

**BOARD OF COMMISSIONERS**  
**MANHASSET PARK DISTRICT**  
**REGULAR MEETING JANUARY 14, 2019**

Meeting 19-01

The bi-monthly regular meeting of the Board of Commissioners of the Manhasset Park District (MPD) convened at the Manhasset Park District Office at 62 Manhasset Avenue in Manhasset, New York at 6:15 P.M. Monday, January 14, 2019. Present were Commissioners Mark S. Sauvigne, Kenneth Weigand and David Paterson. In addition, Robert Morici & Paul Pepper, MPD Legal Consul, Michael Ilkiw, Secretary to the Board of Commissioners and Amanda Niewender, Recording Secretary were also present.

Numerous communications addressed to the MPD pertaining to a wide array of matters were reviewed and discussed and eventually disposition was made to those, which warrant action.

1. Approval of Minutes from Previous Meeting

2. Payment and Receipts

The following resolution was proposed:

BE IT RESOLVED, that the Board of Commissioners for the Manhasset Park District approved payments as follows:

44 checks numbered 9130 to 9173 totaling \$89,187.72 to be reviewed, approved and signed, Payroll Deposits of \$60,924.30, Payroll Taxes of \$23,115.00 and ADP charges of \$507.70 for Payrolls 12/20/2018, 01/03/2019, & 01/17/2019 and all Totaling \$173,734.72.

On a voice vote, this resolution was unanimously approved.

3. Swearing In

Robert Morici, Justice officiated at the swearing in ceremony for Commissioner elect, David Paterson.

4. Appointment of Officers

It was unanimously agreed that the Commissioners would assume the following positions.

Chair of the Board----- Mark Sauvigne  
Treasurer ---- Kenneth Weigand  
Secretary ---- David Paterson

5. Appointment of General and Special Counsel

The following resolution was proposed:

WHEREAS, the Board of Commissioners wish to retain Counsel to handle legal matters for the Manhasset Park District; and  
WHEREAS, the Board is satisfied with the services previously provided and now pursuant to that proposal,

THEN THEREFORE, BE IT RESOLVED that the Manhasset Park District hereby appoints Morici & Morici as General Counsel to the Manhasset Park District.

On a voice vote, this resolution was unanimously approved.

6. Appointment of Accountants

The following resolution was proposed:

WHEREAS, The Board of Commissioners wish to continue to retain a qualified accounting firm to handle the accounting matters for the MPD; and  
WHEREAS, the Board is satisfied with the previous services provided by AVZ

THEN THEREFORE, BE IT RESOLVED, that the Manhasset Park District hereby appoints Albrecht, Viggiano, and Zureck & Co. P.C. as Accountants for the MPD pursuant to the terms of the proposal on record in the District Office.

On a voice vote, this resolution was unanimously approved.

7. Banking and Financial Services

It was unanimously agreed that the MPD will continue using HSBC and First National Bank, Manhasset, New York and Valley National, Port Washington, New York as our banking institutions.

Wayne Wink, Town Clerk, Town of North Hempstead will be requested to place designations and/or retainers enumerated at # 5 through # 7 above on the appropriate calendar of the North Hempstead Town Board in order to obtain the requisite approval.

8. Appointment of FOIL Officer

The following resolution was proposed:

WHEREAS, the Board of Commissioners wish to appoint a FOIL Officer for the Manhasset Park District, and  
WHEREAS, Amanda Niewender has been designated to fill the title,

THEN THEREFORE, BE IT RESOLVED that Amanda Niewender hold the position of F.O.I.L. Officer for the Manhasset Park District.

On a voice vote, this resolution was unanimously approved

9. Appointment of Community Newspaper

The following resolution was proposed:

WHEREAS, the Board of Commissioners wish to continue to utilize the Manhasset Press as the designated community newspaper for publication purposes, and the MPD has used this paper in the past for publication of legal notices, press releases etc. Also, in addition the Board discussed adding a secondary local Newspaper, the Manhasset Times.

THEN THEREFORE, BE IT RESOLVED that the Manhasset Park District hereby appoints the Manhasset Press (Anton Community Newspaper) as the designated local community newspapers for publication purposes and legal notifications, & will use the Manhasset Times (The Island Now) as a supplemental local Newspaper.

On a voice vote, this resolution was unanimously approved.

10. Appointment of Stenographer

The following resolution was proposed:

WHEREAS, the Board of Commissioners wish to continue having a stenographer attend their bi-monthly meetings and prepare the Minutes for each meeting, and because Amanda Niewender has successfully done this in the past,

THEN THEREFORE, BE IT RESOLVED that Amanda Niewender will continue to be the stenographer for Board Meetings held during 2019.

On a voice vote, this resolution was unanimously approved.

11. Regularly Scheduled Board Meetings

The following resolution was proposed:

WHEREAS, the Board of Commissioners wish to establish a specific meeting schedule for bi-monthly meetings, and having those meetings on the second and fourth Monday of every month, was the most convenient for all.

THEN THEREFORE, BE IT RESOLVED, that the Manhasset Park District Board Meetings will be held as described, at 6:15 P.M. at the Manhasset Park District Office, 62 Manhasset Avenue, Manhasset, New York 11030. In the event of a change in meeting date, time or place a public notice will be posted on the website.

On a voice vote, this resolution was unanimously approved

12. Social Media Policy

The following resolution was proposed:

WHEREAS, The Manhasset Park District has created a policy to cover all aspects of the social media policy which will be given to all employees to follow to renew annually

THEN THEREFORE, BE IT RESOLVED the MPD will renew the Social Media Policy for 2019.

On a voice vote, this resolution was unanimously approved.

13. Procurement Policy

The following resolution was proposed:

WHEREAS, The Manhasset Park District has created a policy to cover all aspects of procurement to renew annually

THEN THEREFORE, BE IT RESOLVED the MPD will renew the Procurement Policy for 2019.

On a voice vote, this resolution was unanimously approved.

14. Investment Policy

The following resolution was proposed:

WHEREAS, The Manhasset Park District has created a policy to cover all aspects of investments to renew annually

THEN THEREFORE, BE IT RESOLVED the MPD will renew the Investment Policy for 2019.

On a voice vote, this resolution was unanimously approved.

15. Uniform Policy

The following resolution was proposed:

WHEREAS, The Manhasset Park District has created a policy to cover all aspects of uniforms for the staff, to renew annually

THEN THEREFORE, BE IT RESOLVED the MPD will renew the Uniform Policy for 2019.

On a voice vote, this resolution was unanimously approved.

16. Code of Ethics Policy

The following resolution was proposed:

WHEREAS, The Manhasset Park District has created a policy to cover all aspects of ethical codes to renew annually

THEN THEREFORE, BE IT RESOLVED the MPD will renew the Code of Ethics Policy for 2019.

On a voice vote, this resolution was unanimously approved.

17. Sexual Harassment Policy

The following resolution was proposed:

WHEREAS, The Manhasset Park District has created a policy to cover all aspects of sexual harassment to renew annually

THEN THEREFORE, BE IT RESOLVED the MPD will renew the Sexual Harassment Policy for 2019.

On a voice vote, this resolution was unanimously approved.

18. Fleet Safety Policy

The following resolution was proposed:

WHEREAS, The Manhasset Park District has created a policy to cover all aspects of fleet safety to renew annually

THEN THEREFORE, BE IT RESOLVED the MPD will renew the Fleet Safety Policy for 2019.

On a voice vote, this resolution was unanimously approved.

19. Standard Work Day

The following was proposed:

WHEREAS, The MPD needs to establish a SWD for each title

WHEREAS, the SWD hours will be used to calculate days worked to report to the NYSLRS

THEN THEREFORE, BE IT RESOLVED, the MPD hereby establishes the following as SWD for its employees and will report days worked to the NYSLRS based on the time keeping system:

<b>Title</b>	<b>Standard Work Day (Hrs/Day)</b>
Secretary to the Board	8
Labor Supervisor	8
Laborer	8
Parking Meter Attendant	8
Parking Meter Servicer	8
Treasurer	8

On a voice vote, this resolution was unanimously approved.

20. Commissioners Standard Work Day

The following was proposed:

WHEREAS, The MPD needs to establish a SWD for elected officials

WHEREAS, the SWD hours will be used to calculate days worked to report to the NYSLRS

THEN THEREFORE, BE IT RESOLVED, the MPD hereby establishes the following as SWD for its elected officials and will report days worked to the NYSLRS based on their record of activities:

<b>Title</b>	<b>Standard Work Day (Hrs/Day)</b>
Commissioner	6

On a voice vote, this resolution was unanimously approved.

21. Merchant Parking Renewal

The Commissioners discussed Merchant Parking. The Merchant Parking waiting list for George Street has increased. The Commissioners feel they should create a maximum number of leased spaces per company to allow availability to other merchants. They also feel since George Street lot is high in demand, a higher premium can be implemented.

The following was proposed:

WHEREAS, a merchant who wished to lease spaces from George Street Lot, will be charged the regular base price \$800, but for each additional sticker, they will be subject to a higher premium due to demand.

THEN THEREFORE, BE IS RESOLVED, a merchant who wishes to lease spaces from George Street Lot, will pay the regular base price \$800, and \$50 for each additional sticker, they will also only be allowed 5 spaces.

On a voice vote, this resolution was unanimously approved.

The other Merchant lots will remain a base price of \$800, with an additional \$25 fee per vehicle.

The Commissioners also discussed the amount of empty Merchant Parking spots in the Colonial Lot. They are going to further discuss moving the merchants from Locust Lot #8 to Colonial, allowing Locust Lot to be used as a commuter lot. This will be discussed and decided upon at the next meeting.

22. Chamber of Commerce

The following resolution was proposed:

WHEREAS, The Manhasset Park District has been requested to renew its membership to the Chamber of Commerce as a non for profit organization

THEN THEREFORE, BE IT RESOLVED that the MPD will renew its membership to the Chamber of Commerce and attend the annual luncheon.

On a voice vote, this resolution was unanimously approved.

23. State of the Town

The Commissioners will attend the State of the Town lunch and ceremony.

24. Ordinance

Amanda Niewender reported that the Ordinance needs to be revised, to include new rules and regulations, which have been in effect and to make any changes to current regulations. The Commissioners discussed and will review drafts of the changes.

25. Sexual Harassment Training

The Commissioners discussed the new NYS minimum Sexual Harassment regulations. The MPD is required to take a training course before October 2019. The MPD will schedule a date for training for the staff.

26. Truck Emergency Repair

The following resolution was proposed

WHEREAS, the MPD Truck #5 was at the dealership for repairs, which were covered by warranty, and

WHEREAS, an issue came up, leading to more repairs needed to be fixed immediately, which were not under warranty

THEN THEREFORE, BE IT RESOLVED, the truck will undergo an emergency repair, not to exceed \$1,000.

On a voice vote, this resolution was unanimously approved

27. Cell Phone Stipend

On February 5, 2018, the Commissioners resolved to allow the staff to return their work phones and receive a \$30 stipend. This resolution affected all staff except Amanda Niewender. The Commissioners discussed and want to amend this resolution to extend this stipend to include the office staff, as use of personal phone is required by all staff now.

The following resolution was proposed:

WHEREAS, The Manhasset Park District Staff is required to use their personal phones for MPD business use, i.e.- phone calls, contacting each other, emails, etc.

THEN THEREFORE, BE IT RESOLVED the MPD will issue a stipend of \$30 to all employees monthly to cover the cost of MPD use of their personal phone service.

On a voice vote, this resolution was unanimously approved.

28. FOIL Request

The Commissioners requested the attorneys FOIL the ticketed issued for overtime parking along Plandome Road for the remainder of 2018.

29. Insurance Renewal

John Dina has advised that the Insurance Coverage is up for renewal and will be renewed for only a 5% increase.

The following was proposed:

WHEREAS, The Manhasset Park District is satisfied with Insurance Coverage  
WHEREAS, the MPD needs an Insurance Policy and a 5% increase is a fair increase

THEN THEREFORE, BE IT RESOLVED, the MPD will renew the Insurance Coverage Policy not to exceed \$41,200.

On a voice vote, this resolution was unanimously approved.

Having no other items on the agenda, Motion was made by David Paterson, Chair to adjourn the meeting. Motion seconded by Kenneth Weigand and all voted "aye".

Meeting ended at 7:40 P.M.

Subscribed in Manhasset, New York  
On the 28<sup>th</sup> of January 2019

By: \_\_\_\_\_  
Mark Sauvigne  
Chair

Subscribed in Manhasset, New York  
On the 28<sup>th</sup> of January 2019

By: \_\_\_\_\_  
Kenneth Weigand  
Treasurer

Subscribed in Manhasset, New York  
On the 28<sup>th</sup> of January 2019

By: \_\_\_\_\_  
David Paterson  
Secretary