

Minutes of the public meeting of the Board of Trustees of the Incorporated Village of Hewlett Bay Park held on Monday July 17, 2023, at 6:00 PM at Village Hall, 30 Piermont Avenue, Hewlett New York 11557. Members of the public also were permitted to observe and participate.

1. Calling the Meeting to Order:

Mayor Salomon called the meeting to order at 6:03 PM

A. Mayor Salomon appointed Dr. Antonio Oliviero as Deputy Mayor

2. Roll Call:

Present-	Mayor	Alex Salomon-
	Deputy Mayor	Antonio Oliviero
	Trustee	Michael Davidov
	Trustee	Renee Zylberberg
	Trustee	Sarah Joseph
	Village Clerk	Michelle Blandino
	Village Attorney	Brian Stolar
	Village Engineer	Russell Scott- Via zoom

3. Notice of Meeting – Nassau Herald:

The Clerk reported that notice of the meeting was emailed to the Nassau Herald, posted on the bulletin board outside of Village Hall and in the lobby of Village Hall and posted on the Village website.

4. Minutes- Minutes of the Meeting on June 27, 2023

On motion by Mayor Salomon, seconded by Deputy Mayor Oliviero, and approved, the Board dispensed with the reading of the June 27, 2023 minutes as the Clerk had previously mailed such minutes and they are hereby approved.

5. Speed Hump Update

On motion by Mayor Salomon, seconded by Deputy Mayor Oliviero, and unanimously carried, the Board directed the Clerk to have the speed hump in front of 180 Meadowview redone to proper specifications with cost to be paid by Nelson Pope. The Board also directed the Clerk to have one of the other approved speed humps to be installed as per previous proposal May 9, 2023 from American Paving Inc.

6. Request for Bike to the Beach for Autism September 10, 2023

On motion duly made by Mayor Salomon, seconded by Trustee Oliviero, and adopted unanimously, the Board granted Bike to the Beach for Autism's request to hold a bike ride through the Village on condition that they provide the Village with general liability insurance certificate and a policy endorsement naming the Village as additional insured.

7. Building Department Correspondence

- A. Resident who resides at 81 Cedar Avenue requesting planting of trees at rear of her property that backs Village Hall to block sight of salt building

The Board discussed

8. Everit Avenue Road Program /Final Payment

On motion by Deputy Mayor Oliviero, seconded by Mayor Salomon and unanimously carried, upon receiving a letter recommending final payment from Village Engineer Jim Antonelli, the Board directed the Clerk/Treasurer to pay United Paving Corp. the final payment in the amount of \$15,728.98 for the 2022 Everit Avenue Road Program

9. Recap of Board activity for 22/23 year

- New village welcome signs
- Beautification around welcome signs
- New street signs
- Paving of Everitt Avenue
- Speed humps
- Inter-village agreement
- Lease with Woodsburgh
- Lease with Hewlett Neck
- Salt storage building
- Security cameras
- Village Hall beautification
- New roof on Village Hall
- Extended coverage for building inspector
- Reaching agreement with Hewlett Harbor in connection with Willow Pond
- Street sweeping

The Mayor Discussed

10. Policy for Board appointments

The Mayor and Board directed Village Attorney, Brian Stolar to draft a policy for Elected and appointed officials.

11. Appointments

- A. Mayor's Appointments for terms indicated subject to Board approval.
The Mayor made the following appointments.

Deputy Village Clerk	Karen Quintavalle	1 year
Deputy Village Treasurer	Dana Garraputa	1 year
Court Clerk	Karen Quintavalle	1 year
Deputy Court Clerk	Dana Garraputa	1 year
Deputy Registrar	Karen Quintavalle	1 year

Clerk – Board of Appeals	Dana Garraputa	1 year
Clerk Design Review Board	Dana Garraputa	
Chair - Board of Appeals	Leonard Schiffman	1 year
Member – Board of Appeals	Joshua Blisko	5 years
Alt Member – Board of Appeals	Gregg Kugler	1 year
Alt Member – Board of Appeals	Neil Sosklel	1 year
Chair- Design Review Board	Andrea Soskel	1 year
Vice Chair- Design Review Board	Mary Lee Morris	1 year
Member – Design Review Board	Karen Katz	3 years
Member – Design Review Board	Yael Schein Anhalt	2 years*

On motion by Deputy Mayor Oliviero seconded by Trustee Davidov, the above appointments were unanimously approved.

B. Appointments to serve at the Pleasure of the Mayor

The Mayor made the following appointments:

Budget Officer	Antonio Oliviero
Building Inspector/Code Enforcement Officer	Dennis Fromigia
Plumbing Inspector	Dennis Fromigia
Police Commissioner	Leonard Schiffman.
Associate Village Justice	Kristen Clodfelter
Village Prosecutor	Mindy Roman, Esq
Deputy Village Prosecutor	Richard S. Prisco
Village Engineer	West Side Engineers, P.C. Nelson & Pope Engineers
Electrical Inspectors	Electrical Inspectors Inc. Certified Electrical Inspections, Inc. Electrical Inspection Service, Inc. Alliance Electrical Inspections, Ltd Suffolk Bureau of Electrical Inspectors NYS Electrical Inspectors, Inc.

On motion by Deputy Mayor Oliviero seconded by Trustee Davidov, the above appointments were unanimously approved.

12. Mayor's Appointment to serve at the pleasure of the Mayor:

The Mayor made the following appointment:

Law firm: Harris Beach PLLC
Brian S. Stolar as Village Attorneys

Brian S. Stolar as Village Attorney

On motion by Deputy Mayor Oliviero and seconded by Trustee Davidov, the Board approved the Mayor's appointment and the following resolution was unanimously approved:

RESOLUTION RETAINING VILLAGE ATTORNEY
AND SPECIAL COUNSEL

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

RESOLVED, that the compensation for the services of the Village Attorney and other attorneys associated with their law firm designated by either Village Attorney as Deputy Village Attorneys, 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 or under his direction, shall be \$290 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 Beach Harris PLLC. 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 \$290 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.

13.

Designations:

A. Bank Depositories

On motion by Mayor Salomon, seconded by Deputy Mayor Oliviero, 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:"

Flag Star Bank- Regular Account
Flag Star Bank- Payroll Account
Flag Star - Money Market
Flag Star Trust Account
Flag Star - Village Justice
Flag Star Bank – Acting Village Justice
Flag Star Bank- Bail Account

B. Signatures on Checks

Revised Payment of Claims Policy

On motion by Mayor Salomon and seconded by Deputy Mayor Oliviero and unanimously carried the Board passed the following resolution

Whereas, pursuant to Village Law S5-524 and subject to certain exceptions as authorized by that statute, the Board of Trustees is required to audit all claims against the Village prior to payment; and

Whereas, the Board of Trustees wishes to establish in documented form the policy of the Village with respect to payment of claims,

Now, therefore, be it

RESOLVED, that except as otherwise provided in this resolution, no claim against the Village shall be paid and no instrument of payment of a claim shall be issued by the Village unless and until the claim is (a) in writing, (b) certified or verified under oath of the claimant or the claimant's duly authorized agent, (c) itemized to the satisfaction of the Board of Trustees, (d) approved by the officer or employee whose action gave rise or origin to the claim, and (d) audited and approved by the Board of Trustees, and it is further

RESOLVED, that notwithstanding the foregoing, and pursuant to Village Law 55-524(5), the following claims may be paid without prior audit and approval by the Board of Trustees:

(a) fixed salaries;

(b) debt service;

a amounts becoming due upon lawful contracts for periods exceeding one year;

(c) compensation for services of employees or officers regularly engaged by the Village at agreed wages by the hour, day, week, month or year;

provided, however, that with respect to items (a) and (d) in this paragraph, no such payment shall be made unless the payroll or other claim for compensation for personal services rendered to the Village by any person other than an elective Village officer shall be certified by the Village officer or employee having direct supervision of the claimant to the effect that such services were actually performed by the person or persons mentioned therein; and it is further

RESOLVED, that notwithstanding the foregoing and pursuant to Village Law 55-524(6), the following claims may be paid in advance of audit and approval of the Board of Trustees, provided such claims are presented for audit and approval at the next regular meeting of the Board of Trustees:

(a) public utility services;

(b) postage

(c) freight and express charges;

(d) charges for expenses incurred with the approval of the Board of Trustees where there is a discount for timely payment and audit of such claims is not feasible prior to the date for such discounted payment; and it is further

RESOLVED, that two (2) signatures shall be required on all checks. The Mayor, or in the Mayor's absence the Deputy Mayor, and the Treasurer, or in the Treasurer's absence the Deputy Treasurer, shall be the two (2) signatories, and be it further

RESOLVED, that the policy established by this resolution shall be reviewed at each ensuing organizational meeting of the Board of Trustees, and shall remain in effect until amended by resolution of the Board of Trustees at any duly convened meeting of the Board of Trustees.

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

D. Village Auditor- Satty, Levine, Ciacco, CPA

Mayor Salomon made a motion to designate the firm of Satty, Levine, Ciacco, CPA the official auditors of the Village, and to retain Satty, Levine in accordance with the terms of their written proposal dated May 1, 2023. The motion was seconded by Trustee Zylberberg and unanimously approved.

E. Annual Policies:

Payment of Claims Policy Adopted 5/16/11
Procurement Policy Revised 1/26/2021
Violence in the Workplace Policy Adopted 10/21/13
Investment Policy
Sexual Harassment Policy Adopted 10/10/18
Disaster Recovery Plan – Adopted 7/26/2021
Fund Balance Policy- Adopted 6/20/2022

Each of the following policies was readopted, on motion by Mayor Salomon, seconded by Trustee Zylberberg and adopted unanimously:

12. Reports

A. Public Safety

1. Police Report –June 2023

June	Arrests:	0
	Movers:	14
	Parkers	0
	Crime	0
	Aided Cases	0

A. Treasurer's Report –June 2023

Cash Status – June 2023	
Bank Balances - Reg., Pay. M.M.,	
as of 06/01/2023	689,020.68

Plus – Receipts:

Property Taxes	4,270.91
Departmental Income	550.00
Use of Money and Property	139.66
Licenses and Permits	4,800.00
Fines and Forfeitures	365.00
Sale of Property/Other comp	100.00

State Aid	34,000.00	
		<u>44,225.57</u>
		733,246.25
<u>Less - Disbursements:</u>		
General Gov't Support	50,304.27	
Public Safety	6,044.54	
Transportation	8,796.00	
Culture and Recreation	60.05	
Home and Community Services	6,535.85	
Employee Benefits	7,322.13	<u>-79,062.84</u>
		654,183.41
Street Opening Road Deposit		<u>7500.00</u>
		661,683.41
<u>Proof – Bank Balances:</u>		
Flag Star Bank – Reg	1,443.51	
Flag Star Bank – Pay	2,807.21	
Flag Star Bank – M.M.	544,932.69	
Flag Star Bank Trust	<u>112,500.00</u>	
	661,683.41	

1. Audit of Claims

The Board discussed the claims. Upon confirmation from the Board 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 Trustee Zylberberg, seconded by Mayor Salomon, and adopted unanimously, the Board authorized and directed the Village Treasurer pay the general fund claims in the total sum of \$55,287.34 set forth in abstract #726 (copy of the abstract is on file in the Village office).

13. New Business-

- A. Change order request received 7/17/2023 for Village Hall Roof replacement from Shield Contracting Inc. in the amount of \$3850.00

On Motion by Mayor Salomon, seconded by Deputy Mayor Oliviero and unanimously carried, the Board approved the change order request from Shield Contracting Inc. in the amount of \$3850.00 to be paid by Hewlett Bay Park. Village of Woodsburch and Hewlett Neck will reimburse Hewlett Bay Park \$1283.33 each for their 1/3 share.

B. Building Inspector Contract Renewal

On motion by Mayor Salomon, seconded by Deputy Mayor Oliviero and unanimously approved, the Board voted to approve the Building Inspector's consulting agreement for Mr. Dennis Fromigia. to run from 7/17/2023 to 07/01/2024 to provide for compensation at the rate of \$2911.74 per month for 37.33 hours per month and \$150 per month for Plumbing Inspections to be paid in arrears, and authorized the Mayor to sign an agreement in the form as reviewed and approved by the Village Attorney.

C. Willow Pond Revised Agreement

On motion by Deputy Mayor Oliviero, seconded by Mayor Salomon and unanimously carried, the Board authorized the Mayor to sign the Willow Pond agreement in a form as reviewed and approved by the Village Attorney.

D. Property Maintenance proposal for 210 Cedar Avenue

On motion by Deputy Mayor Oliviero, seconded by Mayor Salomon and unanimously carried, the Board accepted the proposal dated 7/12/23 from RSM Building Development for the property maintenance at 210 Cedar Avenue when the grass reaches a height that is in violation of Village Code.

14. Next Meeting: August 21, 2023 at 6:00 PM

15. Adjournment:

There being no further business the meeting was adjourned at 8:30 PM.

Michelle Blandino

Village Clerk

A handwritten signature in cursive script, appearing to read "Michelle Blandino", written in dark ink.