

BOARD OF COMMISSIONERS
MANHASSET PARK DISTRICT
REGULAR MEETING JANUARY 4, 2024

Meeting 24-01

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. Thursday, January 4, 2024. Present were Commissioners Mark S. Sauvigne, David Paterson and Kenneth Weigand. In addition, Robert Morici MPD Legal Counsel, Andrew Schwenk, Manhasset resident, 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, Kenneth Weigand.

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 10997-11010 totaling \$7,657.09 to be reviewed, approved and signed, and Payroll Amounts of \$23,902.11, for Payroll 12/28/2023 and Payroll Amounts of \$21,900.97 for Payroll 1/11/2024.

On a voice vote, this resolution was unanimously approved.

4. Andrew Schwenk

Mr. Schwenk informed the Board that the new Manhasset Councilperson, David Adahmi would be at the next Greater Council Meeting. The Board discussed MPD updates. Mr. Schwenk commented on how bad traffic at rush hour in the evenings has been. Despite our staff on traffic control, the cars are not moving, etc. The Board will review and discuss any changes that may help.

5. Appointment of Officers

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

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

6. 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.

7. 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.

8. 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.

9. 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

10. 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.

11. 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.

12. 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.

13. 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 2024.

On a voice vote, this resolution was unanimously approved.

14. 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 2024.

On a voice vote, this resolution was unanimously approved.

15. 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 2024.

On a voice vote, this resolution was unanimously approved.

16. 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 2024.

On a voice vote, this resolution was unanimously approved.

17. 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 2024.

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 2024.

On a voice vote, this resolution was unanimously approved.

19. 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 2024.

On a voice vote, this resolution was unanimously approved.

20. 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 2024.

On a voice vote, this resolution was unanimously approved

21. 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 2024.

On a voice vote, this resolution was unanimously approved.

22. 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 2024.

On a voice vote, this resolution was unanimously approved.

23. 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 2024.

On a voice vote, this resolution was unanimously approved.

24. 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.

25. 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.

26. Merchant Parking Renewal

The Commissioners discussed Merchant Parking. The Merchant lots will increase to a base price of \$850, with an additional \$25 fee per vehicle, or \$50 fee per vehicle in the George Street lot.

27. Chamber of Commerce and State of the Town

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

28. Hedge Trimmer

The following resolution is proposed:

WHEREAS, we are in need of a hedge trimmer and

WHEREAS, 3 quotes were sought, and

WHEREAS, Home Depot came in with the lowest quote,

THEN THEREFORE, it is resolved that the purchase of the hedge trimmer be made but not to exceed \$800+ warranty.

On a voice vote, this resolution was unanimously approved.

29. Coffee Truck Lease

The Coffee Truck Lease is to expired

The following resolution was proposed:

WHEREAS, Mr. Mee's lease is up for renewal and

WHEREAS, Mr. Mee has had no issues with the MPD nor with the LIRR

WHEREAS, the MPD is required to keep a Coffee Truck on site,

THEN THEREFORE, the Board resolved to renew a new lease, updating the terms for Mr. Mee to agree to and sign to with rent terms of \$300 per month for paid in advance quarterly for the 2 year term and for the lease to expire December 31, 2025.

On a voice vote, this resolution was unanimously approved.

30. Taxi Stand Lease

The Taxi Cab Lease is expired.

The following resolution was proposed:

WHEREAS, North Shore Taxi lease is up for renewal and

WHEREAS, the North Shore Taxi has had no issues with the MPD nor with the LIRR

WHEREAS, the MPD is required to keep a Taxi Cab on site,

THEN THEREFORE, the Board resolved to renew a new lease, updating the terms for North Shore Taxi to agree to and sign to with rent terms of \$400 per month for and for the lease to expire December 31, 2025.

On a voice vote, this resolution was unanimously approved.

31. Snow Plan Update

Amanda updated the Board on the snow plan for this winter.

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 7:42 P.M.

Subscribed in Manhasset, New York
On the 23rd of January 2023

By: _____
Kenneth Weigand
Chair

Subscribed in Manhasset, New York
On the 23rd of January 2023

By: _____
Mark Sauvigne
Treasurer

Subscribed in Manhasset, New York
On the 23rd of January 2023

By: _____
David Paterson
Secretary