

Minutes of the meeting and Public Hearing of the Board of Trustees of the Incorporated Village of Hewlett Neck held on Monday, July 19, 2021 at 7:00 p.m. at Village Hall, 30 Piermont Avenue, Hewlett, New York.

1. Calling the meeting to order:

Mayor Epstein called the meeting to order at 7:06 p.m.

A. Mayor Epstein appointed Aron Schnell as Deputy Mayor

2. Roll call:

Mayor	Ross Epstein
Deputy Mayor	Aron Schnell
Trustee	Michael Levine
Trustee	Moe Blinder
Trustee	Kenneth Frenkel
Village Clerk	Michelle Blandino
Village Attorney	Brian Stolar, Esq.
Treasurer/Roads Commissioner	Neiv Ziarno

3. Notice of Meeting–Nassau Herald:

Clerk Blandino reported that notice of this evening’s public hearing was sent to the Nassau Herald and was posted on the bulletin board outside Village Hall and posted on the Village Website.

4. Minutes –Meeting May17, 2021, and Special Meeting June 3, 2021

On motion by Mayor Epstein, seconded by Deputy Mayor Schnell and unanimously approved, the Board dispensed with the reading of the May17, 2021 and , Special meeting minutes of June 3, 2021 as the Clerk had previously mailed such minutes and they are hereby approved.

5. Public Hearing for Renewal of Cablevision Franchise Agreement

A. Open Hearing- The Mayor opened the Public Hearing

B. Notice of Hearing Clerk Blandino reported that notice of this evening’s public hearing appeared in the Nassau Herald and was posted on the bulletin board outside Village Hall, and in the lobby of Village Hall

C. Affidavits- Clerk Blandino reported that notice of publication and posting were received and are filed in the Clerk’s office

D. Appearances- There was no one appearing before the Board

On motion by Mayor Epstein, seconded by Deputy Mayor Schnell and unanimously approved, the Board voted to continue the public hearing to September 30, 2021 at 7:00 PM

6. Discussion of Proposed Local Laws

A. Proposed Local Law HN 2101- A local law to amend Chapter 27 of the Code of the Village of Hewlett Neck, in relation to residency requirements for appointed officers

On motion by Mayor Epstein, seconded by Deputy Mayor Schnell, and unanimously approved, the Board scheduled proposed Local Law HN—2101, for public hearing on September 30, 2021 at 7:00PM, and directed the Village Clerk to publish and post notice of the hearing, as required.

7. Board Resolution authorize Mayor to sign engagement letter with Satty Levine Ciacco., CPA's, P.C. for auditing services for fiscal year end May 31, 2021.

On motion by Mayor Epstein, seconded by Deputy Mayor Schnell and unanimously approved, the Board authorized Mayor Epstein to sign the engagement letters with Satty, Levine & Ciacco, CPA's, P.C. in connection with the Village and Village Justice Court 2021 year-end audits.

8. Employee Benefits

On Motion by Mayor Epstein, seconded by Deputy Mayor Schnell and unanimously approved the Board adopted the following Employee Benefits.

A. Health Insurance contribution

The Village will make available health insurance coverage to employees, subject to the following contribution requirements:

For employees whose employment commenced prior to July 19, 2021:

Employee will pay 0% of Health Insurance Policy for single coverage and 35% for family coverage.

For employees whose employment commences on or after July 19, 2021,

Employee will pay 35% of Health Insurance Policy for Family Coverage

Employee will pay 25% of Health Insurance Policy for Single Coverage

B. Dental/ Vision

For employees whose employment commenced prior to July 19, 2021:

Employee shall pay 0% of Dental Insurance.

Employees hired on or after July 19, 2021

will pay 100% of Dental Insurance.

All Employees will pay 100% of Vision Insurance regardless of hire date

Dental and Vison Insurance will end on last day of employment.

C. Sick/Personal Days

Upon commencement of employment, employee will accumulate 5 sick and 5 personal days for the first year of service based on an annual basis, which days shall accumulate pro rata based on term of employment. Thus, a person who is employed for 6 months, will have 2.5 sick days and 2.5 personal days. After one fully year of service employee will receive 5 sick days and 5 personal days starting on January 1 of each year. Any sick days or personal days not used by December 31 of each calendar year will be lost and can neither be carried over nor receive compensation for any days not used.

D. Vacation Days

Employee will receive ten (10) vacation days after one (1) full year of service to the Village.

Vacation day will run on anniversary of the month hired of each year. Upon completion of 10 years of employment, an employee will receive one (1) additional vacation day per year employed, until an employee completes fifteen (15) years of service. For years 16 through the end of year 19, an employee is entitled to 15 vacation days per year. . After twenty (20) years, employee will be entitled to 20 vacation days per year.

Vacation days must be used each year and cannot be accumulated. Vacation days not taken by end of employment year will be paid for by the Village.

E. Probationary Period for Employment

Except for positions providing for set terms in accordance with Village Law 3-302(3) and unless otherwise determined by the Board hereafter, every appointment of a Village employee shall include a six (6) month probationary period.

F. Waiting Period to receive Medical Insurance

All employees hired on or after June 28, 2021 will have to be employed with the Village thirty (30) days to start receiving medical benefits.

G. Service Requirement to receive Retiree Benefits

All employees hired on or after July 19, 2021 will have to be employed by the Village for Ten (10) years in order to receive Retiree Health Benefits and at least 55 years of age.

9. Village Treasurer

The Board discussed

10. Horse Flies

The Board Discussed

11. A. Appointments

The Mayor made the following appointments:

Deputy Village Clerk	1 year	Karen Quintavalle
Deputy Village Treasurer	1 year	Dana Garraputa
Court Clerk	1 year	Karen Quintavalle
Deputy Court Clerk	1 year	Michelle Blandino
Clerk – Design Review Board	1 year	Dana Garraputa
Clerk- Board of Appeals	1 year	Dana Garraputa
Registrar	4 year	Michelle Blandino
Deputy Registrar	1 year	Karen Quintavalle
Chair – Board of Appeals	1 year	Allan Sexter
Member – Board of Appeals	5 years	Edward Vilinsky
Alternate Member – Board of Appeals	1 year	Cathy Levine
Alternate Member – Board of Appeals	1 year	Jack Hollander
Alternate Member- Board of Appeals	1 year	Karen Orenstein
Member- Design Review Board	3 years	Edward Vilinsky
Alternate Member Design Review Board	1 year	Cathy Levine
Alternate Member Design Review Board	1 year	Jack Hollander
Alternate Member Design Review Board	1 year	Karen Orenstein
Road Commissioner	1 year	Niev Ziarno

On motion by Mayor Epstein, seconded by Trustee Levine, the above appointments were unanimously approved.

B. Appointments to serve at the pleasure of the Mayor:

The Mayor made the following appointments:

Prosecuting Attorney	Mindy Roman
Deputy Village Prosecutor	Richard S Prisco
Building Inspector	Dennis Fromigia.
Deputy Building Inspector	Steve Cherson
Plumbing Inspector	Joseph Montilli
Deputy Plumbing Inspector	Dennis Fromigia
Village Engineers	West Side Engineering Nelson Pope, P.C.
Historian	Bertram Kalisher
Electrical Inspectors	Alliance Electrical Inspections, Ltd Certified Electrical Inspections, Inc. Electrical Inspection Service Inc. Electrical Inspectors Inc. NYS Electrical Inspections, Inc.
	Suffolk Bureau of Electrical Inspectors, Inc.

On motion by Mayor Epstein, seconded by Trustee Levine, the above appointments were unanimously approved.

12. Board appointment of Village Attorney and Special Council

Mayor Epstein appointed Brian S. Stolar as Village Attorney, and Meyer, Suozzi, English & Klein, PC, as special counsel,

On motion by Mayor Epstein and seconded by Trustee Levine, the following resolution was unanimously approved:

RESOLVED, that the Board of Trustees hereby approves the Mayor's appointment of BRIAN S. STOLAR, as Village Attorney, for the 2021/22 official year, to serve at the pleasure of the Mayor, and it is further

RESOLVED, that the compensation for the services of the Village Attorney for retainer legal services (all legal services required by the Village other than legal services in connection with litigation matters, or Village acquisition or sale of real estate) to be performed by the Village Attorney shall be \$260 per hour, plus reimbursement of all reasonable and necessary disbursements incurred in connection with the performance of such retainer legal services, which sums will be billed to the Village monthly by the Village Attorney or any law firm with which he may be associated, and it is further

RESOLVED, that the Board of Trustees hereby retains MEYER, SUOZZI, ENGLISH & KLEIN, P.C. as special counsel to the Village for non-retainer legal services as may be required, the services of such special counsel to be compensated at the rate of \$260 per hour, plus reimbursement of all reasonable and necessary disbursements incurred in connection with the performance of such non-retainer legal services, which sums shall be billed to the Village monthly. Non-legal services provided by special counsel non-legal personnel shall be compensated at the customary hourly rates for such personnel, not to exceed \$260 for any one person.

13. Designations:

A. Bank Depositories

On motion by Mayor Epstein, seconded by Trustee Levine, the Board unanimously approved the following resolution:

"BE IT HEREBY RESOLVED that the following banks be designated as depositories of Village funds, provided that such banks have provided the Village with an approved collateral agreement as required by law:"

Capital One Bank – Regular Account
Capital One Bank – Payroll Account
Capital One Bank – Money Market
Capital One Bank – Trust Account
Capital One Bank – Village Justice
Capital One Bank – Bail Account

Signature Bank- Regular Account
Signature Bank- Payroll Account
Signature Bank- Money Market
Signature Bank- Trust Account
Signature Bank- Village Justice
Signature Bank- Bail Account

B. Signatures on Checks

On motion by Mayor Epstein and seconded by Trustee Levine, the Board unanimously approved the following resolution:

“That two (2) authorized signatures be required on all checks. The Treasurer and the Mayor shall be the two signatories and in the absence of either or both, the Mayor or any Trustee may sign in their absence”.

C Official Newspaper: Nassau Herald

Mayor Epstein made a motion to designate the Nassau Herald the official newspaper of the Village. The motion was seconded by Trustee Levine and unanimously approved.

D. Village Auditor- Satty Levine, Ciacco, CPA

Mayor Epstein made a motion to designate the firm of Satty, Levine, Ciacco, CPA the official auditors of the Village. The motion was seconded by Trustee Levine and unanimously approved.

14. Annual Policies:

The Board reviewed various policies. Upon such discussion, on motion duly made by the Mayor, seconded by Trustee Levine, and adopted unanimously, the Board adopted the following policies, which policies are set forth in full at the end of these minutes:

Procurement Policy
Violence in the Workplace Policy
Payment of Claims Policy
Investment Policy
Standard Workday Policy
Sexual Harassment Policy
Disaster Recovery Policy

15. Reports:

A. Public Safety –May, June 2021

1. Police Activity Report

May

Arrests

0

Crime Reports 0

June Arrests 0

Crime Reports 0

B. Treasurer's Report – May, June 2021

Cash status May 2021

Bank balances Reg., Pay., M.M.
As of 5/1/2021 \$563,774.52

Plus Receipts

Non- Property Taxes 5,646.34
Departmental Income 300.00
Licenses and Permits 2,515.00
Sale of property/other Comp 200.00
Miscellaneous 2,518.00

11,179.34
\$574,953.86

Less Disbursements

General Government Support 11,933.61
Judicial 600.00
Public Safety 8,150.00
Transportation 985.81
Employee Benefit 2,064.18

23,733.60
551,220.26

Proof Bank Balances:

Capital One – Regular 35,887.51
Capital One – Payroll 648.73
Capital One – Money Market 514,684.02
551,220.26

Cash status June 2021

Bank balances Reg., Pay., M.M.
As of 6/1/2021 \$551,220.26

Plus Receipts

Real Property Tax Items 197,160.02
Departmental Income 2,700.00
Licenses and Permits 10,012.50
Sale of property/other Comp 100.00
State Aide 3,085.91

213,058.43
\$764,278.69

Less Disbursements

General Government Support 6,830.46
Judicial 300.00

Public Safety	1,660.00	
Transportation	2,211.60	
Employee Benefit	<u>1,121.86</u>	<u>12,123.92</u>
		752,154.77

Proof Bank Balances:

Capital One – Regular	45,962.70
Capital One – Payroll	14,348.03
Capital One – Money Market	<u>691,844.04</u>
	752,154.77

1. Audit of Claims

The Board discussed the claims. Village Treasurer confirmed that the items in such abstract represented the purchase of goods and services actually received and/or performed and that each item contained in the abstract was for a proper Village purpose, on motion duly made by Mayor Epstein, seconded by Trustee Levine, and adopted unanimously, the Board authorized and directed the Village Clerk to pay the general fund claims in the total sum of \$98,880.25 set forth in abstract #672 (copy of the abstract is on file in the Village office).

A. Roads

- | | | |
|--------------------------|-----------------|-------------|
| 1. <u>Road Striping-</u> | M.Cary Markings | \$6695.00 |
| | Pavemasters | \$23,005.00 |

The Village Clerk noted that additional proposals were sought, and no other proposals were received. On motion by Mayor Epstein, seconded by Trustee Levine the board voted unanimously to award the road striping contract to M. Cary Markings, in accordance with the proposal dated 06/21/2021, at a price not to exceed \$6695.00

2.Potholes added on to pothole program-

On motion by Mayor Epstein, seconded by Trustee Levine and unanimously carried, the Board voted to (a) authorize a change order to the pothole program to provide for paving work in relation to additional potholes located at 175 Dolphin Dr and 185 Dolphin Drive, and further authorized the work to be performed by American Paving at a price not to exceed \$5000.00, in accordance with all other applicable terms in the agreement between American Paving and the Village, and (b) pay an additional \$4750.00 to American Paving for the pothole repair previously awarded at the location of 175 Dolphin Drive on account of previously unknown complications related to the subterranean surface at such location.

16. New Business:

None

17. Next Meeting: September 30, 2021 at 7PM

18. Adjournment:

As there was no further business the meeting was adjourned 8:35 P.M.

Village Clerk
Michelle Blandino