

**AGENDA**  
**VILLAGE OF FLOWER HILL BOARD OF TRUSTEES**  
**Monday, May 1, 2023 – 7:30 PM**  
**PUBLIC HEARING/ REGULAR**  
**MEETING**

<https://www.youtube.com/channel/UCMPc74pOdNLktDh6L37W9Wg>

**Pledge of Allegiance**

**Public Hearing**

1. Proposed Local Law H – 2023 - Amend 85-5(F) to extend permit expiration for new residence to 18 months
2. Continued Landmark Designation Hearing: Elderfields Preserve
3. Special Use/Site Plan Review – 1063-1067 Northern Blvd.

**Public Comment**

**Approval of Minutes**

April 3, 2023 Regular Meeting, Public Hearing, Annual Organizational Meeting, Budget Hearing

**Treasurer's Report**

Motion to approve claims

**Building Superintendent's Report**

ARC 4/24/23

**Village Engineer's Report**

**Public Works Superintendent Report**

**Administrator's Report**

1. Software update
2. Class action suit payment
3. Workers Comp Safety Group discount
4. 2023 road contract bid request

**Attorney's Report**

1. BZA 4/19/23

**Mayor's Report**

**Trustee's Report**

**Old Business**

1. Planning RFP results

**New Business**

1. Arbor Day tree seedling give away
2. Schedule Public hearing 2023 North Hempstead Country Club Fireworks permit hearing – June 5, 2023

Next Meeting: Regular Meeting & Public Hearing– Monday, June 5, 2023 at 7:30 PM

## **LOCAL LAW "H" – 2023**

**A Local Law amending section 85-5(F) of the Village Code entitled "Building Construction, Issuance of Permit" as follows**

**BE IT ENACTED**, by the Board of Trustees of the Inc. Village of Flower Hill as follows:

### **Section 1. Amending section 85-5 entitled "Issuance of Permit", adding section (c):**

The term of a permit issued for the construction of a new house shall be 18 months.

### **Section 2. Authority.**

The Board of Trustees of the Village of Flower Hill is authorized to adopt this local law pursuant to Municipal Home Rule Law 10(1)(i), 10(1)(ii)(a)(11), and 10(2).

### **Section 3. Determination for the purposes of the State Environmental Quality Review Act, (SEQRA)**

The Board of Trustees is designated as lead agency with respect to this action and the within action is deemed a Type II action as defined under SEQRA having no significant impact on the environment and requiring no further action for the purposes of SEQRA.

### **Section 4. Severability.**

If any section, subsection, clause, phrase or other portion of this Local Law is, for any reason, declared invalid, in whole or in part, by any court, agency, commission, legislative body or other authority of competent jurisdiction, such portion shall be deemed a separate, distinct and independent portion. Such declaration shall not affect the validity of the remaining portions hereof, which other portions shall continue in full force and effect.

### **Section 5. Effective Date.**

This local law shall take effect immediately upon filing with the Secretary of State.

**Resolution No. \_\_\_\_ – May 1, 2023**  
**RESOLUTION ENACTING LOCAL LAW 8 OF 2023**

The following resolution was offered by \_\_\_\_, second by \_\_\_\_:

**WHEREAS**, the Board of Trustees has determined that it is in the best interests of the Village to adopt Proposed Local Law H – 2023 “Amending section 85-5(F) to extend permit expiration for new residences to 18 months”, this resolution hereby enacts proposed Local Law F – 2023 as Local Law 8 – 2023, and

**WHEREAS**, the Board of Trustees has determined that it is the lead agency for the purposes of the State Environmental Quality Review Act, (“SEQRA”), and has further determined that the consideration of the within Local Law is a Type II Action requiring no further action under SEQRA;

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Trustee hereby adopts Local Law 8 of the year 2023.

## **MEMORANDUM: Elderfields Preserve**

As a follow up to the last meeting, this memo is provided to provide more background regarding this hearing and to respond to questions that were raised.

The property being considered is the Elderfields Preserve, which is a property owned by Nassau County located within Flower Hill. It is the subject of this hearing regarding whether to identify it as a landmark under Chapter 143 of the Village Code entitled "Landmarks Preservation". As questions were raised about practical effect of a property being identified as a landmark under the Village Code, I have attached the relevant sections of that Chapter to this memo (Document 6). In summary, the major points are:

----Any application for a building permit for a landmarked structure must indicate that it has been identified as being one.

---- No structure may be constructed, altered, repaired, moved or demolished once it has been designated as a landmark or if it is located at a site that has been designated as a landmark except by order of the Board of Trustees after review of the plans and consideration of the recommendation of the Landmarks Commission.

----The review of structures being considered as landmarks is limited to exterior features.

----If a variance is sought under the zoning code of the Village by a person seeking to conduct work on a structure marked as a landmark, the Board of Zoning Appeals would be provided with a report from the Landmarks Commission.

It should be noted that the provisions under this Chapter do not relate to zoning considerations, such as the permitted uses of the property, dimensional requirements, and lot size. These considerations are addressed through the applicable zoning requirements approved by the Board of Trustees as they deem appropriate.

This property has been identified as a property worthy of consideration as a landmark by the Village Landmarks Commission. I have attached that Commission's decision with this memo (Document 1). In the decision, the Commission specifically notes the property's aesthetic, cultural and historic value. In further support the Commission considered two relevant studies of the property, both of which are also attached (Documents 4 and 5).

The County of Nassau, as mentioned above, is the current owner of the property. The deed transferring the property includes a series of binding covenants and restrictions upon the County. These conditions are required to be carried forward and bind any other subsequent owner as well. I have

attached the deed here, and have marked particularly relevant provisions (Document 2). Some of the major provisions are summarized below:

----That the premises are to be held by the County as a Historic Preserve.

----That the Premises are to be held in perpetuity in the Park Trust as a public park.

----That no more than 25 parking spaces are to be available except for vehicles of the County, its employees and agents.

----That no material alterations, additions, installations in the architectural style, design or arrangement of any portion of the exterior or the interior of any building or fixture may occur without the approval of the Society for the Preservation of Long Island Antiquities.

----That if there were to be transfer of the property, the restrictions remain in place and will continue and be binding upon any future owner.

As you are aware, the County has expressed its objection to the property being identified as a landmark. One of its objections has been that doing so would create a precedent which could impact other historical properties maintained by the County.

The County has represented that the existing deed provides the type of restrictions that preclude the property from being used or changed in a way that would be detrimental to the plan of the Village—or that would change the historical nature of the property. The County has also represented a willingness to include additional restrictions as the Village may require. Below, I review the provisions that the County, after discussion, has currently indicated agreement with in the future:

The County will assume the cost of continuing maintenance and repair of the property to preserve the architectural, and historical integrity of the property and its materials to protect those qualities that made the subject property eligible for listing in the Landmark registry.

Further, the County has represented that no demolition, construction, alteration, remodeling, relocation or any other activities should be undertaken or permitted to be undertaken on the property, which would affect historically significant exterior features or interior spaces.

Also, the County agrees that any exterior construction materials, architectural details, form, scale would not be changed without prior written permission of the Flower Hill Board of Trustees affirming that such reconstruction, repair, refinishing, rehabilitation, preservation, or restoration will meet the Historic standards.

Also, in terms of monitoring, the County agrees that the Village Board of Trustees will have the right to inspect the property at reasonable times with 24 hour written notice to ascertain whether the conditions of this conservation easement agreement are being observed.

The County has also expressed agreement that these restrictions will "run with the land", meaning that they will be binding on the County and anyone or any entity that comes into possession of the property, and the County agrees to insert an appropriate reference to the restrictions in any deed or other legal instrument so that any subsequent owner will have additional notice of the requirements.

If there is to be any damage or destruction of the property by fire flood, or a windstorm the County agrees that it will advise the Village within 14 days, and also advise if any emergency work has been already completed. No repairs or reconstruction of any type other than the temporary emergency work to prevent further damage to subject property to protect public safety would be undertaken by the County without the prior approval of the Board of Trustees.

The County has also expressed agreement that these restrictions could only be amended, annulled, altered or repealed with the consent of the Board of Trustees.

Finally, the County agrees that these restrictions described above are in addition to the County's obligations under the deed, and do not act in place of those requirements.

The County has remained open to further discussion of terms.

**REGULAR MEETING/ PUBLIC HEARING/ ANNUAL ORGANIZATIONAL MEETING  
OF THE BOARD OF TRUSTEES  
Monday, April 3, 2023**

A public hearing, regular monthly meeting and the annual Village Organizational Meeting of the Board of Trustees was held on April 3, 2023. The meeting was called to order at 7:34 PM by Mayor Rosenbaum with the following in attendance:

Randall Rosenbaum	Mayor
Brian Herington	Deputy Mayor
Gary Lewandowski	Trustee
Frank Genese	Trustee
Mary Jo Collins	Trustee
Claire Dorfman	Trustee
Max Frankel	Trustee
Jeff Blinkoff	Village Attorney
Ronnie Shatzkamer	Village Administrator
Suzanne Tangredi	Village Treasurer
Peter Albinski	Building Superintendent
Rich Falcones	Public Works Superintendent
Steve Lawniczac	Village Engineer
Heather Lanci	Building Department Specialist

The Mayor led the assembly in the Pledge of Allegiance. There were ten members of the public present.

**Public Hearing**

On motion of Mayor Rosenbaum, second by Deputy Mayor Herrington, and unanimously approved, the Board entered into the Public Hearing portion of the meeting.

The first hearing was to consider Proposed Local Law C – 2023, “Amending Chapter 235, Wireless Telecommunication Facilities”. After discussion, the following resolution was adopted:

**Resolution No. 22 – April 3, 2023  
RESOLUTION ENACTING LOCAL LAW 5 OF 2023**

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

**WHEREAS**, the Board of Trustees has determined that it is in the best interests of the Village to adopt Proposed Local Law C-2023 “Amending Chapter 235, Wireless Telecommunication Facilities”, this resolution hereby enacts proposed Local Law C – 2023 as Local Law 5 – 2023, and

**WHEREAS**, the Board of Trustees has determined that it is the lead agency for the purposes of the State Environmental Quality Review Act, (“SEQRA”), and has further determined that the consideration of the within Local Law is an Unlisted Action requiring no further action under SEQRA;

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Trustee hereby adopts Local Law 5 of the year 2023.

The Board was polled as follows:

Trustee Dorfman	Aye
Trustee Lewandowski	Aye
Trustee Genese	Aye
Trustee Collins	Aye
Trustee Frankel	Aye

Deputy Mayor Herrington     Aye  
 Mayor Rosenbaum             Aye

The second hearing was to consider Proposed Local Law G – 2023 “Amend Fee Schedule of Attachment 1 of Village Code Chapter A243, adding a fee schedule for Wireless Telecommunication Facilities”. After discussion, the following resolution was adopted:

**Resolution No. 23– April 3, 2023**

**RESOLUTION ENACTING LOCAL LAW 6 OF 2023**

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

**WHEREAS**, the Board of Trustees has determined that it is in the best interests of the Village to adopt Proposed Local Law G - 2023 “Amend Fee Schedule of Attachment 1 of Village Code Chapter A243, adding a fee schedule for Wireless Telecommunication Facilities” this resolution hereby enacts proposed Local Law G – 2023 as Local Law 6 – 2023, and

**WHEREAS**, the Board of Trustees has determined that it is the lead agency for the purposes of the State Environmental Quality Review Act, (“SEQRA”), and has further determined that the consideration of the within Local Law is an Unlisted Action requiring no further action under SEQRA;

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Trustee hereby adopts Local Law 6 of the year 2023.

The Board was polled as follows:

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

The third hearing was to consider proposed Local Law F - 2023 “Amend 58-8(B) ‘Zoning Board of Appeals’, ‘Variances’ to permit USPS Priority Mail”. After discussion, the following resolution was adopted:

**Resolution No. 24 – April 3, 2023**

**RESOLUTION ENACTING LOCAL LAW 7 OF 2023**

The following resolution was offered by Mayor Rosenbaum , second by Trustee Frankel:

**WHEREAS**, the Board of Trustees has determined that it is in the best interests of the Village to adopt Proposed Local Law F – 2023 “Amend 58-8(B) ‘Zoning Board of Appeals’, ‘Variances’ to permit USPS Priority Mail required notifications”, this resolution hereby enacts proposed Local Law F – 2023 as Local Law 7 – 2023, and

**WHEREAS**, the Board of Trustees has determined that it is the lead agency for the purposes of the State Environmental Quality Review Act, (“SEQRA”), and has further determined that the consideration of the within Local Law is a Type II Action requiring no further action under SEQRA;

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Trustee hereby adopts Local Law 7 of the year 2023.

The Board was polled as follows:

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



Trustee Frankel	Aye
Deputy Mayor Herrington	Aye
Mayor Rosenbaum	Aye

The next hearing was to consider landmark designation for the following properties:

- Sands Barn, 336 Port Washington Boulevard, Port Washington, NY 11050 S-5, B-156, L-41.
- The Flower Hill Cemetery, Country Club Drive, Port Washington, NY 11050, S-6, B-053-06, L-210.

Mr. Blinkoff made the presentation and explained that these properties have been referred to the Board for landmark designation by the Landmark Commission as per Village Code.

After discussion, the following resolution was adopted:

**Resolution No. 25 – April 3, 2023**  
**RESOLUTION GRANTING LANDMARK STATUS TO THE SANDS BARN AND THE**  
**FLOWER HILL CEMETERY**

The following resolution was offered by Trustee Lewandowski, second by Trustee Genese:

**WHEREAS**, the Board of Trustees received a referral by the Landmark Commission to consider formal designation as a landmark within the Village, after public hearing and review by the Commission as per Chapter 143, of the following properties:

- Sands Barn, 336 Port Washington Boulevard, Port Washington, NY 11050 S-5, B-156, L-41.
- The Flower Hill Cemetery, Country Club Drive, Port Washington, NY 11050, S-6, B-053-06, L-210.

and

**WHEREAS**, the Board of Trustees has determined that it is the lead agency for the purposes of the State Environmental Quality Review Act, ("SEQRA"), and has further determined that the consideration of the within Local Law is a Type II Action requiring no further action under SEQRA;

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Trustee hereby designates the Sands Barn and the Flower Hill Cemetery as landmarks within the Village of Flower Hill.

The Board was polled as follows:

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

The final hearing was to consider landmark designation for the Elderfields Preserve, 200 Port Washington Boulevard, Manhasset, NY 11030, S-3, B-193, L-23, a Nassau County owned property. Ana Gerzon, Deputy County Attorney, made a presentation outlining a proposal to attach covenants and restrictions to the property rather than landmark status as a means of protecting the property from development or change.

After discussion and public comment, a motion to adjourn to May 1, 2023 was made by Mayor Rosenbaum, second by Trustee Genese and unanimously approved.

On motion of Mayor Rosenbaum, second by Trustee Dorfman, the Board voted to close the public hearing portion of the meeting.

*See the transcript for further detail.*

### **Public Comment**

Kevin O'Rourke came before the Board for his continued appeal of the denial of a tree removal permit for a tree located in the rear yard of 69 Mason Drive.

On motion of Trustee Genese, second by Mayor Rosenbaum, the Board moved to grant the appeal on the condition that three other trees be planted on the property. Mr. O'Rourke was directed to take out a permit to remove two crape myrtles and replace them with a minimum 3" diameter deciduous or spruce tree, plant another minimum 3" diameter deciduous tree, and plant another ornamental deciduous tree. Trustee Frankel abstained from the vote.

### **Annual Organizational Meeting**

#### **RESOLUTION NO. 26 – APRIL 3, 2023**

#### **ANNUAL ORGANIZATIONAL MEETING RESOLUTION**

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

- 1) **RESOLVED** that the Board of Trustees herewith sets the next Annual Meeting of the Board of Trustees for the 1st day of April, 2024 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, and any claims that would result in a late fee if unpaid until the next regularly scheduled Board of Trustees meeting. 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 Nassau County act as Assessors of the Village of Flower Hill for the current fiscal year.

**11) 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.

**12) RESOLVED** the following Village policies shall be renewed and deemed effective for the 2023 – 2024 fiscal year:

Agency Fund Policy  
 Alcohol & Drug Policy  
 Anti-Fraud Policy  
 Anti-Smoking Policy  
 Banking & Fidelity Policy  
 Block Party Policy  
 Budgeting Practices Policy  
 Budget Transfer Policy  
 Building Permit Fee Refund Policy  
 Building Dept. Post Disaster Policy  
 Capitol Asset Policy  
 Cash Receipts Policy  
 Cell Phone Policy  
 Communication with Village Officials Policy  
 Computer and Internet Usage Policy  
 Credit Card Use Policy  
 Credit Card Information Security Policy  
 Crisis Management Policy  
 Cyber Security Data Breach Notification Policy  
 Deposits & Investment Policy  
 Dress Code and Uniform Policy  
 Electronic Vendor Payment Policy  
 Emergency Management Policy  
 Employee Policy  
 Employee Compensation Policy  
 Equal Employment Opportunity Policy  
 Ethics Policy  
 Fidelity & Banking Procedure Policy

Fraud Policy  
 Fuel Efficient Vehicle Policy  
 Fund Balance Policy  
 Gas & Fuel Policy  
 Independent Contractor's Insurance Policy  
 Investment Policy  
 Meeting Procedure Policy  
 Non-Discrimination/Anti-Harassment Policy  
 Notice of Committee Meeting Policy  
 Open Building Permit Policy  
 Park Use Policy  
 Procurement Policy  
 Records Retention Policy  
 Reimbursement Policy  
 Reserve Fund Policy  
 Right of Way Policy  
 Road Opening Restoration Policy  
 Sexual and Other Harassment Prevention Policy  
 Social Media Policy  
 Street Tree Planting Policy  
 Telecommuting Policy  
 Travel & Conference Expense Policy  
 Tree Removal for New Construction Policy  
 Trustee Compensation  
 Vehicle Use Policy  
 Video Recording Policy  
 Workplace Violence Policy

The Board was polled as follows:

Trustee Dorfman	Aye
Trustee Lewandowski	Aye

Trustee Genese	Aye
Trustee Collins	Aye
Trustee Frankel	Aye
Deputy Mayor Herrington	Aye
Mayor Rosenbaum	Aye

#### **RESOLUTION NO. 27 – APRIL 3, 2023**

#### **2023-2024 ANNUAL ORGANIZATIONAL MEETING MAYORAL APPOINTMENTS**

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

**RESOLVED** that the following appointments be effective for a one-year term, ending April, 2024

Deputy Mayor: Brian Herrington

Associate Village Justice: Damien Pieper

Zoning Board Chair: Michael Sahn

Zoning Board Alternate: Andrew Grabiner

Zoning Board Alternate: Howard Miller

ARC Alternate: Peter Chorman

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

Brian Meyerson, Village Prosecutor

Dwight Kennedy, Village Prosecutor

Steven Lawniczak, Village Engineer

Bill Clemency: North Shore Cable Commission Rep

Marc Russo: Village Stenographer

Landmark Commission Chair: Rhoda Becker

Landmark Commission Member: Barbara Goldman

Landmark Commission Member: Mitchell Schwartz

**RESOLVED** to appoint Michael Sahn as a member of the Zoning Board of Appeals for a five-year term expiring April 2028

**RESOLVED** to appoint Linda Schwartz as a member of the Board of Ethics for a five year term ending in 2028

**RESOLVED** to appoint Gary Lewandowski to the Architectural Review Committee for a four year term ending 2027.

**RESOLVED** to appoint Randall Rosenbaum, Ronnie Shatzkamer, Peter Albinski and Jack Mancusi as Code Compliance Officers for a one-year term, ending April, 2024; and

The Board was polled as follows:

Trustee Dorfman	Aye
Trustee Lewandowski	Aye
Trustee Genese	Aye
Trustee Collins	Aye
Trustee Frankel	Aye (recusal on appointment of Village Arborist)
Deputy Mayor Herrington	Aye
Mayor Rosenbaum	Aye

#### **Budget Hearing**

Mayor Rosenbaum thanked the staff for their hard work and went through the highlights of the 2023 - 2024 budget.

**Resolution No. 28 – April 3, 2023**

**RESOLUTION TO ADOPT THE 2023 - 2024 VILLAGE BUDGET**

The following resolution was offered by Mayor Rosenbaum, second by Deputy Mayor 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 made in a timely manner; 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, 2023 and ending May 31, 2024 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 Dorfman	Aye
Trustee Lewandowski	Aye
Trustee Genese	Aye
Trustee Collins	Aye
Trustee Frankel	Aye
Deputy Mayor Herrington	Aye
Mayor Rosenbaum	Aye

**Regular Meeting**

**Approval of Minutes**

On motion of Mayor Rosenbaum, seconded by Trustee Frankel, the minutes of the March 6, 2023 regular meeting and March 27, 2023 Special Meeting were approved by all those who were in attendance.

**Treasurer's Report**

The monthly claims, were unanimously approved on motion of Mayor Rosenbaum, seconded by Deputy Mayor Herrington, Trustee Frankel abstained from the claim from The Art of Landscaping.

**Building Inspector's Report**

Mr. Albinski reported on the Architectural Review Committee's meeting of March 27, 2023. The Committee recommended approval with conditions for 30 Bonnie Heights Road for a two-car garage; 85 Drake Lane for a pool, patio, retaining walls, fencing and grade change; 1045 Northern Blvd. for commercial signage and 124 Woodhill Lane for a new one family dwelling. 101 Reni Road was approved as submitted for first and second floor additions and exterior alterations.

On motion of Deputy Mayor Herrington, second by Mayor Rosenbaum, the Board approved the recommendations of the committee. Trustee Lewandowski recused from the vote.

**Public Works Superintendent's Report**

Mr. Falcones reported that he has purchased new street signs to comply with state law regarding reflectivity and will be installing them shortly.

Mr. Falcones and Mr. Lawniczac presented the 2023 Road Condition Map. Based on the conditions, the following roads will be scheduled for repaving this year: Ridge Drive East from Woodland Road to Spruce Drive and Chestnut Road from Reni Road to Hemlock Road.

### **Village Engineer's Report**

Based on that information, the Board ratified the following resolution:

#### **Resolution No. 29 – April 3, 2023 RESOLUTION TO AUTHORIZE WORK**

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

**BE IT RESOLVED** that the Board of Trustees of the Village of Flower Hill hereby authorizes Village Engineer Stephen Lawniczac, PE of SHL Engineering, Huntington Station, NY to prepare contract documents and drawings for the 2023-24 Roadwork and Drainage Project.

The Board was polled as follows:

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

### **Administrator's Report**

Ms. Shatzkamer presented the 2023 Village Election results. She updated the Board on the progress of the new software installation.

#### **RESOLUTION NO. 30 – April 3, 2023 RESOLUTION PROCLAIMING ARBOR DAY**

The following resolution was offered by Trustee Collins, second by Trustee Lewandowski:

**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 Randall Rosenbaum, Mayor of the Village of Flower Hill do hereby proclaim that the last Friday in April (April 21, 2023) 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.

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

The Board was polled as follows:

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

Ms. Shatzkamer asked the Board to approve an agreement with D&B Engineering for preparation of the 2023 Stormwater report. On motion of Mayor Rosenbaum, second by Trustee Frankel, the Board unanimously authorized the Mayor to enter into an agreement with D & B Engineers, Woodbury, NY for preparation of the 2023 Stormwater Management Program Report and MS4 Permit Compliance at \$3,900.00.

#### **Attorney's Report**

Mr. Blinkoff reviewed the actions taken at the March 15, 2023 Zoning Board of Appeals hearing.

#### **Mayor's Report**

Mayor Rosenbaum advised that he and Building Superintendent Peter Albinski are working on an updated building permit fee schedule that will increase revenue and be easier to administer.

He reported that he attended the Long Island Water Conference forum regarding drinking water and the Police Commissioner's Council where it was noted that there is a big increase in elder fraud crime. The State Comptrollers Office has found that the Village has received a "no designation" rating regarding fiscal stress. Last, the Mayor reported that there will be a DEC Septic Smart event on April 17, geared to consumers.

The Mayor thanked the Women's Club of Flower Hill for installing pinwheels throughout the village supporting Kyra's Champions.

#### **Old Business**

##### **RESOLUTION NO. 31 – April 3, 2023**

##### **RESOLUTION ADOPTING AND RENEWING A FIRE PROTECTION CONTRACT WITH THE PORT WASHINGTON FIRE DEPARTMENT FOR THE YEAR 2023 - 2024**

The following resolution was offered by Mayor Rosenbaum, seconded by Trustee Genese: **WHEREAS**, New York State Village Law § 4-412(3)(9) authorizes the Board of Trustees to enter into a contract for fire protection services with any city, village, fire district, or incorporated fire company having its headquarters outside such village and maintaining adequate and suitable apparatus and appliances for the furnishing of fire protection in such village in the amount of \$357,406.00; and

**THEREFORE**, be it **RESOLVED**, the Board of Trustees of the Incorporated Village of Flower Hill hereby adopts the fire services contract with the Port Washington Fire Department for the period June 1, 2023 through May 31, 2024; and

**BE IT FURTHER RESOLVED**, that the Mayor is hereby authorized to execute said fire services contract.

The Board was polled as follows:

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

#### **New Business**

#### **RESOLUTION NO. 32 – April 3, 2023**

#### **RESOLUTION TO HOLD A PUBLIC HEARING TO CONSIDER PROPOSED LOCAL LAWS**

The following resolution was offered by Trustee Genese, second by Trustee Lewandowski:

**BE IT RESOLVED**, that Proposed Local Law H of the Year 2023, "Add new section 85-5(F) 'Building Construction' Issuance of Permit", has been introduced; and

**BE IT FURTHER RESOLVED**, that the Board of Trustees hold public hearings on said proposed Local Laws at 7:30 p.m. on Monday, May 1, 2023 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 was polled as follows:

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

#### **RESOLUTION NO. 33 – April 3, 2023**

#### **VIOLATION OF PROPERTY MAINTENANCE CODE AND REQUIREMENT TO ABATE**

The following resolution was offered by Mayor Rosenbaum, seconded by Trustee Frankel:

**WHEREAS**, the Village Board of Trustees has been made aware of a dying and dangerous tree located at the property above. Specifically, the dying and dangerous tree is located in the right-of-way abutting the road.

**WHEREAS**, Pursuant to section 172-2 of the Village Code, the grounds and exterior premises of a property are defined to include the right-of-way:

#### **GROUND AND EXTERIOR PROPERTY**

Any area of a building or lot, excluding porch areas, not enclosed within the walls of a building. *These terms include any public rights-of-way which pass through or are adjacent to a property, including the sidewalk and any area between the sidewalk, if there is one, and the street pavement.* (emphasis added), and

**WHEREAS**, Pursuant to section 172-3 of the Village Code, subparagraph (H) the owner is obligated to maintain trees on the property including Village trees between the sidewalk and curb:

- H. Trees, shrubs or other vegetation are pruned such that they will not obstruct the passage of pedestrians on sidewalks. The



maintenance of Village trees, including trees between the sidewalk and curb, are the responsibility of the adjoining property owner.

**WHEREAS**, Moreover, pursuant to section 172-4(B) of the Village Code, which is entitled "Exterior property areas", all land must be kept free of dead or dying trees:

**§ 172-4 Exterior property areas.**

B. Condition of land. *All land must be kept free of dead or dying trees...*

**WHEREAS**, Pursuant to sections 172-7 and 172-9 of the Village Code, upon the failure of the owner abating abate this dangerous condition at this , the Village may make arrangements to do so with the costs being assessed against the owner and thereafter the property,

**NOW THEREFORE BE IT RESOLVED**, the owner, occupant or tenant of such premises must abate the condition described above within **fourteen (14) days** from the date of a Notice served upon the property by regular mail, and

**BE IT FURTHER RESOLVED**, that upon the failure of the owner, occupant or tenant to abate the condition as required, the Village will make arrangements to abate the condition in such manner as it deems appropriate with all costs then passed on to the owner. Should the owner then fail to make payment the costs will be assessed against the property in the same manner as a tax and in accord with the Village Code

The Board was polled as follows:

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

On motion of Mayor Rosenbaum, second Trustee Genese, the Board unanimously moved to change the date of the September Board Meeting to September 11, 2023.

On motion of Mayor Rosenbaum, second by Trustee Genese, the Board approved waivers of park fees for the Women's Club of Flower Hill Easter Egg Hunt on April 6, 2023 and the Katie Oppo Memorial Run on June 11, 2023. Deputy Mayor Herrington recused from the vote.

On motion of Trustee Frankel, seconded by Deputy Mayor Herrington, the Board moved to close the meeting at 9:20 pm.

Respectfully submitted,  
Ronnie Shatzkamer  
Village Administrator

INC VILLAGE OF FLOWER HILL  
TREASURER'S REPORT

**BALANCE FOR MAY 2023**

DATE PREPARED BY TREASURER -04/27/23

FNB LI-GENERAL FUND	CHECKING-1447	\$224,957.69
FNB LI-TRUST & AGENCY	CHECKING-1454	\$503,842.11
FNB LI - CAPITAL RESERVE	SAVINGS - 0288	\$100,205.39
FNB LI-GENERAL FUND INVESTMENT	INVESTMENT	\$1,068,364.48
		\$1,070,162.81
NYCLASS INVESTMENT FUND	INVESTMENT	\$613,980.98
FNB LI - JUSTICE	CHECKING	\$5,143.00
FNB LI - ACTING JUSTICE	CHECKING	\$2,450.00
MONTHLY RECEIPT DEPOSITS		\$98,113.36
MONTHLY TAX DEPOSITS		\$645.39
MONTHLY EXPENDITURES		\$191,231.97

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

ABSTRACT #12

**MAY 2023**

Date of Audit - Monday, May 1, 2023

(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>
*DeLage Landen Financial Services	Lease for Copier 03.23.& 04.23	\$520.80
*Electronix Systems Central Station	Digital Monitoring Fee 04.01.23-06.30.23	\$78.00
*Home Depot	Supplies for Highway Dept. 03.23	\$186.39
*Lawman Enterprises	Code Enforcement Services 03.25.23-04.07.23	\$1,706.25
*Optimum	Optimum Services 04.23	\$154.53
*T-Mobile	Cell Phones/Service for Employees 04.23	\$58.66
*Granite Telecommunications	Phone Bundling 04.23	\$6.82
*Lawman Enterprises	Code Enforcement Services 04.08.23-04.21.23	\$1,738.75
*LIVCTA	April Meeting-Shatzkamer & Tangredi to Attend 04.23	\$70.00
*Nassau County Magistrates Assoc	CJE II Training-Reisman to Attend 04.23	\$80.00
*NYS Employees' Health Insurance	Health Insurance for Employees 05.23	\$27,285.47
*Port Washington Water District	Water Usage 12.28.22-04.04.23	\$278.76
*Ready Refresh	Water Supply to Village 02.23-04.23	\$601.11
*Visa	Mayor Breakfast;Magills VTL Books;Microwave ;Election Dinner:Zo	\$1,055.21
*Wex Bank	Exxon/Mobil Gas for Vehicles 03.23	\$233.03
*Windstream Enterprise	Phones/Service to Village 03.23	\$437.58
Aero Operating LLC	Monthly Trash Removal 04.2023	\$69,737.09
Anton Community Newspapers	Legal Notice-Organizational Meeting/Local Laws 04.03.23	\$210.60
Big Valley Nursery	Grass Trimmer; Rental of Aerator; Lawn Mower;Trailer 04.23	\$15,755.99
CIT	Monthly Lease for Copier 05.23	\$221.55
Davis Vision	Vision Coverage for Employees 05.23	\$53.88
Forchelli Deegan Terrana	Tax Certiorari Settlement-Two Middleneck Road 2020-2023	\$987.79
Forchelli Deegan Terrana	Tax Certiorari Settlement-Sec 6 Blk 167 Lot 683 2017-2021	\$602.88
Global Montello Group	Diesel Supply 04.23	\$1,206.75
Hicks Nurseries Commercial Sales	Plantings for Pow=rt Washington Blvd 04.23	\$1,156.00
ICC CDS, LLC	Laserfiche Cloud 04.23	\$1,100.00
ICC CDS, LLC	Municipity Saas System Setup/Implementation	\$5,400.00
Kevin Gaynor	Spring Turn On Irrigation 04.23	\$1,035.00
Leventhal, Mullaney & Blinkoff	Monthly Retainer: BOT, BZA, Justice Court 05.23	\$6,875.00
Jack Mancusi	1/3 Continuing Ed Cost for NYS CEO Certification 04.17.23	\$33.00
Metropolitan Life Insurance	Dental Insurance for Employees 05.23	\$676.23
MGR Reporting	Attendance/Transcript-BOT Meeting 03.06.23 (#10093)	\$605.00
Minuteman Press	Justice Court Envelopes 04.23	\$129.69
Brian Meyerson	Prof Services-Village Prosecutor 04.26.23	\$250.00
National Grid	Gas Service 05.23	\$639.22
Northern Safety & Industrial	Safety Equipment.Mechanic Creeper 04.23	\$242.70
NY Mulch & Firewood LLC	Mulch for Park/Islands 04.23	\$1,000.00
NYS Industries for the Disabled	Scanning & Storage of Building Department Property Records 04.23	\$2,830.92
Old Dominion Brush	Brushes for the Sweeper 04.23	\$581.35
P3 Cost Analysts	Telecom Savings 04.23	\$22.90
PSEGLI	Electric for Village Park 04.23	\$17.72
Seery Systems Group	Qtrly Fee for Storage 04.01.23-06.30.23/Delivery of File 04.23	\$710.43
SHL Engineering, P.C.	2022 P&D Contract;MNR Utility Survey; 11 Country Club Dr; General Se	\$4,175.00
Sourcepass	ESP Remote for April 2023	\$1,603.40
Sourcepass	Repair to Server-Credit Memo 04.23	\$41.74

S.W.M.A- Town of N. Hempstead	Dumping Fees 03.23	\$1,441.22
Stanley Spielman	Medicare Part D reimbursement + IRMMA 01.23-03.23	\$1,582.50
Staples	Supplies for Village 04.23	\$541.96
The Art of Landscaping	Tree Permit(18 ) & Landscape Plan(6) Approval 04.23	\$1,500.00
TGI	Quarterly Fee for Copies 01.24.23-04.23.23	\$54.24
Village of Sea Cliff/HHPC	Annual Membership Dues -2023 Committee Program	\$5,445.00
Verizon	High Speed Internet Service 04.23	\$108.99

**\*CHECKS TO BE ISSUED**

**\$34,491.36**

**\$128,575.74**

**TOTAL ABSTRACT**

**\$163,067.10**

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 1st day of May 2023.

\_\_\_\_\_  
Mayor Randall Rosenbaum

VILLAGE OF  
**FLOWER HILL**

**ARCHITECTURAL REVIEW COMMITTEE**  
**APRIL 24, 2023**

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**RETURNING APPLICATION**

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**BP21-555 - 102 Boulder Road – New Residence**

Comments: Submitted a revised exterior material selections of cement board siding and stone-like tile. Approved as submitted.

Approved – to BOT

**FROM ZONING BOARD**

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**PA2023-78 - 309 Crabapple – New Dwelling**

Comments:

1. This application was recently before the BZA. The hearing was continued and it needs to go back with a revised plan to reduce the gross floor area. The architect brought the application before the Committee as a preliminary review to get feedback on the design knowing that the building will change and is subject to the final decision by the BZA.
2. Preliminary comments included;
  - a. Curved roof lines should be reconsidered. Suggested a straight roof line with a flare only at the eave.
  - b. Detailing of the gable roof over the front entrance is not consistent with other design elements on the façade.
  - c. The scale of the dormer over the garage is too large.
  - d. The detailing of the front portico and rear covered porch is to include a box beam and half columns at the walls.

Not Approved – return to next ARC meeting on May 30th

**NEW APPLICATION**

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**PA2023-161 - 125 Walnut – New Dwelling**

Comments:

1. Front stone veneer to return on each side approximately 18".

Approved with condition– to BOT

PCB Settlement Fund  
 PCB Monitoring Fund  
 1650 Arch St. Suite 2210  
 Philadelphia, PA 19103



630659

FLOWER HILL NY  
 VILLAGE ADMINISTRATOR  
 ROBERT SHATZKAMER  
 1 BONNIE HEIGHTS RD  
 MANHASSET NY 11030-1620

Payee Name: FLOWER HILL NY

Claim Number: MST11470  
 Check Number: 101253  
 Check Date: 04/13/2023  
 Check Amount: \$17,414.03

Enclosed is your settlement payment as a Monitoring Fund Entity in the class action lawsuit *City of Long Beach, et al. v. Monsanto Company, et al.* in the United States District Court for the Central District of California. This settlement payment has been calculated in accordance with the terms of the Settlement Agreement approved by the Court in the case. More information is available on the settlement website [www.PCBClassAction.com](http://www.PCBClassAction.com). You may also contact the Settlement Administrator through email at [info@pcbclassaction.com](mailto:info@pcbclassaction.com) or by calling (844) 585-1121. Please cash or deposit this check promptly. **This check will be void if it is not cashed or deposited on or before October 13, 2023.**

1437

THIS CHECK IS VOID WITHOUT A COLORED BORDER AND BACKGROUND PLUS A KNIGHT & FINGERPRINT WATERMARK ON THE BACK - HOLD AT ANGLE TO VIEW

PCB Settlement Fund PCB Monitoring Fund 1650 Arch St. Suite 2210 Philadelphia, PA 19103	<b>Huntington</b> National Bank	CHECK NO. 101253	25-2 440
	DATE: 04/13/2023	AMOUNT: \$17,414.03	
Pay	Seventeen Thousand Four Hundred Fourteen and 03/100*****		
To The Order Of	FLOWER HILL NY 1 BONNIE HEIGHTS RD MANHASSET NY 11030-1620		
	Verification Available - Positive Pay Protected This check will be void after 10/13/2023		
	 AUTHORIZED SIGNATURE		

⑈ 101253 ⑈ ⑆044000024⑆ 01893984086⑈

**Ronnie Shatzkamer**

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**From:** Nicole Morton <nlmorton@salernoins.com>  
**Sent:** Friday, April 14, 2023 3:54 PM  
**To:** Ronnie Shatzkamer  
**Cc:** Jessica O'Malley  
**Subject:** DIVIDEND ANNOUNCEMENT FOR 2021-2022 POLICY YEAR (FLOWER HILL)  
**Attachments:** 497\_Dividend\_History.pdf

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

## **NYS Safety Group 497 Dividend Announcement for 2021-22 Policy Year**

New York State Public Entities Safety Group 497 and the New York State Insurance Fund are pleased to announce a **35 percent dividend** for the policy year July 1, 2021 to July 1, 2022. This marks the **40th** consecutive year Safety Group 497 has paid a dividend to its members.

**GREAT NEWS! Your entity will be receiving a dividend check as follows:**

- **WC policy# 295 150-7: \$8,216.50**

**Your Entity will be receiving the check within the next few weeks.**

**We trust all are pleased with this Dividend result!**

*Nicole L. Morton*

Salerno Brokerage Corp.

117 Oak Drive

Syosset, NY 11791

516-364-4044 ext. 219

516-364-5901 Fax

[nlmorton@salernoins.com](mailto:nlmorton@salernoins.com)

This message contains information for use only by the intended recipient and may be legally privileged, confidential, and/or exempt from disclosure. If you received this message in error, please notify the sender immediately and permanently delete this message. Any unauthorized review, use, disclosure, interception, or distribution is strictly prohibited. Unless explicitly stated otherwise, this e-mail is not a contract offer, amendment, nor acceptance.

# LEGAL NOTICE

## INCORPORATED VILLAGE OF FLOWER HILL

Sealed Bids for

### CONTRACT 2304

### 2023 PAVEMENT AND DRAINAGE IMPROVEMENTS CONTRACT (ESTIMATED COST \$175,000.00 TO \$225,000.00)

VILLAGE ENGINEER: SHL ENGINEERING, P.C.

PLEASE TAKE NOTICE THAT SEALED PROPOSALS must be received by the Village Board of Trustees at their offices at 1 Bonnie Heights Road, New York on:

Friday May 19, 2023 at 10:00 AM

at which time they will be publicly opened and read with the Contract to be awarded as soon thereafter as practicable.

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

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

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

Plans and specifications will be available and may be obtained at the Village Hall, 1 Bonnie Heights Road, Manhasset, New York, 11030, starting at 10:00 AM, Monday, May 1, 2023, and thereafter, during normal village business hours. A non-refundable fee of \$75.00 is required for each USB Flash Drive containing the contract documents.

The authorized contact for any questions regarding this proposal should be directed to:

**Stephen Lawniczak, P.E.**

**SHL Engineering, P.C.**

P.O. Box 1759

Huntington, New York 11743

Phone: 631-786-0190

email: [slawniczak@shlengineeringpc.com](mailto:slawniczak@shlengineeringpc.com)

Dated: Flower Hill, New York

May 3, 2023

For the BOARD OF TRUSTEES  
By: RONNIE SHATZKAMER,  
VILLAGE ADMINISTRATOR



## Ronnie Shatzkamer

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**From:** Ronnie Shatzkamer  
**Sent:** Tuesday, April 25, 2023 9:33 AM  
**To:** Mayor Email; Gary Lewandowski; Frank Genese; 'Mary Jo Collins (TrusteeCollins@villageflowerhill.org)'; Claire Dorfman; Trustee Frankel; jeffblinkoff@yahoo.com  
**Subject:** Planning Study RFP results  
**Attachments:** Planning Use proposal Cameron 4-24-23.pdf; Plannin H2M 4-24-23.pdf; Planning N&P 4-24-23.pdf; Cameron Bid short version.pdf; H2M Bid short version.pdf; N&P Bid short version.pdf

Hi All,

We received the Planning Bid proposals yesterday. There were three bidders Cameron, H2M and N&P. Attached find the three full bid packages and the three short versions with just the project approach and cost.

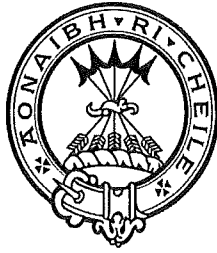
To summarize:

Cameron	\$32,500
H2M	\$59,076
N&P	\$36,500

All these quotes exclude SEQRA

*Ronnie Shatzkamer*

RMC, CMC, MMC  
Village Administrator  
Village of Flower Hill  
1 Bonnie Heights Rd.  
Manhasset, NY 11030  
(516) 627-5000



# CAMERON ENGINEERING

an **IMEG** company

April 21, 2023

Ronnie Shatzkamer  
Village Administrator  
Village of Flower Hill  
1 Bonnie Heights Road  
Manhasset, NY 11030

Re: Request for Proposals for Planning Land Use Study  
(RFP dated March 22, 2023)

Dear Ms. Shatzkamer:

Cameron Engineering, an IMEG company (Cameron Engineering) is pleased to submit this Proposal for professional planning services to support the Village of Flower Hill in reexamining its existing zoning and land use regulations.

Cameron Engineering has assembled a core team of planning practitioners whose expertise align with the goals and objectives of this RFP. Our team is qualified for this opportunity, having provided planning expertise and consulting services for a broad spectrum of comprehensive and downtown plans; zoning code updates; community visioning reports; and urban design and transportation studies for municipalities throughout the New York Metropolitan area and Upstate New York.

As Principal-in-Charge, I will be primarily responsible for administering the overall project—participating from project kick-off to completion. Having been appointed as a former Commission of Planning and Development in a Town in Suffolk County, I have extensive familiarity with overseeing the development and revisions to the comprehensive plans and zoning provisions. David Tepper, AICP, will serve as Project Manager. David has the requisite expertise including key roles in the preparation of comprehensive plans, zoning code updates and associated environmental review procedures for a diverse range of communities.

## **I. PROJECT DESCRIPTION AND BACKGROUND**

The Village of Flower Hill is a relatively small, built-out residential Village located on the Port Washington Peninsula (also known as Manhasset Neck). The Village has identified areas of concern within its boundaries, principally related to potential redevelopment or expansion of uses. The Village has several significant infrastructure- and environmentally-related concerns, including stormwater management issues, groundwater intrusion concerns, contamination from septic systems and land stability issues due to steep slopes within the Village. A small portion of the Village, including the land occupied by the North Hempstead Country Club, is currently served by the Port Washington Water Pollution Control, with most of the Village utilizing on-site septic systems.

Active Member of **ACEC New York** **NY**  
Association of Consulting Engineers and Architects

177 Crossways Park Drive, Woodbury, NY 11797 / (516) 827-4900 1411 Broadway, Suite 610, New York, NY 10018 / (212) 324-4000  
303 Old Tarrytown Road, 1st Floor, White Plains, NY 10603 / (914) 721-8300

To undertake this study, Cameron Engineering will use the identified areas of concern as a starting point in examining the Village's existing conditions and regulations. However, as the Village is requesting a planning study that could inform future rezoning within the Village, the planning study should be framed to look at districts and district-wide amendments (rather than parcels or properties). In addition, given the existing uses and regulations affecting the areas identified, it is recommended to perform a full analysis of existing subdivision regulations and procedures.

## **II. SCOPE OF SERVICES AND PRELIMINARY SCHEDULE**

With a team of planners well-versed in zoning amendments, subdivision planning and environmental review, Cameron Engineering is mobilized and fully prepared to execute the scope of work in connection with an analysis of the Village's residential zoning districts and land use review procedures (including subdivision review). In total, it is anticipated that this land use study will require a duration of approximately four to five months, subject to availability of staff and stakeholders for requisite meeting. Pursuant to the RFP, Cameron Engineering will perform the following tasks:

**Task 1: Attendance at an initial meeting with the Village Mayor and Board of Trustees, and schedule subsequent meetings with key staff to aid the analysis.** In addition to input and coordination with the Board of Trustees, Cameron Engineering anticipates two additional working meetings with key staff, potentially including the Village Administrator, Building Superintendent, Public Works Superintendent and the Village Engineer. The meeting will occur within two weeks of project kick-off, with the timing of subsequent staff meetings to be determined (ideally within the first six weeks of the project timeline). As discussed above, an understanding of the Village's short-term and long-term infrastructure issues and capital planning is essential to provide effective regulations. Similarly, an understanding of longer-term environmental impacts and ongoing efforts by the Village (such as its support for recent USGS work), will further refine future regulations.

**Task 2: Evaluate existing conditions, regulations and procedures.** Based on the meetings and supplemental research identified above, Cameron Engineering will synthesize its analysis of existing zoning and subdivision regulations with the Village's infrastructure and environmental concerns. A presentation to the Board of preliminary findings, issues and potential solutions would be provided near the project mid-point (approximately 8-10 weeks from project kick-off).

**Task 3: Prepare a Draft Report of findings, recommendations and next steps.** It is anticipated that this deliverable would be available for review approximately 15 weeks from project kick-off.

**Task 4: Public Presentation.** Schedule a public presentation at a Village Board of Trustees Meeting. If desired by the Village, Cameron Engineering has the ability to host documents, project notices and a feedback portal through an established online engagement platform, Public Input. It is anticipated that this meeting would occur approximately 16 weeks from project kick-off.

**Task 5: Final Report.** It is anticipated that this report will be completed and delivered to the Village approximately 20-22 weeks following project kick-off.



Mr. Zapolski is a professional Civil/Site Engineer with over 30 years of experience in Urban Planning and Land Development Projects. He has planning and civil engineering design experience in several sectors including municipal roadway and capital improvement projects, institutional and educational facilities, transportation infrastructure, residential roadway and drainage design, commercial, residential, and industrial land development projects throughout the northeast, primarily in Suffolk and Nassau Counties, Long Island, NY as well as training in International Building Codes, State Building Codes, FEMA, and Town and County Emergency Operations.

Prior to joining Cameron Engineering, Mr. Zapolski served as Islip Town Commissioner with the Department of Planning and Development. He was responsible for five divisions of the Department, including Building, Engineering, Planning, Economic Development and Zoning Board of Appeals. He managed 70 personnel, 7,000 applications, \$5.5 million in fees. He assisted Commissioner of DPW with Town-wide Road Improvement Projects and oversaw Capital Improvement Projects within Planning and Engineering Divisions. In this role, he also served as Floodplain Administrator.

Mr. Zapolski's recent experience includes:

- **Midway Crossing, Ronkonkoma, NY** – Mr. Zapolski is spearheading this project for Cameron Engineering involved in the engineering services for the \$2B private public development project, developed in partnership with Suffolk County and the Town of Islip, capitalizes on unique Long Island assets including access to world-class science research and academic centers, excellent transportation nodes including the busiest LIRR train station in Suffolk County (less than one hour train travel to the east and west sides of Manhattan in 2022.), located at Long Island Mac Arthur Airport and only five minutes away from three exits on the Long Island Expressway.
- **Gyrodyne Medical Oriented District, Town of Cortlandt, New York** – Engineering and Planning services to support the development of an innovative plan which meets the goals of the Town by incorporating green infrastructure into a vibrant mixed-use development that includes medical office space, complementary retail and residential apartments. Cameron Engineering is preparing the DEIS to analyze the proposed development approach for the 13.79-acre property.
- **Village of Amityville Transit Oriented Development (TOD)/SEQRA/Site Plan:** Preparing new building zone ordinance for a new Transit Oriented (TO) District, SEQRA, and preparation of site plan approvals.
- **Gyrodyne Traffic Study, DEIS, FEIS, Engineering Plans, Permitting, St. James, NY** – This is a ±75-acre, 8-lot subdivision application that could yield a new hotel, medical/technical/R&D office space, assisted living, and a new sewage treatment plant (STP) that will serve new and existing buildings. Mr. Zapolski assisted on the DEIS and FEIS, and is leading the Subdivision plan, STP application, and applications to NYSDOT for on-site and off-site traffic and drainage improvements.
- **Beech Street/Park Street Complete Streets and Drainage Improvements (GOSR), Nassau County, NY** - The County proposes to improve Park Street, in the Village of Atlantic Beach, and Beech Street, from Yates Avenue to Nevada Street, in the hamlet of East Atlantic Beach by the installation of drainage, curb, sidewalk, pavement, traffic signals, lane markings, traffic calming measures, streetscape features and incidental work. The intent is to improve safety for motorists and pedestrians and to improve drainage and flood resiliency.

#### **Education:**

Master of Science  
Civil Engineering  
Manhattan College

Bachelor of Science  
Civil Engineering  
University of Massachusetts

#### **Licenses/Registrations:**

*Professional Engineer:* New York

NYS Code Enforcement Official

#### **Affiliations**

- Member of ASCE
- Member ACEC
- Former committee member of ACEC Land Development Coalition
- Member of ICSC
- Member of DPCLI
- Member of SMPS
- Former committee member of ICSC's "Next Gen"
- Member of APA
- Guest speaker at SMPS
- Contacts with over 1000 owners, owner's reps., developers, attorneys, architects, consultants, and municipal contacts

**Years with this Firm:** 6

**Years with other Firms:** 27

Task No.	Task Name	Schedule
1	Kick-off Meeting and Key Stakeholder Meetings	Weeks 1-6
2	Existing Conditions and Issuance of Findings to Board	Weeks 8-10
3	Prepare Draft Report	Week 15
4	Public Presentation and Online Materials	Week 16
5	Prepare Final Report	Weeks 20-22
Total Project Duration		5 Months (22 weeks)

### III. PROPOSED FEES

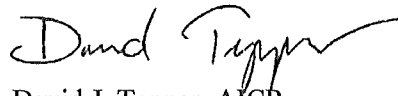
- A. For the Scope of Services set forth herein, the Fee would be performed on a lump sum basis for the amount of \$32,500. Should the Village request preparation of additional analyses or presentations, a separate proposal amendment will be provided.

We are excited about the opportunity to support the Village of Flower Hill with this important initiative. Should you have any questions or require additional information, please feel free to contact me via email at [Richard.j.Zapolski@imegcorp.com](mailto:Richard.j.Zapolski@imegcorp.com), or phone at 516-224-5290 (office) or 516-250-3535 (cell).

Very truly yours,



Richard J. Zapolski, Jr., P.E.  
Principal



David J. Tepper, AICP  
Associate/Senior Planner

RZ/DT/lm

Enclosures:

-Staff Resumes

-Project Examples

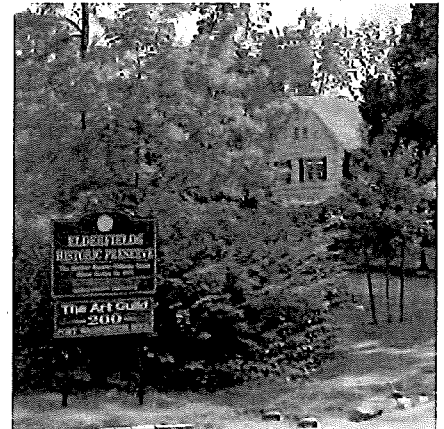


## Project Understanding

H2M is pleased to provide our proposal to develop a new and innovative planning study to reexamine zoning for existing residential zones to prevent overdevelopment of large areas. Our approach is designed to be responsive, innovative, and considerate based on our deep knowledge and understanding of the land use process and deep understanding of municipalities and public involvement. H2M is a full-service architecture, engineering, and planning firm with a long running and committed relationship providing unmatched service to various municipalities in the tri state area.

The Village of Flower Hill is a 1.61 square mile village located within the Town of North Hempstead in Nassau County. The Village is located 25 miles east of Manhattan. The Village is walkable, and residents can utilize the pedestrian path from Manhasset Woods Road to Flower Hill Park or explore the new Flower Hill Historic Trail, which is made up of seven routes, 52 miles total. Penn Station is accessible via the Long Island Rail Road (LIRR) via a short drive to the Plandome, Manhasset, and Port Washington stations, all of which are part of the LIRR's Port Washington Branch. The Long Island Sound, specifically Manhasset Bay, is located about two miles to the west of the Village. H2M has extensive experience providing planning consulting services to numerous shore communities including the Town of Smithtown. In fact, the Comprehensive Plan for Smithtown won New York's 2022 Engineering Excellence Award (EEA).

The Village's Zoning Map was last revised in 1999, designating the 11 districts that currently exist. Of these districts, seven are designated as residential. As a result, the Village generally sees minimal development projects due to limited vacant land being available, with the primary development type being single-family homes. As there have been few land use changes over the last 40 years, conducting this land use planning study is essential to prevent overdevelopment. This study will serve as a comprehensive guide for rezoning the residential zones that contain the five parcels indicated in the RFP, and any other appropriate parcels identified throughout the consultation. The residents and businesses enjoy an excellent



**"H2M has extensive experience providing planning consulting services to numerous shore communities"**

quality of life, and the Village is a close-knit community that takes pride in its history. Development decision making through strategic zoning is a way to recognize these strengths as assets, and a chance to identify new opportunities to further improve, while maintaining the character of a community people have already found desirable. H2M recognizes that the Village of Flower Hill has concerns for overdevelopment, and as a result, any development or redevelopment should be mindful of the community character and the characteristics of why people wanted to live in the Village in the first place.

## Our Approach

Communities change over time, sometimes by purpose and planning, and sometimes by the force of the market or demographic shifts. The importance of planning is to establish a foundation as to how Flower Hill can and should change in thoughtful and appropriate ways. At the same time, every community has assets that should be protected from change, and places where things are generally consistent with the vision of the Village but need to be improved. At H2M, we take a three-pronged approach when planning communities – Preserve, Enhance, and Evolve.

- **PRESERVE** - This strategy acknowledges that in some cases, significant change is not desirable. Any planning study should reflect the principle that not only should these places be recommended against wholesale change—but should be protected from it.
- **ENHANCE** - At the same time, there are areas where buildings, streets, parks, and community facilities generally reflect the goals of a community, but need to be enhanced with more transportation options, better facade treatments, a more enjoyable public realm, or more modern offerings and/or amenities.
- **EVOLVE** - Finally, there may be areas where a community has a greater chance to evolve, or land uses changed to reflect modern economic trends, or opportunities to connect open space and recreational facilities.

Our approach gets to the heart of the matters, and importantly, we seek to engage in meaningful dialogue with participants to make sure that the plan is reflective of the community.

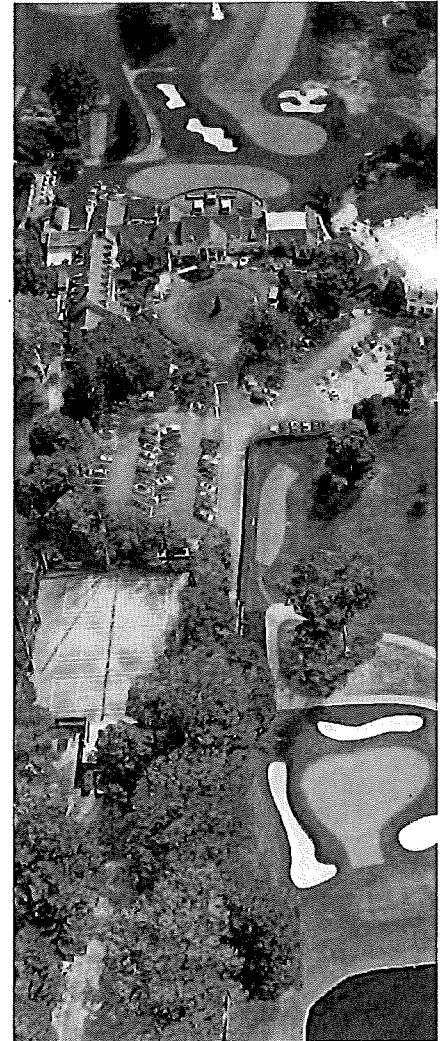
Through a comprehensive community engagement strategy that engages all stakeholders, in combination with plan review, field analysis, and knowledge of the Village, H2M will bring to the forefront the most pressing planning issues facing the Village of Flower Hill, more specifically regarding the targeted areas and provide implementable strategies to address these issues.

## Scope of Work

### ► Task 1: Project Management

The key to a successful planning project requires a strong project management approach, and H2M has a proven formula to ensure that products are delivered on time, on budget and with the high quality of work expected by our partner clients. At the outset of the project, our Project Manager will coordinate with the Village of Flower Hill to schedule a kickoff meeting.

Key personnel from the H2M project team will attend the meeting. The purpose of the kickoff meeting will be to review and agree upon the overall scope of work, review and refine the project schedules and key milestones, and other key items identified in our proposal. Ahead of the meeting, we will send a comprehensive list of data that would





## ► Project Understanding & Approach



be desired by the project team for the study as well as any plans, zoning ordinances, etc. that are not readily available online. Our Project Manager will submit a written meeting summary of the kickoff meeting, detailing key points of discussion and action items that need to be conducted as a result of the meeting discussion.

Consistent communication is critical for project success, to maintain the project schedule and ensure work product is being developed as expected. The H2M Project Manager will be available to discuss project status on a bi-weekly basis (via conference call) to ensure the project remains on track and within budget. In addition, we will submit notes from the meeting and address how H2M will address any items of concern or require further action. H2M uses Cisco WebEx format with our clients, so that we can share documents, webpages, maps, etc., and discuss them together, knowing all parties are looking at the same materials. This approach minimizes project travel times and expense and maximizes budget for the study's efforts. It is also typically more convenient for busy people to set aside time for conference calls focused on a specific topic.

We will report and invoice monthly as agreed to in the terms of the contract. For each invoice, we will prepare and submit a progress report and a progress schedule indicating the percentage of work complete that corresponds to the invoice. The progress reports will include all active and completed tasks and will indicate the percent of work complete (total and by task), work and submittals completed since the last invoice and to be performed in the next billing period, meetings, actions/decisions required by the Village, and the status of the schedule and budget.

### ***Task 1 Project Management Technical Equipment***

- » Cisco WebEx
- » Newforma

### ***Task 1 Deliverables***

- » Agenda and notes from kick-off meeting
- » Monthly invoices and progress reports

## ► Task 2: Village and Public Input

H2M has worked with many of our clients to conduct successful community engagement with impactful messages that resonate with both the public and other stakeholders. Rather than work with a set formula, our public engagement campaigns have used a variety of innovative tools and technology appropriate to the audience and message. Our unique approach, ranging from "high touch" to "high tech" effectively engages community audiences, fosters project interest, encourages community consensus, and furthers project approval. Our commitment and dedication to effective public outreach has helped us identify a series of lessons learned that we apply to all of our projects.

One of the keys to a successful project and public engagement program is to match the type of public involvement with the context and complexity of the decision that needs to be made or project to be implemented. Successfully targeting the type and level of public participation to the need can reap significant benefits in cost savings, timely project implementation, prevention of conflict, and community satisfaction. Working with the Village, we will draw upon our expertise utilizing a variety of traditional and contemporary outreach tools to engage the project stakeholders so that varied audiences can be served effectively, and our campaign can maintain flexibility for any situation.

At H2M, we pride ourselves on our ability to communicate through use of 'newer' outreach tools such as social media, as well as traditional written methods including



## ► Project Understanding & Approach

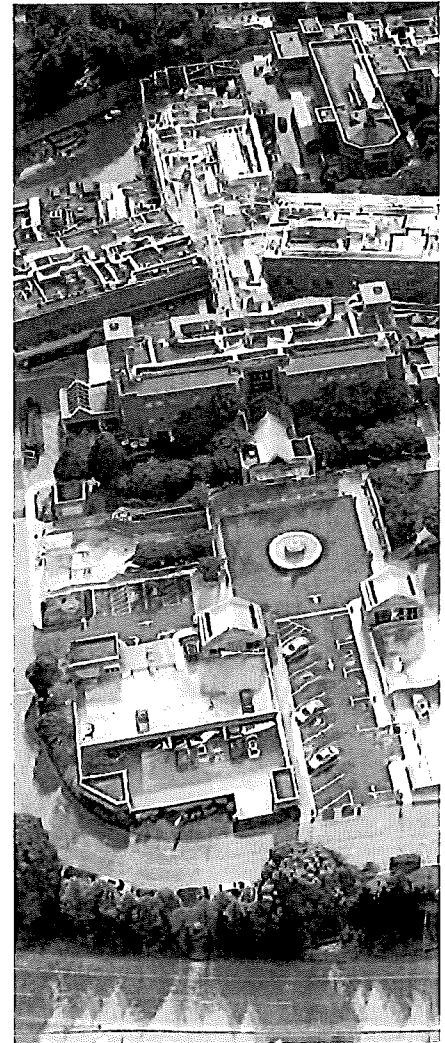


newsletters, FAQs, and fact sheets. Not only do these newer tools (i.e., Instagram, Twitter, Facebook) offer an opportunity to reach broader markets (particularly the younger demographic), but they also provide an ability to gain valuable insight into the public, communities, agencies, and stakeholders we are trying to engage by monitoring activity on existing websites, blogs and social media accounts. Regardless of the tools employed or the audiences we are engaging in, we understand the message must be clear, in plain language, consistent, and comprehensive.

- A. **Village Board** - H2M will consult with Village representatives and/or designees over the course of the study. At three regularly scheduled Village Board meetings, we will present on the progress and interim results of the study. The fourth meeting will be to present the final report to the Board.
- B. **Staff Input** - During the course of the study, H2M will meet or contact Village staff to obtain necessary information for the Inventory and Analysis in Task 3. H2M Team will conduct informational interviews with departments such as public works, police, and fire, as well as key Village consultants. We will conduct these meetings through one of our virtual platforms.
- C. **Steering Committee** - We recommend establishing a Steering Committee. We recommend that this consist of a member from the architectural review committee, Village staff member, board of appeals, a board of trustee member, and a stakeholder. It is recommended that the Steering Committee contains a maximum of five members. H2M will work with the Village's Steering Committee to maintain communication on the status of the study, exchange information, prepare for public meetings, and obtain local input. We will schedule three meetings directly before a public input meeting, and another three will take place at regularly scheduled intervals during the study. We recommend that these be conducted virtually.
- D. **Identify Stakeholders** - A critical first step in community engagement is identifying the populations you want to reach. Residents are critically important, but there are many other stakeholders in the Village that can play an active role for their organization in the planning process and be leveraged to reach a wider array of people. This includes the property owners of the five lots. We anticipate conducting interviews with the property owners and/or their representatives. This will enable us to provide a greater understanding and put forth a Planning Study that can be implementable and supported by the major stakeholders.
- E. **Public Input Sessions** - H2M will plan, organize, and staff three public input meetings. Early in the project, we will work with the Village to identify dates and times that are convenient for the Village. We anticipate these workshops being located at Village Hall, though other locations may be a possibility. In addition, we will develop flyers to advertise the workshops that can be distributed by the Village and its stakeholders.

We recommend an open house format that includes a brief presentation along with interactive exercises and information stations. This allows for people to drop in when their schedule permits and helps keep the meeting engaging. The interactive exercises allow participants to interact with the project team on a one-on-one or small group basis. When preparing for the workshops, H2M will identify the project goal(s) for the workshops (gathering information, educating about the project, asking people to prioritize recommendations, etc.) and then structure the activities around achieving those goals while working toward an overall goal to keep the meeting fun and have participants leave feeling their voice was heard, their time was well spent, and they would be interested in attending future meetings. We anticipate the meetings following the following structure based on project schedule:

- » Meeting #1 - Introduce the study, discuss initial observations, and obtain input
- » Meeting #2 - Present preliminary recommendations and obtain feedback





## ► Project Understanding & Approach



» Meeting # 3- Present draft plan and recommendations, following initial feedback

Advertisements for all the public input meetings will use the municipal website, Facebook ads, Twitter feeds and Instagram posts. The goal is to provide the opportunity for all age groups to present their opinions.

### ► Task 3: Planning Study

A. **Introduction** – H2M will provide an introductory section to the planning study establishing the purpose of the study, the Village's planning goals, and establish the basis for the study's analysis

B. **Study Area Boundary** – H2M will define and map the study area boundaries to provide a geographic framework for the planning study's discussion. These areas, as listed in the RFP are:

- **North Hempstead Country Club** – 18-hole golf course and country club on approximately 115 acres in the R-1 Residence District, which permits single-family homes on one-acre lots; this property is connected to municipal sanitary sewers
- **Vincent Smith School** – 3.1-acre private school campus in the R-2 Residence District, which permits single-family homes on 22,000-square foot lots
- **St. Francis Hospital** – approximately 15 acres in the H-1 (Hospital) District; this property is connected to municipal sanitary sewers. There have been indications that the Hospital has outgrown its existing campus and is seeking to expand, potentially including a request for increased height and/or the acquisition and use of adjacent single-family residential parcels.
- **DeStefano Property** – waterfront parcel on Shore Road containing a commercial use in the R-7 Residence District, which permits single-family homes on 7,500-square foot lots
- **Elderfields Preserve** – +/- Four-acre County owned property

C. **Review Existing Materials** – As an important initial step to preparing the Planning Study, we will collect and review several planning documents that have significance to the Village of Flower Hill. The information includes:

- **Comprehensive Plan and Planning Studies** - H2M will review the existing Village Comprehensive Plan, providing a list of specific and general recommendations from these documents. In addition, H2M will review state and regional plans such as the 2030 Nassau County Comprehensive Plan, Nassau County Hazard Mitigation Plan and the New York Metropolitan Transportation Council's Regional Transportation Plan 2045 will be reviewed. While these plans hold no statutory authority, they provide guidance on regional initiatives and goals, which may be leveraged for technical and financial support when the Village's planning goals are aligned.
- **Existing Zoning** - H2M will detail existing zoning, especially as it relates to the five properties noted above. We will identify permitted business uses and those that require special permits. We will describe the types of uses/standards in the zone districts of the said properties and its vicinity.
- **Demographic Environment** - Using the most recent Census data (likely one-year estimates or five-year average estimates from American Community Survey), we will develop a demographic profile for the Village to include population, ethnicity, age, and income levels, journey to work data, and other relevant information. Where possible, we will provide demographic maps.

## ► Project Understanding & Approach



- **Socio-economic Factors** - We will inventory and describe school districts, taxing districts, tax rates, any special districts, and allocations. Any publicly available job data will be provided in this section.
- **Community Character** - H2M will inventory and describe the existing character of the Village relative to overall appearance and viewsheds, architectural elements, landscapes, lighting, signage, and aesthetics. We will map key examples of the character with photographic imagery.
- **Cultural Resources** - Any rezoning initiatives will consider the Village's historic resources. This is especially pertinent as Vincent Smith School, North Hempstead Country Club and St. Francis Hospital have been identified in the Flower Hill Historic Trail – Main Route Guidebook.
- **Natural Resources** - We will inventory, describe, and map the Village's topography, geologic conditions, water resources, and ecological resources based on observations and publicly available data.

Apart from the studies mentioned in subsection C, the H2M team will review infrastructure conditions and physical conditions. At this time, we will begin to develop the necessary base maps which will be used to record existing conditions.

In addition, H2M will review and analyze local development trends over the past five years using methods such as: researching requested and granted variances; reviewing land use approvals; and interviewing Village planning professionals and staff as noted within Task 2.

**D. Analysis** - Using the information collected in Task 2 (Village and Public Input) and information from Task 3, we will conduct an analysis of the primary study area based on the following tasks in the RFP.

- **Existing Conditions Buildout Model** - We will provide a spreadsheet model analysis on the "maximum" redevelopment potential based on existing zoning ordinances.
- **Comprehensive Plan and Planning Studies Evaluation** - Using our documentation from Task 3, we will develop a statement on how the sites could potentially be redeveloped according to the Village's vision and to prevent over development of the sites.
- **Utility/Service Provider Analysis** - We will meet with relevant service and utility providers to determine the Village's and other district's ability to support growth in service demands resulting from the maximum buildout. We will use the existing zoning as the baseline for growth and identify what these providers will require to support growth. This will enable us to ascertain if there are any deterrents to overdevelopment because of limitations in utility and services. This will provide us with a foundation in providing recommendations to address any challenges to prevent overdevelopment.
- **Transportation, Pedestrian, and Parking Review** - During our field visit, we will document existing traffic circulation, restrictions, pedestrian flow, and parking. We will identify factors that inhibit mobility and affect safety. This review will be a more qualitative high-level discussion and not include quantitative analysis. Should the Village desire a traffic study then H2M will provide a separate scope for that.

**E. Issues and Opportunities** – We will conduct a SWOT (Strengths, Weaknesses, Opportunities, and Threats) analysis based on the results of Tasks 2 and 3. This will provide us with a framework for recommendations.

**F. Recommendations** - Based on the results of the SWOT analysis, H2M will develop a series of recommendations. It is expected these recommendations will

be general and specific to the primary study area, identifying a series of potential planning tools and identifying how these can be used to solve an issue and/or address an opportunity, recommendations related to the framework of subjects completed in Task 3E. These recommendations will provide planning and zoning solutions that support rezoning to encourage appropriate development that will continue to provide ratables to the Village, mitigate impact on the environment and local services, and maintain the character of the Village.

Where appropriate, we will map these recommendations. In addition, H2M will identify potential grants at the state and federal levels to assist in the funding of these recommendations. We will use graphics to enhance visual understanding of recommendations.

#### ► Task 4: Final Report

H2M will prepare a draft version of the Final Report in Microsoft Word. Upon completion, the comprehensive draft of the study will be submitted to the Steering Committee for review and comment. The draft report will bring to the forefront the issues facing these sites and offer recommendations to rezone appropriately to prevent overdevelopment of the sites. The plan will be prepared in a narrative format with supporting maps, photos, and graphics to clearly convey the principles and policies.

Following review and comment by the Village, the H2M Team will revise the document to reflect the comments provided by the Village or other stakeholders. The final plan will be formatted into Adobe InDesign to provide a graphically rich and reader-friendly experience for use and distribution by the Village. This version will undergo the SEQRA review, if required, and we understand the potential for revisions based on feedback from the environmental review. This proposal anticipates one revision. H2M will provide an amended scope for any additional revisions or services outside of this scope.

#### ► Task 5: State Environmental Quality Review Act (SEQRA) Compliance (Optional)

The SEQRA (6 NYCRR Part 617) mandates that municipalities consider the environmental impacts for all discretionary decisions. While preliminary planning studies are Type II actions under SEQRA requiring no further environmental review, adopted land use plans and/or rezoning actions are subject to SEQRA. In anticipation of the Village's intent to adopt this study as an actionable land use plan, H2M proposes the following SEQRA services.

H2M proposes to prepare an Expanded Environmental Assessment (EEA) to fully consider the potential environmental impacts of the recommendations of the planning study. It is anticipated that the SEQRA consultant team will work in close coordination with the Village of Flower Hill Board of Trustees, who will be serving as SEQRA Lead Agency. The adoption of a municipality's land use plan is a listed Type I Action under SEQRA, requiring the preparation of a Full Environmental Assessment form and a determination of significance. H2M anticipates that all environmental concerns will be adequately addressed in the EEA, allowing for the preparation of a negative declaration.

H2M proposes to complete the following deliverables to facilitate the SEQRA process:

- Full Environmental Assessment Form (FEAF Part I) with Expanded EA
- Notice of Intent to Declare Lead Agency
- FEAF Parts 2 and 3 with Negative Declaration





## ► Project Understanding & Approach



The proposed Expanded EA will address the following areas:

- Land use and zoning
- Visual Resources and Community Character
- Community Facilities, Services, and Open Space
- Historical and Archaeological Resources, including initial SHPO consultation
- Transportation and Parking
- Water and Wastewater Infrastructure
- Natural Resources

### Assumptions & Exclusions

- We assume that the Village of Flower Hill Board of Trustees will serve as the SEQR lead agency.
- H2M proposes a coordinated review. Four (4) hours have been allotted for preparing responses to involved or interested agency comments submitted during the coordinated review, if any.
- Supplemental environmental assessment studies, geotechnical studies, traffic studies and analysis, environmental services, Environmental Impact Statements, permitting, and/or SEQR process support beyond the preparation of the FEAF Parts 1-3, Expanded EA, and initial SHPO consultation are not anticipated in this proposal. If requested, these services could be provided under a separate proposal for additional services; and
- One meeting to be held via virtual platform (Webex, Zoom, etc.) with the Village to discuss the SEQR approach and documentation is anticipated. Public hearings or meetings beyond the one included to review the SEQR documentation are not anticipated.
- Additional meetings will be billed hourly based on the included rate schedule.

## Cost Proposal

The overall cost of the proposed scope of work is noted below. We recognize that governments often operate with constrained financial resources and H2M is committed to being flexible to our partner client's needs. The following cost proposals can be selected individually as budget allows, rather than being taken as a total cost for the entire effort. In addition, certain aspects of the planning process, such as community outreach task can be scaled according to the desired level of effort for the Planning Study. If the Township is interested in discussing our approach and costs further, we would be happy to discuss these prior to entering into a contract with the Township.

Task	Description	Hours	Cost
1	Project Management	17	\$3,672
2	Village and Public Input (sum of A-E)	160	\$28,294
	<b>A. Village Board Meeting</b>	<b>40</b>	<b>\$8,020</b>
	Village Board Meeting 1	10	\$2,005
	Village Board Meeting 2	10	\$2,005
	Village Board Meeting 3	10	\$2,005
	Village Board Meeting 4	10	\$2,005
	<b>B. Staff Input meetings</b>	<b>12</b>	<b>\$2,592</b>
	<b>C. Steering Committee meetings (6 in total)</b>	<b>36</b>	<b>\$5,868</b>
	<b>D. Property owners interviews (virtual)</b>	<b>12</b>	<b>\$1,956</b>
	<b>E. Public Input session (sum of below)</b>	<b>60</b>	<b>\$9,858</b>
	Public Input session 1	20	\$3,286
	Public Input session 2	20	\$3,286
	Public Input session 3	20	\$3,286
3	Planning Study	185	\$23,622
	<b>A. Introduction</b>	<b>4</b>	<b>\$440</b>
	<b>B. Study area Boundary</b>	<b>8</b>	<b>\$1,110</b>
	<b>C. Review existing materials</b>	<b>85</b>	<b>\$9,499</b>
	<b>D. Analysis</b>	<b>64</b>	<b>\$9,085</b>
	<b>E. Issues and Opportunities</b>	<b>12</b>	<b>\$1,744</b>
	<b>F. Recommendations</b>	<b>12</b>	<b>\$1,744</b>
4	Final Report	24	\$3,488
5	SEQR Administration (optional) (sum of below)	132	\$15,446
	Full Environmental Assessment Form	29	\$3,226
	Expanded Environmental Assessment	69	\$8,218
	Coordinated Review	13	\$1,424
	Parts 2, 3, and Negative Declaration	21	\$2,578
Total excluding optional SEQRA		386	\$59,076
Total including optional SEQRA		518	\$74,522

## II: Project Understanding & Technical Approach

### Understanding

This proposal for planning services is submitted in response to a Request for Proposal issued March 2023 wherein the Village of Flower Hill is seeking the services of a planner to assist in conducting a planning analysis and formulating recommendations to prevent overdevelopment of large areas.

The Village currently is mostly built out, primarily with single-family homes in accordance with its predominant residential zoning, as well as commercial businesses along Northern Boulevard (New York State Route 25A). It has been about 40 years since Flower Hill saw its last major development, a condominium community in the southeast corner of the Village. However, there are several parcels which, if additional development were to occur, could result in impacts if not properly considered. The parcels of primary concern which have been identified include:

- Vincent Smith School – 3.1-acre private school campus in the R-2 Residence District, which permits single-family homes on 22,000-square foot lots.
- St. Francis Hospital – approximately 15 acres in the H1 (Hospital) District; this property is connected to municipal sanitary sewers. There have been indications that the Hospital has outgrown its existing campus and is seeking to expand.
- North Hempstead Country Club – 18-hole golf course and country club on approximately 115 acres in the R-1 Residence District, which permits single-family homes on one-acre lots; this property is connected to municipal sanitary sewers.
- Waterfront parcel (±5 acres, identified as Section 6/Block 53/Lots 970-972 on the Land and Tax Map of Nassau County) located on Shore Road; this parcel currently contains a commercial use in the R-7 Residence District, which permits single-family homes on 7,500-square foot lots.
- Elderfields Preserve Property – approximately four-acre County-owned parcel containing an historically significant building.

A Comprehensive Plan covering all elements for such plans as set forth in §7-722 of the New York State Village Law would be a major undertaking, requiring detailed studies of every aspect of the Village's zoning and land use, transportation systems, utility infrastructure, historic and cultural resources, environmental resources, demographics and housing, parkland and open space, and economic conditions. However, §7-722 allows a village to tailor its land use planning to a "level of detail adapted to the special requirements of the village." Therefore, a targeted planning study could be undertaken to address the Village's primary concerns, focusing on the parcels identified above, which are considered "soft" sites that are potentially susceptible to significant development/redevelopment. Such a planning study can encompass parcels that currently contain non-residential uses in the



Village's residential zoning districts, as well as the Hospital, which would provide the proper, broad-based, Village-wide planning rationale. The Village's existing residential uses are stable and are not subject to the types of development issues pertaining to the parcels identified above and would not have to be analyzed. Any issues affecting the Village's C-1 Business District could be addressed in a separate, subsequent study as necessary.

The Scope of Services and Fee Estimate presents NPV's proposal for tasks and associated fees to undertake a Planning Analysis to assist in formulating a program of recommendations to address potential future development in the Village, particularly with respect to the specific parcels that have been identified as being of concern, as enumerated above.

Please note that in addition to the Planning Analysis itself and associated coordination with the Village Board of Trustees and Village Attorney in formulating recommendations that may include Village Code revisions, prior to adoption of the Plan or implementation of local laws which may stem from the recommendations, it will be necessary to complete the requisite analysis and review pursuant to the New York State Environmental Quality Review Act (SEQRA) before the Village can adopt the Plan or act on any recommendations. NPV will submit a separate proposal to prepare the necessary SEQRA documents and assist the Village in drafting local laws/revisions to the Village Code, and administering the SEQRA process once the specific scope of proposed actions has been defined through the planning process covered in this proposal.

## Technical Approach

NPV proposes the following scope of services and fee budget to provide technical assistance in undertaking a focused land use planning analysis for the Village of Flower Hill as outlined below, along with a second task for hearings, work sessions, meetings, telephone conferences and associated consultations.

### TASK A – Planning Analysis

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It is envisioned that a focused Planning Analysis will be undertaken to examine existing conditions, future development potential, and strategies to minimize future adverse impacts if development occurs in the future encompassing the following parcels:

- Vincent Smith School;
- St. Francis Hospital;
- North Hempstead Country Club;
- Waterfront parcel identified as Section 6/Block 53/Lots 970-972 on the Land and Tax Map of Nassau County; and





- Elderfields Preserve Property.

It is further envisioned that the Planning Analysis will include the following elements assembled into a report that will comprise the "Plan":

- 1. Introduction and Statement of Purpose and Need for the Study** (i.e., to analyze the development potential of underutilized properties, and including consideration for the Hospital's desire for expansion)
- 2. Existing Conditions**
  - a. Description of the existing land use setting in the Village and zoning districts
  - b. Identification of the focus parcels
  - c. Detailed description of existing conditions, including zoning, land use, relevant features which would relate to redevelopment potential (roadway access, parking needs, current restrictions), and environmental features (e.g., ecological resources, topography, historical resources, etc.)
  - d. Land ownership patterns (to identify if there are clusters of land under common ownership proximate to focus parcels)
  - e. Overview of the development history of the study parcels over time (including in the context of surrounding uses/roadways)
- 3. Analysis**
  - a. Evaluation of the potential build-out development of the study parcels under the current zoning
  - b. General evaluation of potential impacts of the scenario of build-out under the existing zoning
- 4. Evaluation of Available Land Use Planning Implementation Strategies and Options**
  - a. Zoning Amendments (e.g., district amendments, change of zone, etc.)
  - b. Other Zoning Code Amendments (e.g., bulk regulations, yield requirements for subdivision, etc.)
  - c. Other strategies
- 5. Recommendations**, based on the inventory and analysis of existing conditions and the evaluation of available strategies, to structure a program of actions to minimize potential future impacts in a manner that best conserves community character and other desirable assets in the Village.

## **TASK B - Hearings, Work Sessions, Meetings, Conferences, and Other Consultations**

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In undertaking comprehensive planning pursuant to §7-722 of the New York State Village Law, at least two public meetings/hearings will be required, with an initial public meeting to obtain public input to guide the preparation of the Plan and an additional hearing on the proposed Plan prior to adoption. A budget is provided herein to allow for flexibility in expense and depending upon the number of meetings, hearings and level of public and stakeholder input required. The initial budget herein would allow for participation by key staff at three project meetings with the Village via Zoom and two in-person public hearings by a partner or senior staff member of NPV, as well as preparation of presentations for two public meetings. An additional budget for meetings and hearings may be required depending upon the needs of the project. NPV will coordinate with Village during the project; prepare for and attend Village-authorized meetings, conferences and phone calls, and prepare requested memorandums in regard to same as requested; and prepare for, attend and give a presentation at a Board of Trustees work session(s) and/or hearing(s) on the Planning Analysis.



## Cost Estimate

Task A – Planning Analysis                      \$ 24,000 (Fee)

Task B – Hearings, Work Sessions, etc.      \$ 12,500 (Time rates – Budget Estimate)

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**TOTAL BUDGET:**                                      **\$ 36,500**



# Village of Flower Hill

## Permits Issued From:

4/1/23

To:

4/28/23

Sorted By Permit Date

Date	Perm No.	Tax ID	Location	Owner	Type	Description Of Work	Proj Value	Fee
4/1/23	M23-145	06-05317-01470	10 CRABTREE LA	JO, JUN	Res	Dumpster renewal 4 months		\$200.00
4/3/23	P23-122	05-156-00380	108 CARDINAL RD	LIEBMAN, SCOTT	Res	Plumbing for new master bath (5 fixtures)		\$175.00
4/3/23	P23-123	06-078-00120	11 SUNNYVALE RD	REISMAN, IRA	Res	Legalize plumbing for new gas line to		\$145.00
4/3/23	M23-121	03-167-00670	30 WALTER LA	DOWD TRACY	Res	Dumpster 1 month		\$50.00
4/4/23	M23-125	06-B04-00250	40 KNOLLWOOD RD	NEMEROFF, MICHAEL	Res	Direct replacement of driveway		\$190.00
4/4/23	M23-124	03-200-00360	60 PINEWOOD RD	SAVIDS	Res	Roof replacement (grey asphalt)	\$12,500	\$225.00
4/10/23	M23-128	05-152-00260	230 CHESTNUT RD	SOLOMON, KEITH & CORINNE	Res	New roof (charcoal color) and gutters on		\$260.00
4/10/23	BP23-127	03-191-00240	285 NORTHWOODS RD	BUDMAN N VERAART &	Res	Re pave driveway with paver apron (same	\$11,700	\$367.00
4/10/23	T23-126	06-021-02200	9 COUNTRY CLUB DR	FURELLI, JOSEPH	Res	Removal of three live		\$450.00
4/11/23	RO23-129	05-155-00280	10 CHANTICLARE DR	SIGMAN, BRIAN & LAUREN	Res	Road open for new gas service		\$250.00
4/11/23	T23-130	05-152-00160	138 HEMLOCK RD	CURMI, RHODA	Res	Removal of one very large deciduous tree,		\$50.00
4/11/23	M06-234EXT	05-156-00190	29 CHESTNUT RD	BABAAN HOVSEP & SHNORIK	Res	Extend roof permit to close		\$100.00
4/12/23	P23-131	03-13901-0253A	25 BONNIE HEIGHTS RD	PETRACCA	Res	Gas line to pool heater		\$115.00
4/12/23	T23-134	05-155-00110	101 REINI RD	LUSTIG, IDO	Res	Removal of live trees, 4 dead from	\$2,400.00	
4/12/23	BP22-531A	03-134-00230	86 DARTMOUTH RD	GIANNPOULOS, PETER	Res	Amend plans to add 2.5' depth to covered	\$9,600	\$196.00
4/12/23	T23-132	03-064-02810	320 STONTOWN RD	CAMBITIS, JOHN	Res	Removal of one dead, leaning tree		\$50.00
4/12/23	M23-133	03-195-0046A	125 WALNUT LA	MAGLIULO, ROBERT	Res	Removal of oil tank		\$100.00
4/14/23	M23-135	03-073-02130	205 MASON DR	ALLEN JOHN J	Res	Regrave driveway in same location	\$6,000	\$160.00
4/17/23	F23-137	06-05304-07470	9 GREENBRIAR LA	FRISCHLING, ELISA	Res	Pool fence (legalize)	\$10,000	\$130.00
4/17/23	P23-138	06-05304-07470	9 GREENBRIAR LA	FRISCHLING, ELISA	Res	Gas connection to pool heater & generator.	\$30,000	\$130.00
4/17/23	BP23-136	06-05304-07470	9 GREENBRIAR LA	FRISCHLING, ELISA	Res	New inground pool with attached patio, hot	\$30,000	\$1,100.00
4/18/23	T23-139	03-111-00020	69 MASON DR	OROURKE, KEVIN & KRISTIN	Res	Removal of one live tree very close to		\$150.00
4/18/23	T23-140	06-085-00080	32 WOODLAND RD	ZEN PROPERTY SOLUTIONS	Res	Removal of two live trees and an		\$300.00
4/19/23	BP20-243EXT	03-06602-01170	30 OLD PINE DR	IOANNOU, HARRY & NIKI	Res	Extend patio permits to close		\$600.00
4/19/23	M23-141	06-085-00080	32 WOODLAND RD	ZEN PROPERTY SOLUTIONS	Res	Oil tank removal for future gas conversion		\$100.00
4/20/23	T23-142	06-B01-00140	6 KNOLLWOOD RD	ADRAHTAS	Res	Removal of 6 trees all live, yet have		\$900.00
4/21/23	BP23-053A	03-064-00100	30 BONNIE HEIGHTS RD	GIANNAKOPOULOS, GREG	Res	Amend garage plans		\$100.00
4/21/23	M23-143	03-064-00160	8 KNOLLS LA	MANAKES ZACHARY & DISRAELI	Res	Belgian block restoration/repair		\$200.00
4/24/23	T23-146	03-13901-0253A	25 BONNIE HEIGHTS RD	PETRACCA	Res	Removal of one live tree- has lost at least		\$150.00
4/24/23	M23-144	05-155-00320	55 DRAKE LA	SANTORA GENE & IRENE	Res	Direct replacement of driveway (legalize)	\$4,000	\$180.00

Friday, April 28, 2023

## Village of Flower Hill

### Permits Issued From:

Date	Perm No.	Tax ID	Location	Owner	Type	Description Of Work	Proj Value	Fee
4/24/23	T23-147	05-152-00010	2 MALLARD RD	ROSEN, MITCHELL	Res	Removal of one live pine tree (has grown		\$150.00
4/25/23	P23-153	03-200-00360	60 PINEWOOD RD	SAVIDIS TRUST	Res	Plumbing permit to replace		\$265.00
4/25/23	M23-148	05-152-00310	180 CHESTNUT RD	SANTICH CHARLES & AIMEE	Res	Pod-up to 6 months		\$100.00
4/25/23	P23-151	03-141-00520	126 NORTHWOODS RD	CONNORS, THOMAS	Res	Maintain plumbing for first floor bathroom		\$175.00
4/25/23	BP23-150	03-141-00520	126 NORTHWOODS RD	CONNORS, THOMAS	Res	Maintain existing french sliding door,	\$25,000	\$750.00
4/25/23	M23-152	03-195-00130	140 CRABAPPLE RD	ROSENBERG,	Res	Dumpster 4 months		\$200.00
4/25/23	M23-149	03-167-00340	375 DOGWOOD LA	TSARTSALIS, CHRISTINA &	Res	Dumpster 1 month		\$50.00
4/26/23	BP23-155	06-074-00010	1085 NORTHERN BLVD	FH EAST ASSOC LLC	Com	Interior alterations	\$194,250	\$4,385.00
4/26/23	P23-156	06-074-00010	1085 NORTHERN BLVD	FH EAST ASSOC LLC	Com	Plumbing for alteration of tenant space (3		\$145.00
4/26/23	RO23-154	03-195-0046A	125 WALNUT LA	MAGLIULO, ROBERT	Res	Tap water service in grass		\$250.00
4/27/23	M23-160	03-194-00330	124 WOODHILL LN	LEARNER, DANIEL & ABIGAIL	Res	Abandon oil tank for demo		\$100.00
4/27/23	M23-163	06-074-00010	1085 NORTHERN BLVD	FH EAST ASSOC LLC	Com	Install two 'Aladore' signs on front and rear		\$323.75
4/27/23	D23-158	03-194-00330	124 WOODHILL LN	LEARNER, DANIEL & ABIGAIL	Res	Demo existing house for new construction		\$250.00
4/27/23	T23-161	03-13901-00430	498 MANHASSET WOODS	PATRIZI LESTER & JO ANNE	Res	Removal of multiple dying/damaged		\$50.00
4/27/23	BP23-162	05-152-00630	325 STONYTOWN RD	SAVOCCHI	Res	New dwelling with attached garage	\$1,916,200	\$19,162.00
4/27/23	F23-159	03-194-00330	124 WOODHILL LN	LEARNER, DANIEL & ABIGAIL	Res	Construction fence		\$100.00
<b>Totals</b>		<b>Permits 46</b>					<b>\$2,258,250</b>	<b>\$35,978.75</b>

**RESOLUTION NO. \_\_ – May 1, 2023**

**RESOLUTION TO HOLD A PUBLIC HEARING TO CONSIDER A SPECIAL USE PERMIT  
FOR A FIREWORKS DISPLAY**

The following resolution was offered by \_\_, second by Trustee \_\_:

**BE IT RESOLVED**, that the Village has received a Special Use/Firework Permit application from the North Hempstead Country Club, 231 Port Washington Blvd., Port Washington, NY for a fireworks display to be held 6/30/23 (rain date 7/1/23).; and

**BE IT FURTHER RESOLVED**, that the Board of Trustees shall hold a public hearing on said proposed application at 7:30 p.m. on Monday, June 5, 2023 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 was polled as follows: