

**AGENDA FOR BOARD OF TRUSTEES REGULAR MEETING  
VILLAGE OF IRVINGTON, NY  
MONDAY, NOVEMBER 7, 2016 AT 7PM  
IRVINGTON VILLAGE HALL – TRUSTEES ROOM**

1. Call to order by Mayor Brian C. Smith
2. Pledge of allegiance to the flag of the United States of America
3. Appointment of Police Officer Robibero
4. Appointment of Police Officer Liberatore
5. Promotion of Police Officer
6. Announcements
  - a. Veterans Day Ceremony – Friday, November 11<sup>th</sup> at 10:45AM at the War Memorials on Main Street by the Main Street School
  - b. Turkey Trot – Sunday, November 20<sup>th</sup> at 1:30PM at the Dows Lane School
  - c. Holiday Tree Lighting Ceremony – Saturday, December 3<sup>rd</sup> at 4:30PM at the I.K. Benjamin Community Center located at 71 Main Street
7. Correspondence
  - a. Mary Niedzwiecki (petition)
8. Public comment (*please limit comments to no more than 3 minutes*)
9. Consent Agenda
  - a. Minutes of the Village Board from the Regular Meeting held on October 19, 2016 and the Special Meeting held on October 27, 2016
  - b. Payroll request for the Recreation and Parks Department
  - c. Appointment of part-time positions for the Department of Public Works
  - d. Approval of out of town travel for Library Director
10. Approval of contract 2016-30 with Planning & Development Advisors for consulting services
11. Approval of a filming permit for Possible Productions Inc.
12. Volunteer appointment to the Irvington Woods Committee
13. Volunteer appointment to the Housing Committee
14. Designation of Westchester County to administer the provisions of the Fair and Affordable Housing Article in the Irvington Zoning Code
15. Approving removal of parking spaces on Broadway north of the driveway to 30 South Broadway, reconfiguration of municipal parking area no. 7, and installation of a sidewalk on the north side of Station Road
16. Approval of contract #2016-28 for services related to the Fire Department pumper specifications
17. Award of contract #2016-26 for two (2) 2017 F-350 Satellite Dump Body Trucks for the Irvington Department of Public Works
18. Approval of contract #2016-21 with AB Design, Inc. for wayfinding services
19. Reports of Boards, Standing Committees and Officers
  - a. Trustee Liaisons reports
  - b. Village Administrator's report
  - c. Village Clerk-Treasurer's report
  - d. Village Attorney's report
20. Public comment (*please limit comments to no more than 3 minutes*)
21. Review of action items
22. Adjournment

**RESOLUTION 2016-XXX  
APPOINTMENT OF POLICE OFFICER ROBIBERO**

Trustee            offered the following resolution, which was seconded by Trustee            and  
adopted:

**RESOLVED** to appoint Paul Robibero to the position of Police Officer Grade I, at an annual salary of \$101,332 effective November 9, 2016 subject to completion of a probationary period of not less than 12 weeks and not more than 52 weeks.

**RESOLUTION 2016-XXX  
APPOINTMENT OF POLICE OFFICER LIBERATORE**

Trustee            offered the following resolution, which was seconded by Trustee            and  
adopted:

**RESOLVED** to appoint Arcangelo Liberatore to the position of Police Officer Grade IV,  
at an annual salary of \$69,688 effective November 9, 2016 subject to completion of a  
probationary period of not less than 12 weeks and not more than 52 weeks.

**RESOLUTION 2016-XXX  
PROMOTION OF POLICE OFFICER**

Trustee            offered the following resolution, which was seconded by Trustee  
and adopted:

**RESOLVED** to appoint Edmund C. Vize to the position of Sergeant at an annual salary of \$115,519 effective November 8, 2016 subject to a probationary period of not less than 12 weeks and not more than 52 weeks.

Mary C. Niedzwiecki  
140 North Broadway  
Irvington, NY 10533

October 27, 2016

The Honorable Brian Smith  
Mayor of Irvington  
Village Hall  
85 Main Street  
Irvington, NY 10533

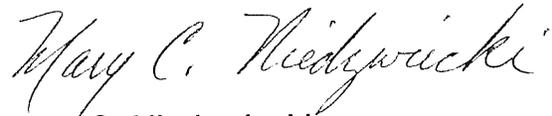
Dear Mayor Smith,

Enclosed please find copy of a petition with signatures requesting the removal of the fencing that was recently installed around the basketball court at Scenic Hudson Park.

I respectfully request that this petition be included on the agenda for the November 7, 2016, board meeting.

Thank you for your attention to this important issue.

Very truly yours,



Mary C. Niedzwiecki  
1-914-591-6367  
Enclosure (1)

- cc: C. Giliberti
- M. Gilliland
- C. Kehoe
- J. Silverberg
- L. S. Schopfer

PETITION TO THE VILLAGE OF IRVINGTON

We, the undersigned members of the Senior Center and residents of the Village of Irvington, do hereby register our objection to the fencing around the Bobby Speisman basketball court in Scenic Hudson Park.

We urge town officials to remove the structure and prevent any new fencing of the basketball court. We believe the fencing is ineffective, unattractive, and potentially dangerous. It is hard to imagine how the fence will serve its stated purpose of blocking the geese, but it is easy to see that ballplayers will not be able to chase balls out of bounds without running into the heavy wooden poles that are too close to the court. Equally important is the fact that Scenic Hudson Park is far less scenic with an unnecessary eyesore that significantly obstructs the magnificent view of the Hudson River and the skyline above. We are drawn to our carefully designed park for recreation and natural beauty, and the new fence does not serve either purpose.

NAME	ADDRESS
Mary C. Niedzwicki	140 North Broadway # D-3
Jean De Bronck	
Carol Burger	108 S. Buckhout
Bernice Feldman	32 Quail Close
DIANA FRIEDMAN	64 RIDGEWAY DRIVE
Richard Saffran	152 Locust Lane
Mary Saffran	152 LOCUST LANE
Kirtida Shah	20. Ilinke Lane
Elise Martin	Senior Center
Deborah Cannon	190 So Buckhout St
Linda Smith	175 So Buckhout St
Feldman	
Margaret DuPala	
Mary L. Starobski	112 S. Buckhout St.
Marion Buehler	212 S. Buckhout St.

PETITION TO THE VILLAGE OF IRVINGTON

NAME	ADDRESS
Louis Antonelli	6 Barney Park Irvington
Michael (T) Struni	12 Harmon N Irvington
Der Draufsel	9 Mallard Rise, Irvington
Evan Spitzer	
<del>Stephanie Smith</del>	63 Ogden Place DF 10522
<del>Sam [unclear]</del>	7 Flower Ave, Hastings, NY
<del>[unclear]</del>	292 Riverview Rd IRVINGTON 10533
Laura Bird	292 Riverview Rd Irvington.
Lynn Vignano	140 N. Broadway, APT J2 Irvington
William R. [unclear]	14 S. BROADWAY 4th, IRVINGTON, NY
Austen G. Robin	9 FARLO LANE
Evan Stein	33 Mountain Rd.
Linda Stern	10 S. Catteret St
Cathleen Ciavarella	1155 Warburton Ave
Artene DeLuca	1155 Warburton Ave
Judy Mose	100 W. Ardsley Ave 2nd
Nancy Krum	100 W. Ardsley Ave 6th
Mario Montaruli	2 MAIN ST Apt 204
Mary [unclear]	15 Willow St 10533
Carol Gaglietta	302 South Buckhout St
Bill Gaglietta	302 South Buckhout St
Rev Robert Jones	378 W. Clinton IRVINGTON NY
Rosemarie Robertsen Mrs	378 W. Clinton, Irvington NY
Gail Simons	122 Hempstead Ave
[unclear]	522 Fieldpoint Dr.
H Ardsley Ave East.	Rehka Thaker.
Irvington	

PETITION TO THE VILLAGE OF IRVINGTON

NAME	ADDRESS
DR. L.S. BRZER	302 BIRCH LANE
Peter Rubin	299 Riverview Rd.
Sam Winta	16 West Home Pl.
Tobias Clarke	107 Main Street
Nicole Cusick	140 N. Broadway
Naimé Gray	140 N Broadway
Ved P. Lee	140 N. BROADWAY
[Signature]	140 N. BROADWAY
[Signature]	140 N. Broadway
Stephanie Mack	81 Greenwood Ave
SUSAN Jasinski	13 Park Road
Helena C. Deley	67 N B'way
ANNA LI	ANNALIPACE@YIPPO.COM
Victor Skerine	11 Richmond Hill
Vembur K Remyanathan	87 S Buckhout St, NY 10523
Danielle Klein	3 Woodbine Rd 10533
MANUEL G. DO COITO	140 N. BROADWAY B-4
Yasodh Perreira	140 N. Broadway B-4
Naof R. Walsh	18 Riverview Rd
Ann Shyplund	226 S Buckhout St
Pippa Broadhurst	26 Cottontail Run Dr.
ALEX GALBEV	Offe Galin
IRINA DAVYDOVA	Davydova
[Signature]	140 N. Broadway
[Signature]	14 East Home Place
Diane Galbe	14 Home Pl.

PETITION TO THE VILLAGE OF IRVINGTON

NAME	ADDRESS
Morris Lambert	11 W Pearson Ave
John Grossi	17 Cedar Lane, Irvington, NY
Joan Walsh	183 So. Buckhout St. Irv.
Lillian Haytman	241 So. Buckhout St. Irv.
Leon De Paul	111 N BROADWAY
Nancy Belleise	111 N. Broadway
Josephine Pierce	
John R. Maccio	109 SO. BUCKHOUT ST.
Rosemary Buvlice	76 Main ST APT 2B IRV
John Tozak	288 So Buckhout St
Don Costello	10 CROTON PL. IRV.
Teri Okarma	119 So Buckhout
Thomas Costello	16 Croton Pl. (HOUSE OF FENCE MAT'L)
Kathleen Bacon	24 Main, St
Barbara McGowan	16 Meadowbrook Road
Judith Landy	350 Buck Lane
Paul Tim	Sr. Ctr. Irvington
Rosa Rosado	181 Station Rd. Irvington
Mary Hall	Sr. Ctr.
Marie Martusconi	140 So Buckhout St Irvington NY
Mary Jandura	248 S. Buckhout St. Irvington, NY
Max Pellegrini	134 So Buckhout St. Irvington NY
Joan Padian	174 So Buckhout St, Irvington NY 10088
Guidy Thornton	Senior Center
Joe Shifwaly	140 N Broadway
Laura Antonelli	16 Barry Park Irvington, NY

PETITION TO THE VILLAGE OF IRVINGTON  
 from villages of Westchester Co.

NAME	ADDRESS
Ann Carlo	38106 Town Green Dr, Hartsford
Mike Carlo	" " " " 10523
Gail Christie	73 Halbrook Rd, Brantford/Morris
Ethel B. Reese	962 Pemart Ave, Peekskill, NY 10510
Guthy R. Reese	962 Pemart Ave, Peekskill, NY 10566
Sean McLaughlin	17 Meadowbrook Rd, Irvington NY 10533
<del>John Freeman</del>	19 Meadowbrook Rd Irvington NY 10533
John Freeman	75 North Broadway Irvington
John Freeman	75 N. Bway Irvington NY
Nick Freeman	75 N. Bway Irvington NY
Gen Kashin	81 N Broadway Irvington, NY 10533
Melinda Popiel	81 North Broadway
<del>Barbara Cicatelli</del>	140 N Broadway Irvington NY
Bill Cicatelli	140 N Broadway Irvington NY
Joan Snell	21 No. Ferris St. Irv. NY.
Oae Krom	Hudson House
Kathleen Taylor	26 S. Eckar St Irvington NY
Mike Mesina	26 S. Eckar St Irvington

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REGULAR MEETING OF THE MAYOR AND BOARD OF TRUSTEES  
OF THE VILLAGE OF IRVINGTON, NY  
HELD ON WEDNESDAY, OCTOBER 19, 2016 AT 7PM  
AT VILLAGE HALL, 85 MAIN STREET, IRVINGTON, NY

Present: Brian C. Smith, Mayor  
Mark Gilliland, Trustee  
Christina M. Giliberti, Trustee  
Janice V. Silverberg, Trustee  
Lawrence S. Schopfer, Village Administrator  
Marianne Stecich, Village Attorney  
Brenda M. Jeselnik, Clerk/Treasurer

Excused: Constance Kehoe, Trustee

Mayor Smith called the meeting to order and led those in attendance in the Pledge of Allegiance to the flag of the United States of America.

Announcements

- a. Checks over \$25K
- b. School Board Recognition Week
- c. Halloween Parade –Sunday, October 30<sup>th</sup> at 3PM (Parade will begin at Immaculate Conception Church and end at Main Street School)
- d. Halloween Candy Donation Program
- e. Hayride – Saturday, October 22<sup>nd</sup> from 6 – 830PM in Matthiessen Park
- f. Strategies to Manage Property Tax Shock Forum on November 6th from 1-3PM in the Library
- g. Home Garden Invasive Species Presentation – October 26<sup>th</sup> from 7 – 8 PM in the Main Street School Auditorium
- h. Rocktoberfest – Racap Report
- i. Love'em and Leave'em
- j. Walk Safe Program

**RESOLUTION 2016-137  
SUPPORT FOR THE WALK SAFE INITIATIVE**

Trustee Gilliland offered the following resolution, which was seconded by Trustee Silverberg and adopted:

**RESOLVED**, to support the Walk Safe component of the Slow Down Irvington campaign and to continue to support the Traffic Calming Committee and their work to make Irvington a safer community for all residents.

The vote resulted as follows:

AYES: 4 (Mayor Smith, Trustees Gilliland, Giliberti, Silverberg)  
NAYS: 0

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There was no correspondence submitted to the Board.

Mayor Smith opened the floor for comments from the public. There were no comments from those in attendance.

Mayor Smith offered the following resolutions, which were seconded by Trustee Silverberg and adopted:

**RESOLVED** to approve the minutes of the Regular Meeting of the Village Board held on October 6, 2016.

**RESOLUTION 2016-138  
APPROVAL OF FIRE COMPANY FUNDRAISING LETTER**

**RESOLVED** to approve the fundraising letter from the Irvington Fire Company, Inc.

**RESOLUTION 2016-139  
AUTHORIZATION TO SUBMIT A GRANT APPLICATION FOR THE 2016-17 JUSTICE  
COURT ASSISTANCE PROGRAM**

**RESOLVED** to authorize the Village Justice to submit an application for funding for the 2016-17 Justice Court Assistance Program for \$4,500 up to the maximum amount available of \$30,000.

**RESOLUTION 2016-140  
APPROVAL OF 2016-2017 BUDGET TRANSFERS AND MODIFICATIONS**

**RESOLVED**, to adopt the following budget transfers for fiscal year 2016/17:

1. iAsk reimbursement to Police Department for Drug Drop Off Box 9/10/15

Increase: Police Overtime	1.3120.101	\$500
Increase: Police Fees	1.1.1520	\$500

2. Stop DWI Police reimbursement from Westchester County

Increase: Police Overtime	1.1.3091	\$4,244.06
Increase: Special State Aid	1.1.3091	\$4,244.06

3. To fund Riverview and Station Road boundary survey for sidewalk Grant Application.

From: Contingency	1.1990.465	\$5,950
To: Prof. Fees Riverview/Station Rd Sidewalk Grant	1.5010.437.330	\$5,950

4. Town of Greenburgh reimbursement for SWAT Training.

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Increase: Police Overtime	1.3120.101	\$3,155.16
Increase: Special State Aid	1.1.3091	\$3,155.16

5. Establish Capital Project for Specifications for replacement of Fire Engine 178  
(Recommended Replacement)

Transfer From: General Fund Surplus	1.1.4795	\$8,500
Transfer to: Fire Truck Specifications	6.3410.200.333	\$8,500

The vote resulted as follows:

AYES: 4 (Mayor Smith, Trustees Gilliland, Giliberti, Silverberg)  
NAYS: 0

**RESOLUTION 2016-141  
RENEWAL OF CONTRACT WITH CPI-HR FOR PROFESSIONAL SERVICES**

**RESOLVED**, to approve renewal of contract 2014-19 with CPI-HR for professional services in connection with Affordable Health Care Compliance and Reporting and to authorize the Clerk/Treasurer to execute said contract subject to the final review of the Village Attorney.

The vote resulted as follows:

AYES: 4 (Mayor Smith, Trustees Gilliland, Giliberti, Silverberg)  
NAYS: 0

Mayor Smith made a motion to open a Public Hearing to consider a local law amending Chapter 9 (Board of Architectural Review) of the Village of Irvington with respect to attached one-family dwellings. The motion was seconded by Trustee Silverberg and unanimously approved. After a brief discussion by the Board, Mayor Smith made a motion to close the public hearing. The motion was seconded by Trustee Silverberg and unanimously approved.

**RESOLUTION 2016-142  
ADOPTION OF LOCAL LAW AMENDING CHAPTER 9 (BOARD OF ARCHITECTURAL  
REVIEW) OF THE VILLAGE OF IRVINGTON WITH RESPECT TO ATTACHED ONE-  
FAMILY DWELLINGS**

Mayor Smith offered the following resolution, which was seconded by Trustee Gilliland and adopted:

**RESOLVED** to adopt a local law Chapter 9 (Board of Architectural Review) of the Village of Irvington with respect to attached one-family dwellings.

The vote resulted as follows:

AYES: 4 (Mayor Smith, Trustees Gilliland, Giliberti, Silverberg)  
NAYS: 0

DRAFT

**RESOLUTION 2016-143  
INTENT TO DECLARE LEAD AGENCY STATUS WITH RESPECT TO THE MAIN STATION  
PEDESTRIAN IMPROVEMENT PROJECT**

Mayor Smith offered the following resolution, which was seconded by Trustee Gilliland and adopted:

**WHEREAS**, the Village Board intends to file a grant application under the NYS Transportation Alternatives Program to partially fund the construction of a sidewalk along Station Road and the upgrade of the Main Street / Broadway intersection, known as the Main Station Pedestrian Improvement Project; now therefore be it

**RESOLVED**, that it is the intention of the Irvington Board of Trustees to declare itself lead agency with respect to a State Environmental Quality Review Act review of the Main Station Pedestrian Improvement Project.

The vote resulted as follows:

AYES: 4 (Mayor Smith, Trustees Gilliland, Giliberti, Silverberg)  
NAYS: 0

**RESOLUTION 2016-144  
APPOINTMENT TO THE TREE PRESERVATION COMMISSION**

Trustee Gilliland offered the following resolution, which was seconded by Mayor Smith and adopted:

**RESOLVED** to appoint Alan Richardson as Chair of the Tree Preservation Commission for a term to expire December 2016.

The vote resulted as follows:

AYES: 4 (Mayor Smith, Trustees Gilliland, Giliberti, Silverberg)  
NAYS: 0

Trustee Gilliland reported on the work of the Traffic Committee.

Trustee Giliberti extended recognition to all those who worked to make Rocktoberfest a successful event. She also announced the many Halloween and seasonal events sponsored by the Recreation Department.

Trustee Silverberg reported Department of Public Works activities noting that the Hudson View Park curb replacement and drainage project was nearing completion. She also discussed the regrading of the parking lot at the O'Hara Nature Center.

Village Administrator Lawrence Schopfer offered acknowledgement for the work that Tom Bucci donated to the Village to compact the driveway at the Nature Center. He also reported on a fire suppression system at the Con Edison substation and submission to a Transportation Alternative Grant.

Clerk Treasurer Jeselnik gave a progress report on the remote payment application at the Ardsley Pay Station.

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Mayor Smith opened the floor to public comment. There were no comments from those in attendance.

After a review of current action items, Mayor Smith made a motion to go to executive session regarding a part-time personnel issue. Trustee Gilliland seconded the motion and it was unanimously approved.

In executive session, the following resolution was adopted:

**RESOLUTION 2016-145  
REAPPOINTMENT OF PART-TIME POSITIONS FOR THE RECREATION AND PARKS  
DEPARTMENT**

Mayor Smith offered the following resolution, which was seconded by Trustee Gilliland and adopted:

**RESOLVED** to approve the following reappointments for the Recreation and Parks Department:

<u>Name</u>	<u>Position</u>	<u>Rate</u>	<u>Effective Date</u>
Logan Bancroft	Gate Attendant & Assistant	\$15.00 per hour	October 17, 2016 through May 31, 2017 as needed
Doreen Martin	Program Assistant	\$15.00 per hour	October 1, 2016 through May 31 2017 as needed
Mike Minieri	Parks Laborer	\$10.00 per hour	October 1, 2016 through May 31, 2017 as needed
CJ Reilly	Irvington Woods & O'Hara Nature Center Caretaker	\$20.00 per hour	October 1, 2016 through May 31, 2017 as needed
Kyle Thornton	Program Assistant	\$15.00 per hour	October 1, 2016 through May 31, 2017 as needed

The vote resulted as follows:

AYES: 4 (Mayor Smith, Trustees Gilliland, Giliberti, Silverberg)  
NAYS: 0

After executive session, there being no further business, the meeting was adjourned.

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Brenda Jeselnik, Clerk-Treasurer

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**SPECIAL MEETING OF THE MAYOR AND BOARD OF TRUSTEES  
OF THE VILLAGE OF IRVINGTON, NY  
HELD ON THURSDAY, OCTOBER 27, 2016 AT 5PM  
AT VILLAGE HALL, 85 MAIN STREET, IRVINGTON, NY**

Present: Brian C. Smith, Mayor  
Constance Kehoe, Deputy Mayor  
Mark Gilliland, Trustee  
Janice V. Silverberg, Trustee  
Michael P. Cerone, Police Chief

Excused: Christina M. Giliberti, Trustee  
Lawrence S. Schopfer, Village Administrator

Mayor Smith called the meeting to order and led those in attendance in the Pledge of Allegiance to the flag of the United States of America.

Mayor Smith made a motion to enter Executive Session to conduct interviews for vacant police officer positions. The motion was seconded by Trustee Silverberg and unanimously approved.

There being no further business, the meeting was adjourned.

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Brenda Jeselnik, Clerk-Treasurer

**RESOLUTION 2016-XXX  
PAYROLL REQUESTS FOR THE RECREATION AND PARKS DEPARTMENT**

Trustee offered the following resolution, which was seconded by Trustee and adopted:

**RESOLVED** to approve the following for the Recreation and Parks Department:

<u>Name</u>	<u>Position</u>	<u>Rate</u>	<u>Effective Date</u>
James (Jim) Ruffler	Program Assistant	\$20.00 per Hour	Start 10/17/16 Ends 5/30/17 as needed
Jeff Ruffler	Program Assistant	\$20.00 per hour	Starts 10/17/16 Ends 5/30/17 as needed
Meredith Keltz	Program Assistant	\$15.00 per hour	Starts 10/17/16 Ends 5/30/17 as needed
Brian Sepinsky	Program Supervisor	\$16.00 per hour	Starts 10/17/16 Ends 5/30/17 as needed
Kristina Ruffler	Program Assistant	\$15.00 per hour	Starts 10/15/16 Ends 5/30/17 as needed
Anthony Colangelo	Program Assistant	\$14.00 per hour	Starts 10/15/16 Ends 5/30/17 as needed
Thea Adcock Cooper	Senior Citizen Assistant	\$13.00 per hour	Starts 10/29/16 Ends 12/30/16 as needed
James Hodges	Recreation Assistant	\$18.00 per hour (was \$15.00)	Starts 10/17/16 Ends 5/30/17 as needed
Carmen DiFabio	Recreation Assistant	\$18.00 per hour (was \$15.00)	Starts 10/17/16 Ends 5/30/17 as needed
Melissa Otivich	Program Supervisor for Open Gym, Otto Ball and Basketball	\$24.75 per hour	Starts 11/07/16 Ends 04/01/17
Melissa Otivich	Program Assistant	\$15.00 per hour	Starts 10/28/16 Ends 5/30/17 as needed

## Karen Buccheri

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**From:** Joe Archino  
**Sent:** Monday, October 24, 2016 4:17 PM  
**To:** Karen Buccheri  
**Subject:** RE: Request for Part-Time Employees for the Recreation Department 10/24/16

Please use this one Anna wanted me to change the start date

**Karen,**

**Thank you for your help with this request**  
**All positions are approved in the Recreation Department budget and approved by RPAC**

**Subject:** Recreation & Parks Payroll Requests

James (Jim) Ruffler Program Assistant \$20.00 per Hour Start 10/17/16 Ends 5/30/17 - as needed

Jeff Ruffler – Program Assistant \$20.00 per hour Starts 10/17/16 Ends 5/30/17 – as needed

Meredith Keltz – Program Assistant \$15.00 per hour Starts 10/17/16 Ends 5/30-17 – as needed

Brian Sepinsky – Program Supervisor - \$16.00 per hours Starts 10/17/16 ends 5/30/17 – as needed

Kristina Ruffler – Program Assistant - \$15.00 per hour Starts 10/15/16 Ends 5/30/17 – as needed

Anthony Colangelo Program Assistant - \$14.00 per hour 10/20/16 Ends 5/30/17 – as needed

Thea Adcock Cooper – Senior Citizen Assistant - \$13.00 per hour Starts 10/29/16 Ends 12/30/16 – as needed

Thanks

jda

## Karen Buccheri

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**From:** Joe Archino  
**Sent:** Wednesday, November 2, 2016 1:34 PM  
**To:** Karen Buccheri  
**Subject:** FW: pay roll additions

Part time staff

Effective 11/7/16 throught4/1/17

Youth Programs

Anthony Colangelor Jr.- \$14.00 per hour program assistant

Open Gym,Otto Ball and Basketball

Reappoint Melissa Otivich- \$24.75 per hour program supervisor

**Karen Buccheri**

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**From:** Joe Archino  
**Sent:** Thursday, November 3, 2016 9:34 AM  
**To:** Karen Buccheri  
**Subject:** RE: pay roll additions

Open Gym, Otto Ball and Basketball  
Reappoint Melissa Otivich- \$24.75 per hour program supervisor

Add additional rate of \$15.00 as a program Assistant Effective 10/28/16 through 5/30/17

**RESOLUTION 2016-XXX**

**APPOINTMENT OF PART-TIME POSITIONS FOR THE DEPARTMENT OF PUBLIC WORKS**

Trustee            offered the following resolution, which was seconded by Trustee            and adopted:

**RESOLVED** to make the following appointments to the Department of Public Works:

<u>Name</u>	<u>Rate</u>	<u>Status</u>
Dennis Montaruli Jr.	\$17.00 per hour	P/T Laborer (Seasonal – Snow Shoveling)
Christian Malota	\$17.00 per hour	P/T Laborer (Seasonal – Snow Shoveling)
Paul Wool	\$17.00 per hour	P/T Laborer (Seasonal – Snow Shoveling)
Chris DeNardo	\$17.00 per hour	P/T Laborer (Seasonal – Snow Shoveling)
Joe Galano	\$17.00 per hour	P/T Laborer (Seasonal – Snow Shoveling)
Brian Ross	\$17.00 per hour	P/T Laborer (Seasonal – Snow Shoveling)
Jerry Malota	\$40.00 per hour	P/T Laborer (Seasonal – Driver)
Paul Cancro	\$40.00 per hour	P/T Laborer (Seasonal – Driver)
Keith Orvieto	\$40.00 per hour	P/T Laborer (Seasonal – Driver)
Jim Ruffler	\$40.00 per hour	P/T Laborer (Seasonal – Driver)
Kyle Munigle	\$40.00 per hour	P/T Laborer (Seasonal – Driver)
George Artiles	\$40.00 per hour	P/T Laborer (Seasonal – Driver)

## Karen Buccheri

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**From:** Greg Nilsson  
**Sent:** Tuesday, November 1, 2016 3:40 PM  
**To:** Larry Schopfer  
**Cc:** Karen Buccheri  
**Subject:** Seasonal Help  
**Attachments:** 2016 -2017 Seasonal Help as Needed.doc

Larry,

Please see attached and add to the agenda for the 11/7 BOT meeting.

Thanks.

Greg

### **Greg Nilsson**

Superintendent of Public Works



Village of Irvington  
85 Main Street  
Irvington, NY 10533  
Tel: (914) 591-6044  
Fax: (914) 591-4435

**VILLAGE OF IRVINGTON**  
**DEPARTMENT OF PUBLIC WORKS**



**Memo**

**To:** Larry Schopfer

**From:** Greg Nilsson

**Date:** 11/2/16

**Subject:** **Seasonal Help "As Needed"**

I respectfully request permission to hire seasonal help as needed in the event of an emergency or if it is necessary to clear sidewalks or plow roads during a snowstorm or for any other reason as needed.

I propose the pay to be \$17.00 per hour for laborers and \$40.00 per hour for drivers.

Lists of potential candidates:

**Laborers:**

Dennis Montaruli Jr.  
Christian Malota  
Paul Wool  
Chris DeNardo  
Joe Galano  
Brian Ross

**Drivers:**

Jerry Malota  
Paul Cancro  
Keith Orvieto  
Jim Ruffler  
Kyle Munigle  
George Artiles

cc: Brenda Jeselnik, Village Clerk/Treasurer

**RESOLUTION 2016-XXX**  
**APPROVAL OF OUT OF TOWN TRAVEL FOR LIBRARY DIRECTOR**

Trustee \_\_\_\_\_ offered the following resolution, which was seconded by Trustee \_\_\_\_\_ and adopted:

**RESOLVED** to approve Rosemarie Gatzek to attend the New York Library Association annual conference in Saratoga Springs from November 1 to November 6, 2016. Cost not to exceed \$1,200.

**RESOLUTION 2016-XXX  
APPROVAL OF CONTRACT 2016-30 WITH PLANNING & DEVELOPMENT  
ADVISORS FOR CONSULTING SERVICES**

Trustee        offered the following resolution, which was seconded by Trustee        , and  
adopted:

**RESOLVED** to approve the contract with Planning & Development Advisors for consulting services in conjunction with the update of the Village's Comprehensive Plan and authorizing the Village Administrator to execute said agreement; and

**FURTHER RESOLVED**, to authorize the Clerk/Treasurer to transfer \$50,400 from General Fund Contingency to cover the cost of said contract.

**CONSULTANT AGREEMENT  
FOR  
PROFESSIONAL SERVICES**

THIS AGREEMENT is entered into this \_\_\_ day of \_\_\_\_\_, 20\_\_ by and between Planning & Development Advisors, located at 101 Lee Avenue, Yonkers, New York hereinafter referred to as "CONSULTANT" and the Village of Irvington, New York located at 85 Main Street, Irvington, New York 10533, hereinafter referred to as "OWNER".

WHEREAS, the Village of Irvington intends to enter into a contract with the CONSULTANT for the purpose of furnishing certain consulting services in connection with the OWNER'S Update of the Comprehensive Plan;

WHEREAS, the CONSULTANT has represented that he possesses sufficient professional skills and experience to perform said services in a complete, timely and professional manner;

NOW THEREFORE, in consideration of the mutual covenants hereinafter contained, the parties agree as follows:

**I. SCOPE OF WORK**

The CONSULTANT shall perform in a proper manner, satisfactory to the OWNER, the scope of services identified in Exhibit "A" attached hereto and incorporated herein.

**II. TIME OF PERFORMANCE and TERM**

The services to be performed hereunder shall commence upon receipt by the CONSULTANT of a written "Notice to Proceed" from the OWNER and completed within 12 months.

**III. COMPENSATION AND PAYMENT**

For satisfactory performance of the services described above, the OWNER shall pay to the CONSULTANT the not-to-exceed sum of \$42,400 plus reimbursable expenses at cost, but not to exceed \$8,000. The CONSULTANT shall bill the OWNER monthly for percentage of actual work completed in accordance with the hourly rate schedule in Exhibit "B" up to the not-to-exceed sum. Each invoice must clearly describe the services rendered to date by CONSULTANT. Any reimbursable expenses must be itemized separately on each invoice. The OWNER shall release payment to the CONSULTANT within 60 days of receipt of an approved invoice.

IV. **COMPLIANCE WITH LAWS**

The CONSULTANT shall observe and abide by all applicable laws, ordinances and regulations of federal, state and local governments, in connection with the work performed hereunder.

V. **SUBCONTRACT AND ASSIGNMENT**

This Agreement may not be assigned or subcontracted, without the prior written consent of the OWNER. Approval by the OWNER of any subcontractor shall not relieve the CONSULTANT of any liability or responsibility for the proper performance of the work under this Agreement.

VI. **INSPECTIONS**

All work performed by the CONSULTANT shall be subject to the quality inspection and approval by the OWNER at all times, but such approval shall not relieve the CONSULTANT of responsibility for the proper performance of the work.

VII. **EXTRA WORK**

If the CONSULTANT is of the opinion that any work that the CONSULTANT has been directed to perform is beyond the scope of this Agreement and constitutes extra work, the CONSULTANT shall promptly notify the OWNER, in writing, of this fact prior to beginning any of the work. In the event that the OWNER determines that such work does constitute extra work, the OWNER shall provide extra compensation to the CONSULTANT in a fair and equitable manner, either through a lump sum amount or on an hourly basis in accordance with the Salary Schedule attached in Exhibit "A".

VIII. **TERMINATION FOR CONVENIENCE**

The OWNER shall have the right at any time to terminate this Agreement in whole, or in part, by written notice to the CONSULTANT. Upon receipt of this notice the CONSULTANT shall immediately discontinue performance, will not place any further orders and will promptly cancel all orders to subcontractors.

In the event of termination for convenience the OWNER shall pay the CONSULTANT for all work completed to date. However, in no event shall the OWNER be obligated to pay more than the Agreement value less any previously paid fees.

**IX. DEFAULT**

Should the CONSULTANT breach any provisions of this Agreement the OWNER shall have the rights and remedies provided by law or under these terms and conditions.

The OWNER shall have the right at any time to terminate this Agreement in whole, or in part, if the CONSULTANT fails to perform any of its obligations or if the CONSULTANT fails to give the OWNER assurance of adequate performance within ten (10) working days after written request by the OWNER for assurances.

In the event of such breach of the Agreement by the CONSULTANT, the OWNER may:

- a) declare the CONSULTANT to be in default,
- b) cancel this AGREEMENT in whole or in part,
- c) withhold payment of any further funds which may be due the CONSULTANT until the default is corrected, and/or
- d) pursue any and all other remedies afforded by law.

If the termination is brought about as a result of unsatisfactory performance on the part of the CONSULTANT, the value of the work performed by the CONSULTANT prior to termination shall be established by determining a percentage of work completed by the CONSULTANT and acceptable to the OWNER, of the total amount of work contemplated by this Agreement.

**X. INDEMNIFICATION**

The CONSULTANT shall be responsible for all damage to life and property due to negligent, reckless or malicious intentional activities of the CONSULTANT, his subcontractors, agents or employees in connection with his services under this Agreement. The CONSULTANT specifically agrees that his Subcontractors, agents, or employees shall possess the experience, knowledge and character necessary to qualify them individually for the particular duties they perform. Further, it is expressly understood that the CONSULTANT shall indemnify and save harmless the OWNER, from claims, suits, actions, damages and costs of every name and description resulting from the negligent, reckless or malicious intentional performance of the services of the CONSULTANT under this Agreement, and such indemnity shall not be limited by reason of enumeration of any insurance coverage herein provided. Negligent performance of services, within the meaning of this Article, shall include, in addition to negligence founded upon tort, negligence based upon the CONSULTANT'S failure to meet professional standards and resulting in obvious or patent errors in the progression of his work.

**XI. INSURANCE REQUIREMENTS**

The CONSULTANT shall, during the performance of the work, maintain the following insurance in the types and amounts, and with insurers satisfactory to the OWNER:

- |                                |   |
|--------------------------------|---|
| 1.) Employer's Liability       | \$1,000,000   |
| 2.) General Bodily Injury      | \$1,000,000 each occurrence                               |
| 3.) General Property Damage    | \$1,000,000 each occurrence                               |
| 4.) Automobile Bodily Injury   | \$1,000,000 per injury and<br>\$1,000,000 each occurrence |
| 5.) Automobile Property Damage | \$1,000,000 each occurrence                               |

Prior to commencing performance, the CONSULTANT shall furnish the OWNER with a Certificate of Insurance as evidence of the required insurance and such Certificate of Insurance as evidence of the required insurance and such Certificate shall name the Village of Irvington as additional insured. The Certificate shall provide for thirty (30) days written notice to the OWNER prior to cancellation thereof. New, current certificates shall be provided at each policy renewal. The OWNER shall be listed as an additional insured on coverages furnished under 1-6 inclusive.

**XII. INDEPENDENT CONSULTANT**

The CONSULTANT shall perform services in accordance with the terms and conditions of this Agreement as the OWNER'S independent consultant, shall be responsible for the means and methods used in performing services under this Agreement and is not a joint-venturer with the OWNER. The OWNER shall be the general administrator and coordinator of the CONSULTANT'S services for the Project.

**XIII. RECORDS**

The CONSULTANT shall maintain all records (fiscal and other) on file in legible form. A copy of these shall be available to the OWNER by the CONSULTANT.

All drawings, specifications, reports, information or data prepared by or furnished to the CONSULTANT in connection with any or all work to be performed under this Agreement shall be the property of the OWNER and shall be immediately forwarded to the OWNER upon request.

**XIV. PARTIAL INVALIDITY**

If any term, covenant, condition or provision of this Agreement is found by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions hereof shall remain in full force and effect, and shall in no way be affected, impaired or invalidated thereby.

**XV. TRANSFERABILITY OF INTEREST**

The CONSULTANT shall not assign, sublet, or otherwise transfer its interest in this Agreement without written consent of the OWNER. The CONSULTANT shall not subcontract any portion of this Agreement without the prior written consent of the OWNER.

**XVI. GOVERNING LAWS**

The validity or construction of this Agreement, as well as the rights and duties of the parties hereunder, shall be governed by the laws of the State of New York.

**XVII. SUPPLEMENTS TO AGREEMENTS**

The following exhibits supplements or addendums form an integral part of this Agreement.

- Exhibit "A" - Scope of Services
- Exhibit "B" - Hourly Rate Schedule

**XVIII. ENTIRE AGREEMENT - AMENDMENTS**

This Agreement constitutes the whole agreement between the parties with respect to the subject matter contained herein and there are no terms other than those contained herein. No modification or amendment of this Agreement shall be valid unless in writing signed by the parties hereto.

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be executed by their duly authorized representatives on the day and year first above written.

Village of Irvington  
(OWNER)

Planning & Development Advisors  
(CONSULTANT)

Lawrence S. Schopfer  
Name

David B. Smith  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

Village Administrator  
Title

Principal  
Title

## Village of Irvington Comprehensive Plan Update

### Exhibit A

#### Scope of Services and Compensation

##### A. Services

Planning & Development Advisors shall perform the following Services:

Meeting attendance – attendance at up to 12 meetings of the Village Board, other Boards, Committees or Sub-Committees serving the Village of Irvington as part of the Comprehensive Plan Update process. Work Product: After each meeting a technical memorandum would be prepared summarizing the topic discussion, and next steps.

Public Meetings/Hearing – attendance at up to three (3) Public Meetings/Hearings, inclusive of that required by SEQRA. In general terms, the public meeting process would typically consist of the following:

1. The initial public meeting be used to outline the process and provide initial public input on the proposed list of Implementation measures.
2. Subsequent meeting(s) would be used to further expand the topics area to be included on the Implementation measures list and flush out details of items already on the list.
3. The third meeting would be to present to the public the prioritization of the Implementation measures list and next steps.

As noted below, the Village will need to go through the State Environmental Quality Review (SEQRA) process as part of eventual adoption of the Comprehensive Plan Update. The third meeting could also be combined with the SEQRA as part of a coordinated review and approval process. Public notice of meetings/hearings will be the responsibility of the Village. Work Product: technical memorandum summarizing topics discussed and next steps.

Existing Conditions Update – review and update existing demographic data, housing conditions, and planning report review. Work Product: Technical memo updating Village demographic conditions and technical memo summarizing relevant planning efforts at the regional level.

Implementation Section Update – Identify what implementation measures have already been taken and what remains to be done. For items that have not been addressed, discuss which issues are no longer a concern for the community. Identify the next series of implementation measures and help prioritize next steps. Work Product: Updated Chapter 7 of the Comprehensive Plan, Implementation and Land Use Plan.

Report Preparation/Plan Adoption – preparation of Addendum Report to the Comprehensive Plan for submission to the Village for review. Up to two additional revisions to the report. Work Product: Comprehensive Plan Addendum.

SEQRA/Plan Adoption – preparation of DGEIS, FGEIS and Environmental Findings Statement. Any analysis (e.g., traffic counts, property surveys, stormwater monitoring) or renderings are beyond this scope of work. Work Product: DGEIS, FGEIS, Environmental Findings Statement.

PDA will provide all documentation to the Village for posting on the Village Web-site or other suitable publically accessible site.

Village of Irvington Comprehensive Plan Update

Exhibit B

Hourly Rate Schedule

The following hourly fee schedule applies to services rendered as identified in the Proposed Scope of Work for personnel assigned to tasks:

Principal: \$150  
 Technical/Support \$65

The hourly rate schedule does not include items such as reproduction and printing of plans, documents and specifications and travel which would be billed at our cost.

Village of Irvington Comprehensive Plan Update						
PERCENT COMPLETE BY TASK						
AS OF						
Milestone #	Deliverable Description	AUTHORIZED CONTRACT	\$ EXPENDED TO DATE	CURRENTLY EXPENDED	PREVIOUSLY EXPENDED	% EXPENDED
1	CPC Meetings					
	up to 12 meetings	\$8,400.00	\$0.00	\$0.00	\$0.00	0%
2	Public Hearings/Meetings					
	Up to 3 public hearngs/meetings	\$3,600.00	\$0.00	\$0.00	\$0.00	0%
3	Existing Conditions Update					
		\$4,500.00	\$0.00	\$0.00	\$0.00	0%
4	Implementation Section Update					
		\$8,400.00	\$0.00	\$0.00	\$0.00	0%
5	Report Preparation					
		\$9,000.00	\$0.00	\$0.00	\$0.00	0%
6	SEQRA					
		\$8,500.00	\$0.00	\$0.00	\$0.00	0%
	<b>Total</b>	<b>\$42,400.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0%</b>

**RESOLUTION 2016-XXX  
APPROVAL OF A FILMING PERMIT FOR POSSIBLE PRODUCTIONS INC.**

Trustee        offered the following resolution, which was seconded by Trustee        and adopted:

**RESOLVED** to approve the filming permit for Possible Productions Inc. for filming at various locations on November 8, 2016 for a permit fee of \$5,000.

# BILLIONS

Karen A. Buccheri, CMC, RMC  
Secretary to the Village Administrator  
Village of Irvington  
85 Main Street  
Irvington, NY 10533  
Tel: (914) 591-4356  
Fax: (914) 591-4072

Dear Ms. Buccheri,

Please allow this letter to serve as an introduction to our project as well as a formal request to film in the Town of Irvington. Thank you for taking the time to speak with Rich and emailing me the permit. We do have unanswered questions that we are hoping to work out today. Kat Delaney, the assistant location manager, will be in Irvington this afternoon scouting for a parking plan, holding/catering options and other logistical details.

## THE PROJECT:

Showtime is filming the second season of BILLIONS. Emmy and Golden Globe winners Paul Giamatti and Damian Lewis star in a complex drama about power politics in the world of New York high finance. Shrewd, savvy U.S. Attorney Chuck Rhoades (Giamatti) and the brilliant, ambitious hedge fund king Bobby "Axe" Axelrod (Lewis) are on an explosive collision course, with each using all of his considerable smarts, power and influence to outmaneuver the other. The stakes are in the billions in this timely, provocative series.

**DATE: NOVEMBER 8, 2016**

## FILMING LOCATIONS, DETAILS and TIMES:

**Chris Herson – 20 Riverview Rd, Irvington, NY 10533**

*Scene Description: Actors have a conversation at the door to the home*

*Actors on set: Damian Lewis*

*Details: Police officer's home with 5 plain clothed officers in the driveway*

*Props: (6) holsters (waistband & shoulder), Badge Chains and Badges*

*Firearms: (6) Rubber Guns*

*Picture Cars: Range Rover, Dodge Charger, Ford Taurus, Surveillance Van*

*Prep: 7am – 10am*

*Shoot: 10am – 1pm*

*Wrap: 1pm -2pm*

**COMPANY MOVE TO MIMA 1:00pm – 1:30pm**

**Mima Vinoteca – 63 Main Street, Irvington, NY 10533**

*Scene Description: Actors have a romantic dinner*

*Actors on set: Paul Giamatti and Maggie Siff*

*Details: Actors walk into restaurant and have dinner*

*Parking: Clear parking in front of restaurant for exterior scene.*

*Prep: 10am – 1pm*

*Shoot Interior: 1:30pm – 8:45pm*

*Shoot Exterior: (actors walk into the restaurant) 8:45p – 9:30p*

*Wrap: 9:30pm – 10:30pm*

POSSIBLE PRODUCTIONS INC. – BILLIONS SEASON 2  
268 NORMAN AVENUE, 2A, BROOKLYN, NY 11222  
P: 347-529-4240 F: 347-721-3402

# **BILLIONS**

**PARKING/POLICE ASSISTANCE:**

We will be looking for a parking lot where we can park all of our trucks and campers. We will work out of that lot and transport only the necessary equipment to each location utilizing stakebeds or box trucks. It is my opinion we will need police assistance the whole day at both locations as we will be parking vehicles on public property and we will have actors with rubber guns in under cover clothing.

**HOLDING/CATERING:**

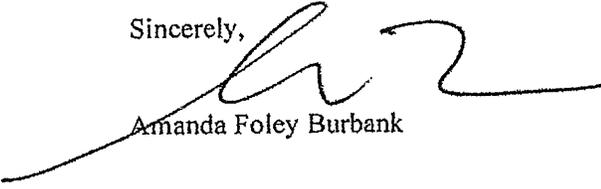
We will be looking for a space large enough for our crew and background to have lunch. In a perfect world we would find a parking lot and a catering space at the same location.

**SPECIAL REQUESTS:**

We would like to request permission to extend our filming time on Main Street past the 7pm cut off. We are willing to pay any additional overtime fees or donations for the extension.

As we begin to lock down the final pieces to the plan I will send you the details. Thank you in advance for your time and consideration with our projects. I look forward to working with the Town of Irvington. Please feel free to contact me with any questions, concerns or comments.

Sincerely,



Amanda Foley Burbank



VILLAGE OF IRVINGTON - FILMING PERMIT APPLICATION

Name of Filming Applicant: AMANDA FOLEY BURBANK  
 Address: 268 NORMAN AVE  
 Filming Location: MIMA VINOOTECA - 603 MAIN ST  
 Name & Address of: IRVINGTON, NY 10533  
 Date(s) of Shoot: TUESDAY NOVEMBER 8, 2016  
 Time of Shoot: 1:30 PM - 9:30 PM  
 (start & finish time)

\*\*\*\*

Contact Person for Applicant who will be in charge of filming and can be contacted 24 hours a day.

Name: AMANDA FOLEY BURBANK  
 Address: 268 NORMAN AVE BROOKLYN, NY 11222  
 Telephone: 917-817-9347  
 FAX #: 347-721-3402  
 Email: amanda-foley@mac.com  
 Number of People: 65 Number of Vehicles: 14  
 Involved in Filming Involved in Filming

\*\*\*\*

Additional documents REQUIRED and to be submitted with this application.

- Plans showing days, hours and parking plans during day/days of filming.
- Certificate of Insurance naming the Village of Irvington, NY as an additional insured Limits \$1,000,000/\$3,000,000.
- Hold Harmless and indemnification agreement.
- Payment: Fee Due Upon Arrival of permit
  - \* \$1,000 - per day - private property
  - \* \$5,000 - per day - public property
  - \* Should Police assistance be needed, an additional fee will be charged per hour for each Police Officer at the site.

**ALLOWED FILMING TIME - 8:00AM to 7:00PM**

Insurance received 11/3/16 Hold Harmless received 11/3/16 Fee paid \_\_\_\_\_

Village Administrator approval \_\_\_\_\_ Board of Trustees approval \_\_\_\_\_  
Police Chief approval \_\_\_\_\_

**RESOLUTION 2016-xxx**  
**VOLUNTEER APPOINTMENT TO THE IRVINGTON WOODS COMMITTEE**

Trustee            offered the following resolution, which was seconded by Trustee            and adopted:

**RESOLVED** to appoint Dana Sabatino as a member of the Irvington Woods Committee for a term to expire December 2016.

## Karen Buccheri

---

**From:** Brian Smith  
**Sent:** Thursday, October 20, 2016 3:03 PM  
**To:** Joe Archino  
**Cc:** Larry Lonky (lonk55@optonline.net); Larry Schopfer; Karen Buccheri  
**Subject:** Re: Request for addition to Irvington Woods Committee

We will take care of this Joe. Thank you.

On Oct 19, 2016, at 1:17 PM, Joe Archino <[jarchino@irvingtonny.gov](mailto:jarchino@irvingtonny.gov)> wrote:

Brian,

I request that we consider appointing Dana Sabatino of 10 South Deerman St. to the Irvington Woods Committee.

Dana and her family have shown a real passion for the environment of and have been leaders with projects involving Halsey Pond. She will be an asset to the work of the Irvington Woods Committee.

Thanks for considering.

jda

**Joseph D. Archino**  
**Village of Irvington**  
**Superintendent of Recreation and Parks**

<image001.jpg>Click [here](#) to download the latest Rec. Program Brochure

STAY CONNECTED:

Click [here](#) to "Friend" us on <image004.jpg>

Click [here](#) to join the e-mail list

**RESOLUTION 2016-xxx****VOLUNTEER APPOINTMENT TO THE IRVINGTON HOUSING COMMITTEE**

Trustee            offered the following resolution, which was seconded by Trustee            and adopted:

**RESOLVED** to appoint Thom Thacker as a member of the Irvington Housing Committee for a term to expire December 2016.

## Karen Buccheri

---

**From:** Larry Schopfer  
**Sent:** Thursday, November 3, 2016 5:15 PM  
**To:** Brian Smith  
**Cc:** Karen Buccheri  
**Subject:** Fwd: Appointment to the Irvington Housing Committee

----- Forwarded message -----

**From:** Constance Kehoe <litware@gmail.com>  
**Date:** Nov 3, 2016 12:40 PM  
**Subject:** Appointment to the Irvington Housing Committee  
**To:** tthacker@optonline.net, Larry Schopfer <lschopfer@irvingtonny.gov>, Janice Silverberg <jsilverberg@irvingtonny.gov>  
**Cc:**

The IHC would like the BOT to appoint Thom Thacker to the committee. Thom's address is 14 N. Buckhout Street.

Thank you Thom for agreeing to serve.

Connie Kehoe  
Sent from my iPhone

**RESOLUTION 2016-XXX  
DESIGNATION OF WESTCHESTER COUNTY TO ADMINISTER THE PROVISIONS  
OF THE FAIR AND AFFORDABLE HOUSING ARTICLE IN THE IRVINGTON  
ZONING CODE**

Trustee \_\_\_\_\_ offered the following resolution, which was seconded by Trustee \_\_\_\_\_ and adopted:

**RESOLVED** to designate the County of Westchester as the agency responsible for administering the requirements of Article XXVIII (Fair and Affordable Housing) of the Village Zoning Code.

**RESOLUTION 2016-XXX  
APPROVING REMOVAL OF PARKING SPACES ON BROADWAY NORTH OF  
THE DRIVEWAY TO 30 SOUTH BROADWAY, RECONFIGURATION OF  
MUNICIPAL PARKING AREA NO. 7, AND INSTALLATION OF A SIDEWALK  
ON THE NORTH SIDE OF STATION ROAD**

Trustee \_\_\_\_\_ offered the following resolution, which was seconded by Trustee \_\_\_\_\_ and adopted:

**WHEREAS**, DeNardo Capital Corporation (“DeNardo”) applied to the Irvington Planning Board for site development plan approval of a 27-unit townhouse development at 30-40 South Broadway, in accordance with the Village’s recently amended regulations for the Multifamily (MF) Residence District (“DeNardo Project”);

**ELIMINATION OF PARKING SPACES**

**WHEREAS**, the Planning Board’s traffic consultant, AKRF, recommended that five parking spaces be eliminated on the west side of Broadway, just north of the intersection with the driveway to 30 South Broadway, in order to improve sight distance of the driveway and from the driveway;

**WHEREAS**, the New York State Department of Transportation agreed with this recommendation;

**WHEREAS**, the Planning Board also agreed with the recommendation and made the removal of the parking spaces, subject to the approval of the Board of Trustees, a condition of site development plan approval of the DeNardo project;

**REPLACEMENT PARKING SPACES**

**WHEREAS**, in order to provide public parking to replace the five spaces being removed, DeNardo proposed to create six additional parking spaces in Municipal Parking Area No. 7 (on the east side of Broadway off of Fieldpoint Drive) (“Parking Lot 7”) by eliminating the parallel spaces on the east side of the lot and replacing them with angled spaces;

**WHEREAS**, AKRF reviewed the proposal and made recommendations that were incorporated in a revised scheme for Parking Lot 7, which scheme AKRF approved;

**WHEREAS**, the newly created parking spaces are all at least nine feet wide, to accommodate full-size cars, as requested by the Planning Board;

**WHEREAS**, the reconfigured parking lot would project 2.5 feet into the landscaped area between the parking lot and Broadway and therefore require the removal of several trees, as well as the removal of a tree on the east side of the parking lot;

**WHEREAS**, Lucille Munz, the Village’s landscape consultant, reviewed the proposed scheme for Parking Lot 7, including the replacement trees to be planted and, in her Staff Report dated September 3, 2016, wrote: “The proposed tree replacements will be an improvement overall and removing the poor quality trees will provide for healthier native species.”;

**WHEREAS**, the Planning Board made the reconfiguration of Parking Lot 7, subject to the approval of the Board of Trustees, a condition of site development plan approval of the DeNardo Project;

**WHEREAS**, the parking lot proposal would require a temporary easement from the Fieldpoint Community Association, which voted to enter into such agreement with DeNardo;

**NEW SIDEWALK**

**WHEREAS**, the Planning Board requested DeNardo to install a sidewalk running along the north side of Station Road from Broadway to the property line of the Old Croton Aqueduct, and De Nardo agreed to do so;

**WHEREAS**, the Planning Board conducted a site walk to determine that a sidewalk would be work-able at that location;

**WHEREAS**, the plans first submitted by DeNardo proposed a three foot wide sidewalk, but the Planning Board requested that it be four feet in width, and DeNardo changed it to a four-foot wide sidewalk;

**WHEREAS**, the proposed sidewalk would be installed in the Village-owned right-of-way; and

**WHEREAS**, the Planning Board made installation of the sidewalk, subject to the approval of the Board of Trustees, a condition of site development plan approval of the DeNardo Project; now, therefore, be it

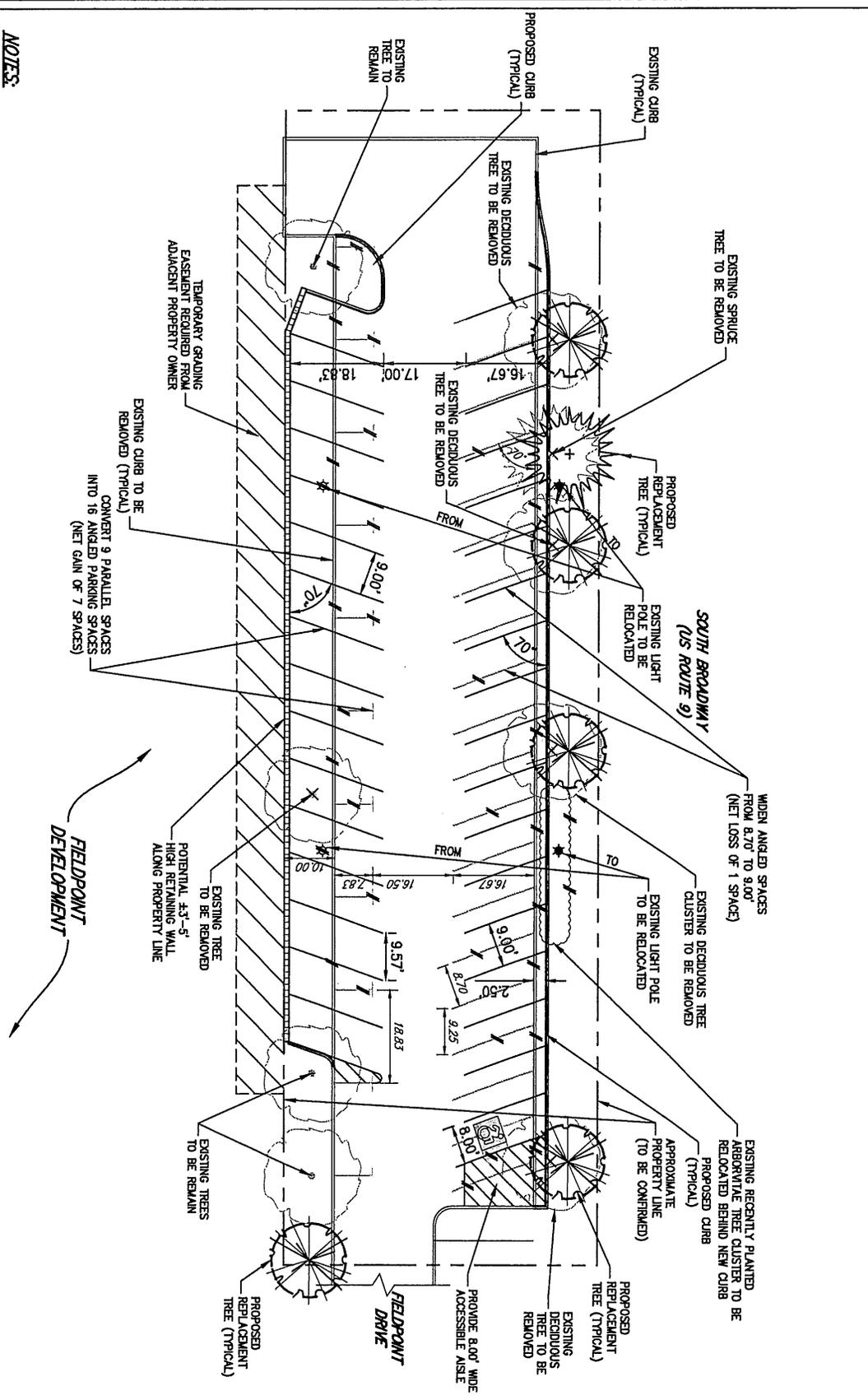
**RESOLVED**, to approve the removal of five parking spaces on Broadway, just north of the driveway to 30 South Broadway; to approve the reconfiguration of Parking Lot 7, generally as shown on the drawing entitled "Dunham Hill, Municipal Parking Area No 7 Conceptual Modification Sketch," last dated 10/19/16; and to approve the installation of a sidewalk on the north side of Station Road from Broadway to the property line of the Old Croton Aqueduct.

The vote resulted as follows:

AYES:

NAYS:

- NOTES:**
- EXISTING CONDITIONS DEPICTED ARE BASED ON FIELD MEASUREMENTS PERFORMED BY JMC ON 05/04/2016. A SURVEY WILL BE NECESSARY FOR CONFIRMATION.



<b>DUNHAM HILL</b>		IRVINGTON, NEW YORK, 10533
30-40 SOUTH BROADWAY		120 BEDFORD RD ARMONK NY 10504
<b>MUNICIPAL PARKING AREA NO. 7 CONCEPTUAL MODIFICATION SKETCH</b>		
<b>70° ANGLED PARKING WITH WIDENING</b>		
REVISED: 10/19/2016	JMC PROJECT: 14059	(914) 273-5225
DATE: 08/24/2016		fax: 273-2102
FIGURE: MP-3	SCALE: 1" = 20'	JMCPLLC.COM

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*Excerpt from Lucille Munz, ASLA to the Irvington Planning Board dated September 3, 2016 in review of a Site Plan Submission for 30-40 S. Broadway / DeNardo Capital Corp.*

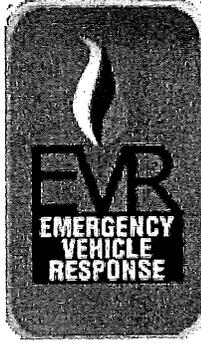
Parking Lot Improvements:

I have reviewed the trees proposed to be removed at the parking lot improvements on Dunham Hill. The proposed tree cluster along the west side of the parking lot is a crab apple cluster in poor condition. The maple on the east side of the lot is in fair condition. Many of the trees on the west side of the lot are in poor condition. The proposed tree replacements will be an improvement overall and removing the poor quality trees will provide for healthier native species.

**RESOLUTION 2016-XXX  
APPROVAL OF CONTRACT 2016-28 FOR SERVICES RELATED TO THE FIRE  
DEPARTMENT PUMPER SPECIFICATIONS**

Trustee                    offered the following resolution, which was seconded by Trustee                    and  
adopted:

**RESOLVED** to approve contract 2016-28 with Emergency Vehicle Response for the preparation of specifications for the Irvington Fire Department new pumper including follow up work and to authorize the Village Administrator to execute said agreement subject to review by the Village Attorney.



**Proposal for the Irvington Fire Department**

**Irvington, New York**

**Fire Apparatus Specification Preparation, Bid Review and Inspection Trips**

- 1.0** *Emergency Vehicle Response will meet with the Fire Department Apparatus Committee and chief officers to review the existing apparatus and will be responsible for developing a complete set of bidding specifications for use by Irvington Fire Department. The specifications will be in compliance with the National Fire Protection Standard 1901-Automotive Fire Apparatus as well as current manufacturing practices and design criteria for this type of vehicle.*
  
- 2.0** *The specifications will be revised as necessary to provide the appropriate technical language to allow competitive bidding and provide any components which would improve the safety and operational characteristics of the apparatus within the operating parameters established by the Irvington Fire Department. As needed, options for component designs will be developed to provide financial cost alternatives for consideration by the Village and Fire Department officials.*
  
- 3.0** *Upon receipt of the bid proposals by the Village of Irvington copies of all pertinent bid documents including bid response, blueprints, required technical documentation and certification of components shall be supplied to Emergency Vehicle Response. This material will be reviewed for compliance with the published Fire Department specifications with a written report submitted to the Fire Department outlining the findings of this analysis.*

***Emergency Vehicle Response will be available during this period for any required conference calls to obtain the necessary information and to assist both the Fire Department and apparatus committee through the bidding process.***

- 4.0** *After review of the bid proposals Emergency Vehicle Response will meet with the appropriate Village of Irvington and Fire Department officials to discuss in person the results of our analysis and comments covering this project.*

**5.0 Costs:**

*Following are the costs for services to perform the evaluation in accordance with Proposal B:*

*Eight thousand five hundred dollars (\$8,500.00). Payable upon receipt of the review of the bid proposals and meeting conducted with the Fire Department.*

**6.0 Travel Costs for Engineering Conference and Inspections:**

*Emergency Vehicle Response will assist in conducting the engineering conference and the final inspection on the completed apparatus at the location of the successful bidder. Written reports will be submitted covering the changes made and any discrepancies noted during the inspection process.*

*The cost for these services if desired, are nine hundred dollars per day (\$900.00) plus travel expenses at actual cost. Travel costs to conduct the engineering conference and final inspection, including airfare (where the successful bidder is more than 300 miles from the Fire Department) and hotel, would be billed at actual costs with receipts provided for these expenses.*

*This proposal is acceptable to the Village of Irvington Fire Department in witness thereof. The Village of Irvington and Irvington Fire Department and Emergency Vehicle Response execute this agreement in accordance with the attached terms.*

\_\_\_\_\_  
**Village of Irvington**

\_\_\_\_\_  
**Emergency Vehicle Response**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

**RESOLUTION 2016-XXX  
AWARD OF CONTRACT 2016-26 FOR TWO (2) 2017 F-350 SATELLITE DUMP BODY  
TRUCKS FOR THE IRVINGTON DEPARTMENT OF PUBLIC WORKS**

Trustee                    offered the following resolution, which was seconded by Trustee                    and adopted:

**WHEREAS**, sealed bids were received and opened on November 2, 2016 at 11AM in Village Hall as follows:

<b>COMPANY</b>	<b>TOTAL BID</b>
1. Schultz Ford/Lincoln Inc. 80 Route 304 Nanuet, NY 10954	\$77,790.00
2. Gabrielli Truck Sales, Ltd. 880 South Oyster Bay Road Hicksville, NY 11801	\$82,570.00

**WHEREAS**, the Village Administrator reviewed the bids submitted and determined that the bid from the low bidder is in order and responsive to the specifications;

**NOW THEREFORE BE IT RESOLVED** that the Clerk-Treasurer is authorized to issue a purchase order for the purchase of two (2) 2017 F-350 satellite dump body trucks from Schultz Ford/Lincoln Inc. in the amount of \$77,790.00.

**RESOLUTION 2016-XXX  
APPROVAL OF CONTRACT 2016-21 WITH AB DESIGN, INC. FOR WAYFINDING  
SERVICES**

Trustee        offered the following resolution, which was seconded by Trustee        , and  
adopted:

**RESOLVED** to approve the contract with AB Design, Inc. for the planning and design of a wayfinding signage system for the Village of Irvington with a focus on the Village's business district and authorizing the Village Administrator to execute said agreement.

**CONSULTANT AGREEMENT  
FOR  
PROFESSIONAL SERVICES**

**THIS AGREEMENT** is entered into this \_\_\_\_ day of \_\_\_\_\_, 2016 by and between AB Design, Inc., located at 10005 Stonemill Road, Richmond, VA 23233 hereinafter referred to as "CONSULTANT" and the Village of Irvington, New York located at 85 Main Street, Irvington, New York 10533, hereinafter referred to as "OWNER".

**WHEREAS**, the Village of Irvington intends to enter into a contract with the CONSULTANT for the planning, design of a wayfinding signage system for the Village of Irvington with a focus on the Village's business district;

**WHEREAS**, the CONSULTANT has represented that they possess sufficient professional skills and experience to perform said services in a complete, timely and professional manner;

**NOW THEREFORE**, in consideration of the mutual covenants hereinafter contained, the parties agree as follows:

I. **SCOPE OF WORK**

The CONSULTANT shall perform in a proper manner, satisfactory to the OWNER, the planning and design services (Phases 1A, 1B, 2A, and 2B) identified in Exhibit "A" attached hereto and incorporated herein.

II. **TIME OF PERFORMANCE and TERM**

The services to be performed hereunder shall commence upon receipt by the CONSULTANT of a written "Notice to Proceed" from the OWNER and shall be completed by May 31, 2017.

III. **COMPENSATION AND PAYMENT**

For satisfactory performance of the services described above, the CONSULTANT shall bill the OWNER at the completion of each phase for actual work completed to date in accordance with the schedule in Exhibit "A" with a sum not to exceed \$22,600.00 plus expenses billed at cost not to exceed \$4,000.00. All costs should be broken out by phase and task and should include travel expenses, cost per meeting (including attendance at evening meetings) and any other costs. The OWNER shall release payment to the CONSULTANT within 30 days of receipt of an approved invoice.

IV. **COMPLIANCE WITH LAWS**

The CONSULTANT shall observe and abide by all applicable laws, ordinances and regulations of federal, state and local governments, in connection with the work performed hereunder.

V. **SUBCONTRACT AND ASSIGNMENT**

This Agreement may not be assigned or sub-contracted, without the prior written consent of the OWNER. Approval by the OWNER of any subcontractor shall not relieve the CONSULTANT of any liability or responsibility for the proper performance of the work under this Agreement.

VI. **INSPECTIONS**

All work performed by the CONSULTANT shall be subject to the quality inspection and approval by the OWNER at all times, but such approval shall not relieve the CONSULTANT of responsibility for the proper performance of the work.

VII. **EXTRA WORK**

If the CONSULTANT is of the opinion that any work that the CONSULTANT has been directed to perform is beyond the scope of this Agreement and constitutes extra work, the CONSULTANT shall promptly notify the OWNER, in writing, of this fact prior to beginning any of the work. In the event that the OWNER determines that such work does constitute extra work, the OWNER shall provide extra compensation to the CONSULTANT in a fair and equitable manner, either through a lump sum amount or on an hourly basis in accordance with the Schedule attached in Exhibit "A".

VIII. **TERMINATION FOR CONVENIENCE**

The OWNER shall have the right at any time to terminate this Agreement in whole, or in part, by written notice to the CONSULTANT. Upon receipt of this notice the CONSULTANT shall immediately discontinue performance, will not place any further orders and will promptly cancel all orders to subcontractors.

In the event of termination for convenience the OWNER shall pay the CONSULTANT for all work completed to date. However, in no event shall the OWNER be obligated to pay more than the Agreement value less any previously paid fees.

IX. **DEFAULT**

Should the CONSULTANT breach any provisions of this Agreement the OWNER shall have the rights and remedies provided by law or under these terms and conditions.

The OWNER shall have the right at any time to terminate this Agreement in whole, or in part, if the CONSULTANT fails to perform any of its obligations or if the CONSULTANT fails to give the OWNER assurance of adequate performance within ten (10) working days after written request by the OWNER for assurances.

In the event of such breach of the Agreement by the CONSULTANT, the OWNER may:

- a) declare the CONSULTANT to be in default,
- b) cancel this AGREEMENT in whole or in part,
- c) withhold payment of any further funds which may be due the CONSULTANT until the default is corrected, and/or
- d) pursue any and all other remedies afforded by law.

If the termination is brought about as a result of unsatisfactory performance on the part of the CONSULTANT, the value of the work performed by the CONSULTANT prior to termination shall be established by determining a percentage of work completed by the CONSULTANT and acceptable to the OWNER, of the total amount of work contemplated by this Agreement.

X. **INDEMNIFICATION**

The CONSULTANT shall be responsible for all damage to life and property due to negligent, reckless or malicious intentional activities of the CONSULTANT, his subcontractors, agents or employees in connection with his services under this Agreement. The CONSULTANT specifically agrees that his Subcontractors, agents, or employees shall possess the experience, knowledge and character necessary to qualify them individually for the particular duties they perform. Further, it is expressly understood that the CONSULTANT shall indemnify and save harmless the OWNER, from claims, suits, actions, damages and costs of every name and description resulting from the negligent, reckless or malicious intentional performance of the services of the CONSULTANT under this Agreement, and such indemnity shall not be limited by reason of enumeration of any insurance coverage herein provided. Negligent performance of services, within the meaning of this Article, shall include, in addition to negligence founded upon tort, negligence based upon the CONSULTANT'S failure to meet professional standards and resulting in obvious or patent errors in the progression of his work.

**XI. INSURANCE REQUIREMENTS**

The CONSULTANT shall, during the performance of the work, maintain the following insurance in the types and amounts listed below and with insurers satisfactory to the OWNER:

<b>Commercial General Liability (CGL) Each Occurrence</b>	
General Liability	\$1,000,000
Personal & Adv Injury	\$1,000,000
Med Expense Any One Person	\$5,000
Damage to Rented Premises	\$50,000
General Aggregate	\$2,000,000
Products-Comp / Op Aggregate	\$1,000,000
<b>Auto Liability – Including BI and PD (AL)</b>	
	<b>(2)</b>
Combined Single Limit per accident	
Any Auto	\$1,000,000
Or	
All Owned	\$1,000,000
All Hired	\$1,000,000
All Non-Owned	\$1,000,000
<b>Workers Compensation and Employers Liability</b>	
	<b>(3)</b>
Each Employee	Statutory
Each Accident	Statutory
<b>Disability Benefits</b>	
	<b>(3)</b>
Each Employee	Statutory
<b>Other Professional Liability or Errors and Omissions or</b>	
	<b>(4)</b>
Per Claim	\$1,000,000
<b>All Other Insurances as Required by Law</b>	
Village of Irvington to be named as Additional Insured on these coverages	GL-AL

- (2) Automobile Liability Coverage is required IF an automobile is used in the execution of the contract. A vendor using a third party for shipment or transport does not require Automobile Liability Insurance.
- (3) An ACORD form is NOT acceptable proof of NYS Workers' Compensation (WC) or Disability Benefits (DBL) Insurance coverage. For WC, secure form C-105.2 or U-26.3. For DBL, secure form DB.120.1.

Workers' Compensation/Employers Liability, and NYS Disability are not required of: a) a business that is owned by one individual, is not a corporation and does not have any other employees, b) a self-employed individual, c) an out of state employer with no NYS employees. IN EACH CASE, the employer must file Form CE-200, Certificate of Attestation of Exemption, with the NYS Workers'

Compensation Board certifying that they are not required to obtain NYS specific Workers' Compensation Insurance or NYS statutory Disability Benefits.

- (4) A consultant is someone who gives expert or professional advice. Consultants are ordinarily hired on an independent contractor basis. Therefore, the Village is not liable to others for the acts or omissions of the consultant. A consultant is an individual who possesses special knowledge or skills and provides that expertise to the Village for a fee. Consultants help find and implement solutions to a wide variety of problems, including those related to business, marketing, manufacturing, strategy, organization structure, environmental compliance, health and safety, technology, and communications. Some consultants are self-employed, independent contractors who offer specialized skills in a certain field; other consultants work for large consulting firms that offer expertise in a wide range of business areas. Still other consultants hail from academia. Specialists in various professional fields that work with the general public and have greater than average expertise in particular areas, for example lawyers, doctors, pharmacists and insurance agents, require additional coverage for someone who is injured as a result of their negligent acts or omissions. Therefore, Professional Liability Insurance is required if commercially available for your profession.

Prior to commencing performance, the CONSULTANT shall furnish the OWNER with a Certificate of Insurance as evidence of the required insurance and such Certificate of Insurance as evidence of the required insurance and such Certificate shall name the Village of Irvington as additional insured. The Certificate shall provide for thirty (30) days written notice to the OWNER prior to cancellation thereof. New, current certificates shall be provided at each policy renewal. The OWNER shall be listed as an additional insured on coverages furnished under 1-6 inclusive.

## **XII. INDEPENDENT CONSULTANT**

The CONSULTANT shall perform services in accordance with the terms and conditions of this Agreement as the OWNER'S independent consultant, shall be responsible for the means and methods used in performing services under this Agreement and is not a joint-venturer with the OWNER. The OWNER shall be the general administrator and coordinator of the CONSULTANT'S services for the Project.

XIII. **RECORDS**

The CONSULTANT shall maintain all records (fiscal and other) on file in legible form. A copy of these shall be available to the OWNER by the CONSULTANT.

All drawings, specifications, reports, information or data prepared by or furnished to the CONSULTANT in connection with any or all work to be performed under this Agreement shall be the property of the OWNER and shall be immediately forwarded to the OWNER upon request.

XIV. **PARTIAL INVALIDITY**

If any term, covenant, condition or provision of this Agreement is found by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions hereof shall remain in full force and effect, and shall in no way be affected, impaired or invalidated thereby.

XV. **TRANSFERABILITY OF INTEREST**

The CONSULTANT shall not assign, sublet, or otherwise transfer its interest in this Agreement without written consent of the OWNER. The CONSULTANT shall not subcontract any portion of this Agreement without the prior written consent of the OWNER.

XVI. **GOVERNING LAWS**

The validity or construction of this Agreement, as well as the rights and duties of the parties hereunder, shall be governed by the laws of the State of New York.

XVII. **ENTIRE AGREEMENT - AMENDMENTS**

This Agreement constitutes the whole agreement between the parties with respect to the subject matter contained herein and there are no terms other than those contained herein. No modification or amendment of this Agreement shall be valid unless in writing signed by the parties hereto.

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be executed by their duly authorized representatives on the day and year first above written.

Village of Irvington  
(OWNER)

\_\_\_\_\_  
(CONSULTANT)

Lawrence S. Schopfer  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

Village Administrator  
Title

\_\_\_\_\_  
Title

# PROJECT APPROACH/SCOPE OF WORK

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## Design Considerations

Our goal will be to establish a clear identity for the area and an environment that is easy for visitors to navigate and conducive to making accessible to the public Irvington's historical, natural and cultural resources.

AB Design will work closely with the Irvington Project Manager and Stakeholders to provide a comprehensive wayfinding system that preserves the historical and natural quality of the area and that will help to direct first time visitors throughout the scenic and historic areas. This system will concentrate on developing signtypes that will clarify accessibility to mass transportation, parking areas and pedestrian/ bicycle paths, taking maximum advantage of lookout opportunities while providing information that supports the goals of the Village.

The final package will accomplish many objectives:

- Promote a sense of place and recognition fostering pedestrian circulation and interaction.
- Involve the stakeholders and ascertain their vision for wayfinding and signage for the area.
- Provide a consistent and cohesive theme and appearance for the signage.
- Develop signtypes that will provide orientation to recreational areas along the Hudson River.
- Design signs that will help to safely and efficiently guide visitors through Irvington by establishing a consistent visual presence along the Village.
- Incorporate flexibility within the wayfinding system for future change and growth.
- Enhance the aesthetic aspect of the area by designing a system that will integrate the wayfinding elements with the natural landscape and architecture of the area.
- Design signs that will highlight the multiple resources of the area as well as its value as a touristic destination.

Signs will be designed to ensure a sensitive placement that respects and enhances the beautiful natural environment. Elements that reflect the historic and nature friendly characteristics of the area will be incorporated into the signage to achieve a totally integrated image. This image will be intended to imprint on the visitor a unique vision of Irvington that will make the visit a memorable experience.

## Wayfinding Elements

An effective wayfinding system functions by directing, informing and regulating visitor movement throughout the area. In order to successfully meet these communication requirements, we use a broad base of technical knowledge and an understanding of graphics theory and how it relates to human response. We emphasize design solutions which are aesthetically pleasing, functional and flexible.

Our goal is to promote, with the help of signage, an environment that is easy to recognize and navigate. We will develop a system to aid wayfinding for the first-time visitor. We will keep in mind current conditions but focus, as well, on flexibility and future developments. We may incorporate a color-code and symbol development in the signage design to enhance functionality. We will present design options that vary in size, color, layout, font and concept.

## Placement Guidelines

The proposed signtype placement guidelines will be based on functional virtues while following the latest local and state regulations. (e.g., MUTCD & NYSDOT)

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Our Team will evaluate standard placement proposed to insure that sign placement is based on functionality and evaluated against the latest research regarding effectiveness and visibility. Signage will address the identification of key attractions (historic, recreation, business, retail, etc.) and suggested routing of traffic to attractions.

## **Signage Package**

Our team will coordinate design elements that enhance the wayfinding as well as styles and color schemes to make the signage an extension of the architecture and landscape.

Elements that we consider when designing a wayfinding plan include:

- Graphic design that incorporates formats, letterforms, letter sizes, letter spacing, line spacing, arrows and pictograms, and copy layouts that follow ADAAG guidelines.
- Color hue and intensity are selected to facilitate maximum legibility and follow ADAAG guidelines regarding contrast requirements.
- Options for all materials and applications are presented and reviewed for their compliance with design criteria and project objectives.
- Flexibility and maintenance: some sign type options contemplate the use of changeable parts to maintain the system dynamic and facilitate in-house or outsourced changes.
- Durability, tamper resistance, and easy maintenance as is reasonably possible.

Signs will be designed to ensure maximum cost-effective flexibility of message content to respond to the need for changes in the environment and space usage over time.

## **Project Goals Summary**

The main objective will be to create a "user friendly" environment in which the user will find ease of navigation to be able to experience the natural and historical assets of the area.

We will:

- Develop a comprehensive signage/wayfinding package which complements and enhances the image of Irvington, and respects the historic assets and natural landscape.
- Find unifying elements within the signage system to provide a strong first impression as visitors arrive to the area.
- Provide a clear understanding of what attractions are available, where they are located and what is the walking distance and/or the walking time.
- Promote the use of symbols and color coding to visually convey quickly and effectively the location of the important landmarks and nodes in the signs.
- Propose a design that will be memorable and will highlight the experience for both visitors and locals.
- Integrate the wayfinding system with the technology advances and make recommendations for future integration of the static signage with technology for mobile handheld apps that couple intuitive and sophisticated user experiences with trend-setting technology and web platforms.
- Provide clear and easy to follow recommendations for the update and maintenance of the signage and wayfinding system.
- Design flexible, durable, vandal-resistant and easily maintained components.

The system will concentrate on clarifying accessibility / exit paths and main routes supporting tourism and highlighting the value of Irvington.

# PROJECT METHODOLOGY

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## Phase 1A Programming

In addition to the tasks specified in the RFP, AB Design will:

- Conduct kick-off meeting to define project priorities, goals/objectives and verify time line for the project.
- Perform a thorough visual survey of the site and walk through to inventory existing Village signage.
- Conduct photographic survey of the site and evaluate possible sign locations.
- Meet with stakeholders. (Trip 1. To include 3 items above)
- Collect data and gather necessary information including digital site plans and digital files for logotypes/seals and graphic elements to be included in the wayfinding.
- Collect information about zoning and parking areas.
- Propose strategy for wayfinding and destination list.
- Determine code restrictions including NYSDOT state, county, local, and MUTCD sign regulations that may apply to the intended signage.
- Submit analysis, photographic record, destination list and report to the Client.

## Phase 1B Preliminary Design

In addition to the tasks specified in the RFP, AB Design will:

- Develop preliminary design for the recommended wayfinding components. The proposed design will unify style, colors, materials, symbols and structural components of the system.
- Confirm proposed destination list, terminology and nodal decision points.
- Identify primary and secondary destinations.
- Develop a preliminary sign location plan including strategic locations of all system components.
- Develop preliminary message schedule listing all proposed signage and wayfinding components.
- Prepare schematic drawings, 3D renderings, photomontages, presentation slides, etc., including alternatives to convey design concepts for presentation to the Client. (3 design options).
- Prepare cost estimate for system components.
- Review preliminary design concepts phase with the Client & stakeholders. (Trip 2)
- Evaluate proposed signage on site based on meeting results.

## Phase 2A Final Design

Based on review comments to the proposed location strategy and design concepts AB Design will:

- Determine the final signtypes, layout, size and location of all system components, including materials, finishes, colors, graphics, type faces, logotypes, fabrication and installation details.
- Develop final sign location plans and message schedules. The contents listed in the message schedule for each sign will include all legends, arrows, logos, symbols, etc. that are proposed to appear on each sign; the sign location, sign type, message, and standards. (*Proofreading of the message schedule is the responsibility of the Client.*)
- Final site visit for verification
- Present to the Village of Irvington and other stakeholder groups for approval. (Trip 3)
- Produce final design drawings for all signs, final sign elevations and fabrication details.

## Phase 2B

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## Documentation

Based on feedback from the previous phase, AB Design will:

- Submit construction drawings and specifications for fabrication and installation for approval.
- Present final sign location plans and sign message schedule for Client approval.
- Submit final approved specification drawings, complete set of sign location plans and message schedule.
- Prepare more accurate cost estimate for system components, propose plan for fabrication/installation and management/maintenance plan.
- Secure all necessary permits and approvals to complete the approved design program.
- Prepare a complete set of reproducible documents to enable the Client to solicit bids for fabrication and installation of all components.
- Assist the Client with soliciting bids.
- Prepare artwork for all system components.
- Provide the Village with a graphic design standards manual to include detailed specifications for all signage system components.

## Phase 3 Implementation

In addition to the tasks specified in the RFP, AB Design will:

- Provide any required bidding assistance including bidder pre-qualification, bid analysis and negotiation.
- Assist in answering questions during production phase.
- Review /check all material samples and review shop drawings during the manufacturing phase to insure quality control.
- Prepare additional drawings and documents as required.
- Coordinate proposed schedule for production.
- Track production schedule and coordinate the schedules for installation of the signs.
- Respond to installer's questions to address concerns during the installation.
- Attend installation meetings (via Internet) until substantial completion walk through to insure that all items on each phase have been addressed.
- Conduct on-site inspection at the completion of the installation of the system components. (Trip 4)
- Produce a review & deficiency list /coordinate the correction of any items on this list.
- Coordinate the completion of as-built documents and delivery to Client.

## Standards Manual

We will develop a Standards Manual showing the use criteria for signtypes for future application to other areas. The manual will include all wayfinding and signage components.

One digital copy of the manual will be provided and will include descriptions of each signtype and explanation of its use. Digital files will be prepared for reproduction. Specification drawings will be developed in Adobe Illustrator with Cad Tools, message schedules will be developed in Microsoft Excel, and sign location plans will be developed in AutoCAD. All files will be converted and delivered as PDF format for ease of exchange.

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## **Gateway Signs**

We will design and develop the following sign types:

These signs will provide identification of the vehicular “entrances” to the area while clearly identifying the Village of Irvington brand.

## **Directional Signs**

Directional signage will be designed as necessary to assist vehicles and pedestrians to identify and locate parking and destinations. Vehicular directional signs will be used to guide vehicular traffic within the area. Signs will include the Village brand and may provide distance information where appropriate.

Pedestrian directional signs will encourage walking visitors to visit areas that are within easy walking distance including: from Main Street going east to the Scenic Hudson Park and Matthiessen Park and west to the The Old Croton Trailway State Historic Park and Trail, and the Armour Steiner House as well as area historic churches (e.g. St. Barnabas), historic houses (e.g. Hillside, McVickar, Nuits) and Monuments (e.g. the Washington Irving Memorial). Key orientation signs will incorporate the Village of Irvington identity and may be two-sided or four-sided, according to hierarchy and location. These signs may also be inclusive of historic references and “you are here” maps.

Secondary orientation signs can be one-sided or two-sided signs that will display directional information.

## **Identification Signs**

These freestanding signs will provide identification for the touristic sites, retail, historic and recreation areas and will define and enhance visitor recognition of the area.

## **Banners**

Permanent, durable banners will be used for ornamental and wayfinding purposes. Special event banners (e.g. seasonal events) in fabric may be designed for flexibility. Our fee includes the design of up to three layouts.

## **Information Signs**

These signs will outline important information to provide visitors with necessary guidelines regarding policies, procedures and regulations (e.g. restrain pet on a leash in public areas).

## **Colors and/or Symbols**

Colors may be used and coded to identify areas and destinations according to their type and direction. The color scheme will be developed to complement the architecture and landscape. Symbols may be developed for specific destinations. The applications of symbols will be carefully studied to take into account the relationship between the symbol size, the scale of the space and the viewing distance.

## **Materials**

The hanging and location of exterior signs not within public reach may be economically manufactured in painted aluminum. The freestanding directionals may be made of High Pressure Laminate (CHPL) with embedded graphics which are vandal-resistant and economical. Other materials and techniques may include: vinyl and cutout aluminum letters and 3M print technologies for supergraphics. Signs will be designed to allow for in-house production if available.

## **Best Practices**

Signs will be designed to be visitor friendly, promote a strong identity, some to be map based, have a destination focus, use icons & symbols, display an information hierarchy and be part of a comprehensive system.

# FEE ALLOCATION

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AB Design will provide Village of Irvington with consulting services in accordance with the services described in this proposal and predicated upon the fees as shown below including all deliverables outlined below.

Phase 1A - Programming	\$ 1,640
Phase 1B - Preliminary Design	\$ 7,620
Phase 2A - Final Design	\$ 8,900
Phase 2B - Documentation	\$ 4,500
TOTAL SERVICES	\$ 22,660
Expenses (Not to Exceed)	\$ 4,000

This fee includes three design options and one major revision for each element on the program. For additional revisions to the design and message schedules, a fee shall be charged at the hourly rate of \$100.00. The fee does not include permit fees.

## Meetings / Site Visits

We estimate that three trips will be required as follows:

- 1- Kick-off meeting combined with visual and photographic survey.
- 2- Location Strategy & Design Concepts presentation.
- 3- Presentation to the Client and Stakeholders for approval.

We consider this minimum number of trips crucial to deliver optimized results.

Additional trips or surveys required beyond the scope will be billed at a \$100.00 hourly rate for work hours and half-time for travel plus associated reimbursable expenses.

## Deliverables

Our fee includes the delivery of a digital set of files of all documents throughout the project. Floor plans will be developed in AutoCAD. All drawings will be delivered digitally in the software in which the package was created and/or in PDF format.

## Expenses

Expenses included in the not to exceed \$4,000 cost are: transportation, parking, meals and lodging. Only incurred expenses will be billed.

## Additional Services

Additional services including redesign, additional revisions, development of detailed pedestrian wayfinding map, development of content and layout of interpretive historical information signs (a standard signtype will be design for these last two) or related services beyond the allotted time will be billed at a \$100.00 hourly rate for work hours. Other additional services will be billed according to task.

# Village of Irvington RPF for Wayfinding Design Consultant

	Project Manager	Design & Production	CAD Manager	Administrative Assistant
<b>Phase 1A: Programming</b>				
Conduct an on-site kickoff meeting (1)	4			
Conduct analysis and photographic survey (1)	4			
Meet with stakeholders	2			
Propose strategy for wayfinding and destination list	2			
Determine code restrictions including state, county, local, DOT and MUTCD sign regulations	1			2
Submit the Preliminary Wayfinding Report	1			2
<b>Total Hours</b>	14	0	0	4
<b>Hourly Rates</b>	\$ 100.00	\$ 90.00	\$ 80.00	\$ 60.00
<b>TOTAL FOR PHASE</b>	<b>\$1,400.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$240.00</b>
* Travel hours are counted as half				<b>\$1,640.00</b>

	Project Manager	Design & Production	CAD Manager	Administrative Assistant
<b>Phase 1B: Preliminary Design</b>				
Confirm proposed destination list, terminology and nodal decision points	1			
Prepare detailed designs for select sign types	4	32		
Prepare preliminary sign location plan and sign message schedule	2		12	6
Prepare cost estimates	2			4
Review preliminary sign location plans and sign message schedule	2		8	4
Prepare cost estimate for system components	2			
Review preliminary design concepts phase with the Client & stakeholders (2)	4			
Evaluate proposed signage on site (2)	6			
<b>Total Hours</b>	23	32	20	14
<b>Hourly Rates</b>	\$ 100.00	\$ 90.00	\$ 80.00	\$ 60.00
<b>TOTAL FOR PHASE</b>	<b>\$2,300.00</b>	<b>\$2,880.00</b>	<b>\$1,600.00</b>	<b>\$840.00</b>
* Travel hours are counted as half				<b>\$7,620.00</b>

	Project Manager	Design & Production	CAD Manager	Administrative Assistant
<b>Phase 2A: Final Design</b>				
Revise design	4	8		4
Submit for second review	2			2
Produce final sign location plan and sign message schedule	4		8	4
Present to the Village of Irvington and other stakeholder groups for approval ( 3)	6			
Final site visit for verification (3)	16			
Produce final design construction drawings for all signs	6	30		
Prepare more accurate cost estimate	2			4
<b>Total Hours</b>	40	38	8	14
<b>Hourly Rates</b>	\$ 100.00	\$ 90.00	\$ 80.00	\$ 60.00
<b>TOTAL FOR PHASE</b>	<b>\$4,000.00</b>	<b>\$3,420.00</b>	<b>\$640.00</b>	<b>\$840.00</b>
* Travel hours are counted as half				<b>\$8,900.00</b>

**Village of Irvington  
RPF for Wayfinding Design  
Consultant**

	Project Manager	Design & Production	CAD Manager	Administrative Assistant
<b>Phase 2B: Documentation</b>				
Submit complete specification drawings for all components	2	18		
Prepare more accurate cost estimate	1			2
Present final sign location plans and message schedule	2		5	2
Secure all necessary permits and approvals to complete the approved design program	2			5
Assist the Client with soliciting bids	2			3
Prepare a complete set of reproducible documents				1
Prepare artwork for all system components	1	4		
Submit standards manual	1			4
<b>Total Hours</b>	<b>11</b>	<b>22</b>	<b>5</b>	<b>17</b>
<b>Hourly Rates</b>	<b>\$ 100.00</b>	<b>\$ 90.00</b>	<b>\$ 80.00</b>	<b>\$ 60.00</b>
<b>TOTAL FOR PHASE</b>	<b>\$1,100.00</b>	<b>\$1,980.00</b>	<b>\$400.00</b>	<b>\$1,020.00</b>
* Travel hours are counted as half				<b>\$4,500.00</b>
<b>Total Hours</b>	<b>88</b>	<b>92</b>	<b>33</b>	<b>49</b>
<b>Hourly Rates</b>	<b>\$ 100.00</b>	<b>\$ 90.00</b>	<b>\$ 80.00</b>	<b>\$ 60.00</b>
<b>TOTAL FOR PROJECT</b>	<b>\$8,800.00</b>	<b>\$8,280.00</b>	<b>\$2,640.00</b>	<b>\$2,940.00</b>
<b>SUBTOTAL FEE</b>				<b>\$22,660.00</b>
<b>Reimbursable expenses (not to exceed)</b>				<b>\$4,000.00</b>

<b>Example of Estimated Expenses per Trip (billed only as incurred)</b>	<b>\$ 1,020.00</b>
flight	\$ 540.00
lodging	\$ 190.00
parking	\$ 30.00
meals	\$ 100.00
car rental/insurance	\$ 160.00