

**MINUTES OF
REGULAR MEETING/PUBLIC HEARING
ANNUAL ORGANIZATIONAL MEETING
OF THE BOARD OF TRUSTEES
April 2, 2018**

The regular monthly meeting, public hearing and Annual Organizational Meeting of the Board of Trustees was held on April 2, 2018. The meeting was called to order at 7:30 PM by Mayor McNamara with the following in attendance:

Robert McNamara	Mayor
Brian Herrington	Deputy Mayor
Gary Lewandowski	Trustee
Frank Genese	Trustee
Randall Rosenbaum	Trustee
Jay Beber	Trustee
Jeffrey Blinkoff	Village Attorney
Ronnie Shatzkamer	Village Administrator
Suzanne Tangredi	Village Treasurer
Peter Albinski	Building Superintendent
Richard Falcones	Public Works Supervisor

Peter Albinski led the assembly in the Pledge of Allegiance. There were three members of the public present.

Public Hearing

On motion of Deputy Mayor Herrington, seconded by Mayor McNamara, the public hearing portion of the meeting was called to order at 7:32 pm.

The first hearing was to consider Local Law D – 2018 regarding Setback Requirements for Utility Meters Mounted Separately in a Side or Rear Yard. After discussion the Board agreed to adjourn until May 7, 2018 on motion of Trustee Genese, second by Trustee Beber.

The second hearing was to consider the adoption of the 2018-2019 Tentative Budget. Suzanne Tangredi went over the highlights of the budget.

Resolution No. 17- April 2, 2018

RESOLUTION TO ADOPT THE 2018/2019 VILLAGE BUDGET

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

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, 2018 and ending May 31, 2019 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 Genese	Aye
Trustee Beber	Aye

Deputy Mayor Herrington Aye
Mayor McNamara Aye

On motion of Mayor McNamara, seconded by Trustee Rosenbaum, the public hearing portion of the meeting was closed at 7:45 pm.

See the stenographic record for details.

Annual Meeting

The swearing in of all Trustee and Village Officers and Officials was done prior to the meeting

Resolution No. 18 – April 2, 2018

ANNUAL ORGANIZATIONAL MEETING RESOLUTION

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

- 1) **RESOLVED** that the Board of Trustees herewith sets the next Annual Meeting of the Board of Trustees for the 1st day of April, 2018 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 Times, The Port Washington Times and the Roslyn Times.
- 4) **RESOLVED** that the Official Banks be The First National Bank of Long Island and thus is 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, irrevocable letter of credit' issued in favor of the **village** by a federal home loan bank whose commercial paper and other unsecured short-term debt obligations are rated in the highest rating category by at least one nationally recognized statistical rating organization, as security for the payment of 100% of the aggregate amount of deposits and the agreed-upon interest rate, if any, Money Market or CLASS-MBIA investment accounts at the best interest rates available in the following banking & financial institutions:

CLASS – MBIA

The First National Bank of Long Island

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 and Deputy Mayor.

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 2018 – 2019 fiscal year: Agency Fund Policy, Alcohol & Drug Policy, Anti-Fraud Policy, Anti-Smoking Policy, Budgeting Practices Policy, Building Dept. Post Disaster Policy, Cell Phone Policy, Computer and Internet Usage Policy, Credit Card Security Policy, Cyber Security Citizens Policy, Dress Code and Uniform Policy, Emergency Management Policy, Employee Policy, Equal Employment Opportunity Policy, Ethics Policy, Fraud Policy, Fund Balance Policy, Independent Contractor's Insurance Policy, Investment Policy, Meeting Procedure Policy, Procurement Policy, Records Retention Policy, Reimbursement Policy, Sexual and Other Harassment Policy, Social Media Policy, Workplace Violence Policy.

The Board of Trustees was polled as follows:

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

2018 – 2019 ANNUAL ORGANIZATIONAL MEETING MAYORAL APPOINTMENTS

RESOLVED that the following appointments be effective for a one year term, ending April, 2019:

Deputy Mayor: Brian Herrington

Associate Village Justice: J. Bruce Byrne

Zoning Board Chair: Michael Sahn

Village Historian: Rhoda Becker

Village Arborist: Ann Frankel

Planning Board Chair: Rob Seiden

Ethics Board Chair: Robert McNamara

Architectural Review Committee Chair: Peter Albinski

Emergency Manager: Rich Falcones, Randall Rosenbaum

Jeffrey Blinkoff, Village Attorney

Steven Lawniczak, Village Engineer

Veritext, Inc., Village Stenographer

RESOLVED to appoint Michael Sahn as a member of the Zoning Board of Appeals for a five year term expiring April 2023.

RESOLVED to appoint Glen Rubin as alternate member to the Zoning Board of Appeals for a one year term, ending April 2019

RESOLVED to appoint David Jarach as a member of the Ethics Board for a five year term, ending April, 2023

RESOLVED to appoint Anthony Faglione as a member of the Architectural Review Committee for a four year term, expiring April 2022

RESOLVED to appoint Kevin Nasello as a member of the Architectural Review Committee for a three year term, expiring April 2021

RESOLVED to appoint Robert Soviero as a member of the Architectural Review Committee for a two year term, expiring April 2020

RESOLVED to appoint Howard Miller as member of the Planning Board for a five year term ending April 2023

RESOLVED to appoint Jay Silverman and David Silverstein as alternate members to the Planning Board for a one year term, ending April 2018

RESOLVED to appoint Robert McNamara, Ronnie Shatzkamer, Peter Albinski and Robert Rockelein as Code Compliance Officers for a one year term, ending April, 2019; and

RESOLVED to appoint the following appointed officials to a two year term, ending April, 2020:

Peter Albinski, Building Superintendent

Ronnie Shatzkamer, Village Administrator

Suzanne Tangredi, Village Treasurer

Robert Rocklein, Code Enforcement Officer

Richard Falcones, Superintendent of Public Works

Ann Lauria-Smith, Court Clerk

Regular Meeting

Approval of Minutes

The minutes of the March 5, 2018 regular meeting/public hearing and the March 26, 2018 Presentation of the Budget were approved as submitted on motion of Trustee Genese, seconded by Deputy Mayor Herrington.

Treasurer's Report

The claims were unanimously approved on motion of Trustee Rosenbaum, seconded by Mayor McNamara.

Building Superintendent's Report

Mr. Albinski introduced Local Law G-2018 "Amend §85-5(F) 'Building Construction', 'Issuance of Permit'" to allow discretion by the Building Superintendent.

RESOLUTION NO. 19 – April 2, 2018

RESOLUTION INTRODUCING LOCAL LAW G – 2018

AMEND §85-5(F) BUILDING CONSTRUCTION, ISSUANCE OF PERMIT

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

BE IT RESOLVED, that Local Law "G" of the Year 2018 is hereby introduced to allow discretion by the Building Superintendent in extending expired permits; and

BE IT FURTHER RESOLVED, that the Board of Trustees hold a public hearing on said proposed Local Law at the Village Hall in the Incorporated Village of Flower Hill at the address of One Bonnie Heights Road, Manhasset, New York at 7:30 p.m. on Monday, May 7, 2018 and

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 public hearing at least three days prior thereto.

The Board of Trustees was polled as follows:

Trustee Rosenbaum Aye

Trustee Lewandowski Aye

Trustee Genese Aye

Trustee Beber Aye

Deputy Mayor Herrington Aye

Mayor McNamara Aye

Amend 85-5(F) "Building Construction" "Issuance of Permit" by adding the italicized language:
85-5(F) Expiration; extension.

(1) Every major or minor construction permit, plumbing permit or demolition permit expires one year after issuance, *unless there is sufficient reason to extend as determined by the discretion of the Building Superintendent*. Every miscellaneous permit expires after three months after expiration with the exception of dumpster and storage pod permits, ...

Architectural Review Committee Report

Mr. Albinski reported on the March 26, 2018 meeting.

The following returning application was recommended for approval with conditions: 135 Mason Drive, reduction in scope of work on a previously approved application. The following new applications were approved with conditions: 181 Mason Drive, roof top solar panels; 278 Crabapple Road, addition and alteration; 3 Bonnie Heights Road, addition and alteration; 9 Pine Tree Lane, maintain enclosed porch; 8 Old Pine Drive, addition & alteration. The following applications received no action: 181 Mason, pool and patio; 20 Woodland Road, exterior and interior alterations. An advisory opinion was requested by the Zoning Board of Appeals regarding landscaping at 28 Greenway, the plan was approved with conditions.

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

Public Works Superintendent's Report

Mr. Falcones and Village Engineer Steve Lawniczak recommended that the following roads be repaved and/or repaired as part of the 2018-2019 Road Improvement Project: Dogwood Lane, Knolls Road, Center Drive, Sunset Drive, a portion of Chestnut Road, a basin on Knollwood Road and a very large pothole on Birchdale Lane. The estimate for this project is \$300,000.

RESOLUTION NO. 20 – April 2, 2018

RESOLUTION AUTHORIZING THE PREPARATION OF A BID FOR THE 2018-2019 ROAD IMPROVEMENT PROJECT

The following resolution was offered by Trustee Beber, seconded by Trustee Lewandowski :
BE IT RESOLVED that the Board of Trustees has authorized Village Engineer Steven Lawniczak of SHL Engineering to prepare bidding documents for the 2018-2019 Village Road Improvement Project; and

FURTHER such bids shall be let in a timely manner so that the Board may approve the related contracts as soon as possible.

The Board of Trustees was polled as follows:

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

Administrator's Report

Ms. Shatzkamer reviewed the March 20 election results. She asked for a motion to approve the updates to the Comprehensive Emergency Management Plan, moved by Trustee Rosenbaum, second by Mayor McNamara and unanimously approved. The Board will hire Bob Barbach, Building Inspector of Baxter Estates on an hourly basis to do inspections on Mr. Albinski's three ongoing projects. Arbor Day occurs on the last Friday in April. In order to retain our Tree City status we must pass the following proclamation and hold an Arbor Day event. We will recognize the oldest tree in the Village, a 150 year old oak at 150 Mason Drive on April 27 at 9 am.

PROCLAMATION– April 2, 2018

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 Robert McNamara, 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

Attorney’s Report

Mr. Blinkoff reported on the March 14, 2018 Board of Zoning Appeals hearing.

Trustee’s Report

Deputy Mayor Herrington and his committee made recommendations for a proposed lighting law and amendments to the existing Exhibitions law.

RESOLUTION NO. 21 – April 2, 2018

RESOLUTION INTRODUCING LOCAL LAWS E – 2018, “REGULATION OF LIGHTING” AND LOCAL LAW F – 2018 “AMEND EXHIBITION LAW”

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

BE IT RESOLVED, that Local Laws “E” and “G” of the Year 2018 is hereby introduced, concerning regulation of lighting and amendment of the Exhibition Law and

BE IT FURTHER RESOLVED, that the Board of Trustees hold a public hearing on said proposed Local Law at the Village Hall in the Incorporated Village of Flower Hill at the address of One Bonnie Heights Road, Manhasset, New York at 7:30 p.m. on Monday, May 7, 2018 and

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 public hearing at least three days prior thereto.

The Board of Trustees was polled as follows:

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

Mayor’s Report

The Mayor updated the Board on the take-over of Middle Neck Road and the traffic calming and paving plans for Port Washington Blvd.

Old Business

Mr. Blinkoff’s research has revealed that there is a possibility that the private portion of Knollwood Road could be made into a dead end if certain conditions are met. The resident who requested this,

Mr. Spagnoletti, has been contacted and told the next step would be to get all residents of the street to agree. Ms. Shatzkamer asked for a motion to approved updates to the Employee Handbook. On motion of Mayor McNamara, second by Deputy Mayor Herrington, the Board unanimously approved the changes.

Trustee Rosenbaum will be working with Mr. Falcones to develop a budget for the traffic island on Northern Blvd. at Ridge Drive West.

New Business

RESOLUTION NO. 22 – April 2, 2018

RESOLUTION TO ENTER IN A CONTRACT FOR FIRE & RESCUE SERVICES WITH THE PORT WASHINGTON FIRE DEPARTMENT FOR 2018 – 2019

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

BE IT RESOLVED that the Board of Trustees hereby authorizes Mayor Robert McNamara to enter into a contract for fire protection and rescue services with the Port Washington Fire Department for the year 2018 – 2019.

The Board of Trustees was polled as follows:

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

The Board asked that Ms. Shatzkamer reach out to Kevie Murphy and ask that she reduce the size of the rocks in the right-of-way adjoining her property and invite her to the next Board meeting to discuss the rocks.. Deputy Mayor Herrington reported that PSEG may have some grant money available for landscaping public areas. Village Historian Rhoda Becker reported on the Villages first board meeting in 1931. The Board asked if we could contact the Boy Scouts to do a clean-up of the Village Cemetery. Ms. Shatzkamer will ask Trustee Hirsch to contact the Scouts.

On motion of Mayor McNamara, second by Trustee Rosenbaum, the meeting was adjourned at 8:36 pm.

Respectfully submitted,

Ronnie Shatzkamer
Village Administrator