

**BOARD OF TRUSTEES**  
**INC. VILLAGE OF EAST WILLISTON**  
**ANNUAL ORGANIZATIONAL MEETING AND BUDGET HEARING**  
**MONDAY, APRIL 2, 2018**

Annual Organizational Meeting and Budget Hearing of the Board of Trustees of the Incorporated Village of East Williston was held on Monday, April 2, 2018 at 7:30 p.m. at the Village Hall, 2 Prospect Street, East Williston, New York.

There were present: Mayor David E. Tanner, Deputy Mayor, Trustee Bonnie L.S. Parente, Trustees Christopher A. Siciliano, Anthony Casella, Village Attorney Steven Leventhal, Treasurer Michael Delury, Village Clerk Marie L. Hausner..

Excused from meeting: Jeffrey L. Blinkoff, Village Attorney

Also present: Joseph Masters, Michael Guglielmo, Carla Strauss, Patricia Kelly, John Kirsch, Carol Dort, Jonathan Grosskopf.

The meeting commenced with a public hearing on the proposed budget for the 2018-2019 fiscal year. A verbatim transcript of said hearing is on file in the office of the Village Clerk.

**RESOLUTION NO. 2018-13 - A RESOLUTION ADOPTING THE FINAL ASSESSMENT ROLL FOR THE FISCAL YEAR JUNE 1, 2018 TO MAY 31, 2019**

On the motion of Trustee Siciliano, seconded by Trustee Parente, and with Mayor Tanner and Trustees Parente, Siciliano, Iannone and Casella all voting "aye", the Board unanimously adopted the final assessment roll for the fiscal year June 1, 2018 to May 31, 2019.

**RESOLUTION NO. 2018-14 - A RESOLUTION TO AMEND THE TENTATIVE BUDGET FOR THE FISCAL YEAR JUNE 1, 2018 TO MAY 31, 2019**

On the motion of Trustee Casella, seconded by Trustee Siciliano, and with Mayor Tanner and Trustees Parente, Siciliano, Iannone and Casella all voting "aye", the Board unanimously voted to amend the tentative budget for the fiscal year for the fiscal year June 1, 2018 to May 31, 2019 as follows: Real property taxes revised from \$2,018,236 to \$2,020,775 and Contingency account from \$25,000 to \$27,569; change \$2,539, net effect, zero. Said revision has no effect on tax rate of \$84.6267.

Mr. Delury noted that the taxable assessed value mailed to residents in the tentative budget showed \$2,384,870. After receiving court decisions for the Small Claims Assessment Reviews, the total assessed valuation changed by an increase of \$3,000.

**RESOLUTION NO. 2018-15 A RESOLUTION APPROVING THE BUDGET FOR THE FISCAL YEAR JUNE 1, 2018 TO MAY 31, 2019.**

On the motion of Trustee Siciliano, seconded by Trustee Parente, and with Mayor Tanner and Trustees Parente, Siciliano, Iannone, and Casella all voting “aye”, the Board unanimously approved the budget for the fiscal year June 1, 2018 to May 31, 2019.

Mayor Tanner gave a brief overview of the resolutions and procedure of the annual organizational meeting and budget hearing being held this evening.

The Mayor administered the oath of office to the following individuals: Treasurer Michael Delury, Library Board member Barbara McWhirk, and Lisa Feimer, Beautification Committee member. Those appointed/ re-appointed, but not present this evening were: Associated Village Justice Emil Samuels, Plumbing Inspector Jack Gayson, Zoning Board chairperson Michael Holland, Zoning Board member Lucie Decsi, Zoning Board member Thomas Blennau, Planning Board member Roger Cocchi, Planning Board member Raffaella Dunne, and Recreation Committee member Ajla McDonald.

The individuals listed will sign their respective oaths of office tomorrow in the Village office.

**RESOLUTION NO. 2018-16 A RESOLUTION APPROVING THE PRO-FORMA RESOLUTIONS FOR 2018-2019.**

On the motion of Trustee Parente, seconded by Trustee Siciliano, and with Mayor Tanner and Trustees Parente, Siciliano, Iannone and Casella all voting “aye”, the Board unanimously approved the following pro-forma resolution for 2018-2019:

**PRO FORMA RESOLUTIONS - 2018**  
**Depository of Accounts**

“RESOLVED, that Chase Bank, Flushing Bank, First National Bank of Long Island AND New York Cooperative Liquid Assets Securities System (NYCLASS) be designated as the depositories of the separate funds now deposited by the Inc. Village of East Williston.”

**Official Newspaper**

“RESOLVED, that the Williston Times be designated as the official newspaper for the publication of all legal notices and advertisements of the Inc. Village of East Williston.’

**Mileage Reimbursement**

“WHEREAS, the Board of Trustees of the Village of East Williston has determined to pay a fixed rate for mileage as reimbursement to officials and employees of the Village who use their personal automobiles while performing their official duties on behalf of the Village:

NOW THEREFORE BE IT RESOLVED:

Section 1. That the Board of Trustees shall approve reimbursement to such officers and employees at the rate of \$0.54.4 per mile.

Section 2. That this resolution shall take effect immediately.”

**Advance Approval of Claims**

“WHEREAS, the Board of Trustees of the Village of East Williston has determined to authorize payment in advance of audit of claims for certain recurring charges.

NOW THEREFORE BE IT RESOLVED:

Section 1. That the Board of Trustees shall authorize payment of claims before audit for public utility services, postage, freight and express charges. All claims should be signed and **dated** by Mayor and Trustees.

Section 2. That this resolution shall take effect immediately.”

**Attendance at Schools and Conferences**

“WHEREAS, there is to be held during the coming official year an annual meeting conducted by the Conference of Mayors for municipal officials; the Training School for Fiscal Officers and Municipal Clerks, conducted by the Conference of Mayors; the following County Association meetings: Nassau County Village Officials Association, etc., and

“WHEREAS, it is determined by the Board of Trustees that attendance by certain municipal officials and employees at one or more of these meetings, conferences or schools benefits the municipality:

NOW THEREFORE BE IT RESOLVED:

Section 1. That the Board of Trustees, Village Counsel, Clerk-Treasurer, Deputy Clerk-Treasurer, Building Inspector, Library Board Trustees, Board members, etc. are hereby authorized to attend the various schools and conferences.

Section 2. That this resolution shall take effect immediately.”

### **Reimbursement of Expenses**

“RESOLVED, to authorize the reimbursement of pre-authorized expenses to Village employees or authorized representatives of the Village, for costs incurred on behalf of the Village when traveling or attending conventions, seminars or schools upon submission of a claim adequately supported with receipts.”

### **Monthly Meetings**

“RESOLVED, that the following dates be designated as the regular meeting night for the Village Board and the hour fixed at 7:30 p.m., for 2018-2019: May 14, June 11, July 9, August 13, September 10, October (TBA), November TBA, December 10, January 14, February 11, March 11, April 1.

RESOLVED, that the Village Court meet once each month on the following dates: 2018: April 3, May 1, June 5, September 4, October 2, November 28, excluding July, August and December; and be it further

“RESOLVED, that there will be a work session on the last Monday of the month prior to the regular Board meeting as follows (except where a holiday falls on that Monday) 2018-2019: April 30, May TBA, June 25, July 30, August 27, September 24, October 29, November 26, December TBA, January 28, February 25, March 25. All meetings are open to Village residents; and be it further

“RESOLVED, that the Library Board will meet at the Village Library six times a year, at its discretion, with additional meetings as the need arises; and be it further

“RESOLVED, that the Planning Board will meet on an on-call basis; and be it further

“RESOLVED, that the Board of Zoning Appeals will meet at the Village Hall on the third Thursday of the month provided variance applications have been received thirty-three days prior to the hearing; and be it further

“RESOLVED that the Recreation Committee will meet on an on-call basis;  
and be it further

“RESOLVED that the Historic Commission will meet on an on-call basis;  
and be it further

“RESOLVED that the Historic Committee will meet on the first Tuesday of  
each month, and be it further

“RESOLVED that all other committees will meet on an on-call basis.  
Notice of these meetings is to be published in the Williston Times or posted on  
the bulletin boards at the Library and Village Hall entrances.”

### **Investment Policy**

“RESOLVED, that in order to conform to federal and other legal  
requirements and to provide safety of cash assets and liquidity to meet financial  
obligations and to generate reasonable yields on investments, the Treasurer is  
authorized to make discretionary cash deposits of Village funds to the following  
accounts:

Checking Accounts  
Money Market Accounts  
Certificates of Deposit

Such deposits must be made to a commercial bank located in the  
immediate area and must be collateralized either by federal deposit insurance or  
any other New York State comptroller-authorized instrument.”

### **Procurement Policy**

“Whereas, Section 104-b of the General Municipal Law requires the  
governing body of every municipality to adopt a procurement policy for all goods  
and services which are not required by law to be publicly bid, and

Whereas, comments have been solicited from all officers in the Village of  
East Williston involved in the procurement process, now, therefore, be it

Resolved, that the Village of East Williston does hereby adopt the follow-  
ing procurement policy which is intended to apply to all goods and services which  
are not required by law to be publicly bid.

**Procurement Policy for the Village of East Williston**

1. Every purchase to be made must be initially reviewed to determine whether it is a purchase contract or a public works contract. Once that determination is made, a good-faith effort will be made to determine whether it is known or can reasonably be expected that the aggregate amount to be spent on the item of supply or service is not subject to competitive bidding, taking into account past purchases and the aggregate amount to be spent in a year. The following items are not subject to competitive bidding pursuant to Section 103 of the General Municipal Law: purchase contracts under \$10,000 and public works contracts under \$20,000; emergency purchases; certain municipal hospital purchases; goods purchased from correctional institutions; purchases under State and county contracts; and surplus and second-hand purchases from another governmental entity.

The decision that a purchase is not subject to competitive bidding will be documented in writing by the individual making the purchase. This documentation may include written or verbal quotes from vendors, a memo from the purchaser indicating how the decision was arrived at, a copy of the contract indicating the source which makes the item or service exempt, a memo from the purchaser detailing the circumstances which led to an emergency purchase, or any other written document that is appropriate.

2. All goods and services will be secured by use of written requests for proposals, written quotations, verbal quotations, or any other method that assures that goods will be purchased at the lowest price and that favoritism will be avoided, except in the following circumstances: purchase contracts over \$10,000 and public works contracts over \$20,000; goods purchased from agencies for the blind or severely handicapped pursuant to Section 175-b of the State Finance Law; goods purchased from correctional institutions pursuant to Section 186 of the Correction Law; purchases under State contracts pursuant to Section 104 of the General Municipal Law; purchases under county contract pursuant to Section 103(3) of the General Municipal Law; or purchases pursuant to subdivision 6 of this policy.
3. The following method of purchase will be used when required by this policy in order to achieve the highest savings:

<u>Estimated Amount of Purchase Contract</u>	<u>Method</u>
\$250 - \$2,999	verbal quotations
\$3,000 - \$9,999	written/fax quotations or written RFP

<u>Estimated Amount of Public Works Contract</u>	<u>Method</u>
\$250 - \$2,999	verbal quotations
\$3,000 - \$4,999	written/fax quotations \$5,000 -
\$19,999	written/fax quotations or written RFP

A good-faith effort will be assumed if three solicitations for proposals or quotations have been made. If the purchaser is **unable** to obtain the required number of proposals or quotations, the purchaser will document the attempt made at obtaining the proposals. In no event shall the failure to obtain proposals be a bar to the procurement.

4. Documentation is required of each action taken in connection with each procurement.
5. Documentation and an explanation is required whenever a contract is awarded to other than the lowest responsible offeror. This documentation will include an explanation of how the award will achieve savings or how the offeror was not responsible. A determination that the offeror is not responsible shall be made by the purchaser and may not be challenged under any circumstances.
6. Pursuant to General Municipal Law, Section 104-b(2)(f), the procurement policy may contain circumstances when, or types of procurement for which, in the sole discretion of the governing body, the solicitation of alternative proposals or quotations will not be in the best interests of the municipality. In the following circumstances, it may not be in the best interests of the municipality. In the following circumstances it may not be in the best interests of the Village of East Williston to solicit quotations or document the basis for not accepting the lowest bid:
  - a. Professional services or services requiring special or technical skill, training or expertise. The individual or company must be chosen based on accountability, reliability, responsibility, skill, education and training, judgment, integrity, and moral worth. These qualifications are not necessarily found in the individual or company that offers the lowest price and the nature of these services are such that they do not readily lend themselves to competitive procurement procedures.

In determining whether a service fits into this category, the Board of Trustees shall take into consideration the following guidelines: (a) whether the services are subject to State licensing or testing requirements; (b) whether substantial formal education or training is a necessary prerequisite to the performance of the services; and (c) whether the services require a personal relationship between the individual and municipal officials. Professional or technical services require a personal relationship between the individual and municipal officials.

Professional or technical services shall include, but not be limited to the following: services of an attorney; services of a physician; technical services of an engineer engaged to prepare plans, maps and estimates; securing insurance coverage and/or services of an insurance broker; services of a certified public accountant; investment management services; printing services involving extensive writing, editing or art work; management of municipally owned property; and computer software or programming services for customized programs, or services involved in substantial modification and customizing of pre-packaged software.

- b. Emergency purchases pursuant to Section 103(4) of the General Municipal Law. Due to the nature of this exception, these goods or services must be purchased immediately and a delay in order to seek alternate proposals may threaten the life, health, safety or welfare of the residents. This section does not preclude alternate proposals if time permits.
- c. Purchases of surplus and second-hand goods from any source. If alternate proposals are required, the Village of East Williston is precluded from specific advertised sources where the best prices are usually obtained. It is also difficult to try to compare prices of used goods and a lower price may indicate an older product.
- d. Goods or services under \$250. The time and documentation required to purchase through this policy may be more costly than the item itself and would therefore not be in the best interests of the taxpayer. In addition, it is not likely that such de minimis contracts would be awarded based on favoritism.

### **New York State Retirement System Resolutions**

### **ESTABLISHMENT OF STANDARD WORK DAYS FOR MAYOR, BOARD OF TRUSTEES AND EMPLOYEES OF THE VILLAGE OF EAST WILLISTON .**

WHEREAS, for the purposes of the New York State and Local Retirement System, it is necessary to establish a standard work day by Board resolution for the positions of Mayor, Board of Trustees and Employees of the Village of East Williston, and

WHEREAS, the Board of Trustees of the Incorporated Village of East Williston has considered the requirements with respect to the same and has reached a determination regarding the number of hours worked in accord for such reporting purposes, and

WHEREAS, after doing so, the most appropriate standard work days for the respective positions are as follows:

Mayor	six hour work day
Trustee	six hour work day
Village office staff	seven hour work day
Public works staff	eight hour work day
Library staff	six hour work day
Code Enforcement	six hour work day

RESOLVED, that the standard work days for the positions of Mayor, Trustees, and employees to the Incorporated Village of East Williston shall be:

Mayor	six hour work day
Trustee	six hour work day
Village office staff	seven hour work day
Public works staff	eight hour work day
Library staff	six hour work day
Code Enforcement	six hour work day

**NEW YORK STATE RETIREMENT SYSTEM REPORTING RESOLUTION RS2417-A .**

BE IT RESOLVED, that the Village of East Williston, Location Code 40402 hereby establishes the following standard work days for elected officials and appointed officials and will report the following days worked to the New York State and Local Retirement System, based on the time keeping records or the record of activities maintained and submitted by these officials to the clerk of this body. A copy of RS2417-A is on file in the office of the Village Clerk.)

**NEW YORK STATE RETIREMENT SYSTEM REPORTING RESOLUTION RS2417-B.**

BE IT RESOLVED, that the Village of East Williston, Location Code 40402 hereby establishes the following standard work days for elected officials and appointed officials and will report the following days worked to the New York State and Local Retirement

System, based on the time keeping records or the record of activities maintained and submitted by these officials to the clerk of this body. A copy of RS2417-B is on file in the office of the Village Clerk.)

On the motion of Trustee Parente, seconded by Trustee Casella , and with Mayor Tanner and Trustees Parente, Siciliano, and Casella all voting "aye", the Board approved the minutes of the regular Board meeting of March 12, 2018.

On the motion of Trustee Siciliano, seconded by Trustee Casella , and with Mayor Tanner and Trustees Parente, Siciliano and Casella all voting "aye", the Board approved the minutes of the agenda meeting of March 26, 2018.

On the motion of Trustee Parente, seconded by Trustee Iannone, and with Mayor Tanner and Trustees Parente, Siciliano, Iannone and Casella all voting "aye", the Board approved the abstract of claims February 2018 as follows: 20170568 - 20170597.

In the absence of the East Williston Fire Department chiefs, the Village Clerk reported that the department responded to a total of 16 calls during the month of February 2018: 13 EMS calls and three general alarms.

## **TRUSTEE REPORTS**

### **DEPUTY MAYOR/TRUSTEE BONNIE PARENTE**

Trustee Parente stated that the East Williston Senior Group will meet on Thursday, April 19<sup>th</sup> for a presentation of a magic show and refreshments at 1:00pm.

### **TRUSTEE CHRISTOPHER A. SICILIANO**

Trustee Siciliano stated that the department of public works is readying village parks for spring activities such as the opening of East Williston Little League's season.

He thanked retiring Library Board member Joseph Masters for his 18 years of service to the Library, as well as Lyn Markus who also left service to the Library. He welcomed new Board members Barbara McWhirk and Lauren Shannon.

Trustee Sicilian stated that copies of David Morrison's book on the history of the Long Island Rail Road Oyster Bay branch are on sale in the Library for \$20 per copy.

### **TRUSTEE JAMES IANNONE**

Trustee Iannone had no report, but was awaiting the arrival of one of the chiefs for the monthly report for March 2018.

**TRUSTEE ANTHONY CASELLA**

Trustee Casella presented the Justice Court report for March 2018. There were 13 parking violations, six moving violations and no Village ordinance violations totaling \$1,025.00 in total fines collected, and no New York State surcharges.

The Recreation Committee report advises that yoga classes continue on Monday and Wednesday mornings from 9:30 to 11am and gentle yoga classes take place on Wednesdays from 5:45 – 7:15pm. Come Play with Me classes commenced in February and take place on Wednesdays from 10:15 to 11am. Spring tennis with Jayne Alterman commences on April 10, 2018.

**MAYOR DAVID E. TANNER**

Mayor Tanner stated that the next regular meeting is scheduled for Monday, May 14<sup>th</sup>.

He to thanked Joseph Masters for his long time service to the Library Board.

**VILLAGE CLERK MARIE HAUSNER**

The following building permits were issued in March 2018: 15 Ridge Road, replacement of a central air conditioning unit. 11 Post Avenue, demolition of house, pool house and construction of a new house and central air conditioning unit.

The Nassau County Police Department report for February 2018: Three auto accidents with no auto injuries. Total aided cases, other than auto accidents: 13. No moving or parking violations. No reports of burglary, larceny or criminal mischief.

The Mayor opened the meeting to residents.

Patricia Kelly of Ogden Avenue stated that a house at 23 Ogden Avenue, which was the subject of a Zoning Board case this year was almost completely demolished, however this was not called for when the zoning case was presented. The owners said they would maintain the brick façade and character of the house, but now it is just about gone.

Mayor Tanner stated that when a case comes before the Zoning Board, the criteria to be decided upon (found in the Village Code) is for items such as building height, floor area ratio, etc. The Zoning Board does not decide upon issues related to the design of a building or anything that is beyond what is permitted.

It was advised that the contractor went ahead and demolished what was not planned. The village building inspector had said there was a violation issue and ordered the

residents to pull a demolition permit, but noted that the contractor had to stabilize the structure on the first floor, due to recent weather conditions (wind/nor'easters).

The residents present were in favor of the Village forming an architectural review board, in light of many homes being purchased in the Village and then being demolished and rebuilt.

Mayor Tanner stated that year's back, residents expressed that they did not want an architectural review board in the Village, as they did not want a board dictating "taste". With respect to that, the Village tightened up the zoning code.

Mrs. Kelly felt that more and more homes are being destroyed and she did not feel this is right. She stated she was afraid to find (at some time in the future) that her neighbor may sell his house and the new resident will knock it down, destroying the character of the neighborhood. She added that she can understand people wanting to expand, but in the case of 23 Ogden Avenue, she was lead to believe the home would remain looking like it was originally.

Mayor Tanner stated that the Board will discuss the issue of an architectural review board, but noted that this is difficult to implement.

Trustee Casella stated that in the 1980's, the village board revised the zoning code, enacting laws to prevent gated communities and put height restrictions in place. Unfortunately, things change. He noted examples of gigantic homes being built in neighboring Roslyn Heights.

Mayor Tanner stated that people want to invest in the community. The zoning code provides for restrictions on sky exposure plains, building setbacks, heights of buildings and prohibits underground parking.

Trustee Parente stated that she supports public comments on this issue, take opinions from residents and to start the conversation of about an architectural review board to try to figure out how to best address the issue.

Trustee Iannone said he understood everyone's comments, adding that the village has a code that sets forth criteria that must be adhered to. If a certain building permit submission does not meet that criteria, the person must apply to the zoning board for a variance. He noted that surrounding communities have changed much more than that of East Williston.

Jonathan Grosskopf said that at the zoning board hearing, the residents said they would salvage the lower bricks on the home (at 23 Ogden Avenue) and try to match the other bricks on the house.

Trustee Parente stated that a variance is not needed to change the material used on the outside of a home. The residents may have had the intention to preserve the bricks on the outside of the home, but the zoning board does not regulate the materials on the façade. She further noted that esthetics is part of what an architectural review board oversees.

Mayor Tanner stated that in order to create such a board, informational sessions must be held, guidelines drawn up and adopted, and then get the right people to sit on such a board.

Michael Guglielmo asked what an architectural review board can dictate.

Steven Leventhal stated that an architectural review board is charged with preserving the character of a community, while ensuring structures are not too different, but not too similar. They are tasked with approving design elements.

Mr. Guglielmo stated that he did not see much uniformity in the homes in East Williston.

Trustee Iannone stated that creating an architectural review board involves great difficulty in determining how much power and authority such a board may have, as a balance must be achieved to avoid delivering an arbitrary and capricious decision

It was noted that the building inspector had asked that new work be stopped, but given current weather conditions, the contractor had to security the first floor. The plans for the building as presented to the zoning board had not changed.

John Kirsch felt that a process should be made for an architectural review board.

Pat Theodore stated that the East Williston Fire Department recently had a training drill at a house on Post Avenue that is slated to be torn down. The use of ladders and hose were used, as well as artificial smoke. No hydrants were used during the drill.

There being no further business, on the motion of Trustee Siciliano, seconded by Mayor Tanner, the meeting was adjourned at 9:03 pm.