

**VILLAGE OF FLOWER HILL
MINUTES OF
REGULAR MEETING/BUDGET HEARING/
ANNUAL ORGANIZATIONAL MEETING
OF THE BOARD OF TRUSTEES
April 7, 2014**

A regular monthly meeting, public hearing, budget hearing and annual Organizational Meeting of the Board of Trustees was held on April 7, 2014. The meeting was called to order at 8:07 PM by Mayor Elaine Phillips with the following in attendance:

Elaine Phillips	Mayor
Karen Reichenbach	Trustee
Randall Rosenbaum	Trustee
Robert McNamara	Trustee
Gary Lewandowski	Trustee
Eileen Mills	Trustee
Dwight Kennedy	Acting Village Attorney
Ronnie Shatzkamer	Village Administrator
Kathy Wade	Village Treasurer
James Gilhooly	Building Superintendent
Scott Hislop	Highway Superintendent

Mayor Phillips asked Village Engineer Charles Vachris to lead the assembly in the Pledge of Allegiance. There were three members of the public present.

Annual Meeting

Resolution # 12 - April 7, 2014

ANNUAL ORGANIZATIONAL MEETING RESOLUTION

The following resolution was offered by Trustee McNamara, seconded by Trustee Reichenbach:

- 1) **RESOLVED** that the Board of Trustees herewith sets the Annual Meeting of the Board of Trustees for the 6th day of April, 2015 in the Village Hall, 1 Bonnie Heights Road, Manhasset, New York, 8 PM
- 2) **RESOLVED** that the 1st Monday of each month at the Village Hall, 1 Bonnie Heights Road, Manhasset, New York, at 8:00 PM, is designated as the time and place for the Regular Meeting of the Board of Trustees
- 3) **RESOLVED** that the Official Newspapers of the Village be The Manhasset Press, The Port Washington News and the Roslyn News.
- 4) **RESOLVED** that the Official Banks be Capital One Bank, N.A. and CLASS MBIA and thus are authorized as the depository of Village monies.
- 5) **RESOLVED** that the Village Treasurer and Mayor are authorized to invest and re-invest monies received by the Village in the various General and Capital Funds, which are not appropriated to any particular purpose or are not immediately required to be expended for the purpose for which they were appropriated, in Certificates of Deposit, Day of Deposit Day of Withdrawal Savings, Treasury Notes, Money Market or CLASS-MBIA investment accounts at the best interest rates available in the following banking & financial institutions:
CLASS – MBIA
Capital One Bank, N.A.

AND IT IS FURTHER RESOLVED that the foregoing investments shall be in accordance with applicable laws, rules and regulations of the State of New York and the United States Government.

BE IT FURTHER RESOLVED that the resolutions of each banking institution for the deposit of said monies be adopted as resolution of this board.

7) RESOLVED, that any two of the following Village officials be and hereby are authorized as signatories and co-signatories on the general fund account and capital fund accounts of the Village: Treasurer, Village Administrator, Mayor, Deputy Mayor and a Trustee.

8) RESOLVED that the Board of Trustees authorize payment in advance of audit, claims for the following recurring charges: Public utility services, sanitation, postage, insurance premiums, taxes, payroll and deferred compensation. All such claims must be presented at the next regular meeting for audit.

9) RESOLVED that pursuant to Village Law Section 4-412(2), the rules of procedure of the Board of Trustees shall be as recommended by the New York State Conference of Mayors, a copy of which is on file with the Village Administrator.

10) RESOLVED that the Mayor, Board of Trustees, Village Administrator, Village Treasurer, Village Justice, Acting Village Justice, and Court Clerk are authorized to attend various meetings and conferences to be held during the coming fiscal year and are to be reimbursed for actual and necessary expenses. However attendance is not authorized, nor can reimbursement be applied for unless the Board of Trustees approves attendance in advance.

11) RESOLVED that fixed rate set by the IRS be reimbursed to officials and employees of the Village who use their personal automobiles while performing their official duties on behalf of the Village.

12) RESOLVED that Nassau County act as Assessors of the Village of Flower Hill for the current fiscal year.

13) RESOLVED that pursuant to New York Village Law §3-306, the Village Administrator, Treasurer, Village Justices, and all other officers and employees are considered to have executed an undertaking which shall be in the form of employees and officers liability insurance.

14) RESOLVED the following Village policies shall be renewed and deemed effective for the 2014 – 2015 fiscal year: Agency Fund Policy, Alcohol & Drug Policy, Anti-Fraud Policy, Anti-Smoking Policy, Budgeting Practices Policy, Cell Phone Policy, Computer and Internet Usage Policy, Credit Card Security Policy, Cyber Security Citizens Policy, Dress Code and Uniform Policy, Employee Policy, Equal Employment Opportunity Policy, Fund Balance Policy, Investment Policy, Meeting Procedure Policy, Procurement Policy, Reimbursement Policy, Sexual and Other Harassment Policy, Workplace Violence Policy.

The Board was polled as follows:

Trustee Rosenbaum	Aye
Trustee Mills	Aye
Trustee Reichenbach	Aye
Trustee McNamara	Aye
Trustee Lewandowski	Aye
Mayor Phillips	Aye

Resolution # 13 - April 7, 2014

2014 ANNUAL ORGANIZATIONAL MEETING APPOINTMENTS

The following resolution was offered by Mayor Phillips, seconded by Trustee McNamara:

RESOLVED that the following appointments be effective for a one year term, ending April, 2015:

Acting Village Justice: Dennis Reisman

Zoning Board Chair: Michael Sahn

Registrar of Vital Statistics and Village Historian: John Walter

Village Arborist: Ann Frankel

Planning Board Chair: Rhoda Becker

Planning Board Alternate: Charles Vachris

Ethics Board Chair: Robert McNamara

Architectural Review Committee Chair: James Gilhooly

Architectural Review Committee Alternate: Gary Lewandowski

RESOLVED to appoint the members of the Ethics Board to the following terms:

Rhoda Becker for a one year term, ending April, 2015

Kate Hirsch for a two year term, ending April, 2016

Robert McNamara for a three year term, ending April, 2017

Charles Vachris for a four year term, ending April, 2018

Kathy Wade for a five year term, ending April, 2019

RESOLVED to appoint the members of the Architectural Review Committee to the following terms:

Robert McNamara for a one year term, ending April, 2015

Frank Genese for a two year term, ending April, 2016

Tami Cook for a three year term, ending April, 2017

RESOLVED to appoint William Clemency to the Board of Zoning Appeals for a five year term ending April, 2019

RESOLVED to appoint Rhoda Becker to the Planning Board for a five year term ending April, 2019

RESOLVED to appoint Elaine Phillips, Ronnie Shatzkamer, James Gilhooly and Robert Rockelein as Code Compliance Officers for a one year term, ending April, 2015; and

RESOLVED to employ the services of Veritext, Inc. for stenographic services for a one year term ending April, 2015

RESOLVED to appoint the following appointed officials to a two year term, ending April, 2016:

Ronnie Shatzkamer, Village Administrator

Kathy Wade, Village Treasurer

James Gilhooly, Building Superintendent

Robert Rockelein, Code Enforcement Officer

Scott Hislop, Highway Superintendent

Jeffrey Blinkoff, Village Attorney

BE IT FURTHER RESOLVED that the provisions of this resolution shall take effect immediately.

The Board was polled as follows:

Trustee Rosenbaum Aye

Trustee Mills Aye

Trustee Reichenbach Aye

Trustee McNamara Aye

Trustee Lewandowski Aye

Mayor Phillips Aye

Approval of Minutes

On motion of Trustee McNamara, seconded by Trustee Lewandowski the minutes of the March 3, 2014 Regular Meeting and the March 18, 2014 Special Meeting were unanimously approved by those Board members who attended.

Treasurer's Report

On motion of Trustee McNamara, seconded by Trustee Rosenbaum, the claims were unanimously approved.

Architectural Review Committee Report

Mr. Gilhooly reported on the Committee's March 24, 2014 meeting. The permit applications of Shai, 40 Sycamore Drive for a new one family dwelling; Furelli, 9 Country Club Drive for a 2 story addition, new driveway, patio, porch; Anayati, 27 Knollwood Road for a new

one family dwelling; Galanis, 70 Chestnut Road for a rear and 2nd story addition; Benetos, 137 Crabapple Road for a Rear 1 story addition, new patio, swimming pool & hot tub; Rosen, 2 Mallard Road for a 2nd story addition, new roof & dormers, façade & portico; Einbinder, 98 Cardinal Road, sports court; Sanveren , 279 Crabapple Road for a new one family dwelling; Constantopes, 12 Reni Road for a Cabana were all recommended to be approved with modifications. The application of Spagnoletti, 86 Knollwood Road for a 2nd story addition was recommended to be approved as submitted.

On motion of Trustee McNamara, seconded by Trustee Lewandowski, all permits were approved by the Board.

Administrator's Report

Ms. Shatzkamer reviewed the record management activity for the 2013-14 year. She noted that a tab for the building dept. has been created for the Village web site. Ms. Shatzkamer asked the Board to enact a standard workday reporting resolution.

Resolution # 14 - April 7, 2014

STANDARD WORKDAY AND REPORTING RESOLUTION

The following resolution was offered by Trustee Mills, seconded by Trustee Reichenbach:

BE IT RESOLVED that under the New York State Comptroller's Office regulation 315.4 for reporting elected and appointed officials the following resolution shall be submitted, and

BE IT RESOLVED that the Board of Trustees of the Village of Flower Hill hereby establishes a standard workday for appointed officials and will report the days worked to the New York State and Local Employees Retirement System based on the timekeeping system record submitted by those elected appointed officials to the Village Administrator, and

BE IT FURTHER RESOLVED, that the Village Administrator shall post notice of this resolution at the main entrance of the Village Hall continuously for at least thirty days.

The Board was polled as follows:

Trustee Rosenbaum	Aye
Trustee Mills	Aye
Trustee Reichenbach	Aye
Trustee McNamara	Aye
Trustee Lewandowski	Aye
Mayor Phillips	Aye

Engineer's Report

Mr. Vachris reported on the feasibility of applying for a Federal Transportation Alternative Grant for the construction of a bicycle/pedestrian path in the Village. It was his professional opinion that an engineering study would be quite expensive and that with the grant application deadline of June 10, it would be difficult at best to prepare an application in a timely manner. The Village will continue to look for future funding opportunities for this project.

Attorney's Report

Ms. Shatzkamer gave the BZA report at Mr. Blinkoff was not present.

At the March 19, 2014 Zoning Board meeting, the written decision for the application of Mr. & Mrs. Harry Einbender, 98 Cardinal Road, was approved with referral to the Architectural Review Committee. The applicant sought to install an accessory structure (sports court) in an R-2 zone in a side yard where accessory structures must be located in a rear yard; and with insufficient

side yard clearance where the minimum clearance to a side lot line is 15 feet and 10.35 is proposed.

The written decision for the application of Mr. & Mrs. David Kahn, 335 Stonytown Road, was approved as presented. Applicant sought to maintain a six foot fence in a front yard in an R-1 zone which is prohibited by Village Code.

The application of Mr. and Mrs. David Radilescu, 41 Woodland Road, was Approved with conditions. Applicant seeks to maintain an accessory structure (storage shed) in a side yard where accessory structures must be located in a rear yard, in an R-4 zone; accessory buildings may not be nearer than 10 feet to the main building.

The application of Mr. & Mrs. Spagnoletti, 86 Knollwood Road, was approved with referral to the Architectural Review Committee. Applicant seeks to construct a 2nd floor addition and front vestibule on a building lot of less than 10,000 sq. ft. with a Floor Area Ratio of 39.15% or 3,759 sq. ft. where the maximum allowed is the lesser of .42 or 3,600 sq. ft. in an R-7 zone.

The application of Mr. & Mrs. Adam Mesh, 24 Maple Drive, was adjourned to April 16, 2014 for a second variance for insufficient distance from the main structure. Applicant seeks to construct a storage shed in a front yard on a corner property in an R-4 zoning district where accessory structures must be located in a rear yard.

The application of Mr. & Mrs. Alfred DePhillips, 78 Mason Drive, was adjourned to April 16, 2014 for further submission. Applicant seeks to maintain a 4.5' fence with arbor in a front yard in an R-6 zone where such a structure is not permitted.

Trustee Report

Trustee Reichenbach reported on the earlier Tree Committee meeting. In order to qualify as a Tree City USA the Village needs to hold an annual Arbor Day event. The Village will issue a proclamation to the Flower Hill Women's Club for their help in beautifying the Village at a date to be determined, at the opening of the newly designed Bridge Road traffic island.

Mayor's Report

Mayor Phillips invited Manhasset Lakeville Water District Commissioner Donald O'Brien to discuss the replacement of the Dogwood Lane water tower. Construction should last from 12 to 18 months and the new tower will be the same height as the old but located in the direct center of the property so as to be in no danger of falling on someone's house. Mr. O'Brien praised the Village for the enactment of the law requiring homeowners to clear snow and obstructions from fire hydrants on their property and asked the Village to remind residents in the fall, before snow season. He promised that the District will place poles on all hydrants to aid their location.

The Mayor reported on the Roslyn Water District Freon remediation project and the new lawn watering regulations that have been enacted as a result. The Village will be limited to automatic watering from 8 am to 10 am on odd/even days depending upon the house number. Hand watering may be done between 8 pm to 10 am.

The PSEG upgrade project and the Town of North Hempstead's involvement was reviewed. Village Arborist Ann Frankel designed center island landscapes for Port Washington Blvd. that will mitigate the effects of the oversize poles. PSEG has pledged to support the beautification of the Boulevard.

The Village has retained the services of Constant Contact in order to build an email list of residents and send out communications to them. Trustee Mills will put together a monthly newsletter via this source.

Kathy Wade has created a welcome packet for new residents.

Old Business

Resolution # 15 - April 7, 2014

Resolution to provide funding for Improvements to Flower Hill Park - Basketball Court, in excess of amount awarded by State & Municipal Facilities Capital Program

The following resolution was offered by Mayor Phillips, seconded by Trustee Reichenbach:

BE IT RESOLVED that the Village of Flower Hill authorizes and appropriates the balance of the funding necessary to complete the Improvements to Flower Hill Park - Basketball Court, in excess of the \$50,000 funding provided by the State and Municipal Facilities Capital Program (SAM). The maximum local share shall not exceed \$100,000.00 based upon a total estimated maximum project cost. The Village of Flower Hill may increase this local match through the use of in kind services without further approval from the Board of Trustees.

The Board was polled as follows:

Trustee Rosenbaum	Aye
Trustee Mills	Aye
Trustee Reichenbach	Aye
Trustee McNamara	Aye
Trustee Lewandowski	Aye
Mayor Phillips	Aye

Resolution # 16 - April 7, 2014

SEQR RESOLUTION – FLOWER HILL BASKETBALL COURT

The following resolution was offered by Mayor Phillips, seconded by Trustee Reichenbach: Whereas, 6 NYCRR Section 617.5 (Title 6 of the New York Code of Rules and Regulations) under the State Environmental Quality Review Act (SEQR) provides that certain actions identified in subdivision (c) of that section are not subject to environmental review under the Environmental Conservation Law;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Inc. Village of Flower Hill hereby determines that the proposed Flower Hill Park Basketball Court complex is a Type II action in accordance with 6 NYCRR Section 617.5(c) and is therefore not subject to further review under 6 NYCRR Part 617.

The Board was polled as follows:

Trustee Rosenbaum	Aye
Trustee Mills	Aye
Trustee Reichenbach	Aye
Trustee McNamara	Aye
Trustee Lewandowski	Aye
Mayor Phillips	Aye

Resolution # 17 - April 7, 2014

RESOLUTION TO ISSUE AN RFP - CONTRACT 13109, CONSTRUCTION OF A BASKETBALL COURT

The following resolution was offered by Mayor Phillips, seconded by Trustee McNamara:

BE IT RESOLVED THAT SEALED PROPOSALS will be received by the Village Board of Trustees at their offices at 1 Bonnie Heights Road, New York on: Friday, April 18, 2014 at 10:00 AM at which time they will be publicly opened and read with the Contract to be awarded as soon thereafter as practicable.

All bids shall be in accordance with the specifications, drawings and terms of the proposed

contracts.

No bids shall be received unless made in writing on forms furnished by the Village and unless accompanied by a certified check or bid bond made payable to the Village of Flower Hill in an amount not less than five percent (5%) of the base bid. The Board reserves the right to reject any or all bids and to waive any informality therein.

The Village will not accept bids from, or award contracts to, anyone who cannot prove to the complete satisfaction of the Board of Trustees that he has sufficient experience in this type of work and is financially able and organized to successfully carry out the work required in the specified time.

Plans and specifications will be available and may be obtained at the Village Hall, 1 Bonnie Heights Road, Manhasset, New York, 11030, starting at 9:00 AM, Friday, April 11, 2014, and thereafter, during normal village business hours.

BE IT FURTHER RESOLVED, that the Village Administrator publish or cause to be published a public notice in the official newspaper of the Village of said RFP.

The Board was polled as follows:

Trustee Rosenbaum	Aye
Trustee Mills	Aye
Trustee Reichenbach	Aye
Trustee McNamara	Aye
Trustee Lewandowski	Aye
Mayor Phillips	Aye

Trustee Reichenbach noted that the Village should consider rules and regulations for the use of the basketball court and suggested a committee be formed to look into this.

PUBLIC HEARING

On motion of Trustee Reichenbach, seconded by Trustee Lewandowski, the public hearing portion of the meeting was opened at 9:35 pm.

Mayor Phillips presented the 2014-15 tentative budget for Board approval. She thanked Kathy Wade and the budget committee for their hard work and diligence.

Resolution # 18 - April 7, 2014

RESOLUTION TO ADOPT THE 2014/2015 VILLAGE BUDGET

The following resolution was offered by Trustee McNamara, seconded by Mayor Phillips:

BE IT RESOLVED, that the Tentative Budget of the Inc. Village of Flower Hill for the fiscal year commencing June 1, 2014 and ending May 31, 2015 be and hereby is adopted as the Final Budget; and

BE IT FURTHER RESOLVED, that the provisions of this resolution shall take effect immediately.

The Board was polled as follows:

Trustee Rosenbaum	Aye
Trustee Mills	Aye
Trustee Reichenbach	Aye
Trustee McNamara	Aye
Trustee Lewandowski	Aye
Mayor Phillips	Aye

The Board considered Local Law A – 2014 providing for an amendment to Chapter 172 “Property Maintenance, Section 172-3(K) entitled “Responsibilities of property owners”, to replace the section with a regulation requiring property owners to keep fire hydrants clear of snow and ice and allow access to firefighters.

On motion of Trustee Mills, seconded by Trustee Reichenbach, the public hearing will be

continued on May 5, 2014.

See the stenographic record for detail.

On motion of Mayor Phillips, seconded by Trustee Rosenbaum the Board adjourned the public hearing and the regular meeting at 10:00 pm.

Respectfully submitted

Ronnie Shatzkamer
Village Administrator