2007 from the Palmer School at CW Post Campus of Long Island University, one of my targeted programs.

Laura DeMuro is a resident of Yonkers, and currently in the position of Content Manager for Voxgov, a government news and document search agency, in Manhattan. Laura also works once a month at the Yonkers Riverfront Library. Ms. DeMuro has previously worked as a volunteer for the Westchester County Archives facility in Elmsford, where she digitized records, and worked with their content management system. Additionally, Ms. DeMuro handled the electronic record management system for The Winthrop Group, Inc., a historical and archival consulting firm in Manhattan. Also in the private sector, Ms. DeMuro, worked as an Assistant Editor at the educational publishing firm of Pearson Education, in New Jersey.

Ms. DeMuro's experience as an Archivist, Editor, Content Manager and Team Trainer, are exactly the qualifications and work experience I am seeking in an individual for the position of Information and Records Management Clerk for the Town. I spoke with two of Ms. DeMuro's references, one of which I knew, as I sat on the County Records Management Committee with her a number of years ago, and she spoke very highly of Ms. DeMuro, as did her reference at Pearson Publishing.

My newly formed position needs an individual who is technically qualified, as well detail oriented; someone who can take on new projects, and with a high level of quality control, see them through to completion. I believe Ms. DeMuro will be an excellent addition not only to my Office, but to the Town. The recommendation is a starting annual salary of \$53,909 which would be effective May 30, 2016.

Respectfully,

Christina



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

www.townofmamaroneck.org

April 21, 2016

Laura DeMuro
63 Bolmer Ave., Apt 2-D
Yonkers, NY 10703

RE: Employment Offer

Dear Ms. DeMuro:

As discussed, the Town of Mamaroneck is offering you the position of Deputy Town Clerk. This title is an appointment of the Town Clerk, Christina Battalia. In this position, you will also hold the title of Information and Records Management Clerk. The effective date of your appointment is May 30, 2016.

Since the title of Deputy Town Clerk is recognized by the Civil Service Employees Association (CSEA) union you will be afforded the benefits and compensation that are stipulated in their Agreement. Highlighted below is a summary of your employment package:

- **Salary:** Your starting annual salary will be \$53,909 which will be paid bi-weekly. Future salary increases will be in accordance with the CSEA Agreement's Salary Schedule for the office staff.
- **Health Insurance:** You will be eligible to participate in the New York State Health Insurance Plan (NYSHIP) effective the first of the month following your hire date. If you elect the coverage, you will be required to contribute 15% of the premium. The current bi-weekly pre-tax deduction is \$58.78 for individual coverage and \$133.35 for family coverage.
- **Health Insurance "Buy-out":** If you decide not to elect the NYSHIP coverage, you will be eligible for the "buy-out" payment provided you are not covered by the NYSHIP for a period of twelve (12) consecutive months. The buy-out payment if you were to have elected individual plan coverage is \$4,000 and \$5,000 if you were to have elected family coverage.
- **New York State & Local Retirement System:** As a full-time employee it is required that you participate in the retirement system. You will become a member of Tier VI and will be required to contribute based on your salary.
- **Dental Plan & Optical Plan:** You will be eligible to participate in the Town's Dental Plan and the CSEA Employee Benefit Fund Optical Plan effective the first of the month following your hire date at no cost to you.



- Life Insurance & Accidental Death & Dismemberment Insurance: You will be covered by a \$10,000 Life Insurance Policy and a \$10,000 Accidental Death and Dismemberment Policy at no cost to you.
- Voya 457(b) Deferred Compensation Plan: The Town offers participation in the Voya 457(b) Plan which permits salary deferrals on a pre-tax basis subject to annual contribution limits. You may participate in the 457(b) Plan in accordance with Federal and New York State income tax regulations and the regulations of the Town's Deferred Compensation Plan.
- Sick Time: You will receive seven (7) days for calendar year 2016. In subsequent years you will receive an additional twelve (12) days on January 1 of each year. Additional sick days may be earned each year provided paid sick leave is not used in specified four-month periods in a calendar year. If you have not reached the maximum years of service pursuant to the New York State & Local Retirement System, the Town will pay you at the rate of \$75.00 per day for any accumulated sick leave in excess of one hundred and sixty-five (165) days to a maximum of two hundred and forty (240) days. The maximum number of days for which you will be paid is seventy-five (75).
- Vacation Time: During your first year of employment you will not be entitled to vacation time. Upon completion of one (1) year of service you will be entitled to ten (10) vacation days.
- Personal Days: You will be entitled to five (5) personal days which are subject to approval by the Town Clerk. At the end of the calendar year all unused personal time will be converted to sick leave.
- Holidays: You will receive the paid Holidays that are listed in the CSEA Agreement and a Floating Holiday.

The offer for you to serve as the Deputy Town Clerk is made with the understanding that there is no personal conflict of interest pertaining to you that will adversely affect your ability to perform the duties of this position. You agree that you shall not conduct any private work that would be in conflict with your job duties at the Town of Mamaroneck.

We look forward to having you join the staff and hope that you find it to be a truly rewarding and challenging experience.

Sincerely,

Connie Green O'Donnell
Assistant Town Administrator

cc: Stephen Altieri, Town Administrator
Christina Battalia, Town Clerk

AFFAIRS OF THE TOWN

ITEM 12

**ATTACHMENT NOT
AVAILABLE**