

# UNITED WE SAVE



W E S T C H E S T E R C O U N T Y

## Shared Municipal Services Resource Guide 2013

Westchester  
gov.com

ROBERT P. ASTORINO  
Westchester County Executive

# County resources and services can save you money.

Contact us to learn more or visit us at  
[www.westchestergov.com/sharedservices](http://www.westchestergov.com/sharedservices).



September 26, 2013

# Welcome to Westchester County's Shared Municipal Services Expo: "United We Save."

As unfunded mandates and reduced state and federal funding continue to strain our local government and school district budgets, the challenge of doing more with less has never been greater. One solution is for various levels of government to come together to share resources and expertise.

The public doesn't care who is doing the job. What they care about are results and getting value for their tax dollars.

The county has a unique perspective, because our resources can be shared broadly. We are the hub and can offer support to the spokes which are the local communities.

Our many shared services success stories include jumpstarting the Village of Rye Brook's comprehensive plan while saving city residents \$60,000, helping the Mount Vernon Police Department get criminals and drugs off the streets through our Safer Communities initiative, and saving the residents of Yonkers \$150,000 annually under the Human Rights Commission Shared Services Agreement.

In the pages that follow you will find a comprehensive description of the shared services available from the county in the areas of public safety, planning, purchasing, information technology and many more. For even more in-depth information, visit the companion Web site [www.westchestergov.com/sharedservices](http://www.westchestergov.com/sharedservices).

By collaborating with county government to share services, I believe we can continue to ease the tax burden on residents and increase efficiencies for local governments, schools and other districts.

If you have ideas for shared services that we haven't thought of, let me know.

Yours truly,



**Robert P. Astorino**

Westchester County Executive

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## Archives and Records Management Services

### Record Storage Vaults

Environmentally protected Record Storage Vaults may be used to store a local government's unique and intrinsically valuable records, accompanied by expert cataloging to promote improved public access. Historically valuable municipal collections benefit from enhanced security, fire protection, professional cataloging, regularized hours for public research and increased availability, without the municipalities having to provide these services themselves.

### Specialized Scanning Services

Expert systems and trained personnel are equipped to provide Specialized Scanning Services to scan a local government's rare books and documents. Best practice and archival guidelines for digitization are met to ensure quality of the scan, preservation of the images on the county's state-of-the-art server system and eventual migration to the next level of technology.

### Historical Treasures of Westchester County

Through participation in the Virtual Archives' "Historical Treasures of Westchester County" website, at [www.westchesterarchives.com/HT/home.html](http://www.westchesterarchives.com/HT/home.html), local communities may provide online access to many of their most valuable primary source documents without having to fund the service themselves.

#### >>CONTACT:

Chris Gratzel  
[914] 231-1504  
[cag4@westchestergov.com](mailto:cag4@westchestergov.com)

## Community Mental Health

### Employee Assistance Program (EAP)

The Westchester County Department of Community Mental Health has an Employee Assistance Program that was established in 1977. It currently provides support to the administrators and employees of Westchester County, Putnam County and 33 municipalities. EAP is low-cost and is designed to

help employees with problems that may affect job performance such as legal, financial, family, emotional, psychiatric, marital, and alcohol and substance abuse. EAP also offers assistance to supervisory staff to help them find solutions to complex human resources problems through a multitude of trainings and/or individual assistance.

#### >>Contact:

Pamela Jones-Brice  
[914] 995-6070  
[pkj1@westchestergov.com](mailto:pkj1@westchestergov.com)

## County Clerk

### Local Mortgage Tax Forecasting

In an effort to assist municipalities in the budget process, local officials can access monthly reports of mortgage taxes collected for a municipality by the Office of the Westchester County Clerk via Westchester Records Online. Please note that the amounts shown on these reports are subject to deductions calculated by the Finance Department of the County of Westchester and additions or deductions as imposed by state orders. Data for a month is released on the eleventh day of the following month, so you will be able to select time frames including the previous month starting on the eleventh of the month.

### Westchester Records Online (WRO)

The County Clerk's Westchester Records Online is made available to all Westchester County municipalities. Westchester Records Online is a web-based application through which a customer can find data about and images of documents ranging from deeds to maps to summons filed in the Office of the Westchester County Clerk. Our partners in government can enter into an Inter-Municipal Agreement (IMA) to view not only public records, but also imaged documents such as the Real Property Transfer Forms which are not available to the public.

# Shared Municipal Services Resource Guide 2013

## Weekly Deed Abstracts Report

The Office of the Westchester County Clerk has worked with local tax assessors to provide them with access to summary reports, as well as the underlying deeds and Real Property Transfer Reports. Local tax assessors can access this information within moments of the documents being recorded in the clerk's office. Access is granted through Westchester Records Online.

### >>CONTACT:

Larenna Robertson  
(914) 995-3085  
lmj1@westchestergov.com

## Office for the Disabled

### ParaTransit

In addition to the Bee Line Bus service the county provides a shared ride, curb to curb and origin to destination transportation service that mirrors the regular fixed bus for individuals who are unable to use the regular fixed bus. Individuals who are disabled are required to register for the ParaTransit service. Westchester County is also providing the use of taxi cabs in the cities of White Plains, Peekskill and New Rochelle. This initiative is being developed throughout the county providing the disabled community alternative ParaTransit services.

### >>CONTACT:

Evan Latainer  
(914) 995-2958  
ehl2@westchestergov.com

### >>CONTACT:

Terri Goodwin  
(914) 995-2960  
tlg3@westchestergov.com

### Disability Resource Guide

The Office for the Disabled has compiled a list of agencies providing services for the disabled throughout Westchester County. The list provides the information about each agency, i.e. disabilities served, age groups, mission statement and contact information

### >>CONTACT:

Fadiya Abbasi  
(914) 995-2955  
ffa6@westchestergov.com

## Handicapped Parking Education Program:

A public education campaign "Handicapped Parking" it's not for everybody! to ensure that parking spots and their access aisles reserved for the disabled are only used by the disabled.

This program also offers a Disability Awareness Program focusing on "A Look Inside" video of an individual's daily life. Also offered are the Kids on the Block Puppeteer Program. A puppet program for elementary school students.

### >>CONTACT:

Anna Masopust  
(914) 995-2959  
ammi@westchestergov.com

## BEAT PLUS Program

Assists special education students in gathering the basic foundation of the Bee Line Bus Public Transportation System through 4 class presentations.

### >>CONTACT:

Anna Masopust  
(914) 995-2959  
ammi@westchestergov.com

## Sign Language Interpreter Services

The Office for the Disabled coordinates requests for sign language interpreters upon request for county departments, schools, medical appointments etc.

### >>CONTACT:

Andrea Sadowski  
(914) 995-2956  
afs5@westchestergov.com

## The Miracle League of Westchester

A baseball program for disabled children and adults servicing over 750 individuals. Games are held the Miracle League Field located at Ridge Road Park in Hartsdale NY.

### >>CONTACT:

Evan Latainer  
(914) 995-2958  
ehl2@westchestergov.com



*Patrol Services Division pg. 18*

“To date there have been about 185 arrests. The police officers have taken guns off the streets, narcotics off the street, and more importantly than the numbers is the fact that Mount Vernon residents can feel safer, because we have a county police officer and a Mount Vernon police officer working together.”

**Terrance Raynor, *Mount Vernon Police Commissioner***



## District Attorney's Office

### Westchester Intelligence Center

The Westchester Intelligence Center of the District Attorney's Office is a collaborative partner with Westchester's 42 local police departments, as well as state, federal and regional agencies, to facilitate information sharing, analyze electronic data, locate and connect information from disparate data sources, and apply these technology driven solutions to criminal investigations. In addition to supporting criminal investigations, WIC analysts regularly provide crime statistics and other data to localities and agencies.

>>CONTACT:

Robert Kelly  
(914) 995-8821  
rkelly@westchesterda.net

### High Technology Crimes Bureau

The District Attorney's Office is the first prosecutor's office in New York State to have an on site Computer Forensics Laboratory. This facility is capable of analyzing digital and electronic evidence in criminal investigations in cases that include on line solicitation of underage children, identity theft, and other criminal schemes.

>>CONTACT:

Edward Livingston  
(914) 995-3420  
elivingston@westchesterda.net

### Services for Crime Victims

The Victim Justice Center at the District Attorney's Office provides **crime victims** with information concerning their legal rights, assistance with victim impact statements, access to counseling and help in filing for restitution. Services are free of charge and bi-lingual. The Victim Justice Center is located at the District Attorney's Office and is open Monday through Friday during normal business hours. In addition to the Victim Justice Center, **domestic violence victims** can receive specialized comprehensive services and legal services through the County's Family Justice Center located at the White Plains Courthouse complex. The Family Justice Center is supported by a federal grant and includes providers from across Westchester County. The District Attorney's Office coordinates a multi-disciplinary team of profession-

als that investigate **child abuse** cases at Westchester's Children's Advocacy Center (CAC). Child abuse victims receive forensic interviews and medical exams at the CAC with the overriding goal of reducing trauma to child victims. Child victims and family members also receive access to counseling and crime victim advocacy.

>>CONTACT:

Victim Justice Center  
(914) 995-3300

### Community Education & Crime Prevention Activities

As part of the crime prevention efforts of the District Attorney's Office, prosecutors offer presentations to a wide range of groups, including senior citizens, civic and neighborhood organizations, students, school staffs, and others on topics such as internet safety, bullying, drug and alcohol abuse, gun violence, economic and real estate fraud, bias crime, neighborhood safety and animal cruelty.

>>CONTACT:

Susan Brownbill-Vega  
(914) 995-6317  
svega@westchesterda.net

### Training

The District Attorney's Office regularly provides training for law enforcement and other agencies. The wide range of topics has recently included various legal updates, elder abuse, sex crimes, human trafficking, arson, drug and alcohol abuse, cyberbullying and internet safety, animal cruelty and the use of K-9 animals in investigations.

>>CONTACT:

Keary Neary  
(914) 995-3346  
kneary@westchesterda.net

## Office of Economic Development

The Westchester County Office of Economic Development (OED) is redefining government's role in helping businesses of all size, including not-for-profits succeed in Westchester. In collaboration with a far-reaching team of public and private professionals, OED's main mission is quickly connecting business

owners and their representatives with the information, financial and human resources their organizations need to start, expand, stay or come to Westchester County – New York’s Intellectual Capital. Whether you’re moving people, products, services or information, OED is here to serve your needs.

>>CONTACT:

Eileen Mildenberger  
(914) 995-2988

[EMildenberger@westchestergov.com](mailto:EMildenberger@westchestergov.com)

## Emergency Services

### Emergency Communications Center (ECC)

The ECC also known as "60 Control" provides primary dispatch services to 48 (83%) of the 58 fire departments and 26 (58%) of the 45 EMS agencies in the county. The ECC coordinates all fire and EMS mutual aid responses throughout Westchester.

### Voice over Internet Protocol (VoIP) Communications

The county supports an Internet-based "Hotline" phone system that operates independent from the Public Switched Telephone Network (PSTN). This system provides redundant communications during an emergency. The system is offered to municipal emergency operation centers, hospitals and other emergency management partners.

### Radio Amateur Civil Emergency Service (RACES)

Utilizing volunteer amateur radio operators and advanced communications equipment these individuals can provide emergency radio communications during a disaster or catastrophic event.

### Emergency Portable Radio Cache

Through our partnership with the New York City Urban Area Securities Initiative and funding through the Public Safety Interoperable Communications (PSIC) Grant Program the County received 200 portable radios. These radios are designed to assist police, fire and EMS agencies that require additional radio equipment during a large scale emergency or when outside mutual aid agencies are assigned to assist the county by bringing additional resources or expertise.

### Site on Wheels (SOW)

The County Department of Emergency Services with assistance of a Department of Homeland Security grant program purchased a mobile radio tower. This mobile tower will provide radio repeaters capable of supporting voice communications during a large planned event or during an emergency. The mobile radio tower is equipped with an 80-foot mast and is self-contained with radio equipment, generator and HVAC system.

### EMS Zone Coordinators

The Department of Emergency Services supports EMS Zone Coordinators to assist in managing EMS resources at large preplanned events or during Mass Casualty Incidents. The coordinators are assigned a specific catchment area and meet with agencies in that area on a regular basis to relay pertinent information from the DES.

### Westchester EMS Hospital Diversion System

The county developed and supports a region wide hospital diversion and bed tracking web portal. This tool helps EMS providers know when capacity has been exceeded at a specific location and an alternate facility can be selected.

>>CONTACT:

Michael Volk, Chief  
(914) 231-1684

[mkv1@westchestergov.com](mailto:mkv1@westchestergov.com)

### Emergency Notification System (ENS)

Outbound calling system used for mass emergency notifications, based on geographic location, zip code and other parameters.

### Incident Management & Logistical Support

Provides incident management and logistical support to local fire, law enforcement and emergency medical services at significant emergency incidents throughout the county. Additionally, the County EOC serves as a coordination point during county-wide disasters.

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## **Emergency Shelter Equipment**

System of strategically placed caches of fixed and mobile emergency shelter supplies to support local sheltering efforts. Centralized stockpiles may be used when local resources for sheltering and mass care have become either exhausted or need exceeds local capabilities.

### >>CONTACT:

Office of Emergency Management  
(914) 864-5450

## **Special Needs Registry (SNR)**

Voluntary self-registry of county residents, categorized by municipality, who may require additional assistance, transportation and or/ sheltering in a major emergency.

## **Emergency Medical Services (EMS) Training**

Training programs are conducted for basic and advanced EMS providers. Program development works closely with local hospitals and physicians to provide on ongoing educational opportunities. Learn more about emergency training opportunities by signing up to our email list at: <http://emergency.services.westchestergov.com/>

### >>CONTACT:

Katherine O'Connor  
(914) 231-1685  
[koc1@westchestergov.com](mailto:koc1@westchestergov.com)

## **Emergency Preparedness & Awareness Initiatives**

Community-based outreach program to encourage citizens to better prepare for an emergency. "Go Bags" and brochures available at emergency preparedness events.

## **Westchester Emergency Volunteer Reserves (WEVR)/ Medical Reserve Corps (MRC)**

Coordination and training of cadre of volunteers to be used to help support emergency responders and sheltering staff when needed.

### >>CONTACT:

The Office of Emergency Management  
(914) 864-5450

## **Respiratory Protection Fit Testing**

The fit testing equipment loaner program can be utilized by local police, fire and EMS agencies that allows them the ability to fit test their first responders that are required to wear protective equipment.

### >>CONTACT:

Nyle Salley  
(914) 231-1495  
[nas5@westchestergov.com](mailto:nas5@westchestergov.com)

## **DES Training Facilities**

Consists of classrooms that are equipped with state-of-the-art resources and training grounds that can be used for hands-on or practical education. First responders in the county are trained at the Training Center or 2 satellite locations.

### >>CONTACT:

Luci Labriola-Cuffe  
(914) 231-1674  
[lel2@westchestergov.com](mailto:lel2@westchestergov.com)

## **Fire Contracts**

Municipalities can now take advantage of cooperative purchasing by utilizing the county's fire contracts:

Fire Apparatus Maintenance and Repair:

*Contract #5424BPS*

Fire Hose:

*Contract # RFB-WC-11127*

Fire Apparatus, Ground Ladders and Fire Hose -

Annual Testing and Inspection Contract:

*Contract #: RFB-WC-11049*

Firefighter "Bail Out" Rope System:

*Contract #: RFB-WC-12113*

Firefighter Turnout Gear Cleaning and

Maintenance Contract:

*Contract #: RFB-WC-224*

Resuscitator, Inhalator and Air Pack Service Contract :

*Contract #: RFB-WC-10278*

Foam Contract:

*Contract #: RFB-WC-12192*

## **Cause & Origin Investigation (C&O)**

Team comprised of 30 NYS Certified fire investigators working together to provide a central resource for local fire chiefs to determine the cause and origin of fires. Requested by local fire chief and responds to requests on a 24/7 hour basis.

#### Code Enforcement and Fire Inspections

The Code Enforcement Office performs fire safety inspections at all county owned or occupied properties. For assistance or questions pertaining to fire codes.

>>CONTACT:

Chief Neil Caputo  
(914) 231-1178  
nfc2@westchestergov.com

#### Corporate Training

Corporate training for OSHA Confined Space, Hazardous Materials and Fire Safety courses. Instruction can be customized to service corporation's needs and demographics.

>>CONTACT:

Nicholas Gasparre, Chief  
(914) 231-1679  
nng4@westchestergov.com

#### Deputy Fire Coordinators

The County Department of Emergency Services supports Deputy Fire Coordinators to help in coordinating mutual aid resources. The Deputy Fire Coordinators are dispatched to events when mutual aid fire resources are requested to an incident. They play a crucial role in being the eyes and ears of the DES Fire Coordinator.

>>CONTACT:

John M. Cullen,  
Commissioner and Westchester County  
Fire Coordinator  
(914) 231-1688  
jmc5@westchestergov.com

#### Hazardous Materials Response Team (HMRT)

The Hazardous Materials Response Team consists of highly trained volunteer team members. The HMRT responds to hazardous situations such as chemical spills, white powder calls, etc. This response is available to any municipality 24/7.

#### Technical Rescue Team (TRT)

The TRT consists of highly trained members of fire, EMS, police services and other professions that can manage trench rescue, high and low angle rescue, swift water rescue and collapse response.

>>CONTACT:

Pete Pitocco, Chief  
(914) 231-1689  
pap8@westchestergov.com

## Environmental Facilities

#### Organic Yard Waste Transfer Program

A participating host municipality provides a site where yard waste from that community, as well as others, is collected. The county provides transportation of the yard waste from municipal sites to a composting facility.

>>CONTACT:

Mario Parise  
(914) 813-5453  
map1@westchester.gov.com

#### Mobile Shredder

Reserve the Mobile Shredder to help free up valuable inventory space often occupied by outdated documents and ensure that confidentiality is preserved.

>>CONTACT:

Peter Costa  
(914) 813-5427  
ppc9@westchester.gov.com

#### Municipal E-Waste Collection

Year-round disposal program for residentially generated electronic waste is offered to all Refuse Disposal District member municipalities.

Marianne Petronella  
(914) 813-5416  
msg3@westchester.gov.com

#### Medication Take-Back

Westchester County purchases medication take-back boxes for municipal police departments that agree to collect expired, unused or unwanted medications from residents. The departments can dispose of the collected medications by dropping them off at the County Household-Material Recovery Facility (H-MRF) in Valhalla on designated days.

>>CONTACT:

Mario Parise  
(914) 813-5453  
map1@westchester.gov.com



Taxi Drivers Licensing Program (pg. 23)

“The county is able to provide enhanced services that the local municipality may not have the wherewithal to provide such as drug testing and in-depth background checks on these drivers. We have a high degree of confidence that the people who are driving these cabs are safe and properly licensed and equipped to drive our citizens around and we think that’s a good thing for our community.” **Lee Roberts, *Town of Bedford Supervisor***



### Hazardous Waste Disposal for CESQGs

The county DEF is able to accept, by appointment, deliveries of hazardous waste and fluorescent bulbs from Conditionally Exempt Small Quantity Generators (CESQGs) which includes local municipal departments and small businesses at the Household Material Recovery Facility (H-MRF) on the Grasslands Campus in Valhalla. Acceptable wastes include chemicals like paint thinner, pesticides, fungicides, herbicides, gasoline, wax and polishes, drain openers, pool chemicals, wood preservatives, tube and compact fluorescent bulbs. There is a fee for CESQGs to dispose of hazardous waste at the H-MRF, but the cost is generally lower than the fee a private hazardous waste contractor would bill for the service.

Local municipalities and small business wanting to deliver waste to the H-MRF need to book an appointment on the first Thursday of every month. Prior to the appointment a form must be completed and filed with DEF.

>>CONTACT:

Sean O'Rourke  
(914) 813-5473  
wcdef@westchestergov.com

## Health Department

### Mosquito Control

To eliminate breeding sites for mosquitoes that can carry West Nile Virus, the health department's bureau of public health protection checks catch basins throughout the county for standing water and applies larvicide as needed. This year, the department evaluated approximately 55,000 catch basins and treated more than 44,000. The health department also traps and collects mosquitoes throughout the county to track the presence of West Nile virus. New for 2013, the county offers free minnows to residents or municipalities with ponds. Minnows reduce the mosquito population by eating mosquito larvae and pupae before they emerge into adults. This natural strategy has proven effective.

>>CONTACT:

Peter DeLucia  
Assistant Commissioner  
(914) 864-7355  
ppd4@Westchestergov.com

### Spill Response

When a tractor-trailer overturns in the middle of the night, spilling home heating oil onto the roadway and into a nearby stream, or equipment containing mercury is broken on a job site, or an oily sheen is spotted on a river or stream in Westchester, the health department's bureau of environmental quality ensures that harmful pollutants get cleaned up. Our first responders work to keep residents safe and the quality of our drinking water protected. On call around the clock, the county's spill team responds to oil, gasoline and other chemical spills. Working to protect rivers, streams and the drinking water supply, they ensure that spills are contained, cleaned up and corrected in accordance with state and local laws. Last year, the county received approximately 2,000 reports of spilled petroleum and chemicals such as mercury.

### Storm Sewer System Illicit Discharge Elimination

Whenever sewage is detected in a storm water outfall in a river or the Long Island Sound, the health department's bureau of environmental quality is available to help identify illicit discharges into storm water systems so they can be stopped. This helps municipalities comply with federal storm water management requirements.

>>CONTACT:

Paul Kutzy  
Assistant Commissioner  
(914) 864-7368  
pjk3@westchestergov.com

### Preventing Lead Poisoning

Public health protection staffers from the healthy neighborhoods and the lead primary prevention programs team up to enter, inspect, and remediate lead paint problems in dwelling units before a child becomes lead poisoned. By proactively seeking out dwellings that may contain lead ahead of time, the health department works to prevent children from becoming lead poisoned. This is vital, since lead poisoning can be treated, but not completely reversed. The health department also educates and provides information to residents and contractors on safe renovation practices so that they can avoid spreading lead dust during home or business renovations.

>>CONTACT:

Peter DeLucia  
Assistant Commissioner  
(914) 864-7355  
ppd4@Westchestergov.com

## Human Resources

### Training Models

The County has developed various trainings – such as a New Employee Orientation, Workplace Violence Prevention training, and FMLA – that a local municipality might wish to view prior to developing their own training. A representative from the municipality might be able to sit in on the training session and/or discuss materials with the presenter.

### Sample Human Resources Materials

The County has developed Human Resources materials – such as an Employee Handbook, Code of Ethics, FMLA documents, etc. – that might serve as a sample for a local municipality to work from when developing their own materials.

### Michaelian Scholarship

Eligible employees of local municipalities (towns and villages) may participate in the County's Michaelian Scholarship program, which provides a 25% discount on tuition for select graduate programs at Pace University's Westchester campus. Participating degree programs include Public Administration, Business Administration, Nursing Administration, Computer Science & Information Systems, and Public Safety & Homeland Security. Eligibility guidelines and application are typically available each year in February, with a submission deadline in June.

#### >>CONTACT:

Kara Merrill Verma  
(914) 995-2109  
kqm8@westchestergov.com

## Human Rights Commission

### Expanded Service for City of Yonkers

Under a shared services agreement entered into between Westchester County and the City of Yonkers, the Westchester County Human Rights Commission maintains a satellite office in the City of Yonkers for the handling of human rights complaints from Yonkers residents. Under the shared services agreement, the

Executive Director of the commission sits in Yonkers one day a week, attends the monthly meeting of the Yonkers Human Rights Commission, makes a monthly report of Yonkers human rights activities and assists the Yonkers Human Rights Commission with education and outreach in the city.

#### >>CONTACT:

Mark Fang  
(914) 995-7711  
mfang@westchestergov.com

## Information Technology

### Digital Printing Services

DoIT offers digital printing services to municipalities, schools and special districts in Westchester County. DoIT's print shop facility is equipped to handle large scale print job processing in a variety of formats, including tri-fold brochures, large documents bound in book form, bi-fold pamphlets, etc. To find complete details about this service, including a step-by-step description of the process and pricing visit <http://doit.westchestergov.com/shared-services>.

#### >>CONTACT:

Mike DeBellis  
(914) 995-2353  
mvd1@westchestergov.com

### Graphic and Creative Design Services

Tap into professional art and graphic design services to help package, promote and market programs and services to public and professional audiences. From simple flyers and brochures to displays, logos, branding, reports, signage and presentations, call to discuss your next project with professional graphic designers. Make your next communication professional, creative and clear. Graphics can help you deliver powerful and attention-grabbing messages via print, mail and the web.

#### >>CONTACT:

Ruthann Pisano  
(914) 995-2732  
rap2@westchestergov.com

#### **WAN(Wide Area Network)Management**

Management of municipal's WAN environment if data circuits are secured as part of the shared Cablevision Lightpath contract. DoIT will provide: Firewall Services (so that outside parties cannot easily gain access to local resources) and managed network services (monitoring of network connections and potential problems).

#### **DNS (Domain Name Services)**

DoIT can provide Domain Name(s) hosting for your existing Domain Names and/or purchase new ones for you.

#### **E-mail Services**

Available for DoIT WAN managed sites only. DoIT will create and manage email accounts for the domain you specify. DoIT is responsible for monitoring uptime, initial implementation support, appropriate backups and support via our Help Desk and/or Education Center. DoIT will also provide a WEB interface to the email accounts that will be accessible from the office as well as from home or another remote site.

#### **Blackberry Services**

For hosted email accounts: DoIT will assign a Blackberry license and establish an account on our Blackberry server for each device you request. The account will be linked to your County Email account; and all email, calendar entries and contacts will be automatically updated in real time on the Blackberry device as soon as events are recorded in your Outlook account.

#### **>>CONTACT:**

Ana Hiraldo-Gomez  
(914) 995-5162  
aeh2@westchestergov.com

#### **Geographic Information Systems (GIS)**

DoIT's GIS Project Team can provide technical assistance and guidance to local governments, community groups, and schools for a wide variety of GIS related services and training. Services often include the following: (1) Integrating local datasets with the County's primary web mapping application Mapping Westchester County, (2) access to the GIS Data Warehouse making local datasets available for download from the County's GIS website,

(3) customized desktop GIS applications with ESRI ArcGIS software, (4) Training and Education Seminars & Workshops, (5) GIS Project Management and consultant selection support, (6) CAD integration with AutoCAD for ArcGIS extension (free download), (7) support to standing GIS Committees and Advisory Groups, and (8) on-demand map production.

#### **2013 Countywide Base Map Update**

Westchester County GIS has acquired of Spring 2013 aerial photography which is being used to update countywide digital base map features such as building footprints, roads, parking lots, sidewalks, stone walls, and related planimetric features. Last mapped in 2004, these spatial datasets are used extensively by local governments for a wide range of public works, engineering, planning, and tax mapping projects. Data is provided to local governments through the Shared Services program

#### **Municipal Tax Parcel Viewer**

Available to all Westchester County municipalities, the Municipal Tax Parcel Viewer provides local governments with an easy-to-use online application for local residents to view and query local tax parcel data. The Viewer enables users to generate an "abutters list" and create mailing labels for notifications and public notices. Though hosted by the County, the application URL is provided to local government's free-of-charge so the Viewer can be accessed and launched from any local government website.

#### **GIS Data Viewers**

Westchester County GIS staff provides support and training to local governments on several free and easy-to use GIS data viewers including Google Earth, ArcGIS Explorer, and ArcReader. These increasingly popular viewers enable non-technical users to access and view a wide range of local, regional, state and federal geospatial datasets, as well as to geocode and produce pre-defined maps. GIS staffs are available to assist in the installation of the viewers and customize to support local government operations and business needs. All viewers are integrated with real-time County GIS web services. GIS Data Viewers are an excellent way to build GIS capacity at the local level with minimal cost and effort.

# Shared Municipal Services Resource Guide 2013

## Map Services

Westchester County GIS currently publishes a variety of map services which are available free-of-charge to local governments for integration into desktop and server software applications. County GIS map services are based on Open Geospatial Consortium (OGC) standards and provide mapping and geographic content for most systems based on and address or SBL (Section, Block and Lot) identifiers. Leveraging Westchester County GIS web infrastructure, map services greatly reduce the costs for local governments toward building online mapping capabilities.

## Indian Point and Hurricane Zone Finder Viewers

These GIS-based viewers provide county users with information on evacuation routes, potential impacted areas, and a wide range of other relevant geographic data for possible incidents at the Indian Point nuclear facility and recent weather-related events such as Hurricane Irene. These viewers require only a web browser and county residents can immediately get started by entering only a local address to obtain up-to-date incident data and instructions. The Hurricane Zone Finder proved to be invaluable to county residents during the recent September 27-28 Hurricane Irene event.

### >>CONTACT:

Sam Wear, Asst. CIO (GIS)  
(914) 995-3047  
stw1@westchestergov.com

## Education and Training Center

DoIT Education and Training Center provides a number of in-house, hands-on training opportunities for Westchester County employees on Microsoft Office Productivity applications (Word, Excel, Outlook and Power Point). This service is now available to local municipalities in Westchester County. Classes are designed to provide comprehensive understanding of the applications' tools and functionalities to help users improve their performance, and increase productivity. Participants will have the opportunity to keep up-to-date on all the latest features as well as learn new skills. Municipalities interested in participating will be notified within one week of the scheduled class, of space availability and will be able to sign up staff on a first come first serve basis.

**Connecticut Business Systems, LLC (CBS) Contract**  
DoIT has secured a new contract for multifunction digital copiers/printers. The new Xerox technology provides a broad range of solutions that offers state of the art features and a document management solution, including print, copy, scan and fax technology. Because of our purchasing size, we were able to secure competitive prices and services that are not normally offered to smaller organizations. Westchester Government DoIT is excited to be able to offer this shared service to Westchester County municipalities as negotiated in the present contract.

## Cablevision Lighthouse, Inc. Contract

Local governments can join Optimum's fiber optic network and take advantage of the communication solutions. Optimum Lightpath is 100% fully fiber optic network. It provides fast, Ethernet data, Internet, voice and video services. Pricing is at a flat-rate to help control cost. Customer support service is also offered around the clock by Cablevision Lightpath, Inc.

### >>CONTACT:

Ana Hiraldo-Gomez  
(914) 995-5162  
aeh2@westchestergov.com

## Laboratories and Research

### Environmental Laboratory Services

Provides chemical, microbiological and radiological testing of drinking water, natural and recreational waters, as well as wastewater, solid and hazardous waste, soil and other items.

### >>CONTACT:

David Vinci  
(914) 231-1620  
dlv1@westchestergov.com

### Forensic Science Laboratory Services

Provides laboratory analytical services on a variety of evidence submitted by the 47 municipal law enforcement agencies in Westchester County. These include DNA, drugs, arson, gunshot residue, trace analysis and audio/ video evidence. The DNA section is part

**Village of Rye Brook**  
Planning  
Tr  
**Road**

Westchester County Airport

**Legend**

- Parcel
- State Ar
- Collect
- Local Road

## CHAPTER 3 THE USE OF LAND

### 3.1 Importance of Land Use

The understanding of data and information on the present state of land use in a community gives municipal leaders a core set of tools necessary to create sound land use plans and policies. A new, parcel-based land use map for the Village of Rye Brook was created by the Westchester County Department of Planning in 2009; this map was reviewed, edited and approved by staff of the Village of Rye Brook. The map also was included as part of report titled, Land Use in Westchester: A detailed look at existing conditions and development trends, (Appendix 3-1) that was prepared by Westchester County Department of Planning in 2009.

View of the Hutchinson River Parkway in Rye Brook

### Figure 12-1. Table of Zoning Districts and Acreage

Zoning District	Acreage
R-25 One-Family Residential District	156.72
R-20 One-Family Residential District	235.00
R-15 One-Family Residential District	416.62
R-15A One-Family Residential District	12.40
R-12 One-Family Residential District	166.05
10 One-Family Residential District	150.26
One-Family Residential District	47.06
Two-Family Residential District	10.38
Restricted Multi-Family District	102.00
Unrestricted Unit Development District	
Business/Office	

“Working with the county saved us about \$60,000. Now that the county has helped us complete our base study, we can focus on what’s really important and that’s the future of the Village of Rye Brook.”

**Paul S. Rosenberg, Village of Rye Brook Mayor**

Information Technology Base Map Update (pg. 13)



# Shared Municipal Services Resource Guide 2013

of the FBI CODIS DNA network. The lab responds to crime scenes on a selective basis when laboratory level analysis is required at the scene. We currently are the only Forensic laboratory in the State accredited to conduct audio/video analysis on evidence such as surveillance recordings from crime scenes. The laboratory conducts training sessions for local law enforcement on how to properly detect, collect, and package evidence for submission to the laboratory. The laboratory also maintains an International accreditation, meeting the ISO/IEC 17025 Standards and supplemental requirements for the operation of a Crime laboratory.

**Contact:**  
Robert Adamo  
(914) 231-1630  
raa9@westchestergov.com

## Microbiological Services

Microbiological Services Laboratory provides testing for TB, sexually transmitted diseases (Syphilis, Gonorrhea, Chlamydia, Herpes, HIV), Influenza and other infectious diseases. The laboratory is equipped to test for new and emerging infectious diseases such as Bird Flu, Swine Flu, multi-drug resistant TB and agents of bioterrorism. The laboratory helps identify pandemics and other communicable disease that may threaten the public health of the residents of Westchester County. It provides support to the Department of Health in quickly identifying infectious diseases in the County and thus helps in preventing the spread of such diseases.

**>>Contact:**  
John Wolk, MD  
(914) 231-1610  
jhw2@westchestergov.com

## Toxicology Services

The Toxicology Laboratory analyzes blood, urine and other biological samples for alcohol, illicit, prescription and over the counter drugs as well as poisons. The analyses are used to provide evidence for DWI, DWAI and Drug Facilitated Sexual Assault cases. The Medical Examiners use this information to establish manner and cause of death. The laboratory works closely with all of the law enforcement agencies in Westchester County and with the District Attorney's office. We also consult,

advise and testify in court cases involving the Alcohol Breath Testing instruments used for prosecution of DWI defendants.

**>>Contact:**  
Elizabeth Spratt, MS, D-ABFT  
(914) 231-1800  
ess4@westchestergov.com

## One-Stop Employment Center

The Westchester One-Stop Employment Center offers services to seekers and businesses. For the job seeker, the One-Stop offers job readiness workshops, use of computers, copiers and fax machines, listing of job openings, job matching and job referral, one-on-one job counseling and more. For businesses, the One-Stop is a local public employment agency dedicated to connecting Westchester and Putnam area businesses who need a skilled workforce to jobseekers who need jobs. Our web portal is a primary resource for both job applicants businesses. As a registered local business you can use this site to access resumes, post jobs and use our online tools to recruit qualified candidates - all free of charge. One-Stop is also a resource for business with a variety of incentive and training programs available.

**>>CONTACT:**  
Donnavan Beckford  
(914) 995-3707  
dpb2@westchestergov.com

## Parks, Recreation & Conservation

The Department of Parks, Recreation and Conservation is proud and eager to share our collective knowledge, expertise and resources with municipal agencies.

Our expert, professional staff can consult in the areas of park planning and design and help you navigate the complex waters of capital project management. We have more than 50 parks and recreational areas that can be used by local municipalities or agencies for fundraisers, camps, meetings, athletic tournaments

and more. Our conservation division staff can guide a municipality through the process of creating clear and concrete natural resource management plans and wildlife management programs. We can even show you how to identify projects that you can get done with the help of volunteers, as well as how to coordinate, manage and recognize the work of your volunteer corps. And we can tell you how to start your own advocacy group to help you achieve your goals.

>>CONTACT:

Westchester County Parks  
(914) 231-4500  
parksinfo@westchestergov.com

## Planning

### Westchester 2025: Plan Together

Provides guidance to local, county and regional governments, business, developers, private and non-profit agencies and the public on land use planning topics, and offers online tools to help visualize and plan for the future of our communities. Prepares base data studies for municipalities as foundation for local work to update comprehensive plans.

### Land Use Planning

Supports the efforts of the Westchester County Planning Board to review and comment on municipal planning and zoning actions and to formulate and recommend major physical and capital planning and development policies.

### Fair and Affordable Housing

Provides funding and technical assistance for the creation, improvement and preservation of new and existing housing to affirmatively further fair housing.

### Census Information

Provides census data to the public and municipal governments. Tables and charts with Census 2010 data and American Community Survey (ACS) sample data are published on the Census and Statistics Web page.

### Stormwater Outreach

Provides stormwater education and outreach materials and information posted on County website, which local municipalities can incorporate into local education and outreach programs towards meeting stormwater permit requirements.

### Environmental Restoration

Provides real-world examples of stormwater and natural resources restoration best management practices that local municipalities can require developers to incorporate into their local development plans to address water quality and flood mitigation, as well as passive recreational, aesthetic and fish/wildlife habitat needs.

### Watershed Planning

Facilitates and participates in intermunicipal watershed planning efforts and assists in obtaining grants funds when available through state and federal programs.

### Flood Mitigation

Helps municipalities understand how to mitigate flooding through land use regulations, provides information for property owners and others on flooding and provides technical assistance with local flood mitigation projects. Prepares basin-wide reconnaissance plans that serve as foundation for municipal funding requests to County for flood mitigation projects.

### Maps and Information

Assists local municipalities by providing maps and other information to address a variety of environmental and land use issues.

### Technical Guidance

Technical guidance manuals and workshops provide training for required certifications, including state-mandated training, and educational resources for municipal officials, municipal staff, and design professionals.

### Land Use and Environmental Education

Supports the efforts of the Westchester Municipal Planning Federation (WMPPF) and Soil and Water Conservation District.

# Shared Municipal Services Resource Guide 2013

## **Open Space Acquisition and Trailways**

Assists in the identification, acquisition and development of open space and recreational areas for county residents, ranging from the preservation of large unspoiled areas and historic sites to the construction of RiverWalk, the linear trail along the Hudson River. The Department also designs and collaborates with other county departments, to construct trailways on county property and in parks, and with municipalities to link county and local trailways.

### >>CONTACT:

Ellen Brief  
(914) 995-4408  
emb4@westchestergov.com

## **Public Safety**

### **Patrol Services Division**

The PSD assists local law enforcement with: Breath Test Operators and Drug Recognition Experts; Accident Investigators and Accident Reconstructionists; motor vehicle stops, searches for fleeing suspects and emergency crowd control; DWI checkpoints and other targeted enforcement initiatives.

Under the county's Safer Communities Initiative, the traditional definition of Mutual Aid has been expanded. In the case of Mount Vernon, county police officers partnered with local police to patrol neighborhoods and reduce violence and crime. In the North Salem and Somers school districts, the county has provided School Resource Officers to maintain a visible presence at school buildings and grounds and provide a broad range of services to educators and students.

### >>CONTACT:

Capt. Mark Busche  
(914) 864-7623  
meb9@westchestergov.com

Emergency and after-hours:  
for all WCPD Units and  
Divisions: Desk Officer  
(914) 864-7890

### **General Investigations Unit**

Technical and investigative assistance in sex crimes, homicide investigations, cold case and unsolved homicides, deception analysis, electronic surveillance, financial investigations and other long term or major case investigations.

### >>CONTACT:

Lt. Jeff Hunt  
(914) 864-7902  
jhh8@westchestergov.com

### **Crime Analysis Unit**

The county and regional law enforcement intelligence and information hub providing information to identify pattern crimes and suspects, issuing the latest bulletins on criminal investigation methods and techniques and holding monthly intelligence-sharing meetings.

### >>CONTACT:

Lt. James Tiedemann  
(914) 995-8819  
jrt1@westchestergov.com

### **Forensic Investigative Unit**

Expert analysis and testimony in the forensic disciplines of ballistics, crime scene, digital evidence and latent prints, processing crime scenes, preserving and collect critical evidence, and providing administration and support for the Westchester County Repository for Integrated Criminalistic Imaging online booking and database systems.

### >>CONTACT:

Sgt. Michael Dowd  
(914) 864-7836  
mmdd@westchestergov.com

### **Warrant-Fugitive Unit**

Detectives search for wanted suspects regardless of the origin of the warrant and are called upon in extradition cases.

### >>CONTACT:

Sgt. Michael DeFlorio  
(914) 864-7869  
mxd2@westchestergov.com

#### **Aviation Unit**

Apprehends suspects fleeing crime scenes in vehicles or on foot, and assists in the search for lost or missing children and adults. Also assist during fires with the Bambi bucket and aerial surveillance.

>>CONTACT:

Sgt. Vincent Antonecchia  
(914) 995-5019  
va2@westchestergov.com

#### **Canine Unit**

Bloodhounds are trained to track lost people or fleeing suspects, and Labradors are trained as Narcotics Detection Canines or Explosives Detection Canines.

>>CONTACT:

Capt. Paul Stasaitis  
(914) 231-1953  
pps2@westchestergov.com

#### **Hazardous Devices Unit**

HDU, known more commonly as the Bomb Squad, safely removes explosive devices and materials, investigates suspicious packages, conducts security sweeps of schools and other public facilities, and assists in the related follow-up investigations. HDU also responds to deal with volatile hazardous materials, radiological emergencies and caches of illegal fireworks.

>>CONTACT:

Sgt. Daniel Langford  
(914) 231-1952  
ddl2@westchestergov.com

#### **Special Response Team**

Responds to emergencies requiring advanced police tactics, including high-risk warrant executions, forced building entries, hostage situations, barricaded subjects and other incidents requiring specialized weapons, tactics or equipment.

>>CONTACT:

Lt. Jeff Hunt  
(914) 864-7902  
jhh8@westchestergov.com

#### **Narcotics Unit**

Undercover officers are a key resource to assist local drug investigations.

>>CONTACT:

Lt. Brian Cullen  
(914) 231-1513  
bac4@westchester.gov.com

#### **Marine Unit**

Helps secure the waterfront of Hudson River communities and assists local communities in providing security at fireworks displays, festivals and other community events that take place along the river.

>>CONTACT:

Lt. James Luciano  
(914) 231-1617  
jml8@westchestergov.com

#### **Communications Unit**

Installs and maintains the Westchester County Police Mutual Assistance Radio System in the county, which provides backup to the telephone "hotline" linking police agencies and an interoperability channel to allow direct communication among law enforcement agencies during a large-scale emergency.

>>CONTACT:

Sgt. Edward Devlin  
(914) 864-7674  
ead6@westchestergov.com

#### **Pistol License Unit**

Handles most of the applications and required background checks for persons in Westchester seeking handgun permits, dealer licenses and gunsmith licenses.

>>CONTACT:

Sgt. Mario Guiliano  
(914) 995-6189  
mmg8@westchestergov.com

#### **Office of Stop-DWI and Drug Prevention**

Numerous public education initiatives, including the driving simulator and Operation Safe Prom.

>>CONTACT:

Vito Pinto, Director  
(914) 995-4116  
vjp3@westchestergov.com



*Bureau of Purchase and Supplies Contracts Sharing (pg. 22)*

“We buy all our food for the senior center through the county bidding process and as a result it saves us money and it saves the taxpayers money.” **Michael Grace, Town of Yorktown Supervisor**

↑ “The shared services agreement between the county and the City of Yonkers for the Human Rights Commission has been a tremendous success and I think it’s a model for other municipalities in the future.”

↓ **Mark C. Fang, Esq., Human Rights Commission Executive Director**

*Human Rights Commission Expanded Service (pg. 12)*



**County, Yonkers Human Rights**  
 by Meredith Shamburger Politic

**Astorino Announces Shared Services for Yonkers, Saving City \$150,000 Annually**  
 Last Updated on Tuesday, 12 February 2013 10:22

Jan. 24, 2013 – Westchester County Executive Robert P. Astorino Thursday announced that Yonkers will now be sharing three services provided by the county – the Human Rights Commission (HRC), the Employee Assistance Program (EAP) and the Geographic Information Systems (GIS). The county already provides these services for other municipalities and can share them with Yonkers at no additional cost, allowing the city to save more than \$150,000 annually.

“The county is continually looking for ways to make government smarter and more cost-effective for taxpayers and local municipalities,” Astorino said. “Sharing these services with Yonkers accomplishes these goals in a way that helps both the county and Yonkers taxpayers.”

The initiative was spearheaded by Astorino and Mayor Mike Spano and has bipartisan support at the city and county levels.

Yonkers Councilman Michael Sabatino (D-District 3) said: “This is a great example of government entities coming together to provide a needed service to the benefit of the constituents they serve, regardless of party affiliation. We all compliment all involved for making this possible.”

Yonkers Councilwoman Virginia Perez (D-Yonkers) said: “The duplication of services benefits everyone. This agreement will save the city money and ensure that all services are provided to our constituents.”

**Office of Professional Responsibility and  
Special Investigations**

Investigate allegations of criminal or other serious misconduct for municipalities when there is the appearance of a conflict of interest and outside investigators are desired.

>>CONTACT:

Lt. Russell Lowenstein  
(914) 864-7850  
rwl3@westchestergov.com

**Public Safety Emergency Force**

An all-volunteer specialized unit providing assistance to local police departments regarding traffic and crowd control at special events.

>>CONTACT:

Chief John Elliott  
(914) 864-7714  
jje1@westchestergov.com

**RICI (Repository for Integrated Criminal Information)  
and CAPS (Civil Applicant Processing System)**

County and municipal agencies can submit fingerprints to the state and federal government and obtain identification verification and criminal history details for an individual. Criminal checks are processed within an hour and civil checks within 24 hours.

>>CONTACT:

Sgt. Michael Brancamp  
(914) 864-7702  
mqb4@westchestergov.com

**Unified In-Service Training**

The Westchester County Police Academy's Unified In-Service Training Program, started in 2010, provides twenty-one hours of training to sworn law enforcement members as well as an additional seven hours of supervisory-level training on an annual basis. There are three distinct benefits provided by this program. First, this program fulfills the annual training requirement of New York State Law Enforcement Accreditation. Second, law enforcement agencies can achieve a savings by utilizing the resources of the Westchester County Police Academy, which include multiple classrooms, a drill floor, an indoor firing range, and a full-time staff certified to teach a wide array of

topics. Third, as more agencies participate, a greater standardization of training throughout the county is achieved. The result is a more efficient, effective and coordinated response to major incidents which elevates the level of service provided by each agency. A total of twelve departments are currently enrolled in the Unified-In Service Training Program.

>>CONTACT:

Lt. Michael J. Cindrich  
(914) 231-1827  
mjc3@westchestergov.com

## Public Works and Transportation

**Recycling Used Vans**

Used paratransit vans that can no longer serve as transit vehicles but are in good working condition for alternate uses.

>>CONTACT:

Joseph Pondiccio  
(914) 813-7763  
jxp6@westchestergov.com

**Antifreeze and Synthetic Oil Recycling**

Expertise and information on procedures for recycling of used motor oil, antifreeze, refrigerants, and more.

**Fleet Management**

Information available on testing and installation of diesel emissions control devices, as well as numerous maintenance programs. Offer assistance in selecting vehicles that best meet user needs and assistance with purchasing these vehicles through existing county contracts. Share information regarding experience with hybrid and alternative fuel vehicles.

**Westchester Educational Safety  
Training (W.E.S.T.) Committee**

Seminars and Training used by approximately 50 municipalities, to help educate about ongoing changes and awareness in the vehicle and equipment fields. Also included is a mutual-agreement universal shared facility program (already in place with Pleasantville, White Plains, and County Airport)

# Shared Municipal Services Resource Guide 2013

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## **Boilerplate Contracts and Design Agreements**

Standard forms, such as RFPs, for consultant design services, consultant construction management services, professional service agreements and contracts. Also a master list of pre-qualified engineers, architects and land surveyors.

### >>CONTACT:

Robert Abbamont  
(914) 995-3960  
rjb4@westchestergov.com

## **Salt Brine**

Assistance and information to those considering installing their own facility or for those who wish to share the use of the county Lake Street maintenance facility in West Harrison.

### >>CONTACT:

Jim Statini  
(914) 995-4951  
jmssc@westchestergov.com

## **Public Bidding**

Information and assistance regarding how to advertise your bids and your projects through Hudson Valley Municipal Purchasing Group (Bid-Net).

### >>CONTACT:

James Antonaccio  
(914) 995-6343  
jpa4@westchestergov.com

## **Highway Signage**

Design and produce various types of signage for a nominal fee.

## **Traffic Engineering Studies**

Perform traffic signal warrant studies and ATR traffic counts (Automatic Traffic Recording), as well as standard details on sign and traffic signal installation, or assist in selecting a consulting firm that can perform these activities.

### >>CONTACT:

Kevin Roseman  
(914) 995-4084  
kmr5@westchestergov.com

## **Purchase & Supplies**

### **Sharing Contracts**

The Bureau of Purchase & Supplies hosts a website that posts more than 100 contracts that are available for political subdivisions to utilize. Some contracts are created specifically on behalf of the municipalities since the county has the lawful ability to create one contract that serves all.

Cooperative purchasing is also an option, when appropriate, to achieve greater overall savings.

### >>CONTACT:

Dianne Munro  
(914) 231-1315  
dmm6@westchestergov.com

## **Solid Waste Commission**

The Westchester County Solid Waste Commission investigates the backgrounds of, and licenses companies that meet a standard of “good character, honesty and integrity”. By encouraging reputable companies and individuals to operate in the County’s hauling industry, the Commission seeks to promote competition, thereby keeping prices affordable for consumers. The following are four ways that the Commission can provide assistance to municipalities and school boards.

a) List of licensed carters. The Commission maintains a list of licensed carters on its website. The Commission reminds public officials from both municipalities and school boards that the Commission investigates the backgrounds of, and licenses private carters. We recommend that they consult the list of licensed companies published on the Commission’s website in order to ensure that they hire companies that have met our good character, honesty and integrity standard. The Commission invites public officials from both municipalities and school boards to contact us if they need assistance in their attempt to find a licensed carter.

b) Complaints about carters. Municipalities and school boards can contact us for assistance if they - or any of their residents or businesses - have problems with a carter, including but not limited to issues about pricing, collections and contracts.

c) Assistance with municipal licensing. The Commission provides assistance to those Westchester municipalities that issue their own licenses. When a company licensed by the Commission fails to respond to inquiries from officials of a local municipality, such officials can seek the Commission's assistance in getting the carter to respond to and cooperate with the municipality. Carters are generally responsive to the Commission's inquiries about such disputes, as they do not want to run afoul of the County-wide licensing agency.

d) Municipal enforcement of the Commission's decal requirement. Under the Commission's statute, municipal police departments can enforce the requirement that trucks used to haul solid waste or recyclables in Westchester County display decals issued by the Solid Waste Commission. Municipalities that enforce this requirement keep 100% of the fines issued for such violations; fines can be as high as \$1,000 per incident. The Commission annually notifies municipal officials, including mayors, supervisors and police chiefs about the decal requirement and the role municipal police departments can play in its enforcement. Commission staff offers educational sessions for interested municipal police departments about the municipal enforcement provision.

>>CONTACT:

Bruce B. Berger  
(914) 813-6860  
bbb1@westchestergov.com

## Tax Commission

The Westchester County Tax Commission Executive Director provides real property tax administration related advice, training, and technical support to assessing personnel and other municipal officials countywide.

>>CONTACT:

David B. Jackson  
(914) 995-4325  
dbj1@westchestergov.com

## Taxi & Limousine Commission

### WCTLC Taxi Drivers Licensing Program

Local governments and municipalities are taking advantage of WCTLC shared-service process for the licensing of taxi drivers. The WCTLC licensing process provides a greater level of safety to the riding public through extensive background checks, annual drug testing, and NYS DMV approved defensive driving course requirements. Local benefits include cost savings and decreased liability.

### WCTLC Shared Revenue Program

Local governments and municipal Police Department jurisdictions are taking advantage of WCTLC's Shared Revenue Program by joining with the Westchester County Police in enforcing the County's For-Hire Vehicle Law and in return, the Municipality will receive a portion of the fines collected from the TLC summonses that are written.

The impact to participating departments in the program is negligible. Police Officers already on patrol would only require a TLC summons book that will be provided. Training is done directly in the jurisdiction, conducted by TLC's enforcement Officers. Once trained, Officers on regular tours of duty may issue summons if TLC violations are evident. Such stops safeguard the riding public against For-Hire Vehicle Law violators, and helps curb possible criminal activity and/or unsafe vehicle operation conditions..

>>CONTACT:

Tom Riccio  
(914) 995-8397  
tjr1@westchestergov.com

### WCTLC Municipal Car Program

The WCTLC has created another class of For-Hire (Livery) Vehicles known as Muni-cars (Municipal Cars), which will be authorized to operate in participating municipalities and in those areas of the County where there are no present Taxi regulation. This affords the riding public an even greater level of safety in areas where there is no formal licensing of taxis with all of the safeguards that go along with requirements that protect passengers. The Muni-car acts as a hybrid Taxi performing all the services that might be needed on a local level, but – while authority granted by a municipality only applies to operations within the municipality – WCTLC Muni-cars would have the authority for inter-municipal travel including the County Airport.

## Tourism & Film

### Filming in Westchester

Reviewing and coordinating filming activities on county properties; attracting film and media production to the county by strengthening and streamlining Westchester's marketing efforts; working with producers, location scouts, film and media artists, county parks and other county properties, municipalities, local businesses and residents for the economic benefit of all involved.

### Marketing & Promoting Tourism Related Activities

Assisting county offices in promoting their activities, events and new projects in a cooperative effort to enhance and raise awareness of tourism in Westchester – Parks, Economic Development, Westchester County Airport, etc.

#### >>CONTACT:

Natasha Caputo  
(914) 995-8502  
nacaputo@visitwestchesterny.com.

## Youth Bureau

### Science, Technology, Engineering and Math (STEM)

is being emphasized in county classrooms and in youth programs because of the tremendous possibilities for future employment. Implementing STEM can be expensive, however. In order to support programs that wish to provide quality STEM experiences, the youth bureau reached out to local corporations and not-for-profit partners and encouraged these entities to extend their already funded STEM to those that serve underrepresented youth in our urban areas.

The extension of these programs exposes youth to the field of STEM at no cost to themselves and improves their chances of finding employment.

This action supplements the task of the Westchester County Youth Bureau which is to promote positive youth development and to encourage healthy lifestyles.

#### >>CONTACT:

Iris Pagan, Ed.D  
WCYB Executive Director  
(914) 995-2760  
ipagan@westchestergov.com

## Minority and Women Business Enterprise Program

The Westchester County Minority and Women Business Enterprise (MWBE) Program is an excellent resource for minority- and women-owned businesses who may be just starting out or who have long been established in the local economy. To reap the most benefits of this program, businesses are strongly encouraged to register at [westchestergov.com/mwbe](http://westchestergov.com/mwbe)

By registering your business with the Westchester MWBE Department you'll receive:

- High visibility to county departments, contractors, and anyone interested in doing business with MWBEs
- E-mail notifications of business opportunities
- Special invitations to workshops, seminars and training and other information to help your business succeed

#### >>CONTACT:

Jim Coleman  
(914) 995-2963  
jcoleman@westchestergov.com





**Government Shared Services + School Districts  
+ Other Districts + YOU = Taxpayer Savings**



**Robert P. Astorino, Westchester County Executive**

**[westchestergov.com/sharedservices](http://westchestergov.com/sharedservices)**