



Town of Yorktown

Office of the Supervisor

TOWN BOARD WORK SESSION AGENDA

November 14, 2023

Spadaccia Meeting Room

363 Underhill Avenue, Yorktown, NY 10598

6:30PM EXECUTIVE SESSION

A motion will be made to go into Executive Session to discuss the following items(s):

Personnel: Police Department
Refuse and Recycling

7:30PM OPEN SESSION

7:30pm: Welcome and Opening Remarks

7:40pm Yorktown Accessibility Committee

Contact: Kathleen Macias Torres, Co-Chair of accessibilities committee

Thomas Panek, Co-Chair of accessibilities committee

Accessibility committee members

Discussion: Areas of accessibility improvements

RESOLUTIONS

BUILDING MAINTENANCE

Authorize the purchase of a Kubota work utility vehicle from Westchester Tractor Inc.

Resolved, the Building Maintenance Department is authorized to purchase a Kubota RTV-X1100CWL-H work utility vehicle from Westchester Tractor, Inc. under state contract NYS PC69404 for \$37,803.68; and

Resolved, the Town Comptroller is authorized to process the following budget transfer:

From:

A.1625.0408	Fuel Oil	\$37,803.68
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To:

A.1625.0200	Equipment	\$37,803.68
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for the purchase of the above-referenced vehicle from Westchester Tractor, Inc.

COMPTROLLER

Authorize the Comptroller to process the following budget transfer

The Comptroller is hereby authorized to process the following budget transfer:

From:		
A3120.810	Medical Insurance	\$12,900.00
To:		
A.9000.108	Medical Lump Sum	\$12,900.00

For the transfer of funds for employee medical lump sum payout.

Authorize the Comptroller to process the following budget transfer

Resolved, the Comptroller is hereby authorized to process the following budget transfer for payment to Margaret Gspurning for consulting fees

From:		
A1990.499	General Fund – Contingency	\$32,000.00
A.1002	General Fund	\$ 1,500.00
To:		
A.1220.490	Supervisor – Professional Services	\$33,500.00

For payment to Margaret Gspurning as Human Resources consultant for the period of June 12, 2023 through August 16, 2023

Authorize the Comptroller to process the following refund

RESOLVED, the Town Comptroller is authorized to refund Anne Cotellessa the amount of \$114.33, representing an overpayment of a water bill that was made on October 13, 2023.

ENGINEERING DEPARTMENT

Authorize the Comptroller to process the following budget transfer

RESOLVED, that the Comptroller is authorized to transfer \$6,606.29 from salaries (YS.8130.0101) to overtime (YS.8130.0105).

Authorize funding for additional work on The Courthouse Plaza contract, as set forth in the bid document from Con-Tech Construction Technology, which was approved by the Town Board on July 11, 2023

RESOLVED, that the following items in the Courthouse Plaza Rehabilitation bid be authorized:

Item A2	Additional Curb	\$10,400
Item A3	Additional Sidewalk	\$13,530
Item A5	Bluestone Treads	\$60,000
For a total cost of \$83,930, and be it FURTHER		

RESOLVED, that the Comptroller is authorized to transfer \$83,930 from General Fund (A1002) to the Courthouse Plaza capital improvement project (HV.9950.900).

HIGHWAY DEPARTMENT

Authorize the following bond release to Andrew Fiore

Resolved, the Town Board authorizes the following bond release

<u>Type of Permit</u>	<u>Permit #</u>	<u>Amount</u>	<u>Location</u>	<u>Refund To</u>
Driveway	DR1252	\$500.00	600 Birdsall Dr	Andrew J. Fiore 600 Birdsall Dr Yorktown, NY 10598

Authorize the following bond release to Pizzella Bros

Resolved, the Town Board authorizes the following bond release

<u>Type of Permit</u>	<u>Permit #</u>	<u>Amount</u>	<u>Location</u>	<u>Refund To</u>
Street Opening	020-008	\$2000.00		447 Waverly Rd Pizzella Bros. 7 Dogwood Rd Cortlandt Manor, NY 10567

Street Opening 022-008 \$4000.00 2197 Brookside Ave Same as above

Authorize the Comptroller to process the following budget transfer for paving

RESOLVED, the Town Comptroller is authorized to process the following budget transfer

From: D.1002 (hwy fund bal.)	\$70,000.00
To: D5112.210 (hwy paving line)	\$70,000.00

PLANNING DEPARTMENT

Authorize the Comptroller to release the cash bond totaling \$3,000 to Devito and Son, Inc

WHEREAS, A Devito & Son, Inc., contractor for 1961 Commerce Street LLC., provided the Town with Check No. 18874 in the amount of \$3,000.00, which was deposited into the T-90 account on 8/25/2020, to serve as the cash bond for Planning Board Resolution #20-07 for landscape plantings, and

WHEREAS, A. Devito & Son, Inc., has requested all monies to be released, and

WHEREAS, the Planning Director, has informed the Town Board that the monies may be released; now

THEREFORE, BE IT RESOLVED, the Comptroller is hereby authorized to release the above referenced monies totaling \$3,000.00.

PARKS AND RECREATION

Authorize the competition of the DE (Diatomaceous Earth) Tank Resurfacing at the Brian J. Slavin Aquatic Facility

Resolved, to complete the original work awarded under bid dated September 19, 2023 for the DE (Diatomaceous Earth) Tank Resurfacing at the Brian J. Slavin Aquatic Facility Bid, a Change Order #1 is required in the amount of up to \$18,000.

Be it Further Resolved, the Town Comptroller is authorized to process the following budget transfer:

From: A.1002	General Fund	\$18,000
To: A.7180.416	Beach & Pool Facilities – Facility Maintenance	\$18,000

POLICE DEPARTMENT

Authorize the Comptroller to process the following budget transfer

Resolved, the Comptroller is authorized to transfer From: A.3120.102 Salaries \$14,026.23 to A.3120.111 for Police OT \$14,026.23

REFUSE AND RECYCLING

Authorize the Comptroller to process the following budget transfer

RESOLVED, that the comptroller is hereby authorized to process the following budget transfer for payment to Westchester County for the Solid Waste incineration fees and Food Scrap fees:

From: R&R Fund Balance	(SR.1002)	\$12,000.00
To: R&R Dumping Fees	(SR.8160.0450)	\$12,000.00

SUPERVISORS OFFICE

Authorize the Supervisor to sign an agreement with Business Electronics for servicing the Yorktown Police Department’s voice recorder equipment

Resolved, the Town Supervisor is authorized to sign a maintenance agreement with BUSINESS ELECTRONICS, INC. for servicing the Yorktown Police Department’s voice recorder equipment for the period December 15, 2023 through December 14, 2024. The annual contract amount is \$4,230.00.

Authorize Town Supervisor to sign application for a grant from NYS 2024 Urban Farms and Community Gardens Grant Program, which would benefit Yorktown’s Community Garden of Hope

RESOLVED, that the Town of Yorktown has applied for financial assistance from the NYS 2024 URBAN FARMS AND COMMUNITY GARDENS GRANT PROGRAM(“UFCGGP”) fund under the NEW YORK STATE DEPARTMENT OF AGRICULTURE AND MARKETS for the purpose of funding the COMMUNITY GARDEN OF HOPE EXPANSION PROJECT;

RESOLVED, that the Town of Yorktown is authorized and directed to accept these grant funds in an amount not to exceed \$50,000 for the project described in the grant application;

RESOLVED, that the Town of Yorktown is authorized and directed to agree to contribute a 10 PERCENT MATCH of up to \$5,000 should grant funds be awarded; and

RESOLVED, that the Town of Yorktown is authorized and directed to agree to the terms and conditions of the Master Contract with the NEW YORK STATE DEPARTMENT OF AGRICULTURE AND MARKETS for such COMMUNITY GARDEN OF HOPE EXPANSION PROJECT; and

RESOLVED, that the governing body of the municipality delegates signing authority to execute the Master Contract and any amendments thereto, any required deed of easement, and any other certifications to the individual(s) who hold(s) the following elected or appointed municipal office(s) or employment position title(s): THOMAS DIANA, TOWN SUPERVISOR.

TOWN BOARD

Appoint Nisreen Khoury to the Building Department Senior Office Assistant (Office Manager), effective November 15, 2023

BE IT RESOLVED, that Nisreen Khoury is hereby appointed probationary to the civil service title, Senior Office Assistant (Office Manager), job class code 0943-01, effective November 15, 2023, to be paid at the rate set forth in Yorktown CSEA Salary Schedule A-1, Group 10, Step 5, which is \$75,103.00 annually.

BE IT FURTHER RESOLVED, that this appointment is subject to a probationary period of not less than 12 nor more than 52 weeks, commencing on the first date of appointment on November 15, 2023.

Accept the retirement of John Battista, effective November 26th 2023

BE IT RESOLVED, that the Town Board of the Town of Yorktown hereby accepts the resignation of PO John Battista, effective November 26, 2023.

Reject bid for boiler maintenance and emergency on call services

RESOLVED, that the Town Board rejects the bid for Boiler Maintenance and Emergency On-Call Services.

RESOLVED, the Town Clerk is again authorized to advertise the bid for Boiler Maintenance and Emergency On-Call Services.

Authorize the Town Board to waive permit fee for Courthouse Plaza

RESOLVED, that the building permit fee for the Courthouse Plaza is waived since it is a Town project.

Authorize the following fees for cablecasting services

RESOLVED, effective January 1, 2023, the following fees will be paid to Tom Sciangula for recording and cablecasting services: \$200 for Town Board Meetings and Town Board Work sessions, \$200 for Planning Board meetings, \$175 for Zoning Board meetings and \$175 for Senior Advisory Board meetings and all other meetings approved by the Town Clerk's Office held in the Town Boardroom. \$100 for Supervisor show and \$250 for Town Board Meetings held outside the Town Boardroom.

Authorize to extend services provided by Cary Vigilante for broadcasting services

RESOLVED, the Town Board extends the services of Cary Vigilante for broadcasting services from January 1, 2023 through December 31, 2023 at a rate of \$550.00 per month.

TOWN CLERK

Authorize the replacement of the heating and air conditioning system at the archival and records center

Whereas, invitation to bid for the replacement of the Heating and Air Conditioning System at the Archival and Records Center was duly advertised, and

Whereas, said bid was received and opened on November 13, 2023, with the bid amounts as follows:

<u>Bidder</u>	<u>Amount</u>	<u>Alternate #1 – All new duct work</u>
Mercury Air Conditioning & Heating 1688 Front Street Yorktown Heights, NY 10598	\$42,500.00	\$8,500.00
Hanover Electric 1803 Commerce Street Yorktown, NY 10598	<u>Alternate #2 – All Electrical work</u> \$3,850.00	

Now, Therefore Be It Resolved, that upon the recommendation of the Building and Maintenance Superintendent, the bid for replacement of the Heating and Air Conditioning System at the Archival and Records Center be and is hereby awarded to Mercury Air Conditioning & Heating, 1688 Front Street, Yorktown Heights, NY 10598 for the amount of \$51,000.00, including Alternate #1, and

Be It Further Resolved, that Alternate #2 be awarded to Hanover Electric, 1803 Commerce Street, Yorktown Heights, NY 10598 to connect all electrical work needed to complete the project in the amount of \$3,850.00. The total amount for the replacement of the HVAC System is \$54,850.00, and

Be It Further Resolved, that the Comptroller is hereby authorized to process the following budget transfer:

From: A.1002	General Fund – Fund Balance	\$54,850.00
To: HV.5031	Capital Project - Town Buildings	\$54,850.00

to fund the bids awarded for the HVAC System Replacement at the Archival and Records Center in the amounts of \$51,000.00 to Mercury Air Conditioning & Heating and \$3,850.00 to Hanover Electric.

ADJOURN

A motion will be made to adjourn the Town Board meeting.

AGENDAS ARE SUBJECT TO CHANGE

Americans with Disabilities Act: If you need special assistance to participate in a Town meeting or other services offered by this Town, please contact the Town Clerk's office, (914) 962-5722, x210.