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April 4, 2012

By Hand

Honorable Members of the Village
of Sleepy Hollow Planning Board
Municipal Building
28 Beekman Avenue
Sleepy Hollow, New York 10591

RECEIVED

APR 5 2012

BUILDING DEPT.
VILLAGE OF SLEEPY HOLLOW

Re: Open Door Family Medical Center
300 North Broadway, Sleepy Hollow, New York

Dear Chairman and the Honorable Board Members:

As you are aware, this firm has been retained as legal counsel by Open Door Family Medical Centers, Inc. ("Open Door"), in regard to its pending application before this Board seeking site plan approval to renovate the building it recently purchased at One New Broadway, Sleepy Hollow also known as 300 North Broadway ("North Broadway"). Open Door is seeking to use the North Broadway site as a family medical center with a new residency training program. Open Door's current facility located at 80 Beekman Avenue, Sleepy Hollow will be closed.

When we were last before the Board on February 16, 2012, several Board members and members from the public had asked if Open Door's off-site parking requirements for its employees was in writing. I am enclosing for the Board's review a copy of Open Door's Policy and Procedure for Employee Parking at all of its Family Medical Centers in Westchester County. The policy specifically addresses parking requirements for Open Door's existing site on Beekman Avenue, and if given the requisite approvals, the parking requirements for the North Broadway site. The policy specifically prohibits employees from parking in the Webber Park area that is accessed off of New Broadway. The policy goes on to provide that all employees would be provided parking at the Phelps Hospital Medical Center parking garage along with shuttle service to the North Broadway facility. The policy further provides that those employees who opt to not use the Phelps shuttle service must find free parking on Pocantico Street or the lower end of Beekman Avenue where employees are currently able to park.

Hon. Members of the Sleepy Hollow Planning Board

April 4, 2012

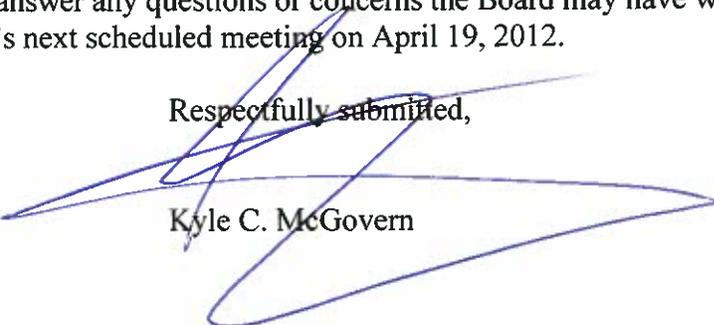
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To insure employee compliance with these parking requirements, Open Door's policy specifically provides, "All employees who fail to follow the parking rules and assigned parking lot privileges will be subject to progressive discipline up to and including discharge for repeated violations of our policies and procedures." (See, Policy § III "Procedure" par. 9) Should an employee fail to follow these parking procedures and attempt to park within the Weber park area they will be disciplined.

It is important to further note that Open Door's parking procedures and shuttle system is designed after the policies used by the Northern Westchester Hospital in Mt. Kisco, New York. We are advised that with an even greater distance between the locations of the Northern Westchester Hospital and the designated parking area, there have been no problems with employee compliance.

We will be available to answer any questions or concerns the Board may have with the parking policy at the Board's next scheduled meeting on April 19, 2012.

Respectfully submitted,



Kyle C. McGovern

KCM/cg
Enclosures

cc: Sean E. McCarthy, Village Architect (w/ enclosures)
Lindsay Farrell (w/ enclosures)
Gary Gianfrancesco, AIA, AICP, LEED AP (w/ enclosures)

OPEN DOOR FAMILY MEDICAL CENTERS
POLICY AND PROCEDURE

TOPIC: Employee Parking
RESPONSIBLE DIRECTOR: Chief Operating Officer
AFFECTED DEPARTMENTS: All

AUTHORIZED BY: 

President

APPROVED BY: 

Chief Operating Officer

EFFECTIVE DATE: 03/21/2012
POLICY NUMBER: V2-3-HR-315.1
SUPERSEDES: Any and all previous dates
UPDATED (date and initials): _____

I. Statement and Purpose:

Open Door Family Medical Center provides parking privileges in organized parking lot facilities for the convenience of our employees. Parking is free to Open Door employees. Since Open Door is a growing organization, there are times when Staff members may need to be park off-site from their assigned facility location either because of construction, needs of our patient community, or requirements imposed by local planning boards. At these times, Open Door reserves the right to direct certain employees according to a reasonable process to park offsite. Since Open Door has limited parking spaces near many of our facilities, every effort will be made to reserve the majority of the spaces for our patients and visitors. Staff, faculty, and others will need to park off site. It is required that all employees of Open Door whether parking near our facilities, onsite or offsite our property, observe common parking courtesy and the rules and regulations established by Open Door. Repeated violations of parking rules may result in revocation of parking privileges and/or, disciplinary action including suspension and/or termination.

II. Significant Principles:

Parking Arrangements for Employees

Ossining

Parking is available in the Village of Ossining parking lots, and Open Door will purchase permits for any employee assigned to this facility. However, should you lose the permit or fail to return the permit when you terminate employment you must repay the Center for any remaining value. Open Door cannot assume responsibility for damage to vehicles parked on the lots

Port Chester

Limited parking is available in the Village of Port Chester parking lot on Beech Street, and Open Door will purchase permits for any employee assigned to this facility. However, should you lose the permit or fail to return the permit when you terminate employment you must repay the Center for any remaining value. Open Door cannot assume responsibility for damage to vehicles parked on the lots.

School Based Health Center staff will work with their assigned school location to determine appropriate parking. Open Door cannot assume responsibility for damage to vehicles parked on the lots.

Mount Kisco

Limited parking is available in the Village/Town of Mount Kisco parking lot on North Moger Avenue and Open Door will purchase permits for any employee assigned to this facility. However, should you lose the permit or fail to return the permit when you terminate employment you must repay the Center for any remaining value. Open Door cannot assume responsibility for damage to vehicles parked on the lots. No employee shall park in the 18 spaces that are located at our facility, since these are reserved for the patients and visitors to the facility.

Sleepy Hollow

Free parking is available on Pocantico Street or the lower end of Beekman Ave for employees working in the current Sleepy Hollow Beekman Avenue facility. There is also meter parking available in the immediate vicinity, but using these meters can be disruptive to the patient flow and we encourage all employees to use free parking spaces. Open Door will also reach out to the village and other organizations to purchase parking permits when available. Open Door cannot assume responsibility for damage to vehicles parked on the lots

Sleepy Hollow – 300 North Broadway

All employees will be required to find free parking on Pocantico or the lower end of Beekman Avenue, but ***MUST not park in the Webber Park area*** that is accessed off New Broadway. Parking spaces for all employees of this facility will be provided at Phelps Hospital Medical Center located at 777 North Broadway with shuttle service provided to employees for their assigned work schedules. The shuttle will leave the hospital 15 minutes before a scheduled start time. (Schedule attached which will be modified from time to time). Open Door has determined that employee start times will begin at the time they arrive for shuttle service at the beginning of their schedule, and at the time they return to their parked car at the end of their schedule.

III. Procedure:

1. All employees of Open Door are required to complete the Parking Authorization Request Application in order to register for parking privileges. All information requested on the form must be completed and returned to either Human Resources for new employees with any updates

to your vehicle. Should there be any change to this information, it is the responsibility of the staff member to alert Human Resources.

2. With the opening of the 300 North Broadway Sleepy Hollow facility all employees will be provided parking at the Phelps Hospital garage with shuttle services provided to the Open Door facility.
3. Permits for parking will be available from Human Resources and must be displayed in your car for the appropriate assigned parking lot as appropriate.
4. Parking privileges are assigned to specific parking lots. All authorized parkers are required to park their vehicles in their assigned parking lot.
5. Parking is provided as a courtesy. Open Door accepts no responsibility for lost, stolen or damaged vehicles. Always keep vehicles locked and valuables hidden while in parking lots.
6. Upon separation from Open Door, the issued parking permit must be surrendered to Human Resources prior to issuance of final paycheck.
7. Vehicles are not to remain in any of the village permit lots over night without special arrangement and 24 hour permit. Cars left in any village lot without permission for more than 24 hours may be subject to ticketing or towing at the owners expense.
8. Common parking regulations will be enforced. Do not park in any fire zone. Fire zones are identified by signage or yellow painted curb. Do not park in handicap-designated spaces.
9. All employees who fail to follow the parking rules and assigned parking lot privilege will be subject to progressive discipline up to an including discharge for repeated violation of our policies and procedures.

IV. Distribution:

Distribution of new policies/procedures will be carried out via announcement by e-mail, and also announcement at supervisor meetings or staff meetings, as appropriate. A control sheet which has identified each of the affected departments will be kept in a log in the Director of Human Resource's office. Formal receipt will be acknowledged by signature on the control sheet.

V. Evaluation:

This policy and procedures will be reviewed annually by Human Resources and the Chief Operating Officer to ensure that it reflects current practices, professional organization standards, federal and state guidelines, and recommendations of funding and oversight agencies.

IV. Distribution:

Distribution of this policy/procedure will be carried out via the Executive Staff and all Supervisory meetings within one month of authorization. Executive Staff and all Supervisors will acknowledge the receipt of the policy formally by their signature on the receipt of information sheet filed in a log in the personnel office.