

**BOARD OF COMMISSIONERS**  
**MANHASSET PARK DISTRICT**  
**REGULAR MEETING JANUARY 13, 2025**

Meeting 25-01

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 13, 2025. Present were Commissioners Mark S. Sauvigne, David Paterson and Kenneth Weigand. In addition, Robert Morici MPD Legal Counsel and Amanda Niewender, Secretary to the Board of Commissioner 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. Swearing In

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

2. Approval of Minutes from Previous Meeting

3. 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:

Checks numbered 11403-11445 approved and signed.

On a voice vote, this resolution was unanimously approved.

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 CFM

THEN THEREFORE, BE IT RESOLVED, that the Manhasset Park District hereby appoints CFM 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 First National Bank, Valley National, and NY CLASS as our banking institutions.

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 FOIL 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 Schneps Media as the designated community newspaper for publication purposes, and the MPD has used this paper in the past

THEN THEREFORE, BE IT RESOLVED that the Manhasset Park District hereby appoints the Schneps Media as the designated local community newspapers for publication purposes and legal notifications.

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 2024.

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 MPD Board Meetings will be held as described, at 6:15 P.M. at the MPD Office. 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 2025.

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 2025.

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 2025.

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 2025.

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 2025.

On a voice vote, this resolution was unanimously approved

17. 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 2025.

On a voice vote, this resolution was unanimously approved.

18. Safety Policies

The following resolution was proposed:

WHEREAS, The Manhasset Park District has created policies to cover all aspects of safety to renew annually, including BBP, EAP, Haz Comm, IIP, Lockout, Respiratory, and WPV

THEN THEREFORE, BE IT RESOLVED the MPD will renew the Safety Policies for 2025.

On a voice vote, this resolution was unanimously approved.

19. Equipment Policy

The following resolution was proposed:

WHEREAS, The Manhasset Park District has created a policy to cover all aspects of equipment (purchase, maintenance, disposal) to renew annually

THEN THEREFORE, BE IT RESOLVED the MPD will renew the Equipment Policy for 2025.

On a voice vote, this resolution was unanimously approved

20. Out of Network Policy

The following resolution was proposed:

WHEREAS, The Manhasset Park District has created a policy to cover reimbursement for out of network costs,

THEN THEREFORE, BE IT RESOLVED the MPD will renew the Out of Network Policy for 2025.

On a voice vote, this resolution was unanimously approved.

21. Communicable Disease Policy

The following resolution was proposed:

WHEREAS, The Manhasset Park District has created a policy to cover communicable diseases,

THEN THEREFORE, BE IT RESOLVED the MPD will renew the Communicable Disease Policy for 2025.

On a voice vote, this resolution was unanimously approved.

22. 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 2025.

On a voice vote, this resolution was unanimously approved.

23. Standard Work Day

The following was proposed:

WHEREAS, The MPD needs to establish a Standard Work Day for each title

WHEREAS, the Standard Work Day 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 Standard Work Day for its employees and will report days worked to the NYSLRS based on the time keeping system:

| Title                   | Standard Work Day (Hrs/Day) |
|-------------------------|-----------------------------|
| 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.

24. Commissioners Standard Work Day

The following was proposed:

WHEREAS, The MPD needs to establish a Standard Work Day for elected officials

WHEREAS, the Standard Work Day 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 Standard Work Day for its elected officials and will report days worked to the NYSLRS based on their record of activities:

| Title        | Standard Work Day (Hrs/Day) |
|--------------|-----------------------------|
| Commissioner | 6                           |

On a voice vote, this resolution was unanimously approved.

25. Merchant Parking Renewal

The Commissioners discussed Merchant Parking. The Merchant lots will remain a base price of \$850, with an additional \$50 fee per vehicle all lots.

26. Chamber of Commerce

The Board discussed attending the events. Amanda will purchase tickets for the Board.

27. 9 Pinetree Lane

In 2017 the owner of 9 Pinetree lane came to the meeting to try to pay taxes into the district. The Board passed a resolution that would all him to do that if he were able to obtain the requirement from the TONH and Nassau County. In 2018 he was issued a permit based on the fact he was in the works of obtaining this. He recently came to get another permit, but has not successfully been able to complete the process of the tax agreement. The Board at this time will not issue any other permit to this address without evidence of a tax agreement with the TONH.

28. Theresa Coffey memorial

Friends of Theresa Coffey, longtime Manhasset resident reached out the MPD asking if there was any way they could create a memorial for her, i.e a bench or tree, etc. The Board discussed and we have not done anything like this in the past. They have agreed to offer a planter and plaque to be paid for by them, and to be placed and used at Park Avenue. The Park District would fill and maintain the planter.

29. MPD Lunch

The lunch is scheduled for January 23 at 12:30.

30. Email regarding ticket

Manhasset resident Laurence Denihan wrote an email to the Board regarding a ticket he was issued. He had parked his car in a motorcycle space and received a ticket. The Board discussed and there is nothing they can do, but he always has the option to fight it in court.

31. MTA

The worker for the coffee stand was issued a warning. There was some confusion as to whether he was in the LIRR spot, or the TAXI spot. It will be reiterated to him that he must not be parked in the TAXI spot.

32. Student Parking

Commissioner Paterson wanted to report that he witnessed students trying to reserve spots with their own cones and upon further discussion with Ralph, this isn't the first time and some students have attempted to steal the MPD cones.

33. Insurance Renewal

Double Eagle has advised that the Insurance Coverage is up for renewal and will be renewed for approximately a 9% increase. He is trying to get it down a little, but insurance rates are sky high

The following was proposed:

WHEREAS, The Manhasset Park District is satisfied with Insurance Coverage

WHEREAS, the MPD needs an Insurance Policy and a 9% increase is a fair increase in today's rates

THEN THEREFORE, BE IT RESOLVED, the MPD will renew the Insurance Coverage Policy not to exceed \$60,000.

On a voice vote, this resolution was unanimously approved.

34. Employee Salary

The following resolution was proposed

WHEREAS, the MPD Commissioners have discussed an annual raise based on years previous and the workmanship of the employees,

THEN THEREFORE, the Commissioners will raise each employee's pay rate Either \$3000 or 4%, whichever is higher per employee.

On a voice vote, this resolution was unanimously.

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

Meeting ended at 7:12 P.M.

Subscribed in Manhasset, New York  
On the 27<sup>th</sup> of January 2025

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

Subscribed in Manhasset, New York  
On the 27<sup>th</sup> of January 2025

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

Subscribed in Manhasset, New York  
On the 27<sup>th</sup> of January 2025

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