

**TOWN OF MAMARONECK
TOWN BOARD AGENDA
WEDNESDAY, OCTOBER 5, 2016**

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

1. Discussion – Parking Permits Lot #1 and Lot #3.
2. Update – Leaf Collection Program
3. Discussion – Amendment Special Permit Cambium
4. Discussion – In REM Proceeding
5. Discussion – Floor Area Ratio Review
6. New Business

8:00PM CALL TO ORDER – COURTROOM

SUPERVISOR'S SUMMARY REPORT

CITIZEN COMMENTS

PUBLIC HEARING – Section 8 Housing Voucher Administrative Plan

BOARD OF FIRE COMMISSIONERS

1. Fire Claims
2. Other Fire Department Business

AFFAIRS OF THE TOWN OF MAMARONECK

1. Appointments – Planning Board
2. Authorization – Budget Amendment – Highway Fund
3. Consideration – Tax Certiorari
4. Approval – Justice Court Assistance Program Grant

REPORTS OF THE COUNCIL

TOWN CLERK'S REPORT

NEXT REGULARLY SCHEDULED MEETING – October 19, 2016 & November 2, 2016

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

WORKSESSION

ITEM 1

NO ATTACHMENT

WORKSESSION
ITEM 2



Town of Mamaroneck

Town Center

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

OFFICE OF THE TOWN ADMINISTRATOR

TEL: 914/381-7810

FAX: 914/381-7809

townadministrator@townofmamaroneck.org

Memorandum

To: Supervisor and Town Board

Re: Update- 2016 Leaf Collection Pilot Program

Date: September 30, 2016

As a matter of background the Town used to share a leaf disposal site with the Village of Mamaroneck on Taylor's Lane behind Mamaroneck Toyota on Boston Post Road. As a result of finding hazardous material buried on the site, the leaf collection operation was abruptly terminated in 1988 just weeks before the beginning of fall leaf collection. Because of the short notice of the termination of our arrangement with the Village, the Town had no other alternative plans and moved its operation to the south end of Hommocks Pool Parking Lot near Flint Park where it remains today. Since we know that the Hommocks Site is not ideal we have in the intervening period explored alternative sites but each was unfeasible either due to cost or location. We also explored an alternative to partner with the City of New Rochelle several years ago but that it presented significant logistical complications for the Town.

We have a new potential alternative that is worth experimenting with at least for a part if not all of the 2016 leaf collection season. On Valley Place which is off of Fifth Avenue at the Town/ New Rochelle Boundary is an existing private organic waste transfer station operated by John Moriarity. The Town has used this facility in the past for the disposal of brush and organic waste resulting from major storms in the Town. Mr. Moriarity has approached the Town regarding using his facility for the transfer of fall leaves. This alternative was not available in the past based upon permit requirements and licensing arrangement with New York State and Westchester County. All of the necessary permits are in place and Westchester County is on board to have their contractor bring its trucks to the Moriarity site.

This plan would operate in virtually the same manner as the Hommocks Parking lot operation. Our leaf trucks would dump fall leaves at the Valley Place site. The leaves would be loaded into trailers contracted by Westchester County and removed from the site to a composting location outside of Westchester. In addition to the fee of \$17.00 per ton paid to the County to truck and dispose the leaves, the Town would pay a fee of \$10 per truck load to Moriarity for the use of his site and for loading the leaves into County trailers. Under the current arrangement at Hommocks a Highway Department employee loads the trailers. The estimated cost for the season to use the Moriarity site would be \$17,000.

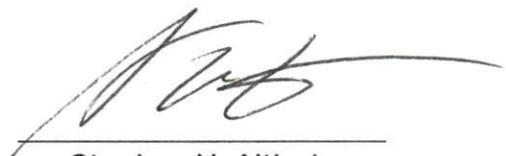


The greatest benefit to this alternative, if successful, would be to permanently abandon the Hommocks site. The proximity of the site to the Hommocks School and intermingling of truck and school traffic can at time be problematic. Also, if the pilot program can be made permanent, there will be expanded parking year round for the pool and ice rink. Also there are aesthetic concerns with the leaves at Hommocks.

In terms of the cost of the pilot program the fee for the use of the Moriarity site and the loading of the trailers is a new cost to the leaf collection program. However there are offsetting benefits. First, by having Moriarity load the leaves, the Town will be able to reassign the Payloader operator previously assigned to the Hommocks site to on-street leaf collection. This will improve leaf collection service by adding an additional crew to the operation. Second, the Town will reduce a portion of its overtime expense for leaf collection. To minimize the conflict between tractor trailer truck traffic, school traffic during the week and rink traffic on Saturdays, a Payloader operator is brought in three days per week at 6:00am am to load trailers. By doing this the trailers are off site by 8:30am before other traffic arrives at the Hommocks. The overtime savings amounts to between \$2,500 and \$3,000 per season.

While this alternative has great potential, we want to be cautions and be absolutely certain that it can work on a permanent basis before vacating the Hommocks Site. So for now the loading ramp, fencing and truck entrance gates at Hommocks will remain in place. We also want to make certain that the Mr. Moriarity is capable of handling our leaf production rates and that this site will be operationally feasible. During the height of the leaf collection season which is in November, the Town will deliver on average 44 truckloads of leaves per day for disposal.

I will update the Town Board on the progress of the pilot program in November.



Stephen V. Altieri
Town Administrator

WORKSESSION
ITEM 3



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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.



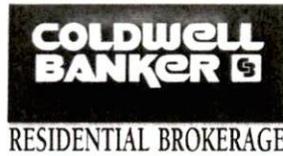
The Board may recall that in 2015 units on the top floor of the building were consolidated thus reducing the total number of units to 147. As a result of the consolidation the Town Board adopted a resolution that would permit no further consolidation of units and that the maximum number of units continue 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

WORKSESSION
ITEM 4



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

NO ATTACHMENT

WORKSESSION
ITEM 5

NO ATTACHMENT

WORKSESSION
ITEM 6

NO ATTACHMENT

PUBLIC HEARING

#1

NOTICE OF PUBLIC HEARING

LEGAL NOTICE IS HEREBY GIVEN that pursuant to Section 130 of the Town Law of the State of New York, and pursuant to a resolution of the Mamaroneck Town Board adopted on August 8, 2016 a Public Hearing will be held on Wednesday, October 5, 2016 at 8:00 PM or as soon thereafter as is possible at the Town Center, 740 W. Boston Post Road, Mamaroneck, New York to consider: Approve the 2017 Town of Mamaroneck PHA Administrative Plan, with respect to new Housing and Urban Development (HUD) Regulations.

Section 1 – Purpose.

Approve the 2017 Town of Mamaroneck PHA Administrative Plan, with respect to new Housing and Urban Development (HUD) Regulations.

The full text of this plan can be viewed on the website or copies can be obtained at the Town Clerk's office during regular hours, Mon-Fri, 8:30 AM to 4:30 PM, In June, July and August until 4:00 PM at 740 W. Boston Post Road Mamaroneck, NY

PLEASE TAKE FURTHER NOTICE that at the Public Hearing all persons interested will be given an opportunity to be heard and that all persons are invited to submit written comments at or prior thereto.

**BY ORDER OF THE TOWN BOARD
OF THE TOWN OF MAMARONECK**

**CHRISTINA BATTALIA
TOWN CLERK**



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
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.

FIRE COMMISSION

ITEM 1

Town of Mamaroneck

From: Tony Siligato - Town Comptroller



Re: Fire Claims

Date: October 5, 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>
AAA Emergency Supply Co.	Flares, Fire Extinguisher inspection, Recharge/Refills	\$	642.30
AAA Emergency Supply Co.	Globe/Cairns NFPA RX Fire Coat, Internal Harness Pants, Gear for Dan Murray	\$	2,548.00
AT & T Mobility	Wireless service for 8/12 - 9/11/16	\$	361.18
Atlantic Westchester Inc.	HVAC maintenance 9/16/16	\$	336.48
Bound Tree Medicals, LLC	Sanitizer, gloves large & extra large	\$	105.00
Cablevision	Cable services for 9/23 - 10/22/16	\$	198.04
CIT Finance LLC	Xerox Copier Contract for Sep. 2016	\$	261.56
Ready Refresh	Rental for water cooler at FD HQ 8/19 - 9/18/16	\$	114.96
Sound Shore Pest Control Inc.	Exterminating Services 8/29/16	\$	65.00
The Flower Bar	Wreath & Banner	\$	172.00
Town of Mamaroneck Fire Dept.	Food for September 2016 Drill	\$	200.00
Uni First Corp.	Cleaning supplies for building 9/9, 9/16, 9/23/16	\$	161.19
Verizon	Fire HQ svc 9/10-10/9/16	\$	236.96
Westchester JWW	205 Weaver St charges 6/1/16 - 9/1/16	\$	547.64
		\$	-
	Total:	\$	5,950.31

FIRE COMMISSION

ITEM 2

NO ATTACHMENT

AFFAIRS OF THE TOWN

ITEM 1

NO ATTACHMENT

AFFAIRS OF THE TOWN

ITEM 2



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Town Center

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FAX: 914/381-7809

townadministrator@townofmamaroneck.org

OFFICE OF THE TOWN ADMINISTRATOR

Memorandum

To: Supervisor & Town Board

From: Stephen V. Altieri

Subject: Authorization – Budget Transfer – Highway Fund

Date: May 25, 2016

It was necessary for the Town to conduct major repairs to the truck lift at the Central Garage. The repairs amounted to \$4,300.00 for which there were insufficient funds in the equipment repair and maintenance budget line. Therefore, I am requesting authorization to transfer \$4,300.00 from the auto parts and supplies budget line to the equipment repairs and maintenance budget line. This is an internal budget transfer, which means that there is no application of surplus funds for this transaction.

ACTION REQUESTED THAT THE TOWN BOARD AUTHORIZE A TRANSFER OF FUNDS IN THE AMOUNT OF \$4,300.00 FROM BUDGET ACCOUNT DB5130.4237 TO BUDGET ACCOUNT DB5130.4033 IN THE AMOUNT OF \$4,300.00 FOR NECESSARY REPAIRS TO THE TRUCK LIFT AT THE CENTRAL GARAGE.

Stephen V. Altieri
Town Administrator

FY 2016 BUDGET TRANSFER - HIGHWAY FUND



10/5/2016 TOWN BOARD MEETING

HIGHWAY (FUND DB):

BUDGET TRANSFER:

FROM	DB.5130.4237	AUTO PARTS & SUPPLIES		\$ (4,300.00)
TO	DB.5130.4033	EQUIPMENT REPAIRS / MAINT		\$ 4,300.00

* REPRESENTS FUNDS TO BE REALLOCATED FOR CENTRAL GARAGE HEAVY DUTY DRIVE-ON LIFT REPAIRS.
(MEMO FROM HIGHWAY SUPT.)



Town of Mamaroneck

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

HIGHWAY DEPARTMENT
Louis Martirano, Supt. of Highways

TEL: 914/381-7825
FAX: 914/381-8473
highway@townofmamaroneck.org

I N T E R O F F I C E M E M O R A N D U M

TO: S. Altieri
Town Administrator

DATE: August 26, 2016

TO: A. Siligato
Town Comptroller

FROM: L. Martirano 
Town Superintendent of Highways

RE: Transfer of Funds
DB.5130

The Highway Department hereby requests a Budget Line Transfer in the amount of \$4,300 to fund Safety Repairs to the Heavy Duty Drive-On Lift at the Highway Garage. The requested account source is from Auto Parts (see below).

The lift is currently out-of-service as a result of our annual inspection. This lift is essential for servicing large vehicles that need to be lifted for service access.

TRANSFER SUMMARY

AMOUNT REQUESTED

From Account DB 5130.4237 – AUTO PARTS

\$4,300.00

To Account DB 5130.4033 – EQUIPMENT REPAIRS

\$4,300.00

AFFAIRS OF THE TOWN

ITEM 3

**ATTACHMENT NOT
AVAILABLE**

AFFAIRS OF THE TOWN

ITEM 4



Town of Mamaroneck

Town Center

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

TOWN COURT

TEL: 914/381-7875
FAX: 914/381-7896
courtclerk@townofmamaroneck.org

M E M O

To: Stephen Altieri, Town Administrator
From: Denise Cookingham, Court Clerk
Date: October 3, 2016
Re: Town Board Resolution for JCAP Grant

The Court is requesting a Town Board resolution at their October 5, 2016 meeting, authorizing the Court's application for the 2016-2017 Justice Court Assistance Program (JCAP) Grant not to exceed the \$30,000 maximum.

This year the Court is requesting the following items:

- | | |
|--|--------------------|
| 1) Prisoner Benches (2) for holding room in courtroom to secure defendants waiting to appear before Judge. | \$ 1,198.00 |
| 2) Court Server-to separate Court software, databases and documents from the main Town servers and directories | \$ 7,280.00 |
| 3) Flooring for Courtroom – Rugs and tiles with installation/supplies | \$17,098.83 |
| 4) Fujitsu 7160 Scanners (2)-Begin scanning into Laserfiche system | <u>\$ 2,000.00</u> |
| Total: | \$27,576.83 |

Attached is a copy of a previous resolution authorized by the Town Board.

Thank you.