

**BOARD OF TRUSTEES**  
**INC. VILLAGE OF EAST WILLISTON**  
**AGENDA MEETING**  
**MONDAY, OCTOBER 31, 2022**

Agenda meeting of the Board of Trustees of the Incorporated Village of East Williston was held on Monday, October 31, 2022 at 7:00 pm at the Village Hall, 2 Prospect Street, East Williston, New York.

There were present: Mayor Bonnie L.S. Parente, Trustees Raffaella Dunne, James Lark, Anthony Gallo, Village Clerk Marie Hausner, Deputy Clerk William Basel, Secretary to the Board of Trustees Bonnie Kreisman, Village Attorney Jeffrey Blinkoff.

Also present: Jared Mandel, Building Inspector

Excused from meeting: Trustee James Iannone, Michael Delury, Treasurer

Mayor Parente asked that Mr. Blinkoff to prepare a response to the FOIL of Eswar Shivaraman about information regard six foot fences.

Trustee Lark stated he met with the Beautification Committee on various issues. One issue that came up is that they will not be decorating the interior of the village hall for the holidays.

It was suggested that a company be hired to decorate.

Mayor Parente asked that an email blast be sent out seeking volunteers.

Trustee Dunne asked if the police department and fire department have been notified of the Turkey Trot on Thanksgiving morning.

The clerk advised that she has notified the police department and will notify the fire department.

Trustee Lark stated that the gutters needed to be cleaned near the firehouse. Quotes for the work should be obtained.

Building Inspector Jared Mandel was present to go over a list of items for the building department.

Now that William Basel is not working for the village, he will need help in the building department.

He stated that he was grateful to the Board for their flexibility they gave him.

Mr. Mandel touched on the following points:

- Create a filing platform for various filings (driveways, drywells, etc.) to avoid online glitches when filing. Perhaps creating a general specification for each.
- Making things more transparent (link to spot on the website; everything placed in writing so there is no miscommunications.
- All follow-up should be done in emails with a summary of what is taking place.
- He noted that a recent submission for a new house was approved in one month, two weeks.
- He wants a new position for a person to work in the building department.
- Violations would be a newly created workflow in the Citigrows system. Every violation would get a workflow and then the resident and/or contractor would be sent a summons to court.
- Code enforcement is week and many violations fall through the cracks.
- If a violations is sent out and a person or contactor does not respond, needs a method to increase the violation in “x” number of days.
- The scanning of building department records went well, and the interns got 1/3 of the way through organizing files. Need more work on this with interns.
- He advised that the village office sent out an RFP to a few companies, and only heard back from one, for future scanning of new submissions into property files. It was noted that files were dropped at Plaza Printing in New Hyde Park that said it would have the information scanned in two weeks. Six weeks went by and they never did any work on the scanning.
- He will look into have Atlantic Blueprint do the work, although they cannot scan in color.
- Mr. Mandel worries about backlogs in scanning after he approves permits.
- Also wants to create a workflow for tree permits, perhaps parking permits
- Wants wording created for either the website or Citygrows for: no dumpsters placed in streets, no contractor signs and the like.
- He has purchased an Ipad for offsite work in the field. (The Mayor said he will be reimbursed for this).
- For the future, looking to have a computer kiosk in the village hall where people who need help can apply for permits and get help from staff.
- Wants virtual folders for each property on PDF (a physical folder in a virtual world)
- Create workflow for documenting violations in court, and scheduling information on adjournments in contemplation of dismissal. (Mr. Blinkoff stated that at the end of six months, if no further violations exist, it is taken out of the property file.
- Wants to revise the solar panel law. He will draft the information and forward to the Board and Mr. Blinkoff for discussion.

- Working to close open permits (a good track record on closeouts has been going forward).
- Architectural Review Board. He noted that due to supply chain issues and material availability, many projects have not gone through as planned.
- Uploading of variance decisions. Create letters (decision) after BZA has rendered a decision and send a letter to the applicant whether the application was approved or denied. (Mr. Blinkoff stated that the voting on an application is in the minutes of the hearing.
- Get caught up with old plumbing permit close outs.
- Get caught up in scanning old zoning board transcripts into property files.
- In five years, re-write the entire code.
- Jeff Blinkoff will contact General Code to see when the code can start to be placed on the website.
- Mr. Mandel feels that 20 hours per week should be designated for code enforcement. Enforcement is missing. Need a person to drive around the village daily to observe what may be taking place for which the village is not aware.
- Preparation of online folders. It was suggested that library employee Liam Fraser may be a person to work on this project. Trustee Dunne will speak with him.
- Need a backup of the Citygrows system, in the event the company should go out of business, or the system is hacked.

There being no further business, on the motion of Trustee Dunne, seconded by Trustee Lark, the meeting was adjourned at 9:06pm.

There being no further business, on the motion of Trustee Iannone, seconded by Trustee Dunne, the Board moved to adjourn the meeting at 8:45pm.