

**VILLAGE OF FLOWER HILL  
MINUTES OF  
ANNUAL ORGANIZATIONAL MEETING,  
REGULAR MEETING – PUBLIC HEARING  
OF THE BOARD OF TRUSTEES  
April 4, 2016**

The annual organizational meeting, regular monthly meeting and public hearing of the Board of Trustees was held on April 4, 2016. The meeting was called to order at 7:35 PM by Mayor Phillips with the following in attendance:

Elaine Phillips	Mayor
Randall Rosenbaum	Trustee
Gary Lewandowski	Trustee
Brian Herrington	Trustee
Jay Beber	Trustee
Ronnie Shatzkamer	Village Administrator
Kathy Wade	Village Treasurer
James Gilhooly	Building Superintendent
Robert Rockelein	Code Enforcement Officer
Scott Hislop	Highway Superintendent

Former Mayor Chuck Weiss led the assembly in the Pledge of Allegiance. There were six members of the public present.

**ANNUAL MEETING**

**Resolution # 19 - April 4, 2016  
ANNUAL ORGANIZATIONAL MEETING RESOLUTION**

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

- 1 **RESOLVED** that the Board of Trustees herewith sets the next Annual Meeting of the Board of Trustees for the 3rd day of April, 2017 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 2016 – 2017 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 Herrington	Aye
Trustee Lewandowski	Aye
Trustee Beber	Aye
Deputy Mayor McNamara	Aye
Mayor Phillips	Aye

#### **Resolution # 20 - April 4, 2016**

##### **2016 ANNUAL ORGANIZATIONAL MEETING APPOINTMENTS**

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

**RESOLVED** that the following appointments be effective for a one year term, ending April, 2017:

Deputy Mayor: Robert McNamara

Acting Village Justice: J. Bruce Byrne

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:

Kate Hirsch for a five year term, ending April, 2021

**RESOLVED** to appoint Gary Lewandowski as a member of the Architectural Review Committee for a three year term, ending April, 2019

**RESOLVED** to appoint Diane Turner to the Board of Zoning Appeals for a five year term ending April, 2021

**RESOLVED** to appoint Jennifer Rimmer to the Planning Board for a five year term ending April, 2021

**RESOLVED** to appoint Elaine Phillips, Ronnie Shatzkamer, James Gilhooly and Robert Rockelein as Code Compliance Officers for a one year term, ending April, 2017; and

**RESOLVED** to employ the services of Veritext, Inc. for stenographic services for a one year term ending April, 2017

**RESOLVED** to appoint Stephen Lawniczak of SHL Engineering PC as Village Engineer for a one year term ending April 2017

**RESOLVED** to appoint the following appointed officials to a two year term, ending April, 2018:

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 Herrington           Aye

Trustee Lewandowski        Aye

Trustee Beber                 Aye

Deputy Mayor McNamara     Aye

Mayor Phillips                Aye

### **PUBLIC HEARING**

On motion of Trustee Herrington, seconded by Trustee Beber, the Board moved to open the Public Hearing portion of the meeting at 7:50 pm.

The first hearing was to consider the adoption of the 2016 – 2017 tentative budget as the final budget. Mayor Phillips gave a thorough explanation of how the budget was created.

#### **Resolution # 21 - April 3, 2016**

#### **RESOLUTION TO ADOPT THE 2016/2016 VILLAGE BUDGET**

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

**BE IT RESOLVED** that the Board of Trustees has reviewed the tentative budget in accordance with Section 5-508 of the General Municipal Law and all required publications have been timely made; and

**BE IT FURTHER RESOLVED** that upon completion of a public hearing the tentative budget has been found acceptable,

**THEREFORE BE IT FURTHER RESOLVED**, that the Tentative Budget of the Inc. Village of Flower Hill for the fiscal year commencing June 1, 2016 and ending May 31, 2017 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 Herrington           Aye

Trustee Lewandowski        Aye

Trustee Beber                 Aye

Deputy Mayor McNamara     Aye

Mayor Phillips                Aye

The second public hearing was to consider the adoption of Local Law “C” of the Year 2016 providing for an amendment to Code Chapter 205, “Taxation”, Article III “Tax Enforcement” creating a new section to combine property classes 2,3 and 4 into one class entitled “Commercial and other” for tax levy purposes.

#### **RESOLUTION # 22 - April 4, 2016**

#### **RESOLUTION TO ADOPT LOCAL LAW 3 - 2016**

The following resolution was offered by Trustee Herrington, seconded by Trustee Beber:

**BE IT RESOLVED** that as the Village has worked successfully with Steven H, Lawniczak, P.E. for many years on various engineering projects while he was an employee of other firms; and

The final public hearing was to present traffic safety controls for Port Washington Blvd. The Mayor explained the visibility and speed issues and explained the proposed cantilevered radar speed signs that would hopefully alleviate the situation while the village awaits a permanent solution from the State DOT.

On motion of Deputy Mayor McNamara, seconded by Trustee Lewandowski, the hearing was closed at 8:20 pm.

*SEE THE STENOGRAPHIC RECORD FOR FURTHER DETAIL.*

## **REGULAR MEETING**

On motion of Deputy Mayor McNamara, seconded by Trustee Rosenbaum, the minutes of the March 7, 2016 Regular Meeting and Public Hearing and the March 21, 2016 special meeting were approved as submitted by all those who attended the meeting.

### **Treasurer's Report**

On motion of Trustee Herrington, seconded by Trustee Rosenbaum, all the claims presented were unanimously approved.

### **Architectural Review Committee Report**

Mr. Gilhooly reported on the March 28, 2016 meeting. The following applications were recommended to be approved:

Tansey, 50 Oak Tree Lane – 2<sup>nd</sup> story addition, interior & exterior alterations; Garmise, 36 Birchdale Lane – 2<sup>nd</sup> story addition, portico, exterior & interior renovations; Weber, 24 Sunset Drive – Portico; Shao, 49 Elderfields Road – Addition & alterations; Arlet, 82 Knollwood Road – 2<sup>nd</sup> story addition; McGinn, 20 East High Road - 1 story rear addition only.

The following applications were recommended to be approved with modifications:

Notias, 27 Bonnie Heights Road – new one family dwelling; Parziale, 7 Maple Drive – Front façade & portico.

No action was taken on the following permits:

Deignan, 330 Manhasset Woods Road – Additions & alterations; Batelic, 74 Crabapple Road – Interior & exterior alterations

On motion of Deputy Mayor McNamara, seconded by Trustee Lewandowski, the Board unanimously approved the recommendations of the Committee.

### **Highway Superintendent's Report**

Mr. Hislop reported that several trees came down blocking roads during Sunday's wind storm. He will be redoing the curbing and landscaping on the Country Club Rd. traffic island during the next month. He has reached out to National Grid and Nassau County DOT for repair of Middle Neck Road.

### **Administrator's Report**

Ms. Shatzkamer reviewed the contract for engineering services with SHL Engineering.

## **RESOLUTION # 23 - April 4, 2016**

### **A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT**

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

**BE IT RESOLVED** that as the Village has worked successfully with Steven H, Lawniczak, P.E. for many years on various engineering projects while he was an employee of other firms; and

**WHEREAS** in light of the longstanding professional relationship and having done its due diligence, the Village finds that Mr. Lawniczak's contract offers the best value to the Village;

**THEREFORE, BE IT RESOLVED** that the Board of Trustees of the Village of Flower Hill, hereby authorizes Mayor Phillips to enter into a contract for engineering services with Steven H,

Lawniczak, SHL Engineering PC, 6 Hartland Avenue, Huntington Station, NY 11746 on the condition that all insurance requirements of the Village are met.

The Board was polled as follows:

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

Ms. Shatzkamer updated the Board on the status of the intermunicipal agreement with the Town of North Hempstead regarding GIS mapping and the changed dates of meetings of the Zoning Board of Appeals.

As Mr. Blinkoff was unable to attend the meeting, Ms. Shatzkamer reviewed the March zoning board cases with the Board.

### **Trustee's Report**

Trustee Herrington reported that the Manhasset Bay Protection committee was about to release a new water quality report as it has been about 10 years since the last one was done. Mayor Phillips asked Trustee Herrington to take over as the Village's representative to the Long Island Aquifer Committee.

Trustee Beber updated the Board on the discussions he had with the new web site developer.

### **Mayor's Report**

Mayor Phillips reported on the Roslyn LOSAP group's agreement to change their investment advisor. She headed the search committee and found a new advisor which will be approved by all members.

### **New Business**

Former Mayor Chuck Weiss representing a group of Greenway residents asked the Board to consider changing the entire length of Greenway to a two way road. He reviewed the history of how it became one way at the southern end. The Board agreed that it will reach out to the Roslyn School's transportation dept. to find out how the current conditions are affecting school buses and if they believe a change would be helpful and the Village will ask traffic engineer Joe Pecora to take a look at the road.

On motion of the Mayor, seconded by Trustee Beber, the Board approved holding the following runs and bike tours on Village roads: Don Scott Memorial run 5/15/16, Katie Oppo Run 6/12/16, Gold Coast Bike Tour 7/10/16.

Code Enforcement Officer Robert Rocklein asked the Board to approve funding for tree replants in four locations as the trees planted last year have failed.

Mayor Phillips informed the Board that the Village will hold an Arbor Day celebration sometime in May to honor Trustee Karen Reichenbach.

On motion of Deputy Mayor McNamara, seconded by Trustee Rosenbaum, the Board moved to adjourn the meeting at 9:45 pm.

Respectfully submitted,

---

Ronnie Shatzkamer  
Village Administrator