

**BOARD OF COMMISSIONERS**  
**MANHASSET PARK DISTRICT**  
REGULAR MEETING December 9, 2019

Meeting 19-21

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 5:30 P.M. Monday, December 9, 2019. Present were Commissioners Mark S. Sauvigne, David Paterson and Kenneth Weigand. In addition, Robert Morici and Paul Pepper, MPD Legal Counsel, Ryan Niewender, observer 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:

15 checks numbered 9491 to 9505 totaling \$11,574.29 to be reviewed, approved and signed, Payroll Amounts of \$20,880.27 for Payroll 12/5/2019 and all Totaling \$32,454.56.

On a voice vote, this resolution was unanimously approved.

3. LIRR Station

The Commissioners discussed the teens hanging out and the station and have drafted a letter to be sent to the MTA regarding this.

4. Lighting in Lot #3

A couple of constituents complained about the lack of lighting behind the MPD office in Lot #3. The Board discussed and decided to purchase solar motion lights to attach to the trailers to help the problem. If that lighting is not sufficient, this will be discussed again.

5. Windows 10

The IT company came to upgrade our computers to Windows 10, which is mandatory by January 14. Unfortunately our current computers cannot handle the update, resulting in the need for new computers.

The following was proposed:

WHEREAS, new computers and a new server need to be purchased due to the mandatory upgrade, and

WHEREAS, Dell is on NYS bid,

THEN THEREFORE, be it resolved the MPD will purchase new dell computers and server not to exceed \$4000.

On a voice vote, this resolution was unanimously approved.

It was further discussed that IT will replace the current computers, and the MPD will keep the old hard drives in storage.

6. Carry Over Vacation

The following was proposed:

WHEREAS, the Board of Commissioners on December 9, 2019, addressed the matter of the establishment of a policy concerning the 'carrying-over' of vacation time with regard to the employees of the Manhasset Park District;

WHEREAS, after careful consideration and due thought, the Board of Commissioners has determined that a policy concerning the 'carrying-over' of vacation time is necessary for the long-term stability and efficiency of the Manhasset Park District;

WHEREAS, pursuant to a Resolution of the Board of Commissioners, unanimously approved on December 9, 2019, a 'policy concerning the 'carrying-over' of vacation time for the employees of the Manhasset Park District was proposed as follows:

- (1) All vacations shall be taken within the calendar year except as provided in paragraph (2) herein, and the number of eligible vacation days shall be determined in accordance with the current policies of the Manhasset Park District concerning employee vacation time.
- (2) Vacation time provided may be accumulated and carried-over from year-to-year by any officer or employee up to a maximum of sixty (60) days as of December 31<sup>st</sup>.
- (3) This Resolution shall not be construed to be retroactive or in any way affecting the vacation time currently accrued by any employee or officer of the Manhasset Park District, but as of the date of this Resolution, any employee of the Manhasset Park District with an excess of sixty (60) days of accrued vacation time, will not be permitted to carry any more vacation time, in excess of the sixty (60) day limit.

BE IT RESOLVED, that this policy concerning the 'carrying-over' of vacation time for the employees of the Manhasset Park District shall be in effect as of the date of this Resolution of the Commissions of the Manhasset Park District.

On a voice vote, this resolution was unanimously approved.

7. Sell Back Vacation

The following was proposed:

WHEREAS, the Board of Commissioners on December 9, 2019, addressed the matter of the establishment of a policy concerning the 'selling back' of vacation time to the Manhasset Park District, by the employees of the District;

WHEREAS, after careful consideration and due thought, the Board of Commissioners has determined that a policy concerning the 'selling back' of vacation time is necessary for the long-term stability and efficiency of the Manhasset Park District;

WHEREAS, pursuant to a Resolution of the Board of Commissioners, unanimously approved on December 9, 2019, a policy concerning the 'selling back' of vacation time to the District, by its employees was proposed as follows:

- (1) Employees are afforded the opportunity to "sell back" up to four (4) weeks of accrued vacation time in any given calendar year in accordance with the terms below;
- (2) The District will buy back up to two (2) weeks of accrued vacation time in a calendar year, at the employee's current rate of pay, at the time of the employee's 'sell back' request;
- (3) The District will buy back accrued vacation time in excess of two (2) weeks, up to four (4) weeks, in any given calendar year, at a rate of (80%) of the employees' current rate of pay at the time of the employee's 'sell back' request;
- (4) Employees may elect to sell back accrued vacation time at any time during the year by submission of the appropriate form to the Board of Commissioners, for their approval;

BE IT RESOLVED, that this policy concerning the 'selling back' of accrued vacation time for the employees of the Manhasset Park District shall be in effect as of the date of this Resolution of the Commissions of the Manhasset Park District.

On a voice vote, this resolution was unanimously approved.

8. Carry Over Sick

The following was proposed:

WHEREAS, the Board of Commissioners on December 9, 2019, addressed the matter of the establishment of a policy concerning the 'carrying-over' of sick time with regard to the employees of the Manhasset Park District;

WHEREAS, after careful consideration and due thought, the Board of Commissioners has determined that a policy concerning the 'carrying-over' of sick time is necessary for the long-term stability and efficiency of the Manhasset Park District;

WHEREAS, pursuant to a Resolution of the Board of Commissioners, unanimously approved on December 9, 2019, a 'policy concerning the 'carrying-over' of sick time for the employees of the Manhasset Park District was proposed as follows:

- (1) All sick days shall be taken within the calendar year except as provided in paragraph (2) herein, and the number of eligible sick days shall be determined in accordance with the current policies of the Manhasset Park District concerning employee sick time.
- (2) Sick time provided may be accumulated and carried-over from year-to-year by any officer or employee up to a maximum of seventy-five (75) days as of December 31st.

(3) This Resolution shall not be construed to be retroactive or in any way affecting the sick time currently accrued by any employee or officer of the Manhasset Park District, but as of the date of this Resolution, any employee of the Manhasset Park District with an excess of seventy-five (75) days of accrued sick time, will not be permitted to carry any more sick time, in excess of the seventy-five (75) day limit.

BE IT RESOLVED, that this policy concerning the 'carrying-over' of sick time for the employees of the Manhasset Park District shall be in effect as of the date of this Resolution of the Commissions of the Manhasset Park District.

On a voice vote, this resolution was unanimously approved.

9. PTO Buyback at Retirement

The following was proposed:

WHEREAS, the Board of Commissioners on December 9, 2019, addressed the matter of the establishment of a policy concerning the 'selling back' of Paid Time Off, commonly referred to as "PTO", to the Manhasset Park District, by the employees of the District at the time of their retirement or departure from the District;

WHEREAS, after careful consideration and due thought, the Board of Commissioners has determined that a policy concerning the 'selling back' of PTO is necessary for the long-term stability and efficiency of the Manhasset Park District;

WHEREAS, pursuant to a Resolution of the Board of Commissioners, unanimously approved on December 9, 2019, a policy concerning the 'selling back' of PTO to the District, by its employees was proposed as follows:

- (1) In accordance with District Policies, employees of the District are allowed to accrue specified amounts of PTO over the course of their employment by the District; this PTO includes 'Personal Days', 'Sick Days' and 'Vacation Days';
- (2) Employees are afforded the opportunity to "sell back" said accrued PTO at the time of their retirement or other departure from the District;
- (3) In order to "encourage" the use of PTO, the District will buy back allowable accrued PTO at the time of the employee's retirement or other departure from the District, at the reduced rate of 80% of the employee's current rate of pay at the time of said retirement or departure;

BE IT RESOLVED, that this policy concerning the 'selling back' of accrued vacation time for the employees of the Manhasset Park District shall be in effect as of the date of this Resolution of the Commissions of the Manhasset Park District.

On a voice vote, this resolution was unanimously approved.

10. Budget Amendments

The following was proposed:

WHEREAS, there are proposed budget amendments to alter line item budget amounts,

totaling to the same budgeted amount

THEN THEREFORE, it is resolved to amend the budget line items, for any over budgeted line item from the line item "Buyback"

On a voice vote, this resolution was unanimously approved.

11. Tickets Issued

We received a call from Pastor Steven Tomlinson. His congregation had a luncheon on Saturday, and he had told patrons they could park in the MPD lots #4 and #5 for free, with the MPD "Free Holiday Parking". There was some confusion, and patrons had parked in some of the merchant spaces, instead of at the free meters and received tickets.

The following was proposed:

WHEREAS, tickets were issued to 20 patrons attending the church luncheon due to the confusion of free parking

THEN THEREFORE, be it resolved, the MPD will void the 20 tickets issued due to the miscommunication.

On a voice vote, this resolution was unanimously approved.

12. Munsey Park IMA

The IMA has been drafted and approved by the board and will go up for approval the Munsey Park meeting tonight. If it is approved the MPD Board will sign it into effect.

13. Schout Bay

The attorneys reported they have drafted the cesspool agreement and will send it to Schout Bay.

Motion was made to enter into Executive Session by David Paterson, Motion seconded by Mark Sauvigne and all voted "aye"

Executive Session started at 6:08 P.M.

Motion was made to close Executive Session by Kenneth Weigand, motion seconded by David Paterson, all voted "aye" at 6:42 P.M.

14. Next Month's Meetings

The meetings for next month will be January 13 and January 27.

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

Meeting ended at 6:46 P.M.

Subscribed in Manhasset, New York  
On the 23<sup>rd</sup> of December 2019

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

Subscribed in Manhasset, New York  
On the 23<sup>rd</sup> of December 2019

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

Subscribed in Manhasset, New York  
On the 23<sup>rd</sup> of December 2019

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