

**BOARD OF COMMISSIONERS**  
**MANHASSET PARK DISTRICT**  
**REGULAR MEETING JANUARY 9, 2023**

Meeting 23-01

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 9, 2023. Present were Commissioners Mark S. Sauvigne, David Paterson and Kenneth Weigand. In addition, Robert Morici and Paul Pepper MPD Legal Counsel, Andrew Schwenk, Colleen Bock, and Lauren Stipp, Manhasset residents, 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, Mark Sauvigne.

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 10606-10628 totaling \$14,234.61 to be reviewed, approved and signed, and Payroll Amounts of \$21,355.64, for Payroll 12/29/2022 and Payroll Amounts of \$24,480.74 for Payroll 1/12/2023..

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----- Kenneth Weigand  
Treasurer ---- Mark Sauvigne  
Secretary ---- David Paterson

5. Colleen Bock

Ms. Bock came in to discuss her permit. When she obtained the resident permit, the placement of the sticker is so low that it is hard for code enforcement to see, and she was issued a ticket which she went and fought in court. She is asking the Board approve a new sticker be issued to her.

The following was proposed:

WHEREAS, Permit # was issued on //2022 and was placed very low on the car and cannot be seen by code enforcement

WHEREAS, the resident is requesting a new sticker without having to pay for it

THEN THEREFORE, BE IT RESOLVED, Permit # will be replaced with Permit # \_\_\_ which will be issued without payment.

On a voice vote, this resolution was unanimously approved

6. Andrew Schwenk

Mr. Schwenk wanted to officially clarify a question he was asked by another resident. A resident wants to get a permit but their vehicle is registered out of state at a secondary residence, can they still obtain a permit? The Board clarified, that a permit can only be issued when the vehicle registration is within the MPD boundaries, as well as the driver's license and all other proofs.

7. Lauren Stipp

Ms. Stipp came to the MPD office to obtain a permit. She was told by the staff that she would be unable to get a permit without the proper proof of residency. She explained to the Commissioners what she did have and supplied an abundance of proofs of residence. The Board discussed and approved for her to obtain a permit with her license, registration, voter's card and w2.

8. 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.

9. 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 has received quotes for accounting firms since the renewal for PKFOD was higher than normal,

WHEREAS, CFM came in with a much lower quote than PKFOD

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.

10. 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.

11. 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

12. 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.

13. 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 2023.

On a voice vote, this resolution was unanimously approved.

14. 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.

15. 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 2023.

On a voice vote, this resolution was unanimously approved.

16. 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 2023.

On a voice vote, this resolution was unanimously approved.

17. 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 2023.

On a voice vote, this resolution was unanimously approved.

18. 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 2023.

On a voice vote, this resolution was unanimously approved.

19. 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 2023.

On a voice vote, this resolution was unanimously approved.

20. 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 2023.

On a voice vote, this resolution was unanimously approved.

21. 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 2023.

On a voice vote, this resolution was unanimously approved.

22. 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 2023.

On a voice vote, this resolution was unanimously approved

23. 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 2023.

On a voice vote, this resolution was unanimously approved.

24. 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 2023.

On a voice vote, this resolution was unanimously approved.

25. 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 2023.

On a voice vote, this resolution was unanimously approved.

26. 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:

<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.

27. 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.

28. 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.

29. Insurance Renewal

John Dina has advised that the Insurance Coverage is up for renewal and will be renewed for approximately a 10% increase.

The Board would like to go out for pricing. Commissioner Weigand is going to reach out to another insurance agent as well.

30. Emergency Truck Repair

Truck #4 door would not shut this week. Without being able to drive the truck, it needed to be fixed immediately, as an emergency repair at the nearest mechanic. The following was proposed;

WHEREAS, Truck #4 door would not close and is needed for everyday operations

WHEREAS, Elite Auto was able to come immediately to repair

THEN THEREFORE, BE IT RESOLVED, Truck #4 door was to be fixed by Elite Auto as an emergency repair, not to exceed \$1000.

On a voice vote, this resolution was unanimously approved.

31. Chamber of Commerce and State of the Town

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

32. Digital Code Enforcement

The Board is narrowing down their decision, and would like to see a demo and speak to the code enforcement agents before a decision is made.

33. Nonresident Parking Extension

On September 15, 2020, the Board passed 2 resolutions allowing High School Parking, and Non Resident unrestricted parking, by way of suspending section 9.01 and section 4.02b. The Board had decided to extend those current resolutions to February 28,2023.

34. 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 ( or 6am-1pm) and 1230pm-7pm( or 1-8) allows employees to only be working 6.5( or 7) hours, while still get paid for 8 hrs, while keeping the hours of operation extended. The rate will be regular rate for both shifts, until 6pm when it turns to Night Pay. Currently this is set at temporary, and the Commissioners have discussed and decided to extend it.

35. 61 Locust Street

The MPD must sign an owner's affidavit for the proposed owner to file a permit of use.

36. LIRR Parking

The Board discussed the issues with the MTA vehicles. Code Enforcement has begun ticketing. The Board will try and meet with the station manager.

Motion was made to enter into Executive Session by Mark Sauvigne, Motion seconded by Ken Weigand and all voted "aye" Executive Session started at 7:21 P.M.  
Motion was made to close Executive Session by Kenneth Weigand, motion seconded by Mark Sauvigne, all voted "aye" at 7:30 P.M.

37. 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 \$2500 for 2023.

On a voice vote, this resolution was unanimously.

38. Medical Opt Out

On June 26, 2017 the Board resolved that an officer or employee who declines the benefit of the District's employer health benefits plan, due to the availability to that officer or employee of an otherwise comparable coverage plan, may obtain a financial payment from the District up to two thousand five hundred dollars (\$2,500), for each full year in which said officer or employee does not participate in the District's employer health benefits plan

The following was proposed:



WHEREAS, this year the medical family plan has increased by 15%

WHEREAS, as incentive for employees to opt out of the MPD NYSHIP medical plan, the Board would like to increase the payout.

THEN THEREFORE, BE IT RESOLVED, the District will pay up to \$4,000 for each full year the employee does not participate in the health benefit plan.

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 7:42 P.M.

Subscribed in Manhasset, New York  
On the 23<sup>rd</sup> of January 2023

By: \_\_\_\_\_  
Kenneth Weigand  
Chair

Subscribed in Manhasset, New York  
On the 23<sup>rd</sup> of January 2023

By: \_\_\_\_\_  
Mark Sauvigne  
Treasurer

Subscribed in Manhasset, New York  
On the 23<sup>rd</sup> of January 2023

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