

**Village of West Haverstraw, New York
Samsondale Streetscape Project**

**PROJECT COMMITTEE MEETING, APRIL 2, 2018
2 PM, VILLAGE BOARD ROOM**

Meeting Minutes

ATTENDEES: Mayor D’Amelio, Fran Nardi (Deputy Mayor), Ralph Kirshkel (Trustee), Ramon Lopez (Trustee), Robert Lagrow (Trustee), O. Fred Miller (Village Clerk), Cathy Kopf (Deputy Clerk), Kenny Dosch (DPW), Katie Welsh (Confidential Assistant), Pat Brady (Village Engineer), Ted Kolankowski (B&L)

ITEMS DISCUSSED

1. AGENDA REVIEW: Ted reviewed the agenda for the meeting.
2. PROJECT OVERVIEW AND PROPOSED TIMELINE: A brief summary of the project Scope was reviewed. A Proposed Timeline was presented for discussion. A key date will be the anticipated July 27 deadline for submission of Consolidated Funding Applications. It was agreed that upcoming tentative meeting dates would be as follows:
 - Public Information Meeting – May 2
 - Committee Meeting to Discuss Public Outreach Results – May 10
 - Committee Meeting to Discuss Preliminary Concepts – June 14
3. FUTURE PUBLIC OUTREACH – VISUAL COMMUNICATIONS: Drafts of a project brochure, comment form and sign in sheet were provided for the committee’s review. These will be provided during the Public Information Meeting and Public Workshops that follow. In addition to these materials, B&L will prepare an outreach flyer for the May 2nd Meeting and press release for the Village’s use. The Committee requested that all the information be provided in PDF format to allow for posting on the Village web page.



4. REVIEW OF DRAFT POWERPOINT FOR PUBLIC INFORMATION MEETING: A draft presentation was reviewed. The intent is to provide some ideas and gauge interest by the residents in some streetscape concepts and alternative rehabilitation ideas. During the presentation the Committee had the following comments:

- Mayor D'Amelio stressed the importance of drainage improvements targeting the proper treatment and routing of roof leaders draining into the street.
- The existing zoning indicates that the project area is zoned multifamily (R4). The question arose as to whether there were townhouses that had been converted into multifamily and how that is either allowed or not permitted. B&L should review the code and clarify if possible on relevant slide.
- Local cultural heritage about the Kennedy Drive entrance off of Route 9W, once flanked by two white columns with 'Samsondale' in large block letters; the area at the bend was known as 'the Ramp'.
- The historic aerials should be enlarged and focused as much as possible on Samsondale, at a higher resolution.
- Revise the reference to sea level rise as the area is at an elevation that is highly unlikely to be impacted.
- Examples showing one way streets should be supported with an overview map illustrating how potential circulation patterns would be implemented.
- The most desirable traffic calming mechanism from the Village perspective is to create speed tables at the intersections. More illustrations of speed table options are needed.
- Ten foot wide lanes will work for the Village, plows are 10' wide. For one way streets, 14' would be adequate to for emergency equipment and maintenance vehicles with tandem axels.

5. REVIEW OF EARLY CONCEPT PLANS: The Committee had the following comments on the early concept plans illustrating road sections, gateway improvements and off-site parking:

- The entrance at West Railroad should illustrate a new white vinyl privacy fence as a replacement for the chain link currently shown.
- The sidewalk connection should end at the bend of Kennedy Road, delivery trucks use the north access drive frequently between the building and Samsondale.
- Parking shown in the park should not be along the top of the stream bank, Should be located behind the residences instead.
- There was discussion about eliminating parking at the back of the supermarket. For discussion purposes it may be shown as an option to gauge public opinion.



6. DISCUSSIONS OF PUBLIC PARTICIPATION TECHNIQUES: The various options for gaining public input were discussed:
- Input will be gained at the Public Information Meeting and at a later Public Workshop. For the PIM, the intent will be to show various ideas as presented to the committee and to have a ‘preference survey’ conducted as part of the meeting. Additional input can be provided verbally or using a comment form to be provided at all public meetings.
 - The preference survey could be conducted by way of providing vote boards where participants are given stickers to indicate ideas they would support. Post-It note pads are also provided for specific comments on items presented.
 - In addition, if warranted, a ‘Survey Monkey’ online public survey can be conducted. These provide great flexibility, easy response and wide ranging analysis of the results.
 - B&L will provide a revised PowerPoint and drafts of the ‘Vote Boards’ for the committee to review at least one week in advance of the Public Meeting.
7. REVISED PROJECT SCHEDULE: Mayor D’Amelio emphasized the importance of getting drainage work done by late 2018 and full completion of the project by August 2019.

Village of West Haverstraw Samsondale Streetscape Project						
Task / Month	Mar	Apr	May	Jun	Jul	Aug
Task 1: Existing Conditions Evaluation	◆					
Task 2: Master Plan and Program Report		◆				
<i>Community Outreach-PIM</i>			■ 5/2			
Task 3: Visual Communications			◆			
<i>Public Meeting</i>				■ Late May		
Task 4: Grantwriting				◆		CFA 7/27?
Project Committee Meetings	◆	◇	◇ 5/10	◇ 6/14		