

A regular meeting of the Board of Trustees was held on Monday, September 13, 2021, at 7:00 P.M. in the Village Hall:

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

MINUTES – 8/23/21

RES.# 207-2021

It was moved by Trustee Reardon, seconded by Trustee Ryder, to accept the Minutes of August 23, 2021 as submitted and place on file. Motion carried, all voting “Aye”.

DONATION –
OKTOBERFEST 2021

RES.# 208-2021

It was moved by Trustee Reardon, seconded by Trustee Boccio, to accept a donation of \$5,500 from Bryan Lanzello Contracting to be used to rent a Ferris wheel for the Village Oktoberfest event on October 2, 2021. Motion carried, all voting “Aye”.

DONATION –
MAYOR’S ANNUAL
GOLF OUTING

RES.# 209-2021

It was moved by Deputy Mayor Hawxhurst, seconded by Trustee Boccio, to accept the donation for the Village Community Chest Inc. from the Lynbrook Mayor’s Golf Outing Committee from proceeds of their 2021 Golf Outing. Motion carried, all voting “Aye”.

DONATION –
CARLOS THERTUS
ART

RES.# 210-2021

It was moved by Trustee Boccio, seconded by Trustee Reardon, to accept a donation of a painting by and from Carlos Thertus of CASK Art Store, 48D Atlantic Ave., entitled “What Freedom Means to Me” completed and dated September 9, 2001, 2 days prior to the World Trade Center attacks. Motion carried, all voting “Aye”.

REQUEST – BIKE TO
THE BEACH FOR
AUTISM – OCTOBER
2, 2021

RES.# 211-2021

It was moved by Trustee Reardon, seconded by Trustee Boccio, to approve the request from Bike to the Beach, Inc for their annual charity bike ride for Autism whose route through the Village includes Union Ave, Hempstead Ave and Lakeview Ave. Motion carried, all voting “Aye”.

REQUEST –
WOUNDED WARRIOR
– SEPTEMBER 24,
2021

RES.# 212-2021

It was moved by Trustee Boccio, seconded by Deputy Mayor Hawxhurst to approve the request from the Fire Department to utilize the use of the Recreation Building at Greis Park on September 24th in order to accommodate their Wounded Warrior Fundraiser on Saturday, September 25, 2021. Motion carried, all voting “Aye”.

AMENDMENT –
PROCUREMENT
POLICY
RES.#213-2021

It was moved by Deputy Mayor Hawxhurst, seconded by Trustee Boccio, to amend the Procurement Policy, (see exhibit “A”) to require Board approval prior to seeking vehicle cost estimates and require Mayoral signature of such purchase orders. Motion carried, all voting “Aye”.

DECISION –
SUBDIVISION – 403
SCRANTON AVE
RES.#214-2021

The Mayor reported that a Public Hearing was held on August 23, 2021 to consider an application from RKG Building Inc. for a subdivision of the property located at 403 Scranton Avenue, Section 43, Block 3, Lot 21, into two(2) substandard lots for two(2) one family residences and asked for the Board to vote. Each Board member expressed their position and stated their findings as follows:

AnnMarie Reardon – Nay

Michael Hawxhurst – Nay

Robert Boccio – Nay

Laura Ryder – Nay

It was therefore moved by Trustee Reardon, seconded by Deputy Mayor Hawxhurst, to deny said application and direct the Village Attorney to forward said Decision and formal findings to the applicant. Motion carried, all voting “Aye”.

PUBLIC HEARING –
SIDEWALK
VIOLATIONS
RES.#215-2021

It was moved by Trustee Boccio, seconded by Trustee Reardon, to open a Public Hearing at 7:32 PM to consider the repair and construction of the attached list of sidewalk violations in the Village pursuant to Section 212.1 of the Village Code. Mayor Beach asked if anyone wished to comment. After no further comments were heard, it was moved by Trustee Reardon, seconded by Trustee Ryder, to close the Public Hearing at 7:33 PM and to authorize the Village to repair the sidewalks in violation; to assess the properties for such repair costs and adopt the attached resolution as written. Motion carried, all voting “Aye.” (See Exhibit B)

NYS RESOLUTION –
RETIREMENT
SYSTEM
RES.#216-2021

It was moved by Deputy Mayor Hawxhurst, seconded by Trustee Boccio, to adopt the attached reporting resolution (exhibit C) for elected officials as required by the New York State and Local Retirement System. Motion carried, all voting “Aye”.

NYS RESOLUTION –
HEALTH INS –
DOMESTIC PARTNER
RES.#217-2021

It was moved by Trustee Reardon, seconded by Trustee Boccio, to table a request to amend the Village’s employee NYSHIP plan, to include Domestic Partners. Motion carried, all voting “Aye”.

AUTHORIZATION –
NATIONAL REGISTER
HISTORIC PLACES –
LIBRARY
RES.#218-2021

It was moved by Deputy Mayor Hawxhurst, seconded by Trustee Reardon, to authorize the Mayor and Village Administrator to sign an application to the National Parks Service to nominate the Lynbrook Public Library to the National and State Registers of Historic Places. Motion carried, all voting “Aye”.

AUTHORIZATION –
AMEND CRP GRANT
– FD VEHICLE
RES.#219-2021

It was moved by Trustee Boccio, seconded by Trustee Ryder, to modify Resolution #105-2021 of May 17, 2021 to substitute a “Fire Chief Vehicle” for “2 DPW Pickup Trucks” on a Nassau County CRP Grant request, as the Fire Chief vehicle was deemed ineligible. Motion carried, all voting “Aye”.

AUTHORIZATION –
NYS SAM GRANT
RES.#220-2021

It was moved by Trustee Ryder, seconded by Trustee Boccio, to designate \$131,000 for Emergency Management Office Improvements to be used from a \$147,000 NYS SAM Grant, which is financing the \$16,000 cost to replace the digital Fire Department message sign at the northwest corner of Sunrise Highway and Earle Avenue . Motion carried, all voting “Aye”.
It was moved by Trustee Reardon, 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 –
OCEAN AVE
STREETSCAPES
RES.#221-2021

It was moved by Trustee Reardon, seconded by Deputy Mayor Hawxhurst, to authorize the Mayor to sign the 47th year Agreement for Community Development Grant funds and engage, pursuant to their requirements contracts, Frank Robustello & Son for brick sidewalks and Anker Electric for ornamental lighting on the west side of Ocean Ave, south of Lakeview Ave, to be financed by said Community Development Block Grant funds. 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 –
RFP-AGGREGATION
OF NATURAL GAS
RES.#222-2021

It was moved by Deputy Mayor Hawxhurst, seconded by Trustee Boccio, to authorize “Good Energy” to issue an RFP due September 29, 2021 to select a Natural Gas Supplier for Lynbrook’s PSC approved Community Choice Aggregation Natural Gas Program. Motion carried, all voting “Aye”.

SEVERANCE
PAYOUTS – ANN-
MARIE KAJTAZI
RES.#[223-2021](#)

It was moved by Trustee Boccio, seconded by Trustee Reardon, to approve a severance payout for Ann-Marie Kajtazi, Account Clerk due to her resignation effective July 30, 2021 in accordance with the terms of the UPSEU agreement. Motion carried, all voting “Aye”.

SEVERANCE
PAYOUTS –
CAROLANNE ROOK
RES.#[224-2021](#)

It was moved by Trustee Reardon, seconded by Trustee Ryder, to approve a severance payout for Carolanne Rook, Police Communications Operator due to her resignation effective September 3, 2021 in accordance with the terms of the CSEA agreement. Motion carried, all voting “Aye”.

2021 SEASONALS –
RECREATION TITLE
CHANGE
RES.#[225-2021](#)

It was moved by Trustee Ryder, seconded by Trustee Boccio, to approve the title change from Recreation Attendant Seasonal to Recreation Attendant Part Time for the following:

Amanda Larow \$14.00/hr.

Veronica Montanez \$14.00/hr.

Motion carried, all voting “Aye”.

2021 SEASONALS –
RECREATION TITLE
CHANGE
RES.#[226-2021](#)

It was moved by Trustee Ryder, seconded by Trustee Boccio, to approve the title change from Recreation Attendant Seasonal to Park Attendant Part Time for the following:

Lorenzo Mastropieri \$14.00/hr.

Eugene Ridings \$14.00/hr.

Motion carried, all voting “Aye”.

HIRE – SCHOOL
CROSSING GUARD –
DANIEL GILLOON
RES.#[227-2021](#)

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

RENEWAL –
COVANTA WASTE
DISPOSAL
RES.#[228-2021](#)

It was moved by Trustee Boccio, seconded by Trustee Ryder, to authorize the issuance of a Request for Proposals for Waste Disposal, due to the expiration of the extension of the Covanta Hempstead Co. agreement, in accordance with the applicable provisions of Section 120-w of the General Municipal Law. Motion carried, all voting “Aye”. It was moved by Trustee Reardon, 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”.

RENEWAL –
STORAGE TANK
POLLUTION
LIABILITY POLICY
RES.#229-2021

It was moved by Trustee Reardon, seconded by Trustee Boccio, to renew the Storage Tank Pollution Liability coverage for the 9/1/21-22 policy term with Philadelphia Insurance Co. Motion carried, all voting “Aye”.

BILLS

It was moved by Trustee Ryder, seconded by Trustee Reardon, that the bills listed on the Abstract of Audit #5, General Fund - \$702,217.32, Capital Fund - \$5,934.90, Community Dev. - \$40,500.00, Electronic Transfer - \$23,968.58 all be paid as soon as same have been duly audited by the majority. Motion carried, all voting “Aye”.

PROCLAMATION –
AUTISM 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 Foundation.

GOOD & WELFARE

Mayor Beach asked if anyone wished to speak under Good & Welfare.

ADJOURNMENT

It was moved by Trustee Reardon, seconded by Trustee Boccio, to adjourn the meeting at 8:23 PM. Motion carried, all voting “Aye”.

John Giordano

Exhibit "A"

Bd. cal
9-13-21
4

To: abeach7094; Thomas Atkinson; Michael Hawxhurst - Contact
Cc: AnnMarie Reardon - Contact; Rob Boccio - Contact; 'Laura Ryder'
Subject: RE: Vehicle Purchase policy

Updated language:

7. Purchase of New or Used Vehicles: Board authorization is required prior to advertising for bids or submitting a vehicle request form to NYS Vehicle Marketplace, regardless of such items previously approved in the annual budget, bond issue, Grant or otherwise. Purchase Orders must be signed by the Mayor prior to issuance.

John Giordano

Village Administrator
Inc. Village of Lynbrook
1 Columbus Drive
Lynbrook, N.Y. 11563
(516)599-8300
FAX (516)887-8148



From: abeach7094 <abeach7094@aol.com>
Sent: Saturday, August 28, 2021 7:02 AM
To: Thomas Atkinson <tatkinson@ledwithatkinson.com>; John Giordano <JGiordano@lynbrookvillage.com>; Michael Hawxhurst - Contact <mikehawx@yahoo.com>
Cc: AnnMarie Reardon - Contact <annmariereardon1999@gmail.com>; Rob Boccio - Contact <r.boccio@vbpplaw.com>; 'Laura Ryder' <lryder@ledwithatkinson.com>
Subject: Re: Vehicle Purchase policy

Please add final approval of the board and signature of the mayor on the order.

Sent from the all new AOL app for iOS

On Thursday, August 26, 2021, 2:57 PM, Thomas Atkinson <tatkinson@ledwithatkinson.com> wrote:

John, I like that. Short and simple.

Maybe we just add "or any other Village administrative process" at the end.

APPROVED BY RESOLUTION OF
BOARD OF TRUSTEES:

9-13-21

INCORPORATED VILLAGE OF LYNBROOK**INTER-DEPARTMENTAL COMMUNICATION**

DATE: August 20, 2021
TO: Mayor and Board of Trustees
FROM: John Giordano, Village Administrator
SUBJECT: Retirement System Reporting

The Board is requested to adopt the attached reporting resolution for elected officials as required by the New York State and Local Retirement System.

Also attached for your reference is information on how annual retirement system credits are calculated by the NYSLRS.

APPROVED BY RESOLUTION OF
BOARD OF TRUSTEES:

Signed: 

John Giordano, Village Administrator

9-13-21

JG:klm



New York State and Local Retirement System
110 State Street, Albany, New York 12244-0001

Please type or print clearly
in blue or black ink

Received Date

Standard Work Day and Reporting Resolution for Elected and Appointed Officials

Employer Location Code

40050

SEE INSTRUCTIONS FOR COMPLETING FORM ON REVERSE SIDE

RS 2417-A

(Rev.11/19)

BE IT RESOLVED, that the Incorporated Village of Lynbrook / 40050 hereby established the following standard work days for these titles and will report the officials to the New York State and Local Retirement based on their record of activities:

(Name of Employer)

(Location Code)

Name	Social Security Number	NYSLRS ID	Title	Current Term Begin & End Dates	Standard Work Day	Record of Activities Result	Not Submitted	Pay Frequency	Tier 1
Elected Officials:									
Michael Hanxhurst	2677R11874617		Trustee	5/2021-1/2025	6	10.78	<input type="checkbox"/>	Bi-weekly	<input type="checkbox"/>
Ann Marie Leonard	0988 R11898562		Trustee	7/2019-1/2023	6	10.67	<input type="checkbox"/>	"	<input type="checkbox"/>
Robert Boccia	9340R12794345		Trustee	7/2019-1/2023	6	11.48	<input type="checkbox"/>	"	<input type="checkbox"/>
Elected Officials:									
Laura Ryder	3101 R13076886		Trustee	5/2021-1/2025	6	10.98	<input type="checkbox"/>	"	<input type="checkbox"/>
Appointed:									
Brendan Hughes	5773 R12803935		Associate Justice	5/2021-4/2022	6	2.09	<input type="checkbox"/>	Bi-weekly	<input type="checkbox"/>

I, John Giordano

(Name of Secretary or Clerk)

secretary/clerk of the governing board of the Incorporated Village of Lynbrook of the State of New York,

(Circle one)

(Name of Employer)

do hereby certify that I have compared the foregoing with the original resolution passed by such board at a legally convened meeting held on the 13 day of September 2021 on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Incorporated Village of Lynbrook on this 14 day of September, 2021.

(Name of Employer)

(Signature of Secretary or Clerk)

Affidavit of Posting: I, John Giordano

(Name of Secretary or Clerk)

being duly sworn, deposes and says that the posting of the Resolution began on

and continued for at least 30 days. That the Resolution was available to the public on the:

(Date)

☐ Employer's website at: lynbrookvillage.net

☐ Official sign board at: 548 Merrick Rd, Lynbrook

☐ Main entrance Secretary or Clerk's office at: 1 Columbus Drive, Lynbrook

(seal)

A Step-by-Step Guide for Appointed/Elected Officials

Regulation 315.4 outlines additional reporting requirements for elected or appointed officials and more clearly defines the process for reporting time worked by those officials. The regulation, originally effective in 1975, was most recently amended as of August 19, 2015.

Whether you are an elected or appointed official, member of a governing board or secretary or clerk, we think you'll find this step-by-step guide a helpful resource.

Responsible Party	Responsibility	Deadlines & Details
✓ Elected or Appointed Official*	Keeps three-month record of work activities (ROA).	Starts record when term or appointment begins. ROA must be completed within 150 days of commencing a new or subsequent term of office.
✓ Elected or Appointed Official*	Signs the ROA attesting to its accuracy and submits it to secretary or clerk of the governing board.	ROA must be submitted within 30 days of completion.
Governing Board	Determines if activities listed on ROA are official duties of the position; if not, excludes duties from ROA result calculation.	
Governing Board	Establishes a Standard Work Day for each title/position and adopts the Standard Work Day and Reporting Resolution.**	At first regular meeting held after an ROA has been submitted.
Governing Board	Posts resolution on the employer's website or, if no website is available to the public, on the official sign-board or at the main entrance to the clerk's office or similar office.	Resolution must be posted for a minimum of 30 days. The officials' social security number and registration number must be omitted from the publicly posted copy. Thereafter, the resolution must be made available through website or upon request.
Secretary or Clerk	Files a certified copy of the resolution and affidavit of posting with the Office of the State Comptroller.	Certified copy and affidavit of posting must be filed within 15 days after the posting period has ended.
Secretary or Clerk	Retains ROAs for 30 years.	
Secretary or Clerk	Provides complete copies to the Comptroller upon his or her request.	

* Elected and appointed officials are required to keep an ROA if:

- They are members of the Retirement System; and
- They do not participate in an employer's time-keeping system that consists of a daily record of actual time worked and time charged to accruals. (This includes systems that keep track of accruals used and attest that, other than time charged to accruals, full hours were worked.)

Officials who are not Retirement System members do not need to prepare a record.

** The Standard Work Day and Reporting Resolution (RS2417-A) ensures days worked reported to the Retirement System are correct. It reflects the number of hours established for a standard work day for each elected or appointed office and must also state:

- The term beginning and end dates;
- That the official has (or has not) submitted a record of work activities to the clerk or secretary;
- The ROA results for each official.

If the governing board does not adopt a resolution, the official's service credit and membership benefits are suspended until the resolution is adopted, posted and filed.

INCORPORATED VILLAGE OF LYNBROOK

INTER-DEPARTMENTAL COMMUNICATION

DATE: July 30, 2021

TO: Mayor & Board of Trustees

FROM: John Giordano, Village Administrator

SUBJECT: Retirement System Reporting – Elected Officials

Below is a sample calculation showing how your Annual Credit is determined based on your 3-month timesheet based on, say, 194 work hours:

3 Month Timesheet Report @ 194 hours = 64.66 average hours per month

$\frac{64.66 \text{ hours per month}}{6\text{-hour workday}} = 10.78 \text{ monthly work days}$

10.78 monthly work days:

10 months w/2 pay periods @ 9.96 days per month = 99.6 days

2 months w/3 pay periods @ 14.93 days per month = 29.86 days
= 129.46 annual days worked

$\frac{129.46 \text{ Days worked}}{260 \text{ Work days in a year}} = .50 \text{ Annual Credit Earned}$

Note: .50 Annual Credit earned equivalent to a ½ time employee, 1 Annual Credit is what a full-time employee earns.

Signed:


John Giordano, Village Administrator

JG:fm