

A regular meeting of the Board of Trustees was held on Monday, September 12, 2022 at 7:00 P.M. in the Village Hall:

Present: Mayor Alan C. Beach  
Deputy Mayor Michael Hawxhurst  
Trustee Ann Marie Reardon  
Trustee Robert Boccio  
Trustee Laura Ryder  
Village Administrator John Giordano  
Village Attorney Thomas Atkinson

MINUTES – 8/22/2022

RES.# 234-2022

It was moved by Trustee Reardon, seconded by Deputy Mayor Hawxhurst, to accept the Minutes of August 22, 2022 as submitted and place on file. Motion carried, all voting “Aye”.

FIRE DEPARTMENT  
REPORT

Assistant Fire Chief Murphy gave a report of activities for the Fire Department.

FIRE DEPARTMENT –

9/11 CEREMONY

RES. #235-2022

It was moved by Trustee Boccio, seconded by Trustee Reardon, to authorize the Fire Department to utilize as necessary any vehicle to travel to the 9/11 Memorial. Motion carried, all voting “Aye”.

FIRE DEPARTMENT –

RECRUITMENT DAY –

10/22/22

RES. #236-2022

It was moved by Trustee Reardon, seconded by Trustee Ryder, to reconfirm the use of Parking Field #3 on October 22, 2022, from 12 pm to 3 pm for a recruitment drive by the Lynbrook Fire Department. Motion carried, all voting “Aye”.

SWEARING IN – P.O.

JOSHUA CROWLEY

The Mayor administered the Oath of Office to new Police Officer Joshua Crowley.

HIRE –SCHOOL

CROSSING GUARD – D.

MC CREDO

RES.#237-2022

It was moved by Deputy Mayor Hawxhurst, seconded by Trustee Boccio, to approve the hiring of David McCredo Jr. to the position of School Crossing Guard at a rate of \$15.00 per hour. Motion carried, all voting “Aye”.

2022 SEASONALS –

RECREATION TITLE

CHANGE

RES.#238-2022

It was moved by Trustee Ryder, seconded by Trustee Boccio, to approve Recreation Attendant Seasonal Ryan Kehoe title change to Park Attendant Part Time at a rate of \$15 per hour. Motion carried, all voting “Aye”.

2022 PART-TIME –

RECREATION

RES.#239-2022

It was moved by Trustee Boccio, seconded by Trustee Reardon, to approve the hiring of the following Recreation Attendants P/T :

Madison Becker      \$15.00/hr.

Sharon Dunn      \$15.00/hr.

Motion carried, all voting “Aye”.

2022 PART-TIME –  
RECREATION  
RES.#[240-2022](#)

It was moved by Trustee Reardon, seconded by Trustee Ryder, to approve hiring Max Mosheni as Recreation Attendant P/T at a rate of \$15 per hour. Motion carried, all voting “Aye”.

AUTHORIZATION –  
SICK TIME –  
JACQUELINE DU BON  
RES.#[241-2022](#)

It was moved by Deputy Mayor Hawxhurst, seconded by Trustee Boccio, to approve a request from retiring Court Clerk Jacqueline DuBon to utilize her severance payout to offset her monthly retiree health insurance premiums. Motion carried, all voting “Aye”.

SEVERANCE PAYOUT –  
ROSEMARY MOLINARI  
RES.#[242-2022](#)

It was moved by Trustee Boccio, seconded by Trustee Reardon, to approve a severance payout for Rosemary Molinari, Recreation Attendant P/T due to her resignation effective August 15, 2022 in accordance with the terms of the UPSEU agreement. Motion carried, all voting “Aye”.

SEVERANCE PAYOUT –  
YESENIA MORALES  
RES.#[243-2022](#)

It was moved by Trustee Boccio, seconded by Trustee Reardon, to approve a severance payout for Yesenia Morales, Recreation Specialist due to her resignation effective August 27, 2022 in accordance with the terms of the UPSEU agreement. Motion carried, all voting “Aye”.

SEVERANCE PAYOUT –  
ANDREW NOHILLY  
RES.#[244-2022](#)

It was moved by Trustee Boccio, seconded by Trustee Reardon, to approve a severance payout for Andrew Nohilly, Park Attendant P/T due to his resignation effective August 27, 2022 in accordance with the terms of the UPSEU agreement. Motion carried, all voting “Aye”.

SEVERANCE PAYOUT –  
MYRIAM RIERA  
RES.#[245-2022](#)

It was moved by Trustee Boccio, seconded by Trustee Reardon, to approve a severance payout for Myriam Riera, School Crossing Guard due to her resignation effective August 23, 2022 in accordance with the terms of the UPSEU agreement. Motion carried, all voting “Aye”.

SEVERANCE PAYOUT –  
LISA VASILAKIS  
RES.#[246-2022](#)

It was moved by Trustee Boccio, seconded by Trustee Reardon, to approve a severance payout for Lisa Vasilakis, Recreation Leader due to her resignation effective September 2, 2022 in accordance with the terms of the UPSEU agreement subject to final approval by the Village Attorney. Motion carried, all voting “Aye”.

REQUEST – ELLM GIRL  
SCOUTS – GREIS PARK -  
10/15/22  
RES.#[247-2022](#)

It was moved by Deputy Mayor Hawxhurst, seconded by Trustee Reardon, to grant permission to the ELLM Girl Scouts to use Greis Park on Saturday, October 15, 2022, 9AM to 1PM and waive all fees. Motion carried, all voting “Aye”.

REQUEST – CUB  
SCOUTS – GREIS PARK  
– 10/17/22  
**RES.#248-2022**

It was moved by Trustee Boccio, seconded by Trustee Reardon, to grant permission to the Cub Scouts to use the Greis Park bicycle path on Monday, October 17, 2022, at 5PM to learn about bike safety with the Lynbrook Police Department. Motion carried, all voting “Aye”.

REQUEST – LYNBROOK  
HIGH SCHOOL – POST  
PROM – LYNBROOK  
POOL – 6/23/2023  
**RES.#249-2022**

It was moved by Deputy Mayor Hawxhurst, seconded by Trustee Reardon, to allow the use of the Lynbrook Pool for a post prom night event requested by the Lynbrook High School PTA, for Friday, June 23, 2023 from 3AM to 6AM, subject to the receipt of evidence of insurance. Motion carried, all voting “Aye”.

REQUEST – LYNBROOK  
HOMECOMING PARADE  
– 10/15/22  
**RES.#250-2022**

It was moved by Trustee Reardon, seconded by Trustee Boccio, to grant permission to Lynbrook High School to hold their Homecoming Parade on Union Ave and Marion Street. on Saturday, October 15, 2022. Motion carried, all voting “Aye.”

REQUEST – LYNBROOK  
HIGH SCHOOL – GREIS  
PARK – 9/22/22 &  
10/14/22  
**RES.#251-2022**

It was moved by Trustee Ryder, seconded by Trustee Boccio, to approve the request for School District #20 to utilize the turf field for soccer on September 22, 2022 and October 14, 2022 and waive all fees. Motion carried, all voting “Aye”.

REQUEST – “THE LOVE  
FOR GIOVANNI  
FOUNDATION NY –  
GREIS PARK - 10/16/22  
**RES.#252-2022**

It was moved by Deputy Mayor Hawxhurst, seconded by Trustee Reardon, to approve a request from the “The Love for Giovanni Foundation” to utilize the Recreation Center on October 16, 2022 and waive all fees. Motion carried, all voting “Aye”.

SET DATE – BOARD  
MEETINGS  
**RES.#253-2022**

It was moved by Deputy Mayor Hawxhurst, seconded by Trustee Reardon, to set the date of the upcoming Village Board Meetings as follows:

October 17, 2022  
November 7, 2022  
November 28, 2022  
December 19, 2022

Motion carried, all voting “Aye”.

AUTHORIZATION -  
DRAINAGE/CENTRAL  
AVE & STREET  
LIGHTING/PENINSULA  
& P.F.  
**RES.#254-2022**

It was moved by Trustee Reardon, seconded by Deputy Mayor Hawxhurst, to authorize the Mayor to sign the 48<sup>th</sup> year Agreement with the County of Nassau for Community Development Block Grant funds and engage, pursuant to their requirements contracts, Valente Contracting for Drainage Improvements on Central Avenue, and Anker Electric and Robustello & Sons for ornamental lighting on Peninsula Blvd and in

Village Parking Fields 20 & 8, to be financed by said Community Development Block Grant funds and to sign an amended 47<sup>th</sup> year Agreement to provide an additional \$23,000 to the Village. Motion carried, all voting “Aye”. It was moved by Trustee Boccio, seconded by Trustee Ryder, that the Board of Trustees declares itself as Lead Agency and that a Negative Declaration be issued for this action as it has no significant adverse impact on the environment pursuant to the New York State Environmental Quality Review Act. Motion carried, all voting “Aye”.

AUTHORIZATION –  
DOWNTOWN  
REVITALIZATION  
INITIATIVE (DRI)  
GRANT  
**RES.#255-2022**

It was moved by Deputy Mayor Hawxhurst, seconded by Trustee Reardon, to authorize the Mayor and Village Administrator to sign all applications, contracts and other documents to file the Round 6 Downtown Revitalization Initiative (DRI) grant application with the NYS Economic Development Council. Motion carried, all voting “Aye”. It was moved by Trustee Ryder, seconded by Trustee Reardon, that the Board of Trustees declares itself as Lead Agency and that a Negative Declaration be issued for this action as it has no significant adverse impact on the environment pursuant to the New York State Environmental Quality Review Act. Motion carried, all voting “Aye”.

REQUEST TO ENGAGE  
ENGINEER – OCEAN  
AVE  
**RES.#256-2022**

It was moved by Trustee Boccio, seconded by Trustee Ryder, to engage Prisma Geo Science to perform a Phase I and Phase II environmental report on vacant property at Section 13, Block 2, Lot 4A, part of 368 Ocean Avenue, being considered for purchase by the Village to relocate DPW materials from Wilcox Alley. Motion carried, all voting “Aye”.

REQUEST – TRAINING –  
POLICE DEPARTMENT  
**RES.#257-2022**

It was moved by Trustee Reardon, seconded by Trustee Ryder, to authorize Chief Paladino and Inspector Murphy to attend the New York State Association of Chiefs of Police Leadership Summit in Glens Falls, November 9-10, 2022. Motion carried, all voting “Aye”.

ADOPTION – INTERNET  
OUTAGE PLAN  
**RES.#258-2022**

It was moved by Trustee Ryder, seconded by Trustee Boccio, to adopt an Internet Outage Continuity Plan (see Exhibit “A”). Motion carried, all voting “Aye”.

IMPROVEMENTS –  
ROAD REQUIREMENTS  
REPAIRS  
**RES.#259-2022**

It was moved by Trustee Boccio, seconded by Trustee Reardon, to authorize road requirements repairs and drainage improvements at 6 various locations at an approximate cost of \$47,338, such costs to be financed by NYS CHIP funds. Motion carried, all voting “Aye”. It was

IMPROVEMENTS –  
ROAD REQUIREMENTS  
REPAIRS CONT'D

moved by Trustee Ryder, seconded by Trustee Reardon, that the Board of Trustees declares itself as Lead Agency and that a Negative Declaration be issued for this action as it has no significant adverse impact on the environment pursuant to the New York State Environmental Quality Review Act. Motion carried, all voting “Aye”.

IMPROVEMENTS –  
PARKING FIELD #8  
RES.#260-2022

It was moved by Deputy Mayor Hawxhurst, seconded by Trustee Boccio, to engage Frank Robustello & Son to assist the Department of Public Works to construct the new St. James Place entrance to parking field #8 in accordance with their Requirements Contract at a cost of approximately \$26,000. Motion carried, all voting “Aye”.

PUBLIC HEARING – SUB  
DIVISION – 733 SUNRISE  
HIGHWAY  
RES.#261-2022

The Mayor opened a Public Hearing at 7:34 PM to consider an application from NW Condo LLC for a subdivision of the premises located at 733 Sunrise Highway, Lynbrook, New York, pursuant to Chapter 7 of the Village Code, to subdivide the aforementioned property into three (3) condominium units pursuant to the NYS Condominium Law. Joseph Bjarnson of Sahn Ward Braff Koblenz PLLC, representing the applicant, advised that the owner of the premises is 733 Sunrise Realty LLC, who leases it to Northwell Health, Inc., a not for profit agency, for a 30-year term, who subleases it to the applicant, NW Condo LLC. Mr. Bjarnson advised that all required documents have been filed with the Attorney General to convert the 3-story premises to 3 condominium units, 1 per floor, pursuant to the Condominium Law. Mr. Bjarnson indicated that this would not result in a change to the existing medical office used by Northwell doctors nor would procedures requiring overnight stays be performed, and that maintenance of common areas would be administered by a Condo Board. Mr. Bjarnson added that the (3) condo units would not be offered for sale, and the intent of the application would be to merely allow Northwell certain Financing and Tax benefits. The Mayor asked for public comment. After no further discussion, it was moved by Deputy Mayor Hawxhurst, seconded by Trustee Boccio, to adjourn the Public Hearing at 7:41 PM and reserve Decision. Motion carried, all voting “Aye”.

BILLS

It was moved by Trustee Ryder, seconded by Trustee Reardon, that the bills listed on the Abstract of Audited Voucher #4, General Fund - \$1,285,247.36, Capital Fund - \$69,522.58, Trust & Agency, - \$6,639.78, Electronic Transfer - \$124,667.21, all be paid as soon as same have been duly audited by the majority. Motion carried, all voting “Aye”.

It was moved by Deputy Mayor Hawxhurst, seconded by Trustee Reardon, to adjourn to the conference room for a continuation of the meeting. Motion carried, all voting “Aye”.

PROCLAMATION –  
PEDIATRIC CANCER  
AWARENESS MONTH

Mayor Beach proclaimed the month of September as Pediatric Cancer Awareness Month in the Village of Lynbrook and issued a Proclamation to Carol Ruchalski of the Mary Ruchalski Pediatric Foundation.

GOOD AND WELFARE

The Board reconvened in the meeting room to hear a suggestion from former Mayor Brian Curran, 237 Sherman Street, about the use of the Village Meeting Room in the future for Political Debates.

LOSAP  
RES.#262-2022

Vincent Marmorale of Hometown Fire Fighter’s Service reviewed the status of the 2021 Fire Department LOSAP Plan.

HOLIDAY PARKING  
RES.#263-2022

It was moved by Trustee Ryder, seconded by Trustee Boccio, to waive the on-street overnight parking regulations throughout the Village for Rosh Hashanah, September 25-27, 2022 and Yom Kippur, October 4-5, 2022 upon a resident request. Motion carried, all voting “Aye”.

ALAN COCHRAN  
RES.#264-2022

It was moved by Deputy Mayor Hawxhurst, seconded by Trustee Reardon, to pay a tail claim settlement to retired Officer Alan Cochran subject to reimbursement by the Village excess carrier to the Village and final acceptance by Mr. Cochran. Motion carried, all voting “Aye”.

LADDER TRUCK  
RES.#265-2022

It was moved by Trustee Reardon, seconded by Trustee Boccio, to advise the Fire Department per their inquiry that the plans and design of a replacement Ladder Truck should be finalized so that its cost, inclusive of equipment, should not exceed \$1,500,000. Motion carried, all voting “Aye”.

SICK LEAVE – UPSEU  
RES.#266-2022

It was moved by Deputy Mayor Hawxhurst, seconded by Trustee Boccio, to table a settlement with the UPSEU concerning the payment of Sick Leave to (4) part-time employees. Motion carried, all voting “Aye”.

The Board discussed the aspects of tonight’s Public Hearing on the application for Subdivision from NW Condo LLC. The Village Attorney reported that Michael Sahn, Esq., Counsel for Northwell/NW Condo LLC, claimed that if its application is approved, they would be eligible for a Village real property tax exemption. After a lengthy

discussion, it was moved by Deputy Mayor Hawxhurst, seconded by Trustee Boccio, to approve said application subject to the Village Attorney negotiating a payment in lieu of tax from the applicant, as recommended by the Village Attorney, to avoid litigation. Motion carried, all voting “Aye”. It was moved by Trustee Boccio, seconded by Trustee Reardon, that the Board of Trustees declares itself as Lead Agency and that a Negative Declaration be issued for this action as it has no significant adverse impact on the environment pursuant to the New York State Environmental Quality Review Act. Motion carried, all voting “Aye”.

ADJOURNMENT

It was moved by Trustee Reardon, seconded by Deputy Mayor Hawxhurst, to adjourn the meeting at 10:40 PM. Motion carried, all voting “Aye”.

# Incorporated Village of Lynbrook

## Internet Outage

## Continuity Plan



Alan C. Beach, Mayor

Trustees

Michael N. Hawxhurst

AnnMarie Reardon

Robert Boccio

Laura Ryder

John Giordano, Village Administrator

Adopted September 12, 2022



## **Inc. Village of Lynbrook Department Heads**

<b>Assessing Dept</b>	<b>Lisa Kenny</b>
<b>Building Department</b>	<b>Brian Stanton</b>
<b>Village Clerks Office</b>	<b>John Giordano</b>
<b>Court</b>	<b>Jacqueline DuBon</b>
<b>Fire Department</b>	<b>Chief Chris Kelly</b>
<b>Legal</b>	<b>Thomas Atkinson, Esq.</b>
<b>Dept. of Public Works</b>	<b>Philip Healy</b>
<b>Legislative</b>	<b>Susan Bonomo</b>
<b>Library</b>	<b>Robyn Gilloon</b>
<b>Recreation Supervisor</b>	<b>Andrea Genna</b>
<b>Lynbrook TV</b>	<b>Alina Mogollon-Volk</b>
<b>Office of Emergency Management</b>	<b>Robert Cribbin</b>
<b>Park Supervisor</b>	<b>Keith Bonomo</b>
<b>Police Department</b>	<b>Brian Paladino</b>

### **Background:**

Solar Storms have wreaked havoc on society worldwide over the past century, collapsing Quebec's power grid in 1989 and impacting New York telegraph and railroad system in 1921. Studies show that if a solar storm similar to the one in 1859 hit the US today, up to 40 million people would be without power for almost 2 years and the total economic loss would be \$2.7 Trillion. Internet systems would be similarly affected. Internet disruption for even a day in the US can cause about \$7 billion economic loss, as 85% of American adults use the Internet daily.

The global internet infrastructure is also susceptible to terrorism and human error. Cyber attacks on organizations in the US have been traced to overseas sources such as China & Russia. Human error was responsible for the 2017 temporary shutdown of airline travel in the United Kingdom. It is only a matter of time that major attacks on the nation's internet infrastructure will occur. It is not a matter of if it will happen, it is a question of when.



### **Intent:**

The intent of this Plan is to identify interdepartmental Internet reliant functions and determine an alternative means during an internet outage to continue said functions to assure all municipal operations continue as seamlessly as possible. It is also the intent of this plan to identify functions that are not Internet dependent, as assurance that all functions are risk evaluated. The Village has previously adopted a Continuity of Operation Plan (COOP). This Plan is intended to support the COOP, not replace it.

**Objective:**

It is the objective of the Village to enable its Department Heads to determine at a glance how to resolve an issue when a long-term Internet Outage occurs, and implement options to assure continuity of all functions.

**Methodology:**

Department Heads were asked to draft a list of both Internet and non-Internet Functions. These lists were collectively reviewed and edited at a series of Department Head roundtable meetings in which reasonable achievable alternatives were offered as solutions.

**Findings:**

Upon review of all Departmental functions, the following items have been identified as either Internet or Non-Internet reliant. Also provided are agreed upon alternative solutions to Internet reliant functions that would not be functional during an Internet Outage:

**ASSESSING DEPT**

<u>FUNCTION</u>	<u>Internet?</u> <u>Y/N</u>	<u>Solution</u>
Phones	NO	
Fax	NO	
Copying	NO	
KVS Financial Software	NO	
Property Sale Comps	YES	Mail order Comp Sheets
Deeds – Look Up	YES	Travel to Nassau County Offices to obtain copies

**BUILDING DEPT**

<u>FUNCTION</u>	<u>Internet?</u> <u>Y/N</u>	<u>Solution</u>
Phones	NO	
Fax	NO	
Copying	NO	
KVS Financial Software	NO	
Village e.Code	YES	File saved on desktops; hardcopy

Building Plans	YES	Require hard copy Applications and Plans
FOIL Requests	YES	Hard copies submitted by fax, US mail or hand delivered, responses would be done by fax or regular US mail
Searches	YES	All can be sent via fax or US Mail
Plan Submittals	YES	Hard copies to be submitted by US mail or hand delivered
Online Forms For Permits	YES	On line forms can be faxed, or US mailed or hand delivered
Meeting Notices	YES	Modify lead times to allow more time to send notices to the newspaper via fax
BZA/ARB Communication	YES	Member communication by phone, text or fax
Training Classes	YES	Attend in person
Network Drives	YES	P and J drives will be backed up to an external hard drive & larger flashdrives to allow accessibility
Credit Card Machine	YES	Only accept cash or checks

## CLERKS OFFICE

<u>FUNCTION</u>	<u>Internet?</u> <u>Y/N</u>	<u>Solution</u>
Phones	NO	
Fax	NO	
Copying	NO	
Accounts Receivable	NO	
Taxes	NO	
Accounts Payable	NO	Issue paper checks
Writing Checks	NO	Issue paper checks for the ones currently using automatic deposit/ACH
KVS/ Financial Software	NO	
Scanning	YES	Save items to a scan folder not emailed
Health Insurance	YES	Submit Transactions by US mail
Payroll	YES	Switch to Excel and fax or hand deliver to Accudata
NYS Retirement System	YES	Submit transactions by US mail or fax
Mission Square Deferred Comp	YES	Submit transactions by US mail or fax
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Credit Card Machine	YES	Only accept cash or checks
Postage Machine	YES	Pre-load adequate money to have postage, then manually load more
Security Cameras	YES	Web based
Banking	YES	Issue paper checks for the ones currently using automatic deposit/ACH and Fax or US Mail
Bond Payments	YES	Issue checks by US mail
Network Drives	YES	Shared server files will be backed up to an external flash drive & larger flash drives to allow accessibility of entire files.
Legal Notices	YES	Modify lead times to allow more time to send notices to the newspaper via fax
Website Updates	YES	No internet = No website
Civil Service	YES	Submit manual forms by fax
Death Certificates	YES	Submit by fax or US mail
Ordering Supplies	YES	Phone or fax
Service of Notice of Claim	YES	Receive by personal service

## **COURT**

<b><u>FUNCTION</u></b>	<b><u>Internet?</u></b>	<b><u>Solution</u></b>
	<b><u>Y/N</u></b>	
Phones	NO	
Fax	NO	
Copying	NO	
SEI	NO	
SEI- Closing out cases, lifting suspension, adding scoffs	YES	Order manual forms and submit via US Mail
SEI- Monthly Financial Report to the state	YES	Submit hard copy by mail or fax
FBA- Fundamental Business Services- Parking Tickets	YES	Manually enter parking tickets in a log book
Credit Card Machine	YES	Only accept cash or checks
Suspensions	YES	Hard copy by US Mail or fax
OCA-NYS-Comptroller	YES	Hard copy by US Mail or fax
Uploading Transmissions to the State	YES	Hard copy by Mail or fax

Online Banking	YES	Travel to the bank
Security Cameras	YES	Web based

## **Fire Department**

### **FUNCTION**

### **Internet?   Solution**

#### **Y/N**

Dispatch Radio	NO	
Text Notifications	YES	Use SMS Protocol
Pager Alerts	NO	
Personnel Records	YES	Retrieve from desktop
Fire Reports	YES	Fax or Mail online forms
EMS Reports	YES	Fax or Mail online forms
Headquarters Key Fobs	YES	Reinstall manual locks
Siren Activation	NO	
Email	YES	Communicate by phone or fax

## **Dept. of Public Works**

### **FUNCTION**

### **Internet?   Solution**

#### **Y/N**

Phones	NO	
Fax	NO	
Copying	NO	
Sanitation	NO	
Highway Maintenance	NO	
Grounds Maintenance	NO	
Automotive Repair	NO	
Sign Shop	NO	
Gas Boy/ Gas pumping records	YES	Manual forms
Entering Bills in KVS	YES	Enter bills into KVS directly at Village Hall
Email	YES	Communicate by phone or fax

## **LIBRARY**

### **FUNCTION**

### **Internet?   Solution**

#### **Y/N**

Phones/ Fax/ Copying	NO	
Alarm System	NO	
Library Catalog Online	YES	Accessible at library

Patron Records	YES	Manual
News	YES	Hard copy news subscription
KVS	YES	Bring laptops to Village Hall to enter invoices
Programs - Registration	YES	Manual registration
Vendor Contacts, email	YES	Phone

## **MAYOR AND BOARD**

<u>FUNCTION</u>	<u>Internet?</u> <u>Y/N</u>	
Phone/Fax/Copying	NO	
E-mail	YES	Phones, Fax, US Mail, Hand delivery

## **LEGAL**

<u>Function</u>	<u>Internet?</u> <u>Y/N</u>	
Phone/Fax/Copying	NO	
E-mail	YES	Phone, Fax, US Mail
Research	YES	Hard copies
Court document filing	YES	US Mail
Process Serving	NO	(Personal Service)

## **RECREATION**

<u>FUNCTION</u>	<u>Internet?</u> <u>Y/N</u>	<u>Solution</u>
RecDesk	YES	Manual Registration
Email class registrants	YES	Use a "phone chain"; send home letter with students to show parents once classes have begun
Online Music Playlists	YES	Would have to create playlist from their own or other already saved music saved on flash drives to use
Zoom Classes	YES	In person classes only
Credit Card Payments	YES	Only accept cash or checks

## TV DEPT

Programming (Leightronix Server)	YES/NO	Would not be able to ADD new programs but could update existing Alternatives: Longplay DVD, or Tri-caster Loop through DDR
Live Programming	YES	Cannot add directly to server , but alternative: can add to DVD or Tr-Caster DDR
Editing system- Adobe Premiere	YES	Use Divinci Resolve to replace Adobe Premier
BULLETIN - updates flyers	YES	Use Long Play DVD

## EMERGENCY MANAGEMENT

<u>FUNCTION</u>	<u>Internet?</u> <u>Y/N</u>	<u>Solution</u>
Phones/Fax	NO	
Text Alerts	YES	Input Verbally- Phone
Weather Monitoring	YES	Utilize TV & Radio News
Email	YES	Phone, Fax

## POLICE DEPT

<u>FUNCTION</u>	<u>Internet?</u> <u>Y/N</u>	<u>Solution</u>
Phones/Fax	NO	
Copying	NO	
Computer Aided Dispatch (AMO/CAD)	YES	Verbal/ Radio
File Sharing (Dropbox)	YES	Manual Copy/ Flash Drives
Vehicle Search (Ejustice)	YES	Manual documentation of entries
Records Management/(Impact)	YES	Input new info in headquarters
Policy & Procedures (Lexipol)	YES	Hard copies available
Scheduling (Plan-IT)	YES	Manual Schedule
GPS (Track Star)	YES	Transmit locations over Radio
Visual CAD (VCAD)	YES	Verbal/ Radio
Ticketing	YES	Manual
Warrant Checks	YES	



**PARKS**

<u>FUNCTION</u>	<u>Internet?</u> <u>Y/N</u>	<u>Solution</u>
Phones/Fax	NO	
Copying	NO	
Email	YES	Phone, Fax
Order Supplies	YES	Phone, Fax

## **Conclusion**

The Village recognizes that eventually there will be an extended Internet outage that can result from human error, terrorism, geomagnetic solar storm, or other external reasons. Such internet outage will negatively impact various functions of daily municipal operations.

All departments have adequately reviewed these functions, determined what is and what is not Internet reliant, and offered a solution on how to fulfill their functions using alternative methods in a reasonable, efficient manner to assure the continuity of all operations.

Through the implementation of these alternative solutions, all necessary functions Department-wide will continue to operate.

## **Executive Summary**

The Village has identified that there is credible risk of a long-term regional Internet Outage that will disrupt daily operations in all Village departments. Such outage can occur from both natural and man-made events. All Departments have reviewed their functions to identify which are susceptible to an Internet Outage and those that are not. Collectively, they have formulated alternative means to address each function to aid them and future managers in a time of crisis. Alternative solutions have been outlined for immediate viewing in an emergency to avoid the need to “reinvent the wheel” during a major Internet Outage.

Prepared by

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John Giordano,  
Village Administrator

Bd cal  
9-12-22  
# 9A

## John Giordano

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**From:** Phil Healey  
**Sent:** Tuesday, September 6, 2022 1:16 PM  
**To:** John Giordano  
**Cc:** Alan Beach - Contact  
**Subject:** Road requirement repairs request

John

It is requested to approve the allocation of CHIPS funding to repair 6 locations utilizing the Road requirements contract totaling an estimated \$ 47,338. The locations and costs are as follows;

- Drain basin inlet repair @ Walnut and Earle Ave \$ 3,750 ✓
- Catch Basin repair @ Surry Commons at creek \$ 4,510 ✓
- Remove and replace catch basin and install pedestrian ramp \$ 10,493
- Install leaching basin @ Harding and Sherman \$15,403 ✓
- Remove and replace collapsed concrete panel at Vincent Ave and Peninsula Blvd \$ 4,172 ✓
- Repair Catch Basin @ Noble and Fowler \$ 4,510
- Potential contingency cost \$ 4,500 for project

If I can provide any additional information please contact me.

Phil

Phil Healey  
Inc Village of Lynbrook  
Superintendent of Public Works  
516-599-8838