

BOARD OF COMMISSIONERS
MANHASSET PARK DISTRICT
REGULAR MEETING JANUARY 10, 2022

Meeting 22-01

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 10, 2022. Present were Commissioners Mark S. Sauvigne, David Paterson and Kenneth Weigand. In addition, Robert Morici and Paul Pepper MPD Legal Counsel, Stuart Madison, NS Taxi were also present, and Amanda Niewender, Secretary to the Board of Commissioner was present via call in.

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 1024-10258 totaling \$37,845.55 to be reviewed, approved and signed, and Payroll Amounts of \$21,213.55, for Payroll 1/13/2022.

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 PKFOD (previously AVZ)

THEN THEREFORE, BE IT RESOLVED, that the Manhasset Park District hereby appoints PKFOD 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, which will change over to Citizens Bank and First National Bank, Manhasset, New York and Valley National, Port Washington, New York 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 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

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.

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 2022.

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 2022.

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 2022.

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 2022.

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 2022.

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 2022.

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 2022.

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 2022.

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 2022.

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 2022.

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 2022.

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 2022. There will also be an additional Sexual Harassment training in February.

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 \$800, with an additional \$25 fee per vehicle, or \$50 fee per vehicle in the George Street lot.

26. Insurance Renewal

John Dina has advised that the Insurance Coverage is up for renewal and will be renewed for approximately a 6% increase.

The following was proposed:

WHEREAS, The Manhasset Park District is satisfied with Insurance Coverage

WHEREAS, the MPD needs an Insurance Policy and a 6% increase is a fair increase

THEN THEREFORE, BE IT RESOLVED, the MPD will renew the Insurance Coverage Policy not to exceed \$46,000.

On a voice vote, this resolution was unanimously approved.

27. Non- Resident Scratch Offs

The following resolution is proposed:

WHEREAS, nonresident scratch offs are needed and must be ordered,

WHEREAS, 3 quotes were sought out,

WHEREAS, Rydin Decal came in with the lowest quote,

THEN THEREFORE, it is resolved that the purchase of the scratch offs be made but not to exceed \$1200.

On a voice vote, this resolution was unanimously approved.

28. Work Schedule

The Commissioners had decided in March 2021 to extend the work hours of operation, while staggering and shortening each employees shift. The 2 shifts, 6am-1230pm and 1230pm-7pm allows employees to only be working 6.5 hours, while still get paid for 8 hrs, while keeping the hours of operation extended. The rate will be regular rate for both shifts as this will be a flexible work hour's schedule. Currently this is set at temporary, and the Commissioners have discussed and decided to extend it.

29. Comp/ OT

The Commissioners had implemented comp time instead of overtime in March 2021. Due to the financial crisis, in lieu of Overtime payment, if weekend work is performed, staff had been receiving 2x compensatory time, in lieu of payment. The Board discussed and decided to extend this.

30. Employee Salary

The following resolution was proposed

WHEREAS, the MPD Commissioners have discussed an annual raise based on years previous and with what the current financial standing of the MPD is due to the COVID Pandemic

THEN THEREFORE, the Commissioners will raise each employees pay rate \$1500 for 2022. In June 2022, the Commissioners will reevaluate the finances, and if the MPD is regaining profitability, they will increase the pay rate again.

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 7:10 P.M.

Subscribed in Manhasset, New York
On the 24th of January 2022

By: _____
Mark Sauvigne
Chair

Subscribed in Manhasset, New York
On the 24th of January 2022

By: _____
Kenneth Weigand
Treasurer

Subscribed in Manhasset, New York
On the 24th of January 2022

By: _____
David Paterson
Secretary