



AGENDA
TUESDAY MARCH 7, 2023
BOARD OF TRUSTEES
WILLIAM J. VESCIO COMMUNITY CENTER
1 LIBRARY ROAD
WORK SESSION – 6:00 PM

For those members of the public interested in viewing and/or participating in the meeting remotely, visit <https://www.briarcliffmanor.gov/mayor-board-trustees/events/33151>

1. Advice of Counsel
2. Review Agenda Items:
 - a. Appoint and Swearing in of Police Officer
 - b. Continued Public Hearing to Renew a Special Use Permit – American Anglican Church Diocese of the Holy Innocents – 680 Albany Post Road
 - c. Continued Public Hearing to Amend Chapter 202-7, Tree Preservation Board
 - d. Public Hearing to Amend Chapter 186, Streets and Sidewalks
 - e. Scheduling Annual Organizational Meeting & Tentative Budget Public Hearing
 1. Annual Organizational Meeting
 2. 2023-2024 Tentative Budget Public Hearing
 - f. Schedule Public Hearings:
 1. Amend Chapter 195, Taxation, Article VII Hotel Room Occupancy Tax
 2. Amend Chapter 178, Solar and Alternative Energy, Article III, Alternate Energy System PILOT
 - g. Consider Special Use Permit Request – IPPsolar Integration LLC, Chilmark Shopping Center, 1856 Pleasantville Road- Lead Agency Determination, Planning Board Referral and Scheduling of Public Hearing
 - h. Authorize Village Manager to Execute an Agreement with Westchester County for Enhanced 911 Service
 - i. DASNY Funding – SEQR Determination
 - j. Resolution in Support of Bill S.4020/A.3392 Related to Emergency Medical Services
2. Discuss: Sanitation Changes
3. Discuss: Climate Smart Task Force Candidates
4. Board of Trustees Concerns

VILLAGE OF BRIARCLIFF MANOR
1111 PLEASANTVILLE ROAD
BRIARCLIFF MANOR, N.Y. 10510



WWW.BRIARCLIFFMANOR.GOV
TELEPHONE: (914) 941-4800
FAX: (914) 941-4837

MEMORANDUM

TO: Mayor and Village Board
FROM: Josh Ringel, Village Manager
CC: Ed Torhan, Superintendent of Public Works
Vincent D'Addona, General Foreman
DATE: January 27, 2023
RE: Sanitation Changes for Consideration

The Superintendent, General Foreman and myself would like to bring to your attention several large-scale sanitation operational changes that could be made for the sake of efficiency purposes. These changes would not reduce the overall level of service, but would create a tradeoff for either the entire community, or sections of the community. Due the core nature of these changes and their overarching community impact, Board feedback is warranted and should be discussed in a Work Session.

Sanitation Department Make Up & Current Practice

To provide some context, the Sanitation Department is currently made of 6 Full-Time employees. Two Motor Equipment Operators (drivers of the large trucks) and 4 Sanitation Workers. Two Sanitation Workers go with one truck (three-man crew), one Sanitation Worker goes with another truck (two man crew) and a single Sanitation Worker acts on his own. On the main trucks, each individual handle waste, and the truck is moved in a “leap frog” fashion, with sanitation employees alternating driving between stops. All trucks provide “rear yard” pick up for any residents who request it. The small truck with the single worker provides the “rear yard” pick up to those residents with longer driveways. Note: we do not highlight or promote rear yard pick up: any substantial increase in rear yard pick up would result in additional staff and a truck.

Currently, almost all members of the community receive garbage pick-up twice a week. The only exception are 5 condominium communities outlined in Option 2. Select condos only receive recycling every other week, apart from 5th Wednesdays where we service the entire community (this is further detailed in Option 3).

Currently, recycle pick-up requires additional manpower from the highway division to accomplish the tasks as follows

Current Recycling Schedule for Highway Division			
	Regular (40 Days)	Holiday Work (8 days)	5th Wednesday (4 days)
Comingle	4.00	4.00	5.00
Brush	3.00	3.00	3.00
Paper	0.00	4.00	0.00
Bulk	0.00	1.00	1.00
Highway Employees	7	12	9
Percentage of Division	58%	100%	75%

As you can see, this redirects over 50% of the highway division every Wednesday to recycling and on holidays, the entire staff. As a result, limited to no highway work such as road repairs, drainage, street lights, tree work, sign repair, line stripping, beautification, roadside maintenance, skilled labor, etc. is not being completed one day a week.

Brush (all forms) is picked up bi-weekly (East Side 1 week, West Side 1 week) from April to November. On 5th Wednesdays we do both sides of the Village for brush.

For further context, below is how collection numbers have changed over the years

Garbage in Tons		Recycling - Cubic Yards	
2008 - 2012	3900	2008	800
2010 - 2013	3200	2020	1600
2014 - 2022	2900		
(-% Decrease)/% Increase	-25.64%		100%

Several options are noted below that could be implemented to save money, and redirect working power to increase efficiency, and thus save money indirectly.

Option 1: Switch to once a week garbage, once a week recycling

The Superintendent and General Foreman believe the 6-person sanitation crew could complete Village wide once per week garbage and Village wide recycling once per week, except holiday weeks. This would result in garbage being split into 3 sections (Monday, Tuesday, Wednesday) and then recycling would be picked up Thursday (paper) and Friday (comingle). All the routes would be re-drawn, but this should not be problematic per DPW.

While this is not a reduction of services, it does represent a trade-off from garbage to recycling.

This change would eliminate the need for 5th Wednesdays as there would be a normal schedule followed. Additionally, this change would not require any additional personnel other than what is already assigned to Sanitation, except for those days where persons are sick and/or taking vacation days.

Total Estimated Savings Weekly= \$1120 - \$3700
Total Estimated Savings Annually=\$6,224 - \$19,251
Employees Redirected to Highway Functions – 1 MEO, 3 Laborers (cost savings); 5th Wednesdays – add 2-4 more employees redirected
Total Man Hours Redirected=1,568
Total Households Effectuated=100%

Option 2: Switch the Below Condos Garbage from Wednesdays to Thursdays

The following condos receive garbage pick up **only** once per week, on Wednesdays: Briar Bridge Manor (Edgewood Ln., Hungerford Rd. North, Candlewood Ct.), Briarcliff Commons (Colby Lane), Scarborough Glen (Glenwood Dr., Pheasant Woods Rd., and Briarwood Dr.), Trump National (Shadow Tree Ln. and Arrow Tree Ln.) Wyndcrest (Winterberry Ln. and Deer Tree Ln.). These homes represent approximately 308 units of the approximate 2,515 in the Village. They also receive recycling on Wednesdays every other week.

If we were to move just these homes, we could reduce the additional need for personnel on Wednesdays from 4 to 1. This would require these homes to put stuff to the curb two days per week, some weeks, instead of what they're accustomed to, one day per week. 5th Wednesdays would still exist in this scenario.

Total Estimated Savings Weekly= \$80-247
Total Estimated Savings Annually=\$4,150 – 12,834
Employees Redirected to Highway Functions – 1 MEO, 2 Laborers (cost savings);
Total Man Hours Redirected= 1,092
Total Households Effectuated=12.25%

Option 3: Combine Option 2 with alternating entire Village, Paper one week, comingle the next

This has the added benefit of providing *some type* of recycling to every household once a week. The tradeoff however is that it would increase a resident's trips to the curb to three every single week. Efficiency is gained here because of the amount of equipment on hand used for recycling purposes. This would eliminate the 5th Wednesday recycling.

Total Estimated Savings Weekly= \$1120 - \$3700
Total Estimated Savings Annually=\$6,224 - \$19,251
Employees Redirected to Highway Functions – 1 MEO, 3 Laborers (cost savings); 5th Wednesdays –2-4 more employees redirected
Total Man Hours Redirected= 1,568
Total Households Effectuated=100%

Option 4: Eliminate 5th Wednesdays, but no other changes.

Eliminating 5th Wednesdays alone provides a minimal savings. On 5th Wednesdays, 7 additional personnel are needed in Sanitation as compared to the normal 4. Elimination would redirect the 7 highway personnel generally assigned to this day.

Further, if this option were adopted AND option 2 were adopted, Sanitation crews would have no standard work to complete. These 3-4 days per year, Sanitation crews would either be assigned to assist with highway work, or more likely, assigned to wash down their trucks, and clean up the sanitation yard. The seven highway employees would be assigned to their normal highway related projects.

Total Estimated Savings per Occurrence = \$239 – 740

Total Estimated Savings Annually=\$718 - \$2,962

Total Man Hours Redirected= 147-196 (highway only), add 126-168 for Sanitation Workers

Total Households Effectuated=100%

Given the minimal impact due to the total number of occurrences, this option, on its own, is no longer recommended.

Option 5: Do nothing

Current practice results in additional cost, and man hours redirected from other work to complete basic services.

Next Steps

Next steps could include further discussion at work session, community survey, public outreach meetings, a community ad-hoc committee to investigate and support these efforts, and more.

If we would like to schedule for a work session please let me know as I would like to include DPW Leadership in the discussion.