

AGENDA
VILLAGE OF FLOWER HILL BOARD OF TRUSTEES
Monday, November 2, 2020 – 7:30 PM
PUBLIC HEARING/REGULAR MEETING

While this meeting will be open to the public there will be no "in-person" location.
Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/234166677>

1 (786) 535-3211

Access Code: 234-166-677

Community Partners Presentation: PETER FORMAN, PWMOEM- An organization the Village belongs to with our surrounding villages and town to help coordinate our response to emergencies.

PUBLIC HEARING:

Continued hearing on proposed LL K-2020 -Ratify LL 5-2020 Planning Board powers transferred to BOT

REGULAR MEETING

Approval of Minutes – October 5, 2020 Regular Meeting/Public Hearing

Treasurer's Report

1. Motion to approve claims

Building Inspector's Report

1. ARC Report 10-27-20

Public Works Superintendent Report

1. Middle Neck Road

Village Engineer's Report

1. Pavement & Drainage project update

Administrator's Report

1. Stenographic services RFQ
2. Personal travel during pandemic policy
3. Public Employer Emergency Planning Requirement

Attorney's Report

1. Middle Neck Rd IMA
2. BZA Hearing 10-21-20

Mayor's Report

1. NCPD 6th Precinct Update
2. COVID-19 Updates
3. Traffic study update
4. Aquifer Protection Committee Update
5. Electric Grid Assessment Update

Trustee's Report

Park & Beautification Committee – Tr. Lewandowski/Tr. Collins

Port Washington FD LOSAP – Tr. Genese

Sustainability Committee, HHPC – Tr. Dorfman

Old Business

New Business

1. 6 Colony Lane Tree Permit Appeal
2. Proposed Local Law L – 2020 Structures in the ROW
3. Discussion regarding instituting a commercial tax rate
4. Establishing a sign policy for village property
5. Long Term Planning Overview

Historian's Report

Public Comment

Next Meeting – Monday. December 7, 2020 at 7:30

**MINUTES OF
PUBLIC HEARING/ANNUAL ORGANIZATIONAL MEETING/REGULAR MEETING
OF THE BOARD OF TRUSTEES
Monday, October 5, 2020**

The regular monthly meeting of the Board of Trustees was held on October 5, 2020. This meeting was held virtually by conference call and internet. The meeting was called to order at 7:34 PM by Mayor Herrington with the following in attendance:

Brian Herrington	Mayor
Randall Rosenbaum	Deputy Mayor
Jay Beber	Trustee
Gary Lewandowski	Trustee
Frank Genese	Trustee
Mary Jo Collins	Trustee
Claire Dorfman	Trustee
Jeff Blinkoff	Village Attorney
Ronnie Shatzkamer	Village Administrator
Suzanne Tangredi	Village Treasurer
Peter Albinski	Building Superintendent
Robert Rockelein	Code Enforcement Officer
Richard Falcones	Superintendent Public Works
Steven Lawniczac	Village Engineer

The assembly recited the Pledge of Allegiance. There were 6 members of the public signed on for the meeting.

Ms. Shatzkamer reviewed the rules for participation in the meeting.

Mayor Herrington appointed Claire Dorfman as Trustee to fill the trustee seat of former Mayor McNamara who is deceased.

Public Hearing

The public hearing portion of the meeting was opened on motion of Deputy Mayor Rosenbaum, seconded by Trustee Beber.

The hearing was regarding proposed Local Law K – 2020, "Ratifying Local Law 5 – 2019, entitled 'A Local Law Amending Village Code Chapter 30 (Planning Board) by re-naming said chapter, "Planning Board Powers of the Board of Trustees"' The law was previously adopted by the Board of Trustees on May 6, 2019.

Comment was made by both residents and Board members.

On motion of Mayor Herrington, second by Deputy Mayor Rosenbaum, the public hearing was adjourned to November 2, 2020 and public hearing portion of the meeting was closed.

The Board was polled as follows:

Trustee Genese	Aye
Trustee Beber	Aye
Trustee Lewandowski	Aye
Trustee Collins	Aye
Trustee Dorfman	Aye

Deputy Mayor Rosenbaum Aye
Mayor Herrington Aye

See the stenographic record for further details.

Annual Organizational Meeting

Mayor Herrington thanked the voters for the largest turnout in Village history.

Resolution No. 54 – October 5, 2020

ANNUAL ORGANIZATIONAL MEETING RESOLUTION

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

- 1) **RESOLVED** that the Board of Trustees herewith sets the next Annual Meeting of the Board of Trustees for the 5th day of April, 2021 in the Village Hall, 1 Bonnie Heights Road, Manhasset, New York, 7:30 PM
- 2) **RESOLVED** that the 1st Monday of each month, or as otherwise designated by the Board, 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 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 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 officer's liability insurance.

14) RESOLVED the following Village policies shall be renewed and deemed effective for the 2020 – 2021 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, Notice of Committee Meeting Policy, Park Use Policy, Procurement Policy, Records Retention Policy, Reimbursement Policy, Road Opening Restoration Policy, Sexual and Other Harassment Policy, Social Media Policy, Workplace Violence Policy.

The Board of Trustees was polled as follows:

Trustee Genese	Aye
Trustee Beber	Aye
Trustee Lewandowski	Aye
Trustee Collins	Aye
Trustee Dorfman	Aye
Deputy Mayor Rosenbaum	Aye
Mayor Herrington	Aye

2020-2021 ANNUAL ORGANIZATIONAL MEETING MAYORAL APPOINTMENTS

On motion of Trustee Beber, second by Trustee Genese the Board approved the following appointments:

RESOLVED that the following appointments be effective for a one-year term, ending April, 2021:

Deputy Mayor: Randall Rosenbaum

Associate Village Justice: Damien Pieper

Zoning Board Chair: Michael Sahn

Village Historian: Rhoda Becker

Village Historian: Mitchell Schwartz

Village Arborist: Ann Frankel

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 Peter Cotilides as a member of the Zoning Board of Appeals for a five-year term expiring April 2025.

RESOLVED to appoint Norman Glavas as alternate member to the Zoning Board of Appeals for a one-year term, ending April 2021

RESOLVED to appoint Robert Rockelein as a member of the Board of Ethics

RESOLVED to appoint Brian Herrington, Ronnie Shatzkamer, Peter Albinski and Robert Rockelein as Code Compliance Officers for a one-year term, ending April, 2021; and

RESOLVED to appoint the following appointed officials to a two-year term, ending April, 2022:

Peter Albinski, Building Superintendent

Ronnie Shatzkamer, Village Administrator

Suzanne Tangredi, Village Treasurer

Robert Rocklein, Code Enforcement Officer

Richard Falcones, Superintendent of Public Works

Susan Williams, Court Clerk

The Board of Trustees was polled as follows:

Trustee Genese Aye

Trustee Beber Aye

Trustee Lewandowski Aye

Trustee Collins Aye

Trustee Dorfman Aye

Deputy Mayor Rosenbaum Aye

Mayor Herrington Aye

Regular Meeting

Approval of Minutes

On motion of Deputy Mayor Rosenbaum, seconded by Trustee Genese, the minutes of the September 8, 2020 Public Hearing/Regular meeting were unanimously approved.

Treasurer's Report

The monthly claims were approved on motion of Mayor Herrington, seconded by Deputy Mayor Rosenbaum.

Building Inspector's Report

Mr. Albinski reported on the Architectural Review Committee's meeting of September 29, 2020.

The committee recommended approval as presented for 114 Woodhill Lane for exterior renovations and 52 Sycamore Drive for new driveway and front walkway. The committee recommended approval with conditions on applications of 24 Wood Valley Lane for first and second floor additions; 14 Hunters Lane for a new house; 1 Maple Drive for a one story addition, portico and exterior renovations; 255 Elderfields Road for front porch, rear pergola and solar panels; 137 Dogwood Lane for a new house; 136 Hemlock Road for additions and exterior renovation; and 23 Colony Lane for new front stairs. The committee took no action on 102 Boulder Road for a new house and 1045 Northern Blvd. for commercial building exterior.

There was discussion by the Board and comment by a neighbor of 14 Hunters Lane.

On motion of Mayor Herrington seconded by Trustee Lewandowski, the Board unanimously approved the findings of the ARC.

Public Works Superintendent Report

The public works crew spent several weeks cleaning up the right-of-way along Middle Neck Road probably for the first time in 7 or 8 years. Mr. Falcones asked the Board for a budget to install plantings in the spring. He will work with the Parks & Beautification Committee to determine the appropriate look.

The Village is still waiting for the amended IMA to acquire Middle Neck Road from the County. Mr. Blinkoff will follow up.

Trustee Collins asked the crew to remove the teddy bears across from St Francis hospital. Mr. Falcones will ask the hospital about removal.

Village Engineer's Report

Mr. Lawniczak reported that the 2020 Pavement and Drainage project is progressing well. All concrete gutters on Hemlock have been finished except for the cul-de-sac and work on Mallard has begun.

Administrator's Report

Resolution No. 55 - October 5, 2020

A RESOLUTION AUTHORIZING AN APPLICATION FOR A JCAP GRANT

The following resolution was offered by Deputy Mayor Rosenbaum, second by Trustee Beber: **BE IT RESOLVED** that the Board of Trustees of the Inc. Village of Flower Hill hereby authorizes Susan Williams, Village Justice Court Clerk to apply for JCAP grant funds in the 2020-21 grant cycle.

The Board was polled as follows:

Trustee Genese	Aye
Trustee Beber	Aye
Trustee Lewandowski	Aye
Trustee Collins	Aye
Trustee Dorfman	Aye
Deputy Mayor Rosenbaum	Aye
Mayor Herrington	Aye

Ms. Shatzkamer requested an increase in GIS funding in order to finish the sign data collection project. The Board adjourned the matter pending a price reduction.

The Board gave their feedback on the Village's Constant Contact e-newsletter launch.

Ms. Shatzkamer summarized the annual Record Retention report to the Board.

Attorney's Report

Mr. Blinkoff reported on the September 16, 2020 Board of Zoning Appeals hearing.

Mayor's Report

The Mayor reported that Covid protections are still in place at Village Hall and urged precaution as there has been an uptick in cases in the Village and elsewhere. The Park & Beautification, Sustainability and Landscaping Committees have met and outlined projects. The Committees will meet again to further their projects.

Nelson & Pope Engineers has begun a Village-wide traffic study. They have installed traffic counters at 20 locations throughout the Village to gather data.

The Mayor asked for a motion, seconded by Trustee Beber, and unanimously approved by the Board, to authorize the Architectural Review Committee to develop plans for a flagpole memorial to Mayor McNamara.

Due to the increase in car break-ins, the Mayor, Deputy Mayor and staff members met with the POP Squad officers who are actively monitoring the area. Safety tips were offered that will appear in the e-newsletter.

After Tropical Storm Isaias, area mayors are seeking to join together to have an independent consultant analyze the area's electric grid to find weaknesses and make suggestions for improvement.

The Mayor introduced the expansion of voting hours for the next election as many people sought to vote in the morning hours.

The Mayor introduced a new meeting feature where community partners will be invited to speak for 10 minutes followed by a Q&A. He is hoping to have Peter Forman, chair of the PWMOEM, at the next meeting.

Trustees Report

Trustee Genese explained the Port Washington LOSAP resolution to give volunteer firefighters 5 points per month toward their retirement credit for the months where activities were curtailed due to Covid.

Resolution No. 56 - October 5, 2020

IN THE MATTER OF AWARDING LOSAP POINTS DURING COVID-19 PANDEMIC

The following resolution was offered by Deputy Mayor Rosenbaum, second by Mayor Herrington:

WHEREAS, the Village is one of seven co-sponsors of a Length of Service Award Program (LOSAP) on behalf of the Port Washington Fire Department (Fire Department) in accordance with Article 11-A of the New York State General Municipal Law (GML); and

WHEREAS, in accordance with an Inter-Municipal Agreement signed by each of the seven municipalities that contract with the Fire Department for fire protection, a Municipal Sponsoring Board was created to exercise the powers and duties of a sponsor of a LOSAP as provided in the GML, with members of the Board comprised of a representative from the Village as well as a representative from the other six municipalities; and

WHEREAS, during the COVID-19 pandemic and in response to the Governor's Executive Order 202 of 2020, the Fire Department modified its emergency response protocols and cancelled many events during the period March 13, 2020 to May 31, 2020 (Period); and

WHEREAS, as a result of these modifications and cancellations, active volunteer firefighters will have fewer opportunities to earn points during calendar year 2020, making it more difficult to earn the required 50 points to earn the LOSAP benefit for calendar year 2020; and

WHEREAS, the GML has been amended to add § 217(p), which allows a sponsor of a LOSAP to award up to five (5) points per month during the Period, with a pro-rated amount awarded for a partial month, by resolution of the governing board of the sponsoring political subdivision; and

WHEREAS, during a meeting of the Municipal Sponsoring Board, the Fire Department provided a memorandum explaining the events that were cancelled which resulted in firefighters missing an opportunity to earn at least twenty (20) points during the Period; and

WHEREAS, the Memorandum from the Fire Department further requested that the sponsoring municipalities grant five (5) points per complete month for the Period to supplement the cancelled activities; and

WHEREAS, the Village's representative to the Municipal Sponsoring Board has reported that the Municipal Sponsoring Board was in agreement with the Fire Department's request, subject to approval of a resolution of the governing board of each of the seven sponsoring political subdivisions; and

WHEREAS, the Board of Trustees recognizes the selfless contributions made by the membership of the Port Washington Fire Department during the COVID-19 pandemic, and believes it appropriate and necessary to award the requested points for the Period;

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees approves the granting of five (5) points for each complete month of the Period, pro-rated for the partial months; and be it further

RESOLVED, that based on the Period and the necessary pro-ratio for the partial months, each active volunteer firefighter is to be awarded a total of twelve and one-half (12.5) points in

2020, in addition to any points earned by the active volunteer firefighter during calendar year 2020; and be it further

RESOLVED, that the Village Clerk is authorized to provide a copy of this resolution to Firefly Admin Inc, the third-party administrator retained to assist in the administration of the LOSAP, for further dissemination to the Municipal Sponsoring Board and the Fire Department.

The Board was polled as follows:

Trustee Genese	Aye
Trustee Beber	Aye
Trustee Lewandowski	Aye
Trustee Collins	Aye
Trustee Dorfman	Aye
Deputy Mayor Rosenbaum	Aye
Mayor Herrington	Aye

Trustee Lewandowski asked if there was anything the Volunteer Corps could do for the November General Election. Ms. Shatzkamer suggested that there was a need for poll workers and will forward the appropriate information.

New Business

Resolution No. 57 - October 5, 2020

RESOLUTION AUTHORIZING THE MAYOR TO NEGOTIATE A CONTRACT

The following resolution was offered by Trustee Beber, second by Trustee Dorfman:

BE IT RESOLVED that the Board of Trustees hereby authorizes Mayor Herrington to negotiate a contract for Code Enforcement Services for the Village; and

FURTHER gives their approval for him to enter into said contract.

The Board was polled as follows:

Trustee Genese	Aye
Trustee Beber	Aye
Trustee Lewandowski	Aye
Trustee Collins	Aye
Trustee Dorfman	Aye
Deputy Mayor Rosenbaum	Aye
Mayor Herrington	Aye

Old Business

Village Historian Rhoda Becker gave a report on how Flower Hill became a residential neighborhood.

Executive Session

On motion of Deputy Mayor Rosenbaum, seconded by Mayor Herrington, the Board went into Executive Session to discuss ongoing litigation with Extenet with their attorney.

On motion of Mayor Herrington second by Trustee Genese, the Executive Session and the regular meeting was adjourned at 9:19 pm.

Respectfully submitted,

Ronnie Shatzkamer
Village Administrator

INC VILLAGE OF FLOWER HILL

TREASURER'S REPORT

BALANCE FOR NOVEMBER 2020

DATE PREPARED BY TREASURER -10/30/20

FNBLI-GENERAL FUND	CHECKING-1447	\$1,837,658.61
FNBLI-TRUST & AGENCY	CHECKING-1454	\$481,085.36
FNBLI - CAPITAL RESERVE	SAVINGS - 0288	
FNBLI-GENERAL FUND INVESTMENT	INVESTMENT	\$1,199,341.28
FNBLI - JUSTICE	CHECKING	\$4,238.00
FNBLI - ACTING JUSTICE	CHECKING	\$2,538.00
MONTHLY RECEIPT DEPOSITS		\$78,673.64
MONTHLY TAX DEPOSITS		\$4,239.45
MONTHLY EXPENDITURES		\$276,597.86

ABSTRACT OF AUDITED VOUCHERS
VILLAGE OF FLOWER HILL, COUNTY OF NASSAU, NEW YORK
GENERAL FUND
NOVEMBER 2020

ABSTRACT #5

Date of Audit - Monday, November 2, 2020
(Original to Village Treasurer - Duplicate to be retained by Village Clerk or Auditor)

<u>Name of Claimant</u>	<u>Description of Claim</u>	<u>Amount</u>
*Dwight Kennedy	Prof. Services-Village Prosecutor 09.23.20	\$250.00
*Ed Ferry Mechanical Corp.	Reset Flapper for Sprinkler System in VH 09.20	\$461.75
*Ed Ferry Mechanical Corp.	Annual Fire Sprinkler Renewal 09.20	\$675.00
*North Shore V.I.C.E.	Code Enforcement Service 09.26.20-10.09.20	\$2,203.08
*NYS Employees' Health Insurance	Health Insurance for Village Employees 10.20	\$12,922.94
*NYSSOMO	Application for CMFO Certification 10.20	\$50.00
*Optimum	Optimum Services for Village 10.20	\$154.41
*PSEGLI	Electric Service for Village 10.20	\$1,483.68
*PSEGLI	Electric Service for Village Street Light 10.20	\$11.39
*S.W.M.A.-Town of North Hempstead	Dumping Fees for September 2020	\$1,035.25
*Visa	Snacks & Food for Village Election Workers/Magill's Traffic Law 09.	\$258.97
*Windstream Enterprise	Phones/Service for Village 10.20	\$497.22
*AppRiver	Email Server Security /Addition of Exchange 09.20	\$259.86
*Exxon/Mobil	Gas for Village Vehicles 09.20	\$181.07
*Global Montello	Diesel for Village Vehicles 09.20	\$449.98
*Granite Telecommunications	Bundling of Phone Services for Village 06.20-09.20	\$599.54
*National Grid	Gas Service for Village 10.20	\$219.19
*North Shore V.I.C.E. Corp.	Code Enforcement Services 10.10.20-10.23.20	\$2,203.08
*Office of the State Comptroller	Justice Court Fines & Fees-09.2020	\$138.00
*PSEGLI	Electric Service for Village Park 10.20	\$16.02
*PW Water District	Water Supply for Village 06.25.20-09.24.20	\$1,855.18
*Staples Contract & Commercial	Supplies for Village 10.20	\$29.18
*Verizon	High Speed Internet Service for Village 10.20	\$129.38
*Verizon Wireless	Phones/Service for Village Employees 10.20	\$306.18
*Forms & Checks	Security Paper for Death Certificates 07.20	\$130.94
*Guardian	Dental Insurance for Village Employees 10.20 & 11.20	\$1,661.36
*Meadow Carting	Trash Removal 10.01.20-10.31.20	\$66,666.67
*H2M Architects & Engineers	Prof. Services-GIS Data Development 09.20	\$561.00
Alper's Hardware	Supplies for Highway Dept 10.20	\$191.05
Anton Community Newspapers	Legal Ad-Organizational Meeting 10.05.20	\$191.10
All American Van Lines	Pick Up & Delivery of Voting Machines for Village Election 09.20	\$500.00
Berkman, Henoeh, Peterson, Peddy &	Prof. Services-Invest. Of Employee Harassment Claim-9.20	\$323.04
Big Valley Nursery, Inc.	Repair/Parts for Village Mower 10.20	\$151.98
CIT	Monthly Lease for Village Copier 11.20	\$221.55
Dwight Kennedy	Prof. Services-Village Prosecutor 10.22.20	\$250.00
EconoSigns	Street Signs for Village Streets 10.20	\$459.31
H2M Architects & Engineers	Prof. Services-GIS Data Development 10.20	\$2,234.00
Kevin Gaynor Irrigation	Winterization of Irrigation 2020 10.20	\$550.00
Leventhal, Mullaney & Blinkoff	Monthly Retainer-BOT, BZA, Justice Court 11.20	\$6,875.00
Port Washington Fire Department, Inc	2nd Half of the 2020 Fire & EMS Contract 10.20	\$165,832.00
Purchase Power	Addition of Monies to Postal Meter 10.20	\$352.00
Ready Refresh	Water for the Village 10.20	\$113.35
Ricoh USA, Inc	Monthly Lease for Blueprint Copier 11.20	\$267.00
SHL Engineering, P.C.	VFH 2020 Paving & Drainage 10.20	\$26,042.29
Staples	Supplies for Village 10.20	\$154.43
The Art of Landscaping	Tree Permit (18) & Landscape Plan(6) Review 10.20	\$1,500.00
Total Technology Solutions	ESP Remote Support 11.20	\$1,261.00

***CHECKS TO BE ISSUED**

\$95,410.32

\$207,469.10

TOTAL ABSTRACT

\$302,879.42

To the Treasurer of the above Village:

The above listed claims have been presented to the Board of Trustees of the above-named Village, and having been duly audited and allowed in the amounts as shown on the above-mentioned date, you are hereby authorized and directed to pay each of the listed claimant the amount allowed upon his claim appearing opposite his name.

In Witness Whereof, I have hereunto set my hand as Mayor of the above Village this 2nd day of November, 2020.

Mayor Brian Herrington

VILLAGE OF
FLOWER HILL

ARCHITECTURAL REVIEW COMMITTEE

10/27/20 ARC Reviews

RETURNING APPLICATIONS

PA2020-136 – 102 Boulder Road

New Residence

Comments:

1. The applicant submitted a revised plan from the previous meeting.
2. The pitched roofline of the front portico was discussed as possibly better as a flat roof. Also, the projected pier was questioned. The architect will study these issues.
3. More information is required for the stone veneer including photos of a completed project.
4. Project the stair tower element forward from the main wall of the house.
5. Where walls on the second floor are setback from the walls on the first floor, change the material from stone to stucco.
6. The architect is to consider the location of the leaders on the house.

To return to ARC 11/24/20

BP19-007 – 1045 Northern Boulevard

New Office/Retail Building

Comments:

1. This project was previously approved and a building permit was issued. The building exterior is nearly complete except for exterior cladding which was to be stone panels. The owner now is proposing a metal panel system.
2. The Committee suggested one alternative to the owner that was a porcelain tile panel. Since the original approved design was stone cladding, this type of panel is a better alternative than the metal panel. Applicant is to develop panel size and joint pattern

Return to ARC 11/24/20

NEW APPLICATIONS

PA2020-595 – 44 Dogwood Lane

Front Portico.

Comments:

1. The architect was given a sketch of the columns and entablature. The changes were acceptable to the owner. The owner showed a picture of the style of the wrought iron railing they preferred which was acceptable to the Committee.

Approved with conditions – to BOT

PA2020-602 – 6 The Spur

Rooftop Solar Panel System

Comments:

1. The building inspector will make a site inspection to determine if any landscape screening is needed on the left side of the property.

Approved with condition – to BOT

PA2020-606 – 181 Dogwood Lane

Addition and Alterations

Comments:

1. Approved as submitted.

Approved – to BOT

PA2020-497 – 1 Maple Drive

One Story Addition, Portico, and Exterior Renovations.

Comments:

1. The project was previously approved by ARC however the owner requested a change to the window design.

Approved – to BOT

**NOTICE OF REQUEST FOR PROPOSALS
STENOGRAPHIC COURT REPORTING SERVICES
FOR
THE INC. VILLAGE OF FLOWER HILL
NASSAU COUNTY, NY**

Notice is hereby given that the Incorporated Village of Flower Hill, New York will receive proposals for Stenographic Court Reporting Services. Proposals are subject to all instructions, terms and conditions hereon and pursuant to the specifications will be received by the Purchasing Agent until **4:30 P.M. on December 1, 2020.**

STENOGRAPHIC COURT REPORTING SERVICES

Specifications and proposed contracts may be obtained at the Village of Flower Hill, 1 Bonnie Heights Road, Manhasset, New York, 11030 from **8:30 AM Monday, November 2, 2020, until 4:00 P.M. Friday, November 20, 2020.**

The Board of Trustees reserve the right to reject any or all proposals received and subject to these reservations, shall award the contract to the lowest qualified and responsible vendor.

In submitting a proposal, vendors agree not to withdraw their proposal within forty-five (45) days after the date for the opening thereof.

Ronnie Shatzkamer
Village Administrator
Village of Flower Hill

VILLAGE OF FLOWER HILL
Issue Date – October 28, 2020

VILLAGE OF FLOWER HILL EMPLOYEE PERSONAL TRAVEL DURING A PANDEMIC POLICY

The Village of Flower Hill may make inquiries into an employee's personal travel plans provided the inquiry is equally made for all employees and the inquiry is consistent with business necessity.

Employees are required to disclose any travel plans or recent travel and be aware of CDC recommendations regarding travel and any mandatory state or local self-isolation or quarantine periods post-travel.

Employees are required to self-quarantine or isolate following CDC, New York State Department of Health and/or Governor's Executive Order guidelines. The quarantine period may not be cut short by a negative test, unless expressly authorized by the applicable order.

Non-essential workers shall telecommute during the quarantine period. If non-essential workers cannot telecommute, they may use their vacation, personal or sick leave time for the quarantine period.

Exceptions to the travel advisory are permitted for **essential workers** and are limited based on the duration of time in designated states. The Commissioner of Health may additionally grant an exemption to the travel advisory based upon extraordinary circumstances, which do not warrant quarantine, but may be subject to the terms and conditions applied to essential workers or terms and conditions otherwise imposed by the Commissioner in the interest of public health.

Essential workers shall comply with regulations put in place by the CDC, New York State Department of Health and/or Governor's Executive Order guidelines.

For Covid-19

Essential workers traveling to a designated state for a period of greater than 36 hours, requiring them to stay several days.

- Essential workers should seek diagnostic testing for COVID-19 as soon as possible upon arrival (within 24 hours) to ensure they are not positive.
- Essential workers should monitor temperature and signs of symptoms, wear a face covering when in public, maintain social distancing, clean and disinfect workspaces for a minimum of 14 days.
- Essential workers, to the extent possible, are required to avoid extended periods in public, contact with strangers, and large congregate settings for a period of, at least, 14 days.

Essential workers and their employers are expected to comply with previously issued DOH guidance regarding return to work after a suspected or confirmed case of COVID-19 or after the employee had close or proximate contact with a person with COVID-19.

For reference, an “essential worker” is any individual employed by an entity included on the Empire State Development (ESD) Essential Business as below:

Essential Services Necessary to Maintain the Safety, Sanitation and Essential Operations of Residences or Other Essential Businesses, Including:

building code enforcement



6 Brunswick Road
Suite #8
Troy, NY 12180

(518) 687-1400
info@fireflyadmin.com
www.fireflyadmin.com

DATE: September 9, 2020

TO: Port Washington Fire Department LOSAP Joint Sponsoring Board

RE: Engagement of Firefly Admin Inc. ("Firefly") for the
Port Washington Fire Department Service Award Program (the "Program")
for the period 1/1/2021 to 12/31/2021

We appreciate the opportunity to serve the Joint Board of the seven sponsoring municipalities (the "Board"). To ensure a complete understanding among us, this Engagement Letter confirms the terms of our engagement and the nature and limitations of the services that Firefly will provide to the Board and municipalities.

SERVICES PROVIDED

1) Third Party Administration:

- Provide year-end census reporting paperwork and forms to document that the annual certification of points was completed in compliance with New York State Law.
- Maintain census records including historical points records (if made available), beneficiary designations, addresses, dates of birth, start dates, social security numbers, and other necessary participant data.
- Provide the necessary forms and applications, including Enrollment Form, a Beneficiary Designation Form, Payment Election Form, and other forms as needed for the proper administration of the Program.
- Maintain copies of Enrollment Forms and Beneficiary Designation Forms on behalf of the Board and Fire Department. If the Board elects to not renew our services at the end of this engagement, all Beneficiary and Enrollment forms will be returned to the Board or the succeeding TPA.
- Notify the Fire Department when forms and other participant paperwork are outstanding.
- Assist the Fire Department as needed and requested to contact participants to request completion of necessary forms.
- Maintain a participant web site where basic self-help documents will be located. Examples are Beneficiary Designation Forms and the Plan Summary. The availability of the Plan Document, Trust Document, Point System and similar documents are subject to receiving them from the Board and/or Fire Department.
- Provide each municipality and the Fire Department with access to the Firefly ShareFile site, where documents and files are stored electronically for retrieval by designated personnel.
- Certify the amount of benefits payable at entitlement age, death or disability.
- Process monthly distributions pursuant to the separate Firefly Payment Services Agreement.
- Track the progress of distributions to ensure participant is paid the correct amount and in a timely fashion.
- Create participant statements that detail the benefits accrued as of the statement date, address, beneficiaries and provides a summary of major program provisions.
- Create an Annual Report that includes:
 - Contribution due for the current year.
 - Benefits and service credit accrued by each participant.
 - Project future cash flow requirements for the Trust Fund, including estimating future required contributions and expected benefits and expenses.
 - Statement of the allocation of the Trust and changes in the Trust since the last Annual Report.

- Rate of return on the Trust during the year as well as historical returns as available.
- Summary of major provisions.
- Plain-English summary of important details contained in the Annual Report that the Board should be aware of, including recommendations and action items.
- Meet up to three times with the Board or the Board's designee annually.
- Meet once with the Fire Department.
- Respond to requests related to divorces and qualified domestic relations orders.
- Respond to requests related to income verification for loans, housing, or other similar requests.

2) Actuarial Services:

- Communicate with the Board regarding the selection of appropriate actuarial assumptions.
- Calculate and certify actuarial equivalent benefits, as needed.
- Perform an Actuarial Valuation annually, with results included in the Annual Report detailed under Third Party Administration Services. This includes:
 - Calculating present value of accrued benefits.
 - Calculating normal cost and annual required contribution.
 - Calculating current funded ratio, as well as track and report funded ratio history.
 - Perform other calculations necessary for the proper valuing of the cost of benefits provided by the Program.
 - Reporting assumptions and methods used for the valuation.
 - Meets current Actuarial Standards of Practice
 - Provide commentary, analysis, and action items for the Board.
- Calculate GASB 73 liabilities and provide the results in a report with suggested financial statement footnotes.

3) Trustee Support:

- Receive duplicate copies of all account statements.
- Reconcile and balance account statements.
- Verify and confirm benefit payments were made correctly.
- Calculate rate of return on the Trust assets and track and report historical performance of the Trust, to the extent historical information is available.
- Provide an accounting of the Trust following the end of each calendar quarter.
- As needed, participate in the process of selecting a portfolio/asset manager or paying agent.

4) Consulting:

- Be available from 9:00am to 5:00pm Eastern Standard Time, Monday to Friday (subject to holiday or other closures) to answer questions about the administration of the Program or other Program-related matters. All "general" questions that can be quickly answered are a courtesy service and are included in our standard administration fee. Firefly reserves the right to bill for requests requiring more significant time and research; however, a fee will be estimated before work commences.

5) Compliance Support:

- Update the Board on changes in the statutes, rules and regulations governing the Program.
- Periodically issue newsletters and author articles relevant to service award programs and issues facing the municipalities as sponsor of the Program.

6) External Reporting Assistance:

- Communicate directly with the external auditor to answer questions.
- Provide a copy of the Annual Report, Trust account statements, and other Program-related documents and material to the external auditor.
- Prepare a draft of the New York State financial statement note disclosure.
- Calculate GASB 73 liabilities and prepare financial statement note disclosure.

SERVICES NOT PROVIDED

Firefly does not provide trustee services, investment advice, legal services, or accounting services. Firefly does not provide any services relative to the disclosure requirements detailed in New York State General Municipal Law §219-a(1). Firefly is not responsible for the tracking or compiling of the LOSAP points, nor is Firefly responsible to audit or verify that the points have been compiled in compliance with the Point System adopted by the Board.

FEES

Any estimate we give is based upon information you initially provide to us. Actual fees may vary as circumstances change and/or new corrected information is made available. If we believe it is necessary to change the fees detailed in this engagement letter, a supplemental letter will be provided.

The following is the fee schedule for this engagement. For optional services, please indicate a "Yes" or "No" response by marking an X in the appropriate space. Your election from the prior year, if any, has been completed for you. If you are making a change to this election from last year, please indicate the reason for the change.

Fee Description	Fee Amount	Estimated Quantity	Fee Estimate	Optional Service Election	Reason for Change
Annual	\$13,000	1	\$13,000	*Mandatory*	N/A
Annual Per-Participant	\$0	340	\$0	*Mandatory*	N/A
Benefit Certification & Authorization	\$0	5	\$0	*Mandatory*	N/A
IRS Forms Preparation	\$30	0	\$0	Yes _____ No <u> X </u>	
NYS Audit Support	\$500	0	\$0	Yes _____ No <u> X </u>	
GASB 73 Calculations & Disclosure	\$1,000	7	\$7,000	Yes <u> X </u> No _____	
Total			\$20,000		

Note: Firefly will prepare the GASB 73 disclosure packages for the Town of North Hempstead's December 31, 2020 financial statement and for each of the six (6) villages for their fiscal years ending May 31, 2021. Fees for the GASB disclosure packages will be direct-billed to each municipality. The Annual Fee will be paid from the Trust Fund.

For additional services provided above and beyond what is reasonable and accustomed will be quoted on an as-needed basis. Examples of such additional services include, but are not limited to, special correspondence, additional meetings, cost estimates, and preparation of draft plan documents.

PAYMENTS

Firefly will bill the Board \$6,500 on February 1, 2021 and \$6,500 on August 1, 2021. The fee for preparing the GASB 73 Disclosure packages will be direct-billed after the packages are delivered.

Accounts unpaid for 60 days will require that we cease rendering service until your account is brought current. In the event we stop work or withdraw from this engagement as a result of your failure to pay on a timely basis for services rendered, we shall not be liable for any damages/penalties incurred as a result of our ceasing to render services, and the Board. In the event we cease rendering service, the Board will remain responsible for payment of fees for services rendered.

The Board has ten (10) business days from the invoice date, to voice any objections or questions regarding the invoice or any portion or element thereof. After the ten (10) day period all invoices shall constitute acceptance of the invoice as submitted and payment in full will be expected within the required time frame.

Either party may terminate this agreement upon giving a (10) days written notice. Should this agreement be terminated prior to completion of services, we will prepare a final bill showing the total fees incurred for services rendered. This amount will be due and payable upon presentation.

WORK PRODUCT

All work product generated by Firefly Admin Inc. is the property of Firefly Admin Inc. Firefly provides forms, applications, and summary documents for the administration of the Program and are for only that purpose during the terms of this engagement.

Forms completed by the Board, participants and/or the Fire Department become the property of the Board. We recommend that the Board or Fire Department keep the originals of all forms completed and provide photocopies to Firefly.

Formal plan documents such as the Plan Document, Trust Document/Agreement, Point System, or other Board Resolutions, are the property of the Board and will be used by Firefly to provide services during the terms of the engagement. Participant data (name, SSN, address, points history, etc.) remain the property of the Board, and are being managed and maintained by Firefly.

TERMINATION & SEVERANCE

Either party may terminate this engagement upon giving a (10) days written notice. Should this engagement be terminated prior to completion of services, we will prepare a final bill showing the total fees incurred for services rendered. This amount will be due and payable upon presentation.

Prior to the conclusion of the term of this engagement, Firefly will provide the Board with a new Engagement Letter. If the Board declines to engage Firefly at the end of this engagement, Firefly will assist the Board with transitioning services to the new vendor, including providing an electronic file of the participant data to the succeeding vendor. Any services required for transition to a new vendor will not commence until all outstanding invoices are paid, and a Severance Agreement is signed. The Severance Fee will be \$250.

All blank forms, applications, and summary documents provided by Firefly must be returned or destroyed once Firefly is no longer engaged to provide services to the Fire District. Plan documents will be returned to the Fire District or provided to the succeeding vendor as requested by the Board. If Firefly maintains any original participant forms, they will be returned to the Fire District or transmitted to the succeeding vendor.

CLOSING

We must have a signed Engagement Letter signed in our records before we can commence the work requested. We may terminate our representation of the Board if you insist that we pursue objectives that we consider imprudent, unprofessional, or unethical, or if we feel further representation is not warranted for personal reasons. Regardless of the reason for termination, the Board is obligated to pay for services provided and costs incurred through the date of termination.

In performing our engagement, we will be relying on the accuracy and reliability of information provided by the Board. We will not audit the information. Please also note that our engagement cannot be relied on to disclose errors, fraud, or other illegal acts that may exist. The procedures we perform in our engagement will be heavily influenced by the representations that we receive from the Board.

If, after reading this letter, you agree to the terms and conditions set forth herein, please sign below and return this letter. We recommend that you keep a copy for your records.

We again would like to express our appreciation for this opportunity to serve you. It will be our goal to daily validate the trust you have placed in Firefly Admin Inc.

Yours very truly,



Anthony Hill
President
ahill@fireflyadmin.com

ACKNOWLEDGMENT

Having read and fully understood this engagement letter, the Board agrees to engage Firefly Admin Inc. in accordance with the terms indicated. The Board understands that services are to be prepared from information the Board provides to Firefly and that Firefly is acting with the understanding that the information provided is complete and accurate.

CONSENTED AND AGREED TO

this _____ day of _____, 2020

TOWN OF NORTH HEMPSTEAD

By: _____
Judi Bosworth, Supervisor

WITNESS:

CONSENTED AND AGREED TO

this _____ day of _____, 2020

**INCORPORATED VILLAGE OF BAXTER
ESTATES**

By: _____
Nora Haagenon, Mayor

WITNESS:

CONSENTED AND AGREED TO

this _____ day of _____, 2020

**INCORPORATED VILLAGE OF PLANDOME
MANOR**

By: _____
Barbara Donno, Mayor

WITNESS:

CONSENTED AND AGREED TO

this _____ day of _____, 2020

INCORPORATED VILLAGE OF FLOWER HILL

By: _____
Brian Herrington, Mayor

WITNESS:

CONSENTED AND AGREED TO

this _____ day of _____, 2020

INCORPORATED VILLAGE OF MANORHAVEN

By: _____
James Avena, Mayor

WITNESS:

CONSENTED AND AGREED TO

this _____ day of _____, 2020

INCORPORATED VILLAGE OF SANDS POINT

By: _____
Edward Adler, Mayor

WITNESS:

CONSENTED AND AGREED TO

this _____ day of _____, 2020

**INCORPORATED VILLAGE OF PORT
WASHINGTON NORTH**

By: _____
Robert Weitzner, Mayor

WITNESS:

Proposed Local Law L – 2020

Amend the following section by adding to 195-11(B)(2):

- (a) The following structures may be allowed: retaining walls, columns, fences, mail boxes; upon submission of a Building Permit application and a Special Use Permit application. Upon public hearing before the Board of Trustees, the Board may grant a license for use on condition that a waiver of use, running with the property, be submitted accruing to the benefit of the Village.

STREETS & SIDEWALKS

§ 195-11 Obstructions between property line and street.

[Added 7-6-2010 by L.L. No. 12-2010]

A.

Definitions. As used in this section, the following terms shall have the meanings indicated:

RIGHT-OF-WAY

The Village right-of-way is the area of land between the property lines on any given street.

B.

Applicability; prohibition.

(1)

This section pertains to obstructions placed on any property in the portion of the right-of-way between the property line closest to the street and the curbline or, if no curb, to the street line.

(2)

In no event shall any obstructions be placed on any street.

Flower Hill History

November '20

Way back before we were a village, the land was used by an Indian Tribe called Manhasset. Many of the members of this Indian Tribe died from Cow Pox and Measles brought over to these shores by the new residents.

These colonists arrived in this area in 1683. They fled primarily from England and a few from Holland. The cost of buying this land was paid for with bushels of wheat, oats and corn. At that time this area was considered Queen County, but was most often referred to as Cow Neck. The legal address was Town of Hempstead. Flower Hill received its name from the large number of blooms that grew wild.

Cow Neck land was divided into parcels of one hundred, fifty, or twenty-two acres. Town of Hempstead was from the tip, of what is now, Sands Point and Kings Point to the Atlantic Ocean on the south. It was not until the Revolutionary War that the Town of Hempstead split into North Hempstead and South Hempstead. The north wanted to fight with the rebels and the south sided with the English.

Some of our streets reflect the names of these settlers such as Onderdonk, Hewlett, Monfort and Schenck.

Sources: Town of North Hempstead, Manhasset Community Liaison Committee and Cow Neck Historical Society.