

**TOWN OF MAMARONECK  
TOWN BOARD AGENDA  
MONDAY, AUGUST 8, 2016**

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

1. Discussion – Pet Dealer Legislation
2. Review – Rock Removal Law
3. Computer Use Policy
4. Update – Cambium Residential Development Project
5. Update – Rain Barrel Program
6. Update – Floor Area Ratio Law
7. Update – IN REM Proceeding
8. New Business

**8:00PM CALL TO ORDER – CONFERENCE ROOM C**

**SUPERVISOR'S SUMMARY REPORT**

**TREE APPEAL HEARING – 43 Stoneyside Road**

**BOARD OF FIRE COMMISSIONERS**

1. Fire Claims
2. Presentation – Fire Department Insurance Service Office Classification Report
3. Other Fire Department Business

**AFFAIRS OF THE TOWN OF MAMARONECK**

1. Set Public Hearing – Section 8 Housing Administrative Plan
2. Referral of Architectural Façade Plan – Cambium Project
3. Authorization – IMA – Town of Rye – Assessment Grievance
4. Request for Reduction in Performance Bond – Durham Road Subdivision
5. Authorization – Capital Projects – Purchase of Veterans of Foreign War Building
6. Authorization – Amendment Capital Project 2016-04 – Roads Curbs & Sidewalks
7. Consideration of Certiorari

**APPROVAL OF MINUTES – July 18, 2016**

**REPORTS OF THE COUNCIL**

**TOWN CLERK'S REPORT**

**ADJOURNMENT IN MEMORY OF GAETANO (BILL) CAPODANNO**

**NEXT REGULARLY SCHEDULED MEETINGS – September 7, 2016 & September 21, 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

**GEORGE LATIMER**  
37TH SENATE DISTRICT



THE SENATE  
STATE OF NEW YORK  
ALBANY

**COMMITTEES:**

EDUCATION, RANKING MINORITY MEMBER  
BANKS  
CONSUMER PROTECTION  
ENVIRONMENTAL CONSERVATION  
INSURANCE  
LOCAL GOVERNMENT  
RACING, GAMING AND WAGERING

**ALBANY OFFICE**  
ROOM 615

LEGISLATIVE OFFICE BUILDING  
ALBANY, NEW YORK 12247  
PHONE: (518) 455-2031  
FAX: (518) 426-6860

**DISTRICT OFFICE**

222 GRACE CHURCH STREET  
SUITE 300  
PORT CHESTER, NEW YORK 10573  
PHONE: (914) 934-5250  
FAX: (914) 934-5256

E-MAIL: LATIMER@NYSENATE.GOV

WEBSITE: LATIMER.NYSENATE.GOV

Hon. Nancy Seligson, Supervisor  
Mr. Stephen Altieri, Town Administrator ✓  
Town of Mamaroneck  
740 West Boston Post Road  
Mamaroneck, NY 10543



May 4, 2016

Dear Supervisor Seligson and Administrator Altieri,

I am writing to convey a copy of the recent local law passed by the Village of Mamaroneck that regulates the operations of pet stores and pet dealers in their community. The State of New York passed legislation giving authority to municipal governments to regulate in this area.

I personally believe this is a worthwhile step for your locality to consider. As you assess the merits of the law, feel free to contact Mamaroneck Village Mayor Norm Rosenblum and Village Administrator Rich Slingerland for details on how their village analyzed the issue.

Local activists Dianne Heim (tel. 235-9354) or Melissa Romita (tel. 760-8398) will be in touch to provide information on the many local residents who favor such action.

I welcome your follow up as you deem necessary.

Warmest Wishes,

George Latimer  
NYS Senator, 37<sup>th</sup> S.D.

## PROPOSED LOCAL LAW D OF 2016

### **A Proposed Local Law to Amend Chapter 156, Dogs and Other Animals, of the Code of the Village of Mamaroneck, to add a new provision to new Article VI Pet Dealers and Pet Stores to prohibit the sale of commercially bred dogs and cats**

Be it enacted by the Board of Trustees of the Village of Mamaroneck, as follows:

**SECTION 1.** Chapter 156 of the Code of the Village of Mamaroneck, Dogs & Other Animals, is amended to add new Section 156-14.1 to new Article VI Pet Dealers and Pet Stores as follows:

#### **§156-14.1 Prohibition on Sale of Commercially Bred Dogs and Cats In Pet Stores**

- a. It shall be unlawful for any person to sell any live dog or cat in any pet store, retail business or other commercial establishment located in the Village of Mamaroneck, unless the dog or cat was obtained from an animal shelter or a humane society located in the County of Westchester, or a nonprofit rescue and humane organization registered with the New York State Department of Agriculture.
- b. For purposes of this Section, a rescue and humane organization is defined as a New York State nonprofit corporation that is exempt from taxation under Internal Revenue Code Section 501 (c) (3), participates in early age spay/neuter of animals, complies with State and local laws regarding the humane treatment of animals, and whose mission and practice is, in whole or in significant part, the rescue and placement of dogs and/or cats.

#### **SECTION 2. SEVERABILITY**

If any section, subsection, clause, phrase or other portion of this Local Law is, for any reason, declared invalid, in whole or in part, by any court, agency, commission, legislative body or other authority of competent jurisdiction, such portion shall be deemed a separate, distinct and independent portion. Such declaration shall not affect the validity of the remaining portions hereof, which other portions shall continue in full force and effect.

#### **SECTION 3. EFFECTIVE DATE**

This local law shall take effect immediately upon filing in the office of the New York State Secretary of State in accordance with section 27 of the NY State Municipal Home Rule Law.

**WORKSESSION  
ITEM 2**

**NO ATTACHMENT**

**WORKSESSION**  
**ITEM 3**



**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](mailto:townadministrator@townofmamaroneck.org)

**Memorandum**

**To:** Supervisor & Town Board  
**From:** Stephen V. Altieri  
**Subject:** Revised Computer Use Policy  
**Date:** August 5, 2016

Attached please find a revised copy of the Computer Use Policy reflecting the Town Board's comments from the July Town Board Meeting. The revisions to the document are highlighted in yellow.

Stephen V. Altieri  
Town Administrator



TOWN OF MAMARONECK  
Computer Use Policy

DRAFT

Adopted XX, 2016

# Table of Contents

Introduction

Policy

Security

PCI Compliance

Internet

Enforcement

Acknowledgement

DRAFT

## Introduction

This document sets forth the rules of conduct and guidelines for appropriate and efficient use of the various computer and other information systems employed by the Town of Mamaroneck. The policies in this document are in conformance with New York State Cyber Security Policy P03-003 revised February 2010 and New York State General Business Law 899-aa.

The following rules and guidelines apply to, but are not limited to, personal computers, data storage and printing devices, electronic mail, telephones, facsimile machines, voice mail, toll free communications and internet access. All of these systems are provided to authorized individuals for the purpose of conducting official Town of Mamaroneck Business. These systems allow users to access and process information and communicate with other individuals worldwide in the performance of their job. These systems must be used in a secure and efficient manner. It is the responsibility of each user to assist the Mamaroneck Town Board in complying with this policy.

In order to enforce policy statements regarding use of these systems, **the Town of Mamaroneck administration reserves the right to monitor your activity on its computer and telecommunication systems.** Monitoring may be performed on both a routine and random basis for the purpose of assuring quality performance and appropriate use of these systems. In addition, the office may from time to time need to access messages of the employee for backup, maintenance, emergency or other administrative purposes. **Users, therefore, should not have any expectation of personal privacy with respect to any message sent, received or stored on any of these systems.**

## POLICY

### Business Use

These Systems must only be used for conducting Town business or for purposes authorized by the Town. **Use is subject to audit at any time by the Town.** Personal use of these business systems may be approved by the Town Board, but only if such use is clearly insignificant, does not interfere or compete with Town business, and does not involve any incremental cost to the Town. These systems and the data that reside on them are the property of the Town of Mamaroneck and must be protected from loss, modification or destruction. **No employee should have any expectation of privacy regarding use of the Town's Information Systems.**

### E-Mail

**Users should be aware that the Town may review stored E-mail messages, so users should have no expectation of privacy when using these systems.** E-mail messages are defined as any written or recorded messages delivered over or through the Town personal computers, wide and local area networks, and any Town supplied portable communication devices.

The Town recognizes that personal communication among co-workers is a natural and pleasant outgrowth of working together and that personal communications with family members or other external associates occasionally occurs during working hours. However, users should make every effort to limit personal communications using Town e-mail systems. The Town has provided computers and telecommunications capabilities, including e-mail, to be used for the purposes of conducting Town related business. As a result, **All E-mail messages are the property of the Town.** The information may be subject to Freedom of Information Law (FOIL) requests under the Public Officer's Law and discovery demands under State, Federal and Local Law regulations. E-mail users are responsible for ensuring that individuals with whom they communicate also adhere to the Town's policy regarding prohibited activities. Users should observe common rules of etiquette and not include anything in an E-mail message that they would not want to say in the presence of their superior, in a courtroom, Town residents or to the addressee.

All email accounts used for conducting Town business must be authorized by the Town Administrator and IT Director. At no time should an employee or official create an email account on behalf of the Town of Mamaroneck outside of the TownofMamaroneckNY or domains owned by the Town of Mamaroneck with the exception of IT Department created Gmail accounts for the purposes of setting up Town owned Android Devices. Email accounts such as Gmail, Outlook, Yahoo or AOL cannot be used for conducting Town business.

Internet e-mail poses the most significant threat to the Town in terms of viruses, worms, and other external threats. Users are expected to use caution before opening E-mail attachments from unfamiliar sources.

Junk E-mail (SPAM) is also becoming a significant drain on network resources, users should give careful consideration before giving out their office e-mail address to commercial entities. Many internet businesses sell their address lists to bulk spammers.

### **Software Licenses**

Trademarks, copyrights and patents must be respected. Individuals must not retrieve, reproduce or post software or other intellectual property that is protected by trademark, copyright or patent law unless permission is obtained. Permission must be explicitly provided and documented by the copyright or patent holder.

It is a violation of Town policy to attach executable software files to E-mail messages where the Town does not hold the copyright, and therefore does not have the legal right to transfer ownership or license to the software. Users who receive E-mail messages with attached executable software files must ensure that the Town has a valid license for use of the software. Users who receive software in this manner should coordinate with the Town IT Department to ensure that the software is compatible and acquired legally. No duplication or copying of licensed software is permitted, except as explicitly allowed in the license terms and conditions.

### **Prohibitions**

When using these systems, you should not misrepresent yourself, (i.e. masquerade as someone else on a system). You cannot monitor network traffic (i.e. use a "sniffer" or similar device) without first obtaining explicit approval from the IT Department.

Connecting a bridge, router, gateway or modem, or any wireless device to Town computers without first obtaining permission is not allowed.

**Under no circumstances should a workstation attached to a network be equipped with a modem containing dial-in capability.** The Town has installed a variety of firewalls, proxies, internet screening programs, and other security screening systems to assure the safety and security on Town computers and networks. Any employee who attempts to disable, defeat, or circumvent any Town security facility could be subject to disciplinary proceedings, termination of employment and possible prosecution.

Additionally, these systems may not be used for illegal purposes or purposes contrary to the Town's ethics or policies documents. Harassing, intimidating, or defaming another individual or organization by issuing offensive or disparaging statements or language based upon race, culture, sex, age, disability, religion or any other personal attribute is not permitted. The disruption of users, services, or equipment at the Town's locations or any other site accessible from the Town's locations is not allowed. You should not attempt to repair hardware or software related issues. The Town provides assistance by way of an IT Help Desk system. Once a Help Desk ticket is opened, it will then be placed in a queue and a representative from the IT Department will contact you. All computer related issues and/or requests must follow this procedure. Unauthorized personnel are prohibited from contacting outside vendors or consultants directly regarding Town owned computer equipment.

Internet access for personal use is allowed to the extent it is clearly insignificant as compared to your business use. Users may never solicit other Town employees or provide information about, or lists of, Town employees to others and must comply with the security and use guidelines described within this document.

Additionally, when using electronic mail to communicate with people on the internet, do not send mail so that it appears to have come from someone else, do not send unsolicited advertising via mail and do not send or reply to chain letters. Automatically forwarding Town *email to personal email accounts* is not permitted.

If you use auto-reply functions for your normal Town internet mail when you are away, be sure to select the option that excludes sending the notices to internet users.

Do not use personal e-mail addresses to send internal Town e-mail to another Town employee. Always use the employee's office e-mail address.

The following are other examples of conduct involving the use of our computer system which are prohibited:

1. Sending an anonymous e-mail message.
2. Sending or posting a discriminatory, harassing, or threatening message or image.
3. Sending or posting a message that defames or slanders an individual or the Town.
4. Sending or posting a message that disparages an individual's or company's products or services.
5. Sending or posting a message or material that could damage the Town's image or reputation.
6. Sending or posting a chain letter, solicitation, or advertisement not related to business purposes or activities.
7. Sending or posting confidential material, trade secrets, or proprietary information outside of the Town.
8. Using the system to engage in any illegal activity.
9. Using the system for personal gain.
10. Using the system for unauthorized transactions that may incur a cost to the Town.
11. Stealing, using, or disclosing someone else's code or password without authorization.
12. Attempting to break into the computer system of another individual or company.
13. Copying or downloading software and electronic files without permission.
14. Violating copyright law.
15. Failing to observe licensing agreements.
16. Intentionally or carelessly transmitting a virus or introducing it into our system or any other system.
17. Participating in the viewing or exchange of pornography or obscene materials.
18. Passing off a personal view as representing that of the Town.
19. Jeopardizing the security of the computer system.
20. Failing or refusing to cooperate with a Town investigation involving the computer system.

21. **Elected and Appointed Officials**

All Board members including Planning, Zoning, Architectural Review Board, Coastal Zone, Recreation Commission and Board of Assessment Review members conducting Town business from computers outside the Town's network *should* adhere to The Town's "Computer Use Policy".

Any communication such as e-mail correspondence that pertains to Town business is the property of the Town Of Mamaroneck regardless of its origination and is subject to FOIL (see section under E-Mail for definition). **Elected and Appointed officials, therefore, should not have any expectation of personal privacy with respect to any message sent, received or stored on any computer when conducting official Town business.**

## **Security**

### **Protecting Computer Workstations**

Every employee is responsible to help reduce the possibility of theft of Town computers and the information they contain. **The operation of the computer will be subject to audit by the Town.**

The use of memory sticks, thumb drives, flash memory cards such as XD, SD, Micro, Mini, CF, MS, cards etc., cameras, portable music players and Personal Digital Assistants are expressly prohibited on Town equipment unless authorized by the IT Director. Excluded are Town issued smart devices which are required to have anti-virus protection or Mobile Device Management software on them. All remaining removable media such as external hard drives, CDs or DVDs and CD/DVD reader/writer items must be scanned with a virus scanner prior to use.

When you leave your work area at the end of the day, if you work in an office that can be locked and where local health and safety regulations allow, you should lock the office. If you use a laptop computer, lock it in a desk or filing cabinet or other secure place. If logged onto the internet, it is important that you log out before leaving your workstation for any extended period of time.

All workstations are to be shut down by the user at the end of the day except for Wednesdays when updates and scans are performed, and shut down at the end of day on Fridays.

When traveling, keep portable computers in your possession. Do not leave them exposed in cars or hotel rooms, with hotel personnel and do not check them into airport baggage.

When traveling by car, lock the computer in the car trunk when you begin your travel and upon reaching your destination, if you must leave the computer in the car, leave it locked in the car trunk. Always make certain that password security features are enabled and that passwords remain secure and confidential.

When staying at a hotel, if you must leave the computer in the hotel, lock it in the hotel safe, if one is available. If a safe is not available, store the computer out of open view in your hotel room. Do not connect a laptop to a non-Town network unless you have prior approval from the IT Department.

### **Protecting Classified Information**

The primary requirement for protecting the Town's confidential information is that access to it may only be given to people who have a need to know the information. Internet servers/websites must never allow unrestricted access (for example, world readable, public, etc) to the office systems.

Transmission of confidential information via **an** unofficial email system is to be prohibited without prior approval of the Town Administrator and IT Director. When appropriate, encryption technology should be employed to ensure privacy of confidential information. A typical electronic mail message traversing the internet passes through many computers along the way. An internet message may also cross several servers or post offices on its way to the recipient. Although somewhat unlikely, a message can be intercepted by a hacker or by any number of individuals who administer external systems. Also, if your message is not addressed correctly, it may end up in the wrong place either internally or on the internet and may be accessed by someone other than the intended recipient. In general, think before you send an e-mail. It is not private and once sent, it cannot be recalled.

Confidential information accessed through or transmitted across the internet must be protected by encryption technology (for example date and/or session encryption) approved by the Town Administrator and IT Department.

If you receive another company's classified data from the internet, you must comply with that company's instructions for protecting the data. Employees and Elected & Appointed officials who use Town email on personal Blackberry's and smart phones should have antivirus protection on these phones to protect Town confidential email.

## **PCI Compliance**

### **Protecting Personal Information**

The Town of Mamaroneck is committed to protecting the privacy and personal information of the public. All department and branches of government operating within the offices of the Town must comply with this policy.

All card processing activities and related technologies must comply with the Payment Card Industry Data Security Standard (PCI-DSS) in its entirety. No activity may be conducted nor any technology employed that might obstruct compliance with any portion of the PCI-DSS.

### **Applicability and Availability**

This policy applies to all employees: full-time and part-time, temporary and personnel, contractors and consultants working on behalf of the Town of Mamaroneck.

### **Best Practices**

When using credit card appliances:

Personnel processing credit card transactions must comply with rules, regulations and training set forth by the State agency with jurisdiction over their department;

Secure credit card device at all times and do not leave unattended;

Keep paper copies of transactions and photocopies away from open public areas;

All employees must adhere to additional rules set forth in the Town of Mamaroneck Security Policy.

## **Internet**

### **Access to the Internet**

The internet is a rapidly growing and important resource for the Town. Efficient use of the internet can provide an advantage in the form of cost savings, improved service, and new ways of doing business, information gathering and improved external communications.

This document describes the basic internet usage and security measures all employees are obligated to follow.

Internet access includes, but is not limited to: viewing websites, sending and receiving e-mail, transmitting or receiving files and running internet applications.

As we use the internet, it is important to remember that the internet is used by millions of people worldwide and not all internet users have the Town's best interests in mind. You should presume that any unprotected information sent across the internet will be read by a number of unknown people.

You must not allow *any* unauthenticated access to program or data files on your computer. *All outside remote access must be from software companies troubleshooting existing applications and under the direction of the IT Director.*

Access to the internet from any Town computer must be through *a secured router / firewall*. Individuals using office systems *on Town properties* are not permitted to access the internet via direct dial-up connection (i.e. CompuServe, America On-Line or any other third party internet service provider). Exceptions to this policy must be approved by the IT Director and/or Town Administrator. Third party dial-up access will be permitted only where there is a documented logistical need, legal requirement or other exceptional job responsibility.

## **Connecting to the Internet**

Connecting office systems to the internet can present a very serious risk to the Town. The technology involved in establishing a new internet connection, a new Internet gateway/firewall, or a new internet server is relatively simple.

However, the technical and administrative controls necessary to protect that service against highly skilled internet hackers can be very complicated and labor intensive. It is possible to expose all Town systems and data on it, without even knowing you are doing so.

## **Privacy**

**Internet usage and web browsing habits can and will be monitored. No expectation of privacy exists when using the Town's internet connection.**

## **Harmful Code/Viruses**

Be aware that there are potential dangers in accepting programs or viewing data from unknown sources on the internet. Town employees are not to send or forward e-mail notice concerning virus or harmful code warnings to other employees. If you receive an e-mail notice about a supposed virus or harmful code threat, you should advise the IT Department immediately.

Other forms of harmful code can act similar to a computer virus, but are not transmitted by copying and executing infected programs. These newer forms of attack are activated by simply viewing a web site that contains maliciously programmed applets or JavaScript.

Web sites established by individuals (other than companies), and web sites established by organizations with questionable ethics, are prime candidates for hosting harmful code. You should avoid these sites whenever possible.

To help guard against harmful code, before visiting an internet website the security control options in your web browser must be set to prohibit execution of applets or JavaScript and the receipt of "cookies".

Town employees and appointed officials holding an internet e-mail address may be recipients of unsolicited non-business e-mail (sometimes referred to as spam or junk). This situation is similar to receiving unsolicited telephone calls or unsolicited postal mail.

The easiest and generally most effective response to unsolicited e-mail is to ignore the mailing.

In specific cases where individuals or organizations on the internet demonstrate themselves to be a continuous source of unwanted or unsolicited e-mail, the Town may choose to apply technical control measures to prevent the receipt of further mailings from those individuals or organizations.

### **Conduct**

When accessing the internet from a Town addressed designation you must adhere to the security and usage guidelines in this document. Use only services you have authorization to access and do not try to get into open internet systems or server ports without prior authorization. Do not run security testing tools/programs against any internet system or server without explicit authorization from the system/server owner. Always represent yourself as yourself, never someone else. Only those employees or officials who are duly authorized to speak to the media, to analysts, or in public gatherings on behalf of the Town may speak/write in the name of the Town to any newsgroups or chat rooms. Please remember that the laws of slander and libel apply to internet communications. Do not place or access any material on the internet that would be considered vulgar, offensive or disrespectful to others.

Additionally, Town employees, Elected Officials and Appointees must seek assistance and approval from the Town Administrator and/or *IT Director before downloading any software application from the internet into a Town computer.* Even the tiniest programs downloaded from the internet can contain viruses or worms harmful to system integrity and security (i.e. screen savers and weather alerts).

## **Inappropriate Internet Web Sites and Technology**

Numerous internet web sites contain distribute material that is objectionable in the workplace. While it is impossible to list every possible web site or form of objectionable material, some clear examples include sites that contain sexually explicit images and related material, advocate illegal activity or intolerance for others.

**Town employees are not to access such web sites**, or distribute or obtain similar material through the internet. **Compliance with this policy is a condition of employment.** Social media and shopping sites will be blocked for employees who do not require their access as part of their duties. Should an employee require access to an internet site that is blocked, they must open a help Desk ticket and document why the access is required. The Town does not maintain a complete list of inappropriate web sites. Town employees should not therefore presume that the Town approves access to all web sites not blocked by Town control measures.

If Town employees' access to specific web sites containing inappropriate material becomes a source of embarrassment to the Town due to the news media or trade press reports, the Town may choose to apply technical control measures to prevent further access to those sites.

Instant messaging programs such as Yahoo Messenger or AIM should not be downloaded and installed on office computers. Such programs have been exploited to allow unauthorized access through network security devices.

The use of streaming media applications, such as Windows Media Player, and Real Audio Player should be kept to a minimum. Streaming video and audio applications consume significant amounts of network bandwidth. Several employees using such applications at the same time will severely diminish internet communication speeds for the entire office.

Streaming of Board Meetings from Town computers is discouraged during normal business hours except for those employees responsible for generating meeting minutes. The Town of Mamaroneck reserves the right to block access to streaming meetings.

Peer to Peer file swapping services such as Napster, Kazaa, LimeWire, Morpheus, etc., significantly impact network security. Use of these applications is expressly prohibited at all times.

**Unofficial** Social Networking sites such as Facebook, Tumblr, Twitter, LinkedIn, etc. are unauthorized sites within the Town of Mamaroneck network and **may be blocked for staff that are not responsible for posting on Town owned sites.**

## Enforcement

All users of the Town of Mamaroneck's information systems, computers and peripherals who are found to have violated any of these policies will be subject to disciplinary action up to and including (but not limited to) warnings, probation, suspension, discharge, dismissal, expulsion, and/or legal action. All users, when requested, are expected to cooperate with system administrators in any investigation of system abuse. Users are encouraged to report suspected abuse, especially any damage to or problems with their files. Failure to cooperate may be grounds for cancellation of access privileges, or other disciplinary actions. Town employees and Elected & Appointed officials should be aware that e-mail on their Town account and files on Town computers may be subject to public disclosure under New York State Freedom of Information Law. Further, the Town of Mamaroneck reserves the right to access employee e-mails and files on Town computers when needed for work-related purposes.

The Town of Mamaroneck may temporarily suspend or block access to an account or computer prior to the initiation or completion of such procedures, when it reasonably appears necessary to do so in order to protect the integrity, security, or functionality of Town computing resources or to protect the Town of Mamaroneck from liability. The Town may also refer suspected violations of applicable law to appropriate law enforcement agencies.

## Incident Response

A designated representative from the Mamaroneck IT Department will receive, review and respond to any and all computer security incident reports and activity including any real or suspected adverse event in relation to the security of Town computer systems or computer networks as directed by the *Information and Security Breach Notification Policy*.

**Employee Acknowledgement:**

I have read and been informed about the content, requirements, and expectations of the Town of Mamaroneck Security and Computer Use Policies. I have received a copy of the policy and agree to abide by the policy guidelines as a condition of my employment and my continuing employment at the Town of Mamaroneck

I have read the Town of Mamaroneck Security and Computer Use Policies carefully to ensure that I understand the policy before signing this document and will consult with the Town IT Director if I have any questions.

Employee Signature: \_\_\_\_\_

Employee Printed Name:  
\_\_\_\_\_

Date: \_\_\_\_\_

**Vendor and/or Consultant Acknowledgement:**

I have read and been informed about the content, requirements, and expectations of the Town of Mamaroneck Security and Computer Use Policies. I have received a copy of the policy and agree to abide by the policy guidelines as a condition of my business relationship with the Town.

I have read the Town of Mamaroneck Security and Computer Use Policies carefully to ensure that I understand the policy before signing this document and will consult with the Town IT Director if I have any questions.

Business Name: \_\_\_\_\_

Authorized Representative:  
\_\_\_\_\_

Date: \_\_\_\_\_

**Employee Acknowledgement:**

I have read and been informed about the content, requirements, and expectations of the Town of Mamaroneck Security and Computer Use Policies. I have received a copy of the policy and agree to abide by the policy guidelines as a condition of my employment and my continuing employment at the Town of Mamaroneck

I have read the Town of Mamaroneck Security and Computer Use Policies carefully to ensure that I understand the policy before signing this document and will consult with the Town IT Director if I have any questions.

Employee Signature: \_\_\_\_\_

Employee Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Vendor and/or Consultant Acknowledgement:**

I have read and been informed about the content, requirements, and expectations of the Town of Mamaroneck Security and Computer Use Policies. I have received a copy of the policy and agree to abide by the policy guidelines as a condition of my business relationship with the Town.

I have read the Town of Mamaroneck Security and Computer Use Policies carefully to ensure that I understand the policy before signing this document and will consult with the Town IT Director if I have any questions.

Business Name: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_

Date: \_\_\_\_\_

The completed and signed form should be returned to the IT Department.

DRAFT

**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

FAX: 914/381-7809

[townadministrator@townofmamaroneck.org](mailto:townadministrator@townofmamaroneck.org)

[www.townofmamaroneck.org](http://www.townofmamaroneck.org)

## Memorandum

**To: Supervisor and Town Board**

**Re: Update- Cambium Residential Development**

**Date: August 4, 2016**

The following is an update on several items related to the Cambium:

- A. **Affordable Rental Units:** As you know, the Westchester County Housing Monitor did not approve the Cambium units as part of the housing settlement agreement. As a result the County Board of Legislators voted not to approve the funding for the units to be sold as affordable condominiums. Therefore the Town is working with the developer to market the units as rentals. The Town is now moving forward with the developer to market the units as rentals in accordance with the original housing covenant. At this time eight of the ten affordable units are available for rental.

The Cambium will be using Caldwell Banker of Larchmont as the agent to market the units. Attached is a copy of the marketing plan to be used by the agent. In addition we have advised the Cambium to run adds in the Journal News countywide and in their Rockland County edition.

The Town's online housing application portal for the affordable units will be operational at the end of August. Housing applications will be filed online and applicants can either upload the additional documentation required for certification or bring paper copies to the Community Service Office. The Town will then notify the Cambium of those applicants who are found to be income eligible. The online portal and accompanying data will be used in future years to re-certify tenants at the time of lease renewal and to certify potential new tenants.

- B. **Building Superintendent's Apartment:** The Town's zoning code requires that in multi-family buildings of ten or more units the building superintendent must live on site or within 300 feet of the building. In the course of the development of the Cambium through its various owners, this fact was overlooked by the developers. The developers of the Cambium did attempt to make arrangements for the building superintendent to live in another building within 300 feet however those plans did not materialize. Therefore the developer is seeking approval to construct another apartment that would specifically house the superintendent. Approval of the superintendent's apartment would require submission to the Building Inspector of a complete set of construction drawings. In addition the apartment would be required to meet all Town and New York State building codes for construction and fire protection.

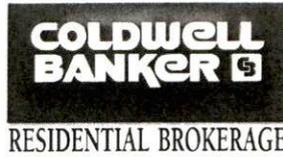


The Board may recall that in 2015 units on the top floor of the building were consolidated thus reducing the total number of units to 147. As a result of the consolidation the Town Board adopted a resolution that would permit no further consolidation of units and that the maximum number of units continue to be 149. Therefore it would appear that subject to Building Department approval, the developer could construct a superintendent's apartment without an amendment to the Special Permit.

- C. Façade Improvement-New York Sports Club Building: The Special Permit conditions for the Cambium required that the developer coordinate the exterior facades of the housing development and the commercial building. Also the Special Permit conditions required that when the time came for the developer to construct the new façade, that a referral be made to the Planning Board and Board of Architectural Review to review the plan. On the regular business agenda for the meeting is a recommendation for the Town Board to make the required referral.



Stephen V. Altieri  
Town Administrator



## The Cambium Marketing Strategy

- List each rental unit as individual MLS listing
- Live within 24 hours on all Coldwell Banker sites  
(*ColdwellBanker.com, Coldwellbankerhomes.com & agents  
Individual website lucyHUDSON.cbintouch.com*)
- Live within 48 hours on all approximately 725 partner  
websites (*Zillow, Trulia, Hot Pads, etc.*)
- Featured Agent Branding on major sites – Lucy will be the  
form of contact aligned with each listing
- Property Blast exposure to agents **outside** of Westchester &  
Connecticut
  - Open Houses- Broker & Public
  - Properties brochure

**WORKSESSION  
ITEM 5**



# Town of Mamaroneck

Town Center

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

TEL: 914/381-7810

FAX: 914/381-7809

Supervisor@townofmamaroneckNY.org

## OFFICE OF THE TOWN SUPERVISOR

To: Town Board  
From: Nancy Seligson  
Re: Rain Barrels  
Date: August 4, 2016

One of the approved 2016 budget items and priority efforts of the Town Sustainability Collaborative was selling rain barrels. Rain barrels are 50 gallon containers that capture rooftop storm water runoff. Storm water runoff is a source of flooding in the community and is documented pollution in streams, rivers and Long Island Sound. Capturing the first 50 gallons from rooftops helps reduce the "first flush" of storm water and impact of a rain event. Although 50 gallons alone is not a large amount, the cumulative effect of hundreds or thousands of homeowners using rain barrels would make a great difference.

The Sustainability Collaborative researched rain barrels and vendors. They chose to work with Rain Water Solutions for product and price. The initial sales, with a reduced introductory price offer, were through the Grow It Green event in April. The stock sold out. The Collaborative decided to purchase additional stock for sale at a slightly higher price.

Original Purchase: 64 rain barrels  
45 diverters  
Town Cost: \$63.86 per rain barrel (including shipping)  
\$10.59 per diverter  
Total Cost: \$4,436.72

Sales: 64 rain barrels and 33 diverters  
Resident Price: \$50 per rain barrel, \$7 per diverter  
Non Resident Price: \$65 per rain barrel, \$11 per diverter

Second Purchase: 33 rain barrels  
32 diverters  
Total Cost: \$2,446.26

Sales to date: 13 rain barrels and 13 diverters  
Resident Price: \$60 per rain barrel, \$10 per diverter  
Non Resident Price: \$65 per rain barrel, \$10 per diverter

Total Cost of Material: \$6,882.57  
Total Payments Received to Date: \$4,488

The sale of 77 rain barrels removes 3,850 gallons of storm water from flooding our community, polluting our waterways and helps to water resident gardens.

**WORKSESSION  
ITEM 6**

**NO ATTACHMENT**

**WORKSESSION  
ITEM 7**

**NO ATTACHMENT**



# Town of Mamaroneck – Building Department

740 West Boston Post Road  
Mamaroneck, NY 10543-3353  
TEL: 914-381-7830 FAX: 914-381-8473

## APPLICATION FOR BUILDING PERMIT

Project Information:

DATE: May 24, 2016

Permit Type:  Residential  Commercial

<input type="radio"/> Addition/Alteration	<input type="radio"/> Generator	<input type="radio"/> Sign
<input type="radio"/> Air Conditioner	<input type="radio"/> New Accessory Structure	<input type="radio"/> Swimming Pool
<input type="radio"/> Blasting	<input type="radio"/> New Construction	<input type="radio"/> Tank Abandonment
<input type="radio"/> Deck/Porch	<input type="radio"/> Patio	<input type="radio"/> Tank Install
<input type="radio"/> Demolition	<input type="radio"/> Rock Removal	<input type="radio"/> Tank Removal
<input type="radio"/> Exterior Alteration/Renovations	<input type="radio"/> Roof	<input type="radio"/> Windows/Doors Install
<input type="radio"/> Fence	<input type="radio"/> Shed	<input checked="" type="radio"/> Other: <u>TREE REMOVAL</u>

SITE ADDRESS: 43 STONEYSIDE DRIVE, LARCHMONT NY 10538 BLK: 211 LOT: 40

### DESCRIPTION OF WORK:

CUT DOWN AND REMOVAL OF FOUR (4) 24" GUM TREES AND ONE (1) 8" CHERRY TREE. TREES ARE TAGGED. (6 in total) or 1 dogwood tree

COST of WORK: \$0.00

PLUMBING WORK: YES  NO

ELECTRICAL WORK: YES  NO

### OWNER INFORMATION:

Name(s):	ROBYN SALLES		
Address:	43 STONEYSIDE DRIVE	City/ST:	LARCHMONT
		Zip:	10538
Home Phone:		Work Phone:	
FAX:		Cell:	(203) 887-7621
E-Mail:	rzamkov@yahoo.com		

### CONTRACTOR INFORMATION:

Company Name:	RAMIRO'S TREE SERVICE INC.		
Contact Name(s):	RAMIRO LOPEZ	Cell:	
Address:	40 PARCOT AVE	City/St:	NEW ROCHELLE, NY
		Zip:	10801
Phone:	576-6583	FAX:	365-1278
E-Mail:	RAMIROSTREE@OPTONLINE.NET		



# Town of Mamaroneck – Building Department

740 West Boston Post Road  
Mamaroneck, NY 10543-3353  
TEL: 914-381-7830 FAX: 914-381-8473

## ARCHITECT/DESIGNER/ENGINEER INFORMATION:

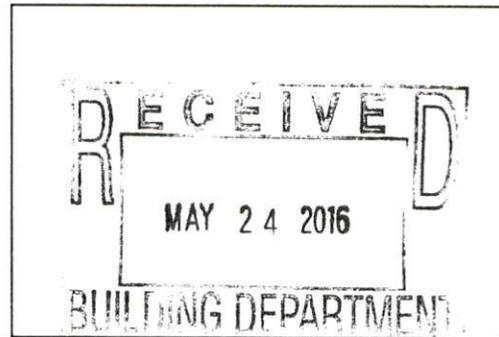
<b>Company Name:</b>	N/A		
<b>Contact Name(s):</b>		<b>Cell:</b>	
<b>Address:</b>		<b>City/St:</b>	<b>Zip:</b>
<b>Phone:</b>		<b>FAX:</b>	
<b>E-Mail:</b>			

\_\_\_\_\_  
Applicant Signature

Filing Fee: \_\_\_\_\_

Receipt Number: \_\_\_\_\_

### DATE STAMP



### OFFICE USE ONLY

DIG SAFE NUMBER REQUIRED: YES  NO

DIG SAFE NUMBER: \_\_\_\_\_

BOND REQUIRED: YES  NO

617.20  
Appendix B  
Short Environmental Assessment Form

**Instructions for Completing**

**Part 1 - Project Information.** The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

<b>Part 1 - Project and Sponsor Information</b>			
Name of Action or Project: ROBYN SALLES			
Project Location (describe, and attach a location map): 43 STONEYSIDE DRIVE, LARCHMONT			
Brief Description of Proposed Action: REMOVAL OF (4) 24" GUM TREES AND (1) 8" CHERRY TREE. TREES ARE TAGGED.			
Name of Applicant or Sponsor: RAMIRO'S TREE SERVICE INC.		Telephone: 576-6583	
		E-Mail: RAMIROSTREE@OPTONLINE.NET	
Address: 40 PARCOT AVE			
City/PO: NEW ROCHELLE		State: NY	Zip Code: 10543
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			NO <input type="checkbox"/>
			YES <input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:			NO <input type="checkbox"/>
			YES <input type="checkbox"/>
3.a. Total acreage of the site of the proposed action? _____ .62 acres			
b. Total acreage to be physically disturbed? _____ acres			
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres			
4. Check all land uses that occur on, adjoining and near the proposed action.			
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input checked="" type="checkbox"/> Residential (suburban)			
<input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____			
<input type="checkbox"/> Parkland			



18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size: _____	NO	YES
_____	<input checked="" type="checkbox"/>	<input type="checkbox"/>
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____	NO	YES
_____	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____	NO	YES
_____	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b>		
Applicant/sponsor name: RAMIRO'S TREE SERVICE INC.	Date: <u>May 24, 2016</u>	
Signature: 		

**Part 2 - Impact Assessment. The Lead Agency is responsible for the completion of Part 2.** Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept "Have my responses been reasonable considering the scale and context of the proposed action?"

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Will the proposed action result in a change in the use or intensity of use of land?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Will the proposed action impair the character or quality of the existing community?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Will the proposed action impact existing:		
a. public / private water supplies?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. public / private wastewater treatment utilities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

	No, or small impact may occur	Moderate to large impact may occur
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11. Will the proposed action create a hazard to environmental resources or human health?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

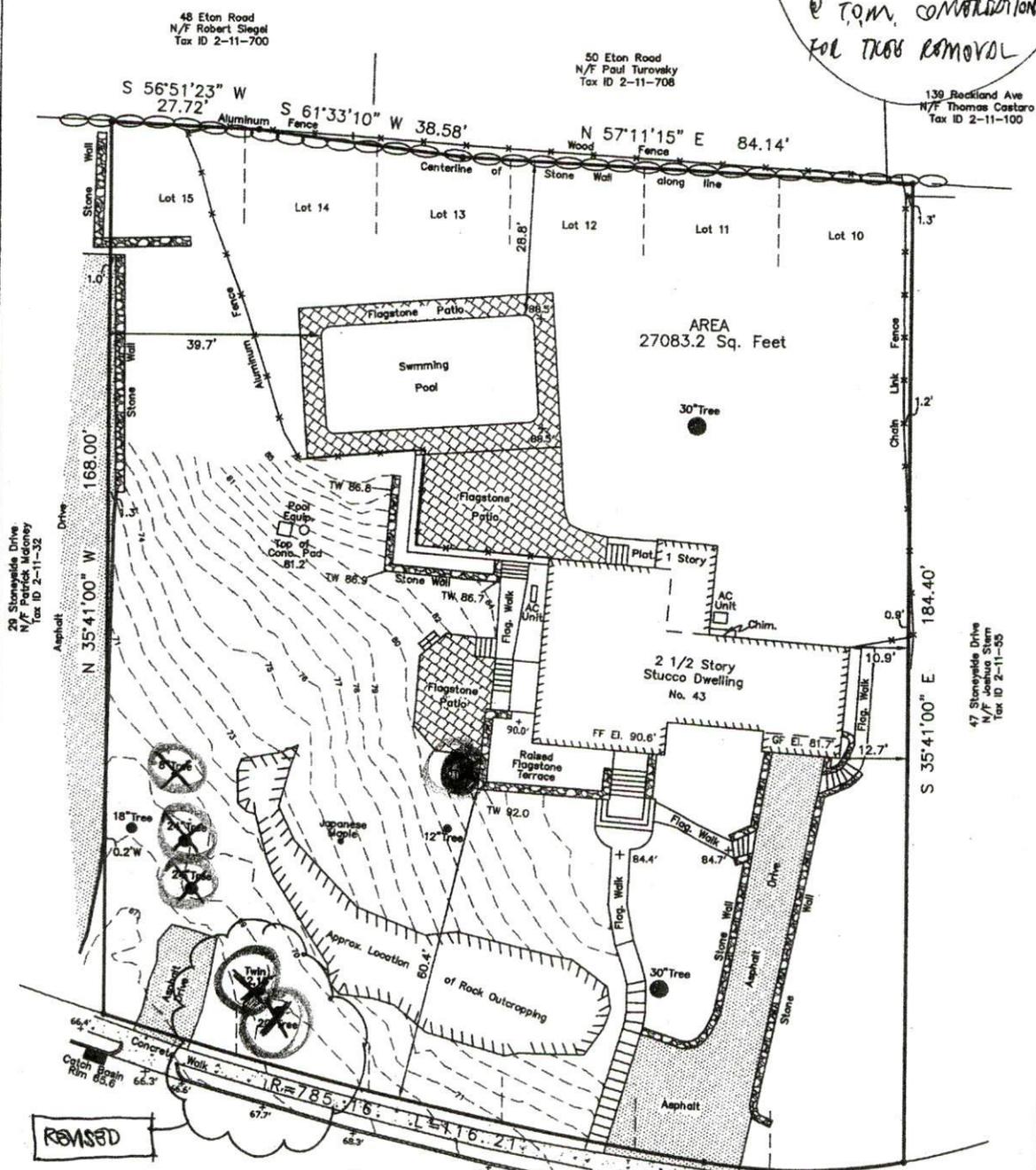
**Part 3 - Determination of significance. The Lead Agency is responsible for the completion of Part 3.** For every question in Part 2 that was answered "moderate to large impact may occur", or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

<input type="checkbox"/>	Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.
<input type="checkbox"/>	Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.
_____	_____
Name of Lead Agency	Date
_____	_____
Print or Type Name of Responsible Officer in Lead Agency	Title of Responsible Officer
_____	_____
Signature of Responsible Officer in Lead Agency	Signature of Preparer (if different from Responsible Officer)

**PRINT**

SCALE 1"=20' 32/4699 "LARCHGARD"

SENT TO BRUBBETH @ TOM. CONSTRUCTION FOR TREE REMOVAL

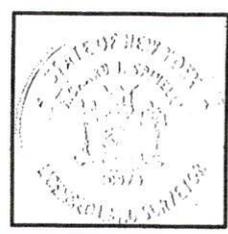
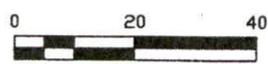


**General Notes:**  
-Elevations shown in NAVD1988  
-Underground utilities not shown  
-Contractor is to visit site and verify all existing conditions (including underground utilities, pipes, etc.)  
-Verification and field marking of location of existing utilities is required prior to commencement of work and is the responsibility of the contractor

*[Signature]*  
Richard J. Spinelli, L.S. NYS Lic. 50975

-Unauthorized additions to or alterations of this plan is a violation of Section 7209 of the N.Y.S. Education Law.

**Notes:**  
Survey of 43 Stoneside Drive in the Town of Manorack (SBL 2-11-40)  
-Elevations based off Google Earth in NAVD1988





## Town of Mamaroneck

Town Center

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

CONSERVATION DEPARTMENT

TEL: 914/381-7845

FAX: 914/381-8473

conservationdept@townofmamaroneck.org

Date: July 18, 2016

Re: Block 211 Parcel 40  
43 Stoneyside Drive  
Town of Mamaroneck

Dear Sir or Madam:

Pursuant to Section 6-F of the Tree Preservation Law of the Town of Mamaroneck, a permit application to remove trees has been received by the Tree Preservation Commission. Interested owners or organizations may review the application and tree survey at the Town Center Building Department, 740 West Boston Post Road, Mamaroneck, New York between 8:30 a.m. and 4:00 p.m. weekdays.

Anyone who feels aggrieved or affected by this decision shall have the right to appeal to the Town Board for a review of the decision of the Tree Preservation Commission within ten (10) days of the date of this letter.

Very truly yours,

Elizabeth Paul  
Tree Preservation Commission

AFFADAVIT OF MAILING

STATE OF NEW YORK )

)ss:

COUNTY OF WESTCHESTER )

Brittanie O'Neill being duly sworn deposes and says that he/she on the 18<sup>th</sup> day of July, 2016 mailed the annexed notice to each of the persons whose name appears on the annexed list, by depositing a true copy of the same securely enclosed in a postpaid wrapper, in a Post Office box regularly maintained by the U.S. Government, in the Village of Mamaroneck, County of Westchester, directed to each of said persons at the address shown on the annexed list.

Deponent is over the age of 21.

B. O'Neill

Sworn to before me this 18<sup>th</sup> day of July, 2016

Francine M. Brill

Notary Public

FRANCINE M. BRILL  
NOTARY PUBLIC - STATE OF NEW YORK  
NO. 01BR6165517  
QUALIFIED IN QUEENS COUNTY  
MY COMMISSION EXPIRES MAY 7, 2019

**Alon Gratch**  
48 Ellsworth Rd  
LARCHMONT, NY 10538

**Amir Steinberg**  
25 Stoneyside Dr  
LARCHMONT, NY 10538

**F Stephen Larned**  
14 Stoneyside Dr  
LARCHMONT, NY 10538

**Ralph Edwards**  
45 Eton Rd  
LARCHMONT, NY 10538

**Dr William Stahl**  
145 Rockland Ave  
LARCHMONT, NY 10538

**William Pepe**  
61 Stoneyside Dr  
LARCHMONT, NY 10538

**Richard Neumann**  
208 Mulberry Ln  
LARCHMONT, NY 10538

**Patrick Maloney**  
29 Stoneyside Dr  
LARCHMONT, NY 10538

**Anthony Gomes**  
51 Eton Rd  
LARCHMONT, NY 10538

**Jay Barry Levy**  
25 Greystone Rd  
LARCHMONT, NY 10538

**Larry Fine**  
30 Greystone Rd  
LARCHMONT, NY 10538

**Barbara Dempsey Spelman**  
197 Mulberry Ln  
LARCHMONT, NY 10538

**Karen Flynn**  
49 Eton Rd  
LARCHMONT, NY 10538

**Robert Siegel**  
48 Eton Rd  
LARCHMONT, NY 10538

**Paul Turovsky**  
50 Eton Rd  
LARCHMONT, NY 10538

**Adam Raskin**  
207 Mulberry Ln  
LARCHMONT, NY 10538

**Amy Levin**  
147 Rockland Ave  
LARCHMONT, NY 10538

**Richard Michaels**  
24 Greystone Rd  
LARCHMONT, NY 10538

**Joshua Stern**  
47 Stoneyside Dr  
LARCHMONT, NY 10538

**Thomas Cestaro**  
139 Rockland Ave  
LARCHMONT, NY 10538

**Scott Raved**  
30 Stoneyside Dr  
LARCHMONT, NY 10538

**Laura Strothmann**  
209 Mulberry Ln  
LARCHMONT, NY 10538

**Harriet Waks**  
44 Eton Rd  
LARCHMONT, NY 10538

**Henry Korn**  
26 Stoneyside Dr  
LARCHMONT, NY 10538

**Daniel Joly**  
43 Eton Rd  
LARCHMONT, NY 10538

**Justin Silverman**  
129 Rockland Ave  
LARCHMONT, NY 10538

**Alan Ginsberg**  
46 Eton Rd  
LARCHMONT, NY 10538

**Linda Spock**  
43 Stoneyside Dr  
LARCHMONT, NY 10538

**Current Occupant**  
LARCHMONT, NY 10538

**Masami Kanai**  
206 Mulberry Ln  
LARCHMONT, NY 10538

**Randall Ross**  
19 Stoneyside Dr  
LARCHMONT, NY 10538

**Rodman Hill**  
20 Stoneyside Dr  
LARCHMONT, NY 10538

**Ruth Weckman**  
53 Stoneyside Dr  
LARCHMONT, NY 10538

**George Roniger**  
50 Stoneyside Dr  
LARCHMONT, NY 10538

**Mary Ann Lomonaco**  
36 Stoneyside Dr  
LARCHMONT, NY 10538

**Stacey Yonkus**  
48 Stoneyside Dr  
LARCHMONT, NY 10538

The following tree species are acceptable as replacement trees by the Town of Mamaroneck Tree Preservation Commission:

Red maple	<i>Acer rubrum</i>
Silver maple	<i>Acer saccharinum</i>
Serviceberry	<i>Amelanchier arborea</i> , Tree Form
Sugar maple	<i>Acer saccharum</i>
Black birch	<i>Betula lenta</i>
River birch	<i>Betula nigra</i>
Gray birch	<i>Betula populifolia</i>
Shagbark hickory	<i>Carya ovata</i>
Common hackberry	<i>Celtis occidentalis</i>
White ash	<i>Fraxinus americana</i>
Green ash	<i>Fraxinus pensylvanica</i>
Witch hazel	<i>Hamamelis virginiana</i>
Eastern redcedar	<i>Juniperus virginiana</i>
Sweet gum	<i>Liquidambar styraciflua</i>
Tulip tree	<i>Liriodendron tulipifera</i>
Black tupelo	<i>Nyssa sylvatica</i>
American hophornbeam	<i>Ostrya virginiana</i>
American sycamore	<i>Platanus occidentalis</i>
Cottonwood	<i>Populus deltoides</i>
Quaking aspen	<i>Populus tremuloides</i>
Black cherry	<i>Prunus serotina</i>
White oak	<i>Quercus alba</i>
Swamp white oak	<i>Quercus bicolor</i>
Pin oak	<i>Quercus palustris</i>
Chestnut oak	<i>Quercus prinus</i>
Northern red oak	<i>Quercus rubra</i>
Black oak	<i>Quercus velutina</i>
Black willow	<i>Salix nigra</i>
Common sassafras	<i>Sassafras albidum</i>
American linden	<i>Tilia americana</i>



**Town of Mamaroneck**

Town Center

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

CONSERVATION DEPARTMENT

TEL: 914/381-7845

FAX: 914/381-8473

conservationdept@townofmamaroneck.org

**TREE PRESERVATION COMMISSION  
STATEMENT OF FINDINGS**

**July 18, 2016**

**RE: *Tree Removal Application***  
***Block 211 Lot 40 - 43 Stoneyside Drive***

The applicant has requested a permit for the removal of 6 trees from the property for the construction of a new driveway, stairs and stormwater detention system. The trees are within the footprint of the approved construction and therefore meet the criteria for removal. Six (6) replacement trees are required from the attached list of approved species. Replacements must be 2 to 2.5" in diameter at the time of planting. Once planted ninety (90) percent of the bond will be refunded with the remaining ten (10) percent held for a period of two years to insure the survival of the trees.

**The Tree Preservation Commission decides the following:**

<p><b>BOND VALUE .....\$ 1,500</b></p> <p><b>REQUIRED REPLACEMENT TREE(S): (6)</b></p>
--

The Tree Commission may be contacted at the above address or through the following telephone numbers: Town of Mamaroneck Conservation Department at 381-7845 or the Building Department at 381-7830.

## Altieri, Stephen

---

**From:** George Roniger <ronigergeorge@gmail.com>  
**Sent:** Wednesday, July 27, 2016 10:17 PM  
**To:** Altieri, Stephen  
**Subject:** Appeal to deny the removal of trees at 43 Stoneyside Dr.

To the Town Board of the Town of Mamaroneck:

I am in receipt of a letter from the Conservation Department informing me that "a permit application to remove trees has been received by the Tree Preservation Commission." The letter also states that "Anyone who feels aggrieved or affected by this this decision shall have the right to appeal to the Town Board for a review of the decision of the Tree Preservation Commission ..." Unfortunately, the letter does not note what decision may, or may not have been made on this matter by the Tree Preservation Commission or the Town Board.

However, I am affected and aggrieved by any positive decision made on this application and I appeal to the Town Board for a review of such decision that may have been made.

Five trees that are the subject of the subject application are giant old sentinals at, and near, the front of the subject property and make a significant contribution to the positive visual and shading of Stoneyside Drive. "Replacement" of these giant trees by small new treelets will be no replacement at all. Our community values its heritage of trees and would make a mockery of our pride and benefit of our trees if these were to be removed.

On this basis I appeal any positive decision that may have been made with regard to this application.

George Roniger  
50 Stoneyside Dr.

# FIRE COMMISSION

## ITEM 1

# Town of Mamaroneck

From: Tony Siligato - Town Comptroller

Re: Fire Claims

Date: August 8, 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>
AT&T Mobility	Wireless Service for 6/12 -7/11/16	\$	360.98
Atlantic Westchester, Inc.	Hvac Maintenance 7/19/16	\$	145.00
Bound Tree Medical LLC	Sanitizer, gloves - large & extra large	\$	172.00
Cablevision	Cable services for 7/23 - 8/22/16	\$	198.04
CIT Finance, LLC	Xerox Copier Contract - July 2016	\$	261.56
Chatsworth Cleaners	Uniform cleaning	\$	162.83
Collins, Brendan	Software	\$	99.00
Carrot -Top Industries Inc.	Replace torn flags - Us Flag, NY Flag, POW Flag	\$	208.60
Carrot -Top Industries Inc.	Replace torn flags -digital	\$	561.94
Fire Companies.Com, Inc.	First due package (monthly access) - (3) months	\$	239.97
Grainger	Building supplies - replace fan	\$	103.54
Grainger	Building supplies - scrubber spongee, trash bags, bathroom cleaner, safety can	\$	243.98
Grainger	Replace water nozzle, Building supplies - cleaner & disinfectant, replace fan	\$	187.29
New England Uniform	Adult Tee Shirts and Youth Tee Shirts	\$	1,000.00
New England Uniform	Captain badge	\$	70.00
Ready Refresh	Rental for water coolers at FD HQ 6/19-7/18/16	\$	114.96
S.G. Fire Protection	Kitchen hood cleaning 7/6/16	\$	350.00
Sound Shore Pest Control, Inc.	Exterminating services on 6/27/16	\$	65.00
Town of Mamaroneck Fire Dept.	Food for July 2016 Fast Drill	\$	240.00
Tony's Nursery Inc.	Propane tanks 6/30 & 6/9/16	\$	120.00
Uni First Corp.	Cleaning supplies for building 7/8, 7/15, 7/22, 7/29/16	\$	188.94
Villa Maria Pizza	New members Explorer Drill meal 7/6/16	\$	61.17
Westch Elevator Services, Inc.	Maintenance for month of July 2016	\$	175.00
W J W W	205 Weaver St. water chgs 6/30 - 9/30/16	\$	100.00
		\$	-
	<b>Total:</b>	<b>\$</b>	<b>5,429.80</b>

*siligato*  
8/5/16.

# FIRE COMMISSION

## ITEM 2

FOR IMMEDIATE RELEASE

Town of Mamaroneck, NY:

The Town of Mamaroneck's Fire Department is pleased to announce that effective November 1, 2016, the Insurance Services Office, Inc. - Public Protection Classification (ISO-PPC) has reconfirmed that the department has retained its Class 2 rating.

ISO is an insurance industry reviewing entity that provides evaluations to insurance companies regarding property and casualty risk through a number of programs, one of them being the PPC Program. The PPC reviews three major aspects of fire suppression; the components of the subject fire department being evaluated, its emergency communication system, and the adequacy of the water supply in the subject district.

TMFD retained the ISO Class 2 rating from its previous evaluation in 2011, while the department's overall scoring within that classification substantially improved and further strengthened its position as an ISO Class 2 department. The rating system now includes a Community Risk Reduction component section that recognizes the department's community efforts to reduce losses through fire prevention, public fire safety education, and fire investigation. TMFD received a grade of 4.95 out of a total of possible 5.50 points in this category. TMFD's strong performance in the Community Risk Reduction program improved its overall rating in Class 2.

Historically, communities across the nation strive to achieve "best in class", which is a Class 1 rating. Typically a Class 1 rating is reserved for large urban fire departments and currently only 178 fire departments in the US qualify for a Class 1 rating. In New York State only 5 fire departments have a Class 1 rating and only 48 of the 2,441 fire departments in New York State were able to obtain a Class 2 rating.

The Town of Mamaroneck's Fire Department will continue to strive to maintain its strong rating as it seeks to improve the safety of the residents, businesses and visitors to the Town of Mamaroneck.

For more information regarding this release, please contact David Commender, the Public Information Officer for the TMFD at 914-834-2438 or by e-mail at [pio@tmfd.org](mailto:pio@tmfd.org).

# AFFAIRS OF THE TOWN

## ITEM 1



**Town of Mamaroneck**  
**Town Center**

740 W. Boston Post Road Mamaroneck, NY 10543

**Department of Community Services**  
**Senior Citizen Services and**  
**Housing Choice Voucher Program**

(914) 381-7840

[adanoy@townofmamaroneckny.org](mailto:adanoy@townofmamaroneckny.org)

[www.townofmamaroneckny.org](http://www.townofmamaroneckny.org)

Date: August 3, 2016  
To: Members of the Town Board  
CC: Stephen V. Altieri, Town Administrator  
FROM: Anna Danoy, Director – Housing Choice Voucher Program  
RE: Draft of Town of Mamaroneck PHA 2017 Administrative Plan

PHA 2017 Administrative Plan

At least annually, the PHA is required to review the PHA Administrative Plan for compliance with any new HUD-issued regulations. The PHA must also document any discretionary policies including any proposed changes, and to make the draft PHA Plan available to the public for a 45 day comment period prior to the required Public Hearing, and must be approved and submitted to HUD 75 days prior to the PHA's fiscal year end. The Draft will be made available for viewing as of 8/8/16. The public hearing must be held on 10/5/16 to allow for any changes to be made to ensure the 75 day submission deadline is met.

The attached draft 2017 PHA Administrative Plan has been prepared using the Nan McKay Model Administrative Plan. This Model plan contains a number of regulatory and statutory changes that have gone into effect over the past year. As we are required to comply, there is no action required by the Town Board on those changes. I have included one new proposed policy that is discretionary, and clarified the subsidy standards permitted under the Voucher program.

HUD requires an annual or biennial inspection of each unit under lease. The Town of Mamaroneck PHA utilizes staff as well as a consultant to do these inspections. There is a cost to the PHA each time an inspector goes out to re-inspect a unit. HUD now permits (but does not require) the following:

“The PHA may not charge the owner for the inspection of the unit prior to the initial term of the lease or for a first inspection during assisted occupancy of the unit. However, the PHA may charge a reasonable fee to owners for re-inspections in two situations: when the owner notifies the PHA that a repair has been made but the deficiency has not been corrected, and when the time for repairs has elapsed and the deficiency has not been corrected.”

The PHA is proposing to add the following policy (Page 8-9 and 8-10):

PHA Policy

The PHA will impose an inspection fee of \$55 for re-inspections that fail for deficiencies have not been corrected following the initial 30 day notice of deficiencies, and an additional fee of \$55 for each subsequent re-inspection for any remaining deficiencies not corrected.

In addition, I have adjusted the subsidy standards chart on Page 5-12 to more accurately reflect the current occupancy standards for the maximum number of household members per voucher size. HUD regulations recommend issuing the smallest voucher size needed to house the family without overcrowding. Building code sets forth square footage standards for the number of persons in the household, and the PHA takes that into consideration when inspecting a new unit for occupancy by the family.

# AFFAIRS OF THE TOWN

## ITEM 2



## 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](mailto:townadministrator@townofmamaroneck.org)

### Memorandum

**To:** Supervisor & Town Board

**From:** Stephen V. Altieri

**Subject:** Referral of Architectural Façade Plan – Cambium Project

**Date:** August 5, 2016

One of the requirements of the special permit approval for the Cambium Project was the coordination of the exterior façades of the residential building and the commercial building on Madison Avenue that houses New York Sports Club. Section 6D subsection ii of the special permit approval requires that the Town Board refer the façade plans for the commercial building to the Planning Board and Board of Architectural Review for advisory opinions. The Town Board shall not approve the architectural façade plans until the earlier of the Town Board's receipt of the advisory opinions of the Planning Board and the BAR or the 60<sup>th</sup> day following the date of the referral.

**ACTION REQUESTED THAT THE TOWN BOARD AUTHORIZE THE REFERRAL OF THE EXTERIOR FAÇADE PLANS FOR THE COMMERCIAL BUILDING ON MADISON AVENUE ADJACENT TO THE CAMBIUM TO THE PLANNING BOARD AND ZONING BOARD.**

Stephen V. Altieri  
Town Administrator

# AFFAIRS OF THE TOWN

## ITEM 3



## 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](mailto:townadministrator@townofmamaroneck.org)

### Memorandum

**To:** Supervisor & Town Board

**From:** Stephen V. Altieri

**Subject:** Authorization – Intermunicipal Agreement – Town of Rye  
Assessment Grievance Review

**Date:** August 4, 2016

Attached is a proposed agreement between the Town of Rye and the Town of Mamaroneck for the Mamaroneck Board of Assessment Review to review assessment grievances filed in the Town of Rye. Two grievances have been referred to the Town of Mamaroneck based upon the fact that a conflict of interest would exist for the Town of Rye to hear these grievances.

The language of the agreement is identical to prior agreements with the Town of Rye, with one exception. Section 3 of the agreement sets a maximum amount to be expended by the Town should outside appraisals be required. In reviewing the agreement with the Town Assessor, those amounts are sufficient for obtaining outside appraisals.

**ACTION REQUESTED: THAT THE TOWN BOARD APPROVE THE INTERMUNICIPAL AGREEMENT WITH THE TOWN OF RYE FOR ASSESSMENT GRIEVANCE REVIEW AND THAT THE TOWN ADMINISTRATOR BE AUTHORIZED TO EXECUTE THE AGREEMENT ON BEHALF OF THE TOWN.**

Stephen V. Altieri  
Town Administrator

## AGREEMENT

**BETWEEN THE TOWN OF RYE AND THE TOWN OF MAMARONECK WHEREBY (A) THE TOWN OF MAMARONECK'S BOARD OF ASSESSMENT REVIEW WILL ADJUDICATE A GRIEVANCE CHALLENGING THE ASSESSED VALUATION OF A PROPERTY IN THE TOWN OF RYE AND (B) THE ASSESSOR OF THE TOWN OF MAMARONECK WILL REPRESENT THE TOWN OF RYE IN THAT PROCEEDING.**

THIS AGREEMENT (the "Agreement") is made as of the \_\_\_\_\_ day of July 2016, by and between the Town of Rye a municipal cooperation organized and existing under the laws of the State of New York, with its principal place of business located at 222 Grace Church Street, 3d Floor, Port Chester, New York 10573, and the Town of Mamaroneck, a municipal cooperation organized and existing under the laws of the State of New York, with its principal place of business located at 740 West Boston Post Road, Mamaroneck, New York, 10543.

### RECITALS

**WHEREAS**, General Municipal Law §119-o authorizes a municipality to enter into or assign a municipal function to another municipality by executing an inter-municipal agreement with that municipality, and

**WHEREAS**, Anthony and Maria Rappoccio ("Petitioner"), and Mitchell and Ellen Markowitz ("Petitioner"), are owners of certain real property within the Town of Rye. Maria Rappoccio, is an employee of the Rye Town Assessment Office; and Mitchell Markowitz was the former Rye Town Assessor, and

**WHEREAS**, the Petitioners filed a complaint challenging the 2016 assessed valuation ("Petitioner's Grievance") for their respective properties located at 30 Haines Boulevard, Port Chester, New York 10573 ("Property"); and 26 Mohegan Lane, Rye Brook, New York, 10573 ("Property").

**WHEREAS**, the attorney, appointed by the Town Board of the Town of Rye, serves as Counsel to the Town of Rye and its Assessor and its Board of Assessment Review and is sometimes called upon to advise, appear and/or defend grievances and SCAR proceedings involving the Town of Rye, and

**WHEREAS**, the Town Assessor, appointed by the Town Board of the Town of Rye, also is charged with the responsibility of defending grievances and SCAR proceedings involving challenges to assessments of real property located within the Town of Rye, and

**WHEREAS**, the Board of Assessment Review of the Town of Rye hears grievances filed by owners of real property located within the Town of Rye, and

**WHEREAS**, the members of Board of Assessment Review of the Town of Rye are appointed by the Town Board of the Town of Rye, and

**WHEREAS**, it would present a conflict of interest or give the appearance of impropriety for the Counsel to the Town of Rye, its Assessor and its Board of Assessment Review to be involved in the adjudication of the Petitioner's Grievance, and

**WHEREAS**, to avoid any conflict of interest and to avoid the appearance of impropriety the Town Board of the Town of Rye has determined that no one affiliated with the Town of Rye should be involved with the Petitioner's Grievance, and

**WHEREAS**, the Town of Rye has asked the Town of Mamaroneck (a) to authorize the Board of Assessment Review of the Town of Mamaroneck ("Mamaroneck BAR") to determine the Petitioner's Grievance and (b) to authorize the Assessor of the Town of Mamaroneck ("Mamaroneck Assessor") to represent the Town of Rye before the Mamaroneck BAR in connection with the Petitioner's Grievance and in any SCAR proceeding that the Petitioner may bring with respect to the Petitioner's Grievance.

Now therefore intending to be bound, the Town of Rye and the Town of Mamaroneck agree as follows:

1. The Town Assessor of the Town of Rye shall refer the Petitioner's Grievance and SCAR petition, should one be filed, to the Town of Mamaroneck. The Mamaroneck BAR shall treat the Petitioner's Grievance as if it were a challenge to the assessed value of real property located within the Town of Mamaroneck.
2. (a) The Town of Rye grants the Mamaroneck Assessor the authority to take any and all appropriate action to defend the Property's 2016 assessment before the Mamaroneck BAR and in Court in a SCAR proceeding should the petitioner file a SCAR proceeding challenging the Property's 2016 assessment.  
  
(b) The Town of Rye also grants the Mamaroneck Assessor the authority to negotiate a resolution of the Petitioner's Grievance and will abide by and/or approve any settlement that the Mamaroneck Assessor may reach with the Petitioner or his/her representative.  
  
(c) If the Mamaroneck Assessor deems an appraisal of the Property to be necessary, the Town of Mamaroneck shall order such appraisal and the Town of Rye shall reimburse the Town of Mamaroneck for the cost of such appraisal. The cost of said appraisal(s) is to be agreed upon by both the Rye and Mamaroneck Assessors at the time such appraisal(s) are required.
3. The Town of Rye also shall pay the Town of Mamaroneck for any and all costs in connection with the Mamaroneck Assessor's time, and for additional appraisals, if needed.
4. This Agreement shall terminate and all obligations that the Mamaroneck Assessor must perform hereunder shall cease if (a) the Petitioner does not file a SCAR proceeding or commence a proceeding pursuant to Article 7 of the Real Property Tax Law after the Mamaroneck BAR renders its decision on the Petitioner's Grievance or (b) a SCAR proceeding is adjudicated by the Supreme Court of the State of New York or (c) the Mamaroneck Assessor negotiates a resolution of the Petitioner's Grievance or (d) the

Petitioner commences either (i) a proceeding pursuant to Article 7 of the Real Property Tax Law after the Mamaroneck BAR renders its decision on the Petitioner's Grievance, (ii) an Article 78 proceeding challenging the determination made by the Supreme Court of the State of New York in a SCAR proceeding or (iii) any other litigation challenging the Property's 2016 assessment, it being understood that this Agreement does not authorize or require the Town of Mamaroneck, the Mamaroneck Assessor, the Mamaroneck BAR or any of its other officers, employees, consultants, representatives, attorneys or volunteers to represent the Town of Rye in any litigation other than the Mamaroneck Assessor representing the Town of Rye in a SCAR proceeding brought by the Petitioner to challenge the Property's 2016 assessment.

5. The respective representatives of each municipality, who execute this Agreement on behalf of their respective municipal corporations, are duly authorized and empowered to execute this Agreement.
6. Any and all notices, communications, payments and demands required under this Agreement shall be made in writing, addressed as follows, or to such other address as may be hereafter designated, in writing, by each party hereto:

- a. To Rye:

Town of Rye  
222 Grace Church Street, 3rd Floor  
Port Chester, New York 10573  
Att: Gary J. Zuckerman, Town Supervisor

- b. To Mamaroneck:

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

7. This Agreement contains the entire understanding of the parties who hereby acknowledge that there has been and are no representations, warranties, covenant or understandings other than those expressly set forth herein.
8. Neither this Agreement nor any provision hereof, shall be amended or modified, or deemed amended or modified, except by an agreement in writing duly subscribed and acknowledged by all parties to this Agreement with the same formality as this Agreement.
9. This Agreement shall be binding upon, and for the benefit of, the parties, their heirs, successors and assigns.
10. All matters affecting the interpretation of this Agreement and the rights of the parties hereto shall be governed by the laws of the State of New York.

**IN WITNESS THEREOF**, the Town of Rye and the Town of Mamaroneck have agreed to the terms and conditions set forth therein.

\_\_\_\_\_ Date: \_\_\_\_\_  
 Gary J. Zuckerman, Town Supervisor

\_\_\_\_\_ Date: \_\_\_\_\_  
 Stephen V. Altieri, Town Administrator

**Certificate of Authorization**

I, Hope Vespia, certify that (a) I am the Town Clerk of the Town of Rye, a municipality existing under the laws of the State of New York, (b) Gary J. Zuckerman, the person who signed this Agreement on behalf of the Town of Rye, is the Supervisor of the Town of Rye, (c) Mr. Zuckerman was authorized by the Town Board of the Town of Rye to execute this Agreement on behalf of the Town and (d) such authority was in full force and effect when Mr. Zuckerman executed this Agreement on behalf of the Town.

---

Hope Vespia, Town Clerk

**Certificate of Authorization**

I, Christina A. Battalia, certify that (a) I am the Town Clerk of the Town of Mamaroneck, a municipality existing under the laws of the State of New York, (b) Stephen V. Altieri, the person who signed this Agreement on behalf of the Town of Mamaroneck, is the Town Administrator of the Town of Mamaroneck, (c) Mr. Altieri was authorized by the Town Board of the Town of Mamaroneck to execute this Agreement on behalf of the Town and (d) such authority was in full force and effect when Mr. Altieri executed this Agreement on behalf of the Town.

---

Christina A. Battalia, Town Clerk

# AFFAIRS OF THE TOWN

## 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

FAX: 914/381-7809

townadministrator@townofmamaroneck.org

www.townofmamaroneck.org

### Memorandum

**To: Supervisor and Town Board**

**Re: Request for Reduction in Performance Bond  
Durham Road Subdivision**

**Date: August 4, 2016**

The Town has received a request from the developer of the Durham Road Subdivision to reduce the amount of the outstanding performance bond for the public improvements that were required as part of the subdivision approval. Attached is a letter from Mr. Andy Saines requesting the performance bond reduction.

The original performance bond for public improvements was in the amount of \$876,436. The request is to reduce the bond amount to \$95,761.50. Attached is a spreadsheet prepared by the Town Engineer listing all of the public improvements that were constructed in the subdivision. The spreadsheet includes the quantity and value for each improvement along with the percentage to be held for each item. For items such as earthwork, rock removal and tree removal no retainage is being held as each item is fully complete and does not involve the installation of public infrastructure. The one remaining item for which we are recommending retainage of 100% of the value is for the installation of the top course of asphalt on the roadway since this item has not been completed. You will note that the recommendation is to hold between 10% and 25% for most of the improvements. These amount will be held until such time as the Town agrees to accept the road.

Upon acceptance of the road, the Town will release the remaining amounts in the performance bond. The developer however must then provide the Town with a two year maintenance bond as a warranty for the improvements. The amount of the maintenance bond will be determined at that time acceptance of the road is considered by the Town.

**ACTION REQUESTED: THAT THE TOWN BOARD APPROVE THE REDUCTION OF THE DURHAM ROAD SUBDIVISION IN ACCORDANCE WITH THE SPREADSHEET PREPARED BY THE TOWN ENGINEER.**



---

Stephen V. Altieri  
Town Administrator



Highclere Court  
1 Durham Road  
Larchmont, NY 10538

August 4, 2016

Steve Altieri

Town of Mamaroneck

740 West Boston Post Road

Mamaroneck, NY

Dear Mr Altieri,

I would like to request that the Board of the Town of Mamaroneck reduce the amount of the construction bond that exists on Highclere Court in the Town of Mamaroneck to the amount recommended by the Town Engineer, David Goessl, to \$95,761.50. The construction of the road is 95% complete at this point, so holding a bond for 12% of the construction cost should be a comfortable position for the Town.

Thank you very much for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Andrew Saines". The signature is fluid and cursive, with the first name "Andrew" and the last name "Saines" clearly distinguishable.

Andrew Saines

President, Highclere Court, LLC

Cc David Goessl

Durham Road Subdivision - Schedule of Values for Performance Bond

Item #	Item Description	Quantity	Unit of Measure	Unit Price	Extended Price	Bond Retainage	Percentage Withheld
1	Tree Removal	56	EA	\$ 300.00	\$ 16,800.00	\$ -	0%
2	<b>Sediment &amp; Erosion Control</b>						
	Silt Fence	2000	LF	\$ 1.50	\$ 3,000.00	\$ 300.00	10%
	Inlet Protection	4	EA	\$ 250.00	\$ 1,000.00	\$ 100.00	10%
	Grass Strip	3300	LF	\$ 0.50	\$ 1,650.00	\$ 412.50	25%
	Construction Entrance	1	LS	\$ 3,500.00	\$ 3,500.00	\$ 875.00	25%
3	<b>Rock Excavation</b>						
	Mass Rock	1340	CY	\$ 155.00	\$ 207,700.00	\$ -	0%
	Trench Rock	290	CY	\$ 190.00	\$ 55,100.00	\$ -	0%
4	<b>Earthwork</b>						
	Mass Excavation	2941	CY	\$ 40.00	\$ 117,640.00	\$ -	0%
	Road Subbase	370	CY	\$ 55.00	\$ 20,350.00	\$ -	0%
5	<b>Stormwater System</b>						
	12" SDR-35	126	LF	\$ 70.00	\$ 8,820.00	\$ 882.00	10%
	15" SDR-35	46	LF	\$ 85.00	\$ 3,910.00	\$ 391.00	10%
	6" SDR-35	770	LF	\$ 45.00	\$ 34,650.00	\$ 3,465.00	10%
	12" HDPE	128	LF	\$ 70.00	\$ 8,960.00	\$ 896.00	10%
	24" HDPE	5	LF	\$ 110.00	\$ 550.00	\$ 55.00	10%
	48" HDPE	154	LF	\$ 160.00	\$ 24,640.00	\$ 2,464.00	10%
	15" DIP CI 52	69	LF	\$ 115.00	\$ 7,935.00	\$ 793.50	10%
	Contech System	1	EA	\$ 22,000.00	\$ 22,000.00	\$ 2,200.00	10%
	Drain Inlets	3	EA	\$ 3,500.00	\$ 10,500.00	\$ 2,625.00	25%
	Headwalls	2	EA	\$ 2,400.00	\$ 4,800.00	\$ 480.00	10%
	Catch Basins	5	EA	\$ 3,500.00	\$ 17,500.00	\$ 4,375.00	25%
	Outlet Structure	1	EA	\$ 3,500.00	\$ 3,500.00	\$ 350.00	10%
	Doghouse MH	1	EA	\$ 4,000.00	\$ 4,000.00	\$ 400.00	10%
6	<b>Sanitary Sewer System</b>						
	8" SDR-35	277	LF	\$ 75.00	\$ 20,775.00	\$ 2,077.50	10%
	Sanitary MH	3	EA	\$ 3,500.00	\$ 10,500.00	\$ 2,625.00	25%
7	<b>Water Main</b>						
	8" CI 52 w/ Fittings	348	LF	\$ 110.00	\$ 38,280.00	\$ 9,570.00	25%
	Fire Hydrant	2	EA	\$ 5,000.00	\$ 10,000.00	\$ 2,500.00	25%
	Tapping Sleeve & Valve	1	EA	\$ 2,500.00	\$ 2,500.00	\$ 625.00	25%
8	<b>Stone Curbing</b>						
	Town Curbstone	830	LF	\$ 40.00	\$ 33,200.00	\$ 8,300.00	25%
9	<b>Asphalt Paving</b>						
	2" Top	150	TON	\$ 160.00	\$ 24,000.00	\$ 24,000.00	100%
	2" Base	150	TON	\$ 160.00	\$ 24,000.00	\$ 6,000.00	25%
	4" Binder	300	TON	\$ 160.00	\$ 48,000.00	\$ 12,000.00	25%
10	<b>Street Light</b>						
	Town Street Light	1	EA	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00	100%

Sub-Total	\$	796,760.00	\$	95,761.50	12.02%
10% Contingency	\$	79,676.00	(Proposed Reduced Bond Amount)		
<b>TOTAL PERFORMANCE BOND</b>	\$	<b>876,436.00</b>			

# AFFAIRS OF THE TOWN

## ITEM 5



## 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 to Establish Capital Project**

**Purchase of Veterans of Foreign War Building**

**Date: August 4, 2016**

With the purchase of the VFW building coming up in September it is necessary to establish a capital project for all expenses associated with the purchase. The capital project in the amount of \$2,230,000 will be financed entirely through the issuance of serial bonds.

**ACTION REQUESTED: THAT THE TOWN BOARD AUTHORIZE THE ESTABLISHMENT OF CAPITAL PROJECT #2016-52 PURCHASE OF VETERANS OF FOREIGN WAR BUILDING AND THAT THE PROJECT AMOUNT WILL BE \$2,230,000**

Stephen V. Altieri  
Town Administrator



ESTABLISH 2016 CAPITAL PROJECT & BUDGET - PURCHASE VFW (SR CTR BLDG)

18

8/8/2016 TOWN BOARD MEETING

CAPITAL PROJECTS FUND (FUND H):

ESTABLISH BUDGET:

EXP	H.1621.0400.2016.52	SENIOR CENTER (VFW BLDG)	\$ 2,230,000.00
REV	H.0000.5710.2016.52	SERIAL BONDS	\$ 2,230,000.00

*(CAPITAL PROJECT #2016-52)*

*\* Establish Capital Project Budget to properly account for the purchase & associated expenses related to the Town acquiring 1288 Boston Post Road building/property.*

*(Bond resolution in the amount of \$2,230,000 previously adopted on June 15, 2016.)*

# AFFAIRS OF THE TOWN

## ITEM 6



# 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: Amendment-Capital Project #2016-04  
Roads, Sidewalks and Curbs**

**Date: August 4, 2016**

In the course of conducting road and sidewalk improvements it has become our practice of working with Con Edison to coordinate their repairs and improvements with our road resurfacing projects. Typically, if Con Edison's work is large in scope, the Town will negotiate with them an agreement either for a complete repaving of a roadway or repaving a significant portion of the roadway. The Town provides Con Edison an estimate of cost based upon our bid prices.

For this year we have negotiated two agreements with Con Edison totaling \$168,168 for resurfacing additional roads in the Town as a result of their gas line replacement projects. Below is a listing of the roads to be resurfaced:

1. **Mohegan Road** will be resurfaced entirely between Dundee Road and South Ridge Road. - (w/ Spot milling only)
2. **Avon Road** will have partial resurfacing between Mohegan Road and Lancia Lane.- - (w/ Spot milling only)
3. **West Brookside Drive** will be resurfaced between Lansdowne Drive and West Garden Road - (Including Full curb to curb milling)
4. **East Brookside Drive** will be resurfaced between Little Farms Road and East Garden Road - (Including Full curb to curb milling)

Therefore the amendment to the capital project reflects the revenue from Con Edison and the added expense for road resurfacing. Attached is the schedule outlining the details of the amendment along with copies of the Con Edison agreements.

**ACTION REQUESTED: THAT THE TOWN BOARD AUTHORIZE AN AMENDMENT TO CAPITAL PROJECT #2016-04 ROADS, SIDEWALKS AND CURBS IN THE AMOUNT OF \$168,168 TO REFLECT ADDITIONAL REVENUE FROM CON EDISON FOR ROAD RESURFACING AND THE ADDITIONAL EXPENSE FOR THE TOWN TO RESURFACE ADDITIONAL ROADS.**

Stephen V. Altieri  
Town Administrator



**AMEND 2016 CAPITAL PROJECT & BUDGET - ROADS, SIDEWALKS & CURBS**



8/8/2016 TOWN BOARD MEETING

**CAPITAL PROJECTS FUND (FUND H):**

AMEND BUDGET:

EXP	H.5110.0400.2016.04	ROADS, SIDEWALKS & CURB IMPROVEMENTS	\$ 168,168.00	
REV	H.0000.2770.2016.04	MISCELLANEOUS - OTHER SOURCES	\$ 168,168.00	*

***(CAPITAL PROJECT #2016-04)***

*(Increase project budget with \$168,168 additional funding from Con Edison for the road restoration of East & West Brookside Drive, Mohegan Rd. and Avon Rd. as per agreement with Town.)*

*Original Capital Project Budget:* \$ 853,500.00

*Funding source:*

<i>TRANSFER FROM HIGHWAY FUND - 2016 BUDGET (C.H.I.P.S.)</i>	\$ 85,000.00	
<i>SERIAL BONDS - 2016 (Resolution adopted 2/17/16)</i>	\$ 768,500.00	
<b><i>CON EDISON AGREEMENT - R.O.B 8/8/16</i></b>	<b>\$ 168,168.00</b>	*

**Revised Capital Project Budget as amended on 8/8/16: \$ 1,021,668.00**



## Town of Mamaroneck

Town Center

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

ENGINEERING DEPARTMENT

TEL: 914/381-7835

FAX: 914/381-8473

townengineer@townofmamaroneck.org

July 27, 2016

Consolidated Edison Company of New York, Inc.  
Construction Management Group  
315 Old Saw Mill River Road  
Valhalla, NY 10595

ATTN: Mrs. Kelly Sue Polao  
Westchester Construction Management Paving Manager

RE: Town of Mamaroneck  
Road Restoration – Resurfacing w/ ELQ Industries

Dear Kelly Sue,

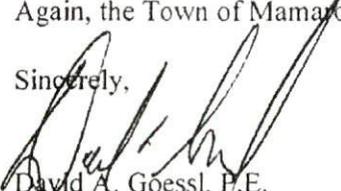
This letter is to confirm that the Town of Mamaroneck has accepted Con Edison's offers to contribute \$ 63,285.00 and \$ 104,883.00 towards the restoration and resurfacing of Town roads as outlined in your letters of agreement dated July 26, 2016. These areas were disturbed as a result of gas main replacement work performed this past year by Con Edison's contractors, Persico Construction and Miller Pipeline. Attached please find two sets of original signed copies of the agreements. Once executed, please forward two copies of each back to myself for our records.

The Town will schedule our road resurfacing contractor, ELQ Industries to perform "curb to curb" resurfacing along the areas stated. The restoration of landscape and incidental items damaged such as curbing, walkways, concrete sidewalks, driveways, flower beds and lawn areas are not part of the agreement and are to be restored by Con Edison.

We anticipate that this restoration work should take late August, early September. We will keep you informed of the exact start date and again when the resurfacing is completed. The Town will assume no further obligation from Con Edison to make any pavement repairs once the work is completed. Please arrange to have payment sent to the Town with a copy of this letter.

Again, the Town of Mamaroneck greatly appreciates your cooperation in this matter.

Sincerely,

  
David A. Goessl, P.E.  
Town Engineer

Cc: Christine Melovitz-Goh, Con Edison  
Stephen Altieri, Town Administrator  
Louis Martirano, Superintendent of Highways  
Tony Siligato, Town Comptroller





July 26, 2016

Mr. Stephen Altieri  
Town of Mamaroneck Administrator  
Town Center  
740 West Boston Post Road  
Town of Mamaroneck, N.Y. 10543

Re: Agreement for paving

Dear Mr. Altieri:

This letter confirms the agreement between Consolidated Edison Company of New York, Inc. and the Town of Mamaroneck concerning repaving of certain streets in connection with utility-related work performed by Con Edison.

Con Edison obtained the following permits from the Town of Mamaroneck to perform work on the following streets:

Streets	Layout Numbers	Opening Ticket Numbers
West Brookside Drive	G15-15979-001WTM	PS-003173-74
West Brookside Drive	G15-15979-002WTM	PS-003171
East Brookside Drive	G15-15979-002WTM	PS-003175, PS-003185, PS003187-88

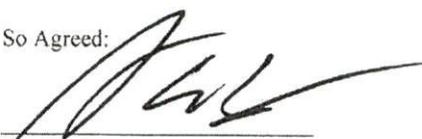
Any obligation that Con Edison had, or may have, to perform repaving in connection the permits and streets listed above shall be performed instead by the Town of Mamaroneck. Con Edison will reimburse the municipality for this work at the firm, *all-inclusive* rate of \$ 1.88 per square foot of repaved roadway. Con Edison will only be responsible for the square footage necessary to repave the areas covered in the aforementioned permits, unless otherwise agreed to in writing. Con Edison agrees to pay the Town of Mamaroneck \$63,285.00 to complete the restoration associated with job listed above.

Please confirm this agreement on behalf of the Municipality. Thank you for your assistance.

Sincerely,

Kelly Sue Polao  
Westchester Construction Management  
Paving Manager

So Agreed:

  
Mr. Stephen Altieri  
Town of Mamaroneck Administrator



July 26, 2016

Mr. Stephen Altieri  
Town of Mamaroneck Administrator  
Town Center  
740 West Boston Post Road  
Town of Mamaroneck, N.Y. 10543

Re: Agreement for paving

Dear Mr. Altieri:

This letter confirms the agreement between Consolidated Edison Company of New York, Inc. and the Town of Mamaroneck concerning repaving of certain streets in connection with utility-related work performed by Con Edison.

Con Edison obtained the following permits from the Town Of Mamaroneck to perform work on the following streets:

Streets	Layout Numbers	Opening Ticket Numbers
Mohegan Road	G15-19940-001WTM	PW107408-09
Mohegan Road	G15-19940-001WTM	PW107413-16
Mohegan Road	G15-19940-003WTM	PW107432-36
Avon Road	G15-19940-004WTM	PW107449-50

Any obligation that Con Edison had, or may have, to perform repaving in connection the permits and streets listed above shall be performed instead by the Town of Mamaroneck. Con Edison will reimburse the Town of Mamaroneck for this work at the firm, *all-inclusive* rate of \$ 1.41 per square foot of repaved roadway. Con Edison will only be responsible for the square footage necessary to repave the areas covered in the aforementioned permits, unless otherwise agreed to in writing. Con Edison agrees to pay the Town of Mamaroneck \$104,883 for the restoration of the area described in this letter.

Please confirm this agreement on behalf of the Municipality. Thank you for your assistance.

Sincerely,

Kelly Sue Polao  
Westchester Construction Management  
Paving Manager

So Agreed:

  
\_\_\_\_\_  
Stephen Altieri