

**VILLAGE OF FLOWER HILL
MINUTES OF
ANNUAL ORGANIZATIONAL MEETING/
REGULAR MEETING/PUBLIC HEARING
OF THE BOARD OF TRUSTEES & PLANNING BOARD
April 6, 2015**

The annual Village Organizational meeting, regular monthly meeting and public hearing of the Board of Trustees and a public hearing of the Planning Board was held on April 6, 2015. The meeting was called to order at 7:35 PM by Mayor Elaine Phillips with the following in attendance:

Elaine Phillips	Mayor
Robert McNamara	Deputy Mayor
Karen Reichenbach	Trustee
Gary Lewandowski	Trustee
Brian Herrington	Trustee
Randall Rosenbaum	Trustee
Rhoda Becker	Planning Board Chair
Larry Lioz	Planning Board Member
Howard Miller	Planning Board Member
Jennifer Rimmer	Planning Board Member
Dwight Kennedy	Acting Village Attorney
Ronnie Shatzkamer	Village Administrator
James Gilhooly	Building Superintendent
Kathy Wade	Village Treasurer
Scott Hislop	Highway Superintendent
Robert Rockelein	Code Enforcement Officer

The assembly recited the Pledge of Allegiance. There were fifteen members of the public present.

ANNUAL ORGANIZATIONAL MEETING

Ms. Shatzkamer administered the oath of office to Trustees Herrington and McNamara.

Resolution # 16 - April 6, 2015

ANNUAL ORGANIZATIONAL MEETING RESOLUTION

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

- 1 **RESOLVED** that the Board of Trustees herewith sets the next Annual Meeting of the Board of Trustees for the 4th day of April, 2016 in the Village Hall, 1 Bonnie Heights Road, Manhasset, New York, 7:30 PM
- 2 **RESOLVED** that the 1st Monday of each month at the Village Hall, 1 Bonnie Heights Road, Manhasset, New York, at 7:30PM, 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 2015 – 2016 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, Ethics 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 Lewandowski	Aye
Trustee Reichenbach	Aye
Trustee Herrington	Aye
Deputy Mayor McNamara	Aye
Mayor Phillips	Aye

Resolution # 17- April 6, 2015

2014 ANNUAL ORGANIZATIONAL MEETING APPOINTMENTS

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

RESOLVED that the following appointments be effective for a one year term, ending April, 2016:

Deputy Mayor: Robert McNamara

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
Ethics Board Chair: Robert McNamara
Architectural Review Committee Chair: Gary Lewandowski

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

Rhoda Becker for a five year term, ending April, 2020

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

Gary Lewandowski for a one year term, ending April, 2016

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

Frank Genese for a three year term, ending April, 2018

James Gilhooly for a four year term, ending April, 2019

RESOLVED to appoint Peter Cotelides to the Board of Zoning Appeals for a five year term ending April, 2020

RESOLVED to appoint John Ghize to the Planning Board for a five year term ending April, 2020

RESOLVED to appoint Elaine Phillips, Ronnie Shatzkamer, James Gilhooly and Robert Rockelein as Code Compliance Officers for a one year term, ending April, 2016; and

RESOLVED to employ the services of Veritext, Inc. for stenographic services for a one year term ending April, 2016

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

The Board was polled as follows:

Trustee Rosenbaum	Aye
Trustee Lewandowski	Aye
Trustee Reichenbach	Aye
Trustee Herrington	Aye
Deputy Mayor McNamara	Aye
Mayor Phillips	Aye

REGULAR MEETING

Approval of Minutes

On motion of Deputy Mayor McNamara, seconded by Trustee Reichenbach, the minutes of the March 2, 2015 Regular and Joint Planning Board Meeting and the March 30, 2015 Special Meeting were unanimously approved by those Board members who Attended each respective meeting.

Treasurer's Report

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

Administrator's Report

Resolution # 18- April 6, 2015

STANDARD WORKDAY AND REPORTING RESOLUTION

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

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 Village Justice J., Bruce Byrne and will report the days worked to the New York State and Local Employees Retirement System based on the timekeeping system record submitted by him 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 Lewandowski	Aye
Trustee Reichenbach	Aye
Trustee Herrington	Aye
Deputy Mayor McNamara	Aye
Mayor Phillips	Aye

Ms. Shatzkamer offered the annual Records Management Report outlining the actions taken during the past year to be in compliance with New York State Archives regulations for record retention and disposition.

Highway Superintendent's Report

Mr. Hislop outlined the work plans for pothole repair over the next few weeks. He also met with new Village Engineer Stephen Lawniczak of Bronzino Engineering, to review the 2015 road work program which will include the creation of a pedestrian/bicycle path on Stonytown Road.

Attorney's Report

Mr. Kennedy submitted Mr. Blinkoff's report on the March 18, 2015 Board of Zoning Appeals meeting.

Resolution # 19- April 6, 2015

RESOLUTION AUTHORIZING PUBLICATION OF NOTICE TO BIDDERS FOR SOLID WASTE COLLECTION SERVICES

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

WHEREAS, the Village of Flower Hill contracts with private carting companies for the collection, removal and disposal of solid waste in the Village and;

WHEREAS, the contract for such services will expire on or about May 31, 2015 and;

WHEREAS, the contracts for such services are subject to General Municipal Law §103 requiring advertisement for competitive bidding;

NOW, THEREFORE, be it **RESOLVED** that, by this resolution the Board of Trustees directs the Village Administrator to post the attached notice in the Village's newspapers of record in the April 8, 2015 edition; and be it further

RESOLVED, that instructions and specifications for said bid will be on file at the office of the Village Administrator, 1 Bonnie Heights Road, Manhasset, NY 11030 beginning April 8, 2015 during business hours, in accordance with the regulations set forth within said notice to bidders; and

BE IT FURTHER RESOLVED, that the provision of this Resolution shall take effect immediately.

The Board was polled as follows:

Trustee Rosenbaum	Aye
Trustee Lewandowski	Aye
Trustee Reichenbach	Aye
Trustee Herrington	Aye
Deputy Mayor McNamara	Aye
Mayor Phillips	Aye

NOTICE TO BIDDERS

WHEREAS the Board of Trustees of the Inc. Village of Flower Hill ("Village") will receive sealed bids on the following until 11 am on the 23rd day of April, 2015 at the Village Hall, 1 Bonnie Heights Road, Manhasset, NY 11030, where they will be

publicly opened and read for the collection, removal and disposal of solid waste from within the Village, in accordance with instructions and specifications on file at the office of the Village Administrator at the above address.

Each bid must be accompanied by a certified or cashier's check or a bid bond in an amount equal to five (5)% of the full bid price on a one year contract.

Plans and specifications may be obtained during business hours, at the office of the Village Administrator. A deposit of fifty dollars (\$50.00) payable by check only is required for each set of specifications. The deposit will be returned to the bidder upon return of the documents in good condition within thirty (30) days after the opening of the bids, provided a formal bid has been submitted. Checks shall be payable to the Village of Flower Hill.

The Board reserves the right to (i) reject any bid it deems contrary to the best interest of the Village; (ii) reject all bids, (iii) waive any informality in any bid.

By Order of the Board of Trustees
Elaine Phillips, Mayor
Ronnie Shatzkamer, Village Clerk
Flower Hill, New York
Dated: April 6, 2015

JOINT PUBLIC HEARING WITH PLANNING BOARD

On motion of Mayor Phillips, seconded by Deputy Mayor McNamara, the Public Hearing portion of the meeting was called to order at 7:45 pm.

The first public hearing was a continued joint hearing with the Planning Board to consider a Change of Zone for a portion of property at 67 Knollwood Road from R-7 (residential) to C-1 (commercial) and a sub-division for portion of property at 67 Knollwood Road. Attorney Rachel Scelfo represented the applicant, Michael Cohen d/b/a Barco Realty. She presented the revised landscape plan that was requested at the last hearing. Village Arborist Ann Frankel submitted a report on the plan requesting additional plantings. Both Boards asked questions for further clarification. Architect Ira Benlevi, Ramin Rezvani and Reza Rezvani representing the owners of the adjacent property at 71 Knollwood Road, raised several objections.

Resolution # 20 - April 6, 2015

RESOLUTION APPROVING A CHANGE OF ZONE AND SUB-DIVISION OF A PORTION OF PROPERTY LOCATED AT 67 KNOLLWOOD ROAD

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

BE IT RESOLVED that the application for a Change of Zone for a portion of property at 67 Knollwood Road from R-7 (residential) to C-1 (commercial) and a sub-division for portion of property at 67 Knollwood Road as represented by the applicant, Barco Realty, be approved subject to counsel's written decision, the Village Arborist's recommendations and approval of the change of zone by the Village of Munsey Park.

The Board of Trustees was polled as follows:

Trustee Rosenbaum	Aye
Trustee Lewandowski	Aye
Trustee Reichenbach	Aye
Trustee Herrington	Aye
Deputy Mayor McNamara	Aye

Mayor Phillips Aye
The Planning Board was polled as follows:
Member Lioz Aye
Member Rimmer Aye
Member Miller Aye
Chairperson Becker Aye

The second public hearing was on the proposed 2015–16 Budget. Mayor Phillips made the presentation.

Resolution # 21 - April 6, 2015
RESOLUTION TO ADOPT THE 2015/2016 VILLAGE BUDGET

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

BE IT RESOLVED, that the Tentative Budget of the Inc. Village of Flower Hill for the fiscal year commencing June 1, 2015 and ending May 31, 2016 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 of Trustees was polled as follows:

Trustee Rosenbaum Aye
Trustee Lewandowski Aye
Trustee Reichenbach Aye
Trustee Herrington Aye
Deputy Mayor McNamara Aye
Mayor Phillips Aye

The third public hearing was to consider proposed Local Law B – 2015 regarding the imposition of penalties for Floor Area Ratio violations. The Board discussed the determination of penalties with input from resident Barbara Goldman. On motion of Mayor Phillips, seconded by Trustee Herrington, the Board unanimously agreed to continue the hearing at the May 4, 2015 meeting.

On motion of Trustee Reichenbach seconded by Trustee Rosenbaum, the public hearing portion of the meeting was closed at 10:08 pm.

See the stenographic record for further details.

Architectural Review Committee

Mr. Gilhooly reported on the March 23, 2015 Architectural Review Committee meeting. Trustee Lewandowski noted that on the cases where a great deal of revision was needed, he felt that the applicant should resubmit to the Committee. The Committee made the following recommendations: Approval for Latin, 23 Woodland Road for a circular driveway with a second curb cut onto Ridge Drive East. Approval with modifications for Marino, 4 Greenway for a second story addition, renovation and new circular driveway; Shao, 49 Elderfields Road for a two story rear addition and front entry addition with portico. On motion of Deputy Mayor McNamara seconded by Trustee Rosenbaum, the Board approved the Committee’s recommendations.

Trustees Report

Trustee Reichenbach announced plans for the Village Arbor Day celebration which will take place on Friday, May 8 and will include a ceremony to thank PSEG for donating the plantings on the traffic islands on Port Washington Blvd. and announcing the Village’s status as a Tree City USA. The following proclamation was made by Mayor Phillips:

*Whereas, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and
Whereas, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and
Whereas, Arbor Day is now observed throughout the nation and the world, and
Whereas, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air produce life-giving oxygen and provide habitat for wildlife, and
Whereas, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and
Whereas, trees in our village increase property values, enhance the economic vitality of business areas and beautify our community, and
Whereas, trees, wherever they are planted, are a source of joy and spiritual renewal.
Now, therefore, I Elaine Phillips, Mayor of the Village of Flower Hill do hereby proclaim that the last Friday in April of each year as Arbor Day in the Village of Flower Hill and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and
Further, I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.*

Mayor's Report

The Mayor congratulated attorney Jeff Blinkoff on his new association with Leventhal, Cursio, Mullaney & Sliney, LLP in Roslyn and Village Administrator Ronnie Shatzkamer on attaining Certified Municipal Clerk status awarded by the International Institute of Municipal Clerks.

The Mayor met with traffic engineer Joe Pecora of Nelson and Pope Engineering to discuss future traffic studies in the Village. The Mayor informed the Board that they will be meeting to discuss next steps for Village's strategic plan. The Mayor will send an email with several possible meeting dates.

Old Business

Trustee Herrington relayed some information to the Board regarding conversion of catch basins into tree boxes. He will do further research on how the Village can avoid the cost of replacement filters for the storm sewers.

New Business

The Village received a request from the Katie Oppo Research Fund to hold their 5th annual run/walk throughout the Village on Sunday, June 14 between 9:30 and noon. They also requested use of the park as a staging/finish area. The Board agreed to grant the request on the condition that the event organizers contact the 3rd Precinct for police traffic support and that the park be left free of trash after the event.

The Mayor appointed Trustee Herrington to serve as the Village representative on the Manhasset Bay Protection Committee.

On motion of Trustee Herrington, seconded by Trustee Rosenbaum the Board adjourned the meeting at 10:20 pm.

Respectfully submitted,

Ronnie Shatzkamer
Village Administrator