

**MINUTES OF A REGULAR MEETING  
OF THE BOARD OF TRUSTEES  
OF THE VILLAGE OF THOMASTON**

November 17, 2015

The Board of Trustees met on Tuesday, November 17, 2015 at the Village Hall, 100 East Shore Road, Great Neck, New York.

**Present:** Mayor Steven Weinberg, Deputy Mayor James Sharkey, Trustee Jill Monoson, Trustee Gary Noren and Trustee To-on Pang

The Mayor opened the meeting at 7:35 p.m.

**Adoption of Minutes**

**RESOLUTION 15-49**

Upon motion of Trustee Noren, seconded by Trustee Pang, and unanimously approved, the following resolution was adopted:

RESOLVED, that the minutes of the Board of Trustees meeting held on October 19, 2015 are hereby approved and accepted as presented.

The vote on this resolution was:	Mayor Weinberg:	Aye	Trustee Noren:	Aye
	Deputy Mayor Sharkey:	Aye	Trustee Pang:	Aye
	Trustee Monoson :	Aye		

**SCAR (Small Claims Assessment Review) Decisions**

The Board of Trustees was presented with the decisions of the Hearing Officer as of October 21, 2015.

**RESOLUTION 15-50**

Upon motion of Mayor Weinberg, seconded by Trustee Monoson, and unanimously approved, the following resolution was adopted:

RESOLVED, that the Board of Trustees directs the Village Administrator to correct the tax roll with the new assessment indicated by the hearing officer in the various SCAR decisions dated October 21, 2015 and to carry these new assessments forward into the 2016/2017 tax roll. In addition, the Board approves the payment of refunds of the 2015/16 tax year reflecting the difference between the original and amended bills. The Village Administrator will issue refunds to the applicant's representative upon submission of the proper claim forms.  
(see attachment A)

The vote on this resolution was:	Mayor Weinberg:	Aye	Trustee Noren:	Aye
	Deputy Mayor Sharkey:	Aye	Trustee Pang:	Aye
	Trustee Monoson :	Aye		

**Payment of Annual Invoice - NYS & Local Retirement System**

**RESOLUTION 15-51**

Upon motion of Mayor Weinberg, seconded by Trustee Sharkey, and unanimously approved, the following resolution was adopted:

RESOLVED, that the Village Administrator is authorized to pay the annual invoice from the NYS & Local Retirement System by the December 15<sup>th</sup> date to take advantage of the early payment discount.

The vote on this resolution was:	Mayor Weinberg:	Aye	Trustee Noren:	Aye
	Deputy Mayor Sharkey:	Aye	Trustee Pang:	Aye
	Trustee Monoson :	Aye		

## **State and Municipal Facilities Program (“SAM”) Grant from New York State**

Mayor Weinberg announced that Village has received a second grant from Senator Jack Martins in the sum of \$50,000 for street signs and road repaving.

### **SEQRA – SAM Grant**

#### **RESOLUTION 15-52**

Upon motion of Deputy Mayor Sharkey, seconded by Trustee Monoson, and unanimously approved, the following resolution was adopted:

Whereas, the Village of Thomaston is proposing to engage in a public works project for the repaving of Schenck Avenue the Village, with no addition of new travel lanes; and

Whereas, the Board of Trustees is the lead agency for SEQRA review of this proposed project, and the funding thereof; and

Whereas, the Board of Trustees has considered the nature and scope of the proposed project, and received legal advice from the Village Attorney regarding classification of this project pursuant to SEQRA,

NOW, THEREFORE, BE IT

RESOLVED, that the Board of Trustees of the Village of Thomaston, as Lead Agency pursuant to 6 NYCRR Part 617, hereby finds and determines that the funding and implementation of the proposed project for repaving Schenck Avenue, with no addition of new travel lanes, is a Type II Action pursuant to 6 NYCRR 617.5(c)(4), and it is further

RESOLVED, that no further environmental review, and no determination of significance, is required with respect to such Type II Action.

The vote on this resolution was:	Mayor Weinberg:	Aye	Trustee Noren:	Aye
	Deputy Mayor Sharkey:	Aye	Trustee Pang:	Aye
	Trustee Monoson :	Aye		

### **Funding Commitment - Sam Grant**

#### **RESOLUTION 15-53**

Upon motion of Trustee Pang, seconded by Trustee Monoson, and unanimously approved, the following resolution was adopted:

WHEREAS, in order to receive the State and Municipal Facilities grant from DASNY in the sum of \$50,000, to be used for the purchase and installation of street signs and road repaving project which is referenced in Resolution 15-52, the Village is required to give assurances to DASNY that the Village will provide the funding required for such project in excess of the DASNY grant; and

WHEREAS, the Village intends to complete the said project, and is desirous of obtaining the DASNY funding which is essential to the project, the Village is willing to agree to provide the funding reasonably necessary, in excess of the DASNY grant, to undertake and complete the said project,

NOW, THEREFORE BE IT

RESOLVED, that the Board of Trustees of the Village of Thomaston hereby agrees that the Village will provide the remaining funding, in excess of the \$50,000 grant from DASNY, necessary to complete the road repaving project as described in the Project Information Sheet for State and Municipal Facilities (“SAM”) Project ID #7104, and it is further

RESOLVED, that the Mayor, or his designee, is authorized to provide documentation as required by DASNY to confirm this commitment for funding.

The vote on this resolution was:	Mayor Weinberg:	Aye	Trustee Noren:	Aye
	Deputy Mayor Sharkey:	Aye	Trustee Pang:	Aye
	Trustee Monoson :	Aye		

## **Change in Employee Manual**

Mayor Weinberg proposed a change to the vacation leave policy for full-time employees.

### **RESOLUTION 15-54**

Upon motion of Mayor Weinberg, seconded by Trustee Noren, and unanimously approved, the following resolution was adopted:

WHEREAS the Employee Manual as adopted April 13, 2009, in regards to Vacation Leave (currently page 28 of the manual) reads:

### **VACATION LEAVE**

- PURPOSE:
1. To outline vacation policy for Village employees.
  2. To assure that vacation schedules are made with full reference to the operating needs of the Village.
  3. To provide for a procedure of approval and communication.

### **STATEMENT OF POLICY:**

Each full-time employee shall, after six (6) months of continuous service from the date of hire with the Village, accrue vacation time on the following basis:

Regular Full-Time Employees:

#### **FIRST YEAR:**

5 days following the sixth (6) month of continuous employment, provided the employee has successfully completed the probationary period.

#### **NEXT CALENDAR YEAR THROUGH THE END OF THE CALENDAR YEAR INCLUDING THE 10<sup>th</sup> ANNIVERSARY:**

10 days per year

#### **EACH SUBSEQUENT CALENDAR YEAR:**

15 days per year

Vacation days for any year must be used by the end of the first quarter of the immediately following year. Vacation days not so used will expire and will not accrue or accumulate.

Upon separation from service with the Village (other than by reason of termination for cause or resignation by the employee), an employee shall be paid at the regular current rate of pay for his/her unused pro-rated vacation days accrued during the year in which such separation occurs (for purposes hereof, unused, pro-rated vacation days for the year in which such separation occurs shall be the number of vacation days accrued in such year to the day of separation, less vacation days actually used by the employee during such year). No payment shall be due or made by the Village in respect of any unused vacation days accrued in any year prior to the year in which separation from service occurs.

Upon separation from service with the Village by reason of termination with for cause or resignation by an employee, no payment will be due or will be made in respect of unused vacation days accrued in the year in which separation from service occurs (or any other year).

Vacation days shall be taken in increments of not less than one day.

Vacations shall be scheduled at such times as the Department Head finds most suitable after considering the wishes of the employee and the requirements of the department. All requests for vacation must be approved by the Department Head prior to the commencement of the requested vacation.

Part-time employees are not entitled to vacation days.

The established period for determining vacation credit will be the calendar year.

Vacation leave will not accrue while an employee is on leave of absence without pay. Paid holidays occurring during vacation are not charged to vacation.

#### **PROCEDURE:**

1. Department Heads are responsible for managing the vacation schedules in their departments and for administering the provisions of this policy.
2. Vacation approvals shall be made only when the efficiency of Village operations will not be adversely affected.
3. Unless approved by the Village Administrator or Mayor in writing, a Department Head and next ranking employee cannot take vacations at the same time.

RESOLVED, that the Employee Manual as adopted April 13, 2009 shall be amended to read as follows effective November 18, 2015:

#### **VACATION LEAVE**

- PURPOSE:
1. To outline vacation policy for Village employees.
  2. To assure that vacation schedules are made with full reference to the operating needs of the Village.
  3. To provide for a procedure of approval and communication.

#### **STATEMENT OF POLICY:**

Each full-time employee shall, after six (6) months of continuous service from the date of hire with the Village, accrue vacation time on the following basis:

Regular Full-Time Employees:

##### **FIRST YEAR:**

5 days following the sixth (6) month of continuous employment, provided the employee has successfully completed the probationary period.

##### **NEXT CALENDAR YEAR THROUGH THE END OF THE CALENDAR YEAR INCLUDING THE EIGHTH (8<sup>th</sup>) ANNIVERSARY:**

10 days per year

##### **EACH SUBSEQUENT CALENDAR YEAR:**

15 days per year

Vacation days for any year must be used by the end of the first quarter of the immediately following year. Vacation days not so used will expire and will not accrue or accumulate.

Upon separation from service with the Village (other than by reason of termination for cause or resignation by the employee), an employee shall be paid at the regular current rate of pay for his/her unused pro-rated vacation days accrued during the year in which such separation occurs (for purposes hereof, unused, pro-rated vacation days for the year in which such separation occurs shall be the number of vacation days accrued in such year to the day of separation, less vacation days actually used by the employee during such year). No payment shall be due or made by

the Village in respect of any unused vacation days accrued in any year prior to the year in which separation from service occurs.

Upon separation from service with the Village by reason of termination with for cause or resignation by an employee, no payment will be due or will be made in respect of unused vacation days accrued in the year in which separation from service occurs (or any other year).

Vacation days shall be taken in increments of not less than one day.

Vacations shall be scheduled at such times as the Department Head finds most suitable after considering the wishes of the employee and the requirements of the department. All requests for vacation must be approved by the Department Head prior to the commencement of the requested vacation.

Part-time employees are not entitled to vacation days.

The established period for determining vacation credit will be the calendar year.

Vacation leave will not accrue while an employee is on leave of absence without pay. Paid holidays occurring during vacation are not charged to vacation.

#### PROCEDURE:

1. Department Heads are responsible for managing the vacation schedules in their departments and for administering the provisions of this policy.
2. Vacation approvals shall be made only when the efficiency of Village operations will not be adversely affected.
3. Unless approved by the Village Administrator or Mayor in writing, a Department Head and next ranking employee cannot take vacations at the same time.

The vote on this resolution was:	Mayor Weinberg:	Aye	Trustee Noren:	Aye
	Deputy Mayor Sharkey:	Aye	Trustee Pang:	Aye
	Trustee Monoson :	Aye		

#### **Vouchers**

Upon motion of Trustee Noren, seconded by Trustee Monoson, and unanimously approved, the following resolution was adopted:

#### RESOLUTION 15-55

RESOLVED, that the vouchers in the aggregate amount of \$57,732.49 (constituting the vouchers itemized in the report dated Tuesday, November 18, 2015) are hereby approved for payment, all allocated to the General Fund.

The vote on this resolution was:	Mayor Weinberg:	Aye	Trustee Noren:	Aye
	Deputy Mayor Sharkey:	Aye	Trustee Pang:	Aye
	Trustee Monoson :	Aye		

A copy of the approved voucher list is attached to these minutes.

### **Other Business**

Mayor Weinberg gave a report of the recent activities in the Public Works Department.

At 8:45 pm, there being no further business, the meeting was adjourned upon motion by Trustee Noren, seconded by Trustee Monoson and unanimously approved.

The vote on this resolution was:	Mayor Weinberg:	Aye	Trustee Noren:	Aye
	Deputy Mayor Sharkey:	Aye	Trustee Pang:	Aye
	Trustee Monoson :	Aye		

Respectfully submitted,

Denise M. Knowland  
Village Administrator

**SCAR DECISIONS**  
**2015/2016 TAX YEAR**  
**HEARING DATE: 10/21/15**  
**RECEIVED BY VILLAGE 10/30/15**

NAME	ADDRESS	SEC/BLK/LOT	ASSESSMENT	DECISION	REDUCTION	REFUND
SAKOL, DANIEL & HEIDI	241 SHOREWARD DR.	2/210/51	\$6,660	\$6,370	\$290	\$100.04
GORDON, GAIL	10 ST. GEORGE RD	2/206/24	\$7,716	\$7,000	\$716	\$246.99
HE, XIAOLIN	16 SHADOW LANE	2/208/29	\$8,718	\$8,400	\$318	\$109.70
<b>TOTAL REDUCTION IN ASSESSED VALUE:</b>					<b>\$1,324</b>	
<b>TOTAL REFUND OF TAXES:</b>						<b>\$456.73</b>

INC. VILLAGE OF THOMASTON					
AUDITED VOUCHERS					
October 20 through November 17, 2015					
	Type	Date	Num	Name	Amount
	Check	10/21/2015	5790	JOSEPH J. CHEARMONTE	-650.00
	Check	10/21/2015	5791	ALL ISLAND EQUIPMENT CORP.	-420.00
	Paycheck	10/23/2015	5792	ANTHONY J CIAPPA	
	Paycheck	10/23/2015	5793	DAVID B DISTILLI	
	Paycheck	10/23/2015	5794	DENISE M KNOWLAND	
	Paycheck	10/23/2015	5795	JAMES J. WALTHER	
	Paycheck	10/23/2015	5796	LINDA M EARLEY	
	Paycheck	10/23/2015	5797	ROBERT E. SZWED	
	Paycheck	10/23/2015	5798	WILLIAM MAZURKIEWICZ	
	Check	10/23/2015	5799	OPTIMUM	-79.90
	Check	10/23/2015	5800	PSEGLI	-41.06
	Check	10/23/2015	5801	PSEGLI	-701.58
	Check	10/23/2015	5802	ANTON COMMUNITY NEWSPAPERS	-358.00
	Check	10/23/2015	5803	AUTOMOTIVE UNLIMITED	-92.49
	Check	10/27/2015	5804	PSEGLI	-49.21
	Check	10/27/2015	5805	BECKER GARAGE DOOR CO, INC.	-1,174.00
	Check	10/27/2015	5806	COSTELLO'S HARDWARE	-17.99
	Check	10/27/2015	5807	BUSINESS CARD	-689.04
	Check	10/27/2015	5808	HOME DEPOT CREDIT SERVICES	-39.88
	Check	10/30/2015	5809	BAYLES GARDEN CENTER & NURSERY, INC	-49.90
	Check	10/30/2015	5810	LIFFCO INC. POWER EQUIPMENT	-130.61
	Check	10/30/2015	5811	BLANK SLATE MEDIA LLC	-91.25
	Check	10/30/2015	5812	READYREFRESH BY NESTLE	0.00
	Check	10/30/2015	5813	READYREFRESH BY NESTLE	-55.86
	Check	11/03/2015	5814	FINE DETAILING	-200.00
	Check	11/03/2015	5815	BECKER GARAGE DOOR CO, INC.	-369.00
	Check	11/03/2015	5816	OPTIMUM	-15.60
	Check	11/03/2015	5817	MANHASSET-LAKEVILLE WATER DISTRICT	-83.10
	Check	11/03/2015	5818	MANHASSET-LAKEVILLE WATER DISTRICT	-449.60
	Check	11/03/2015	5819	MICHAEL HABERMAN ASSOCIATES, INC.	-3,610.00
	Check	11/03/2015	5820	STAPLES CREDIT PLAN	-106.97
	Check	11/04/2015	5821	JOSEPH J. CHEARMONTE	-650.00
	Check	11/04/2015	5822	VERIZON	-355.83
	Check	11/04/2015	5823	TOWN OF NORTH HEMPSTEAD-SWMA	-2,353.76
	Check	11/04/2015	5824	FELDMAN LUMBER	-32.51
	Check	11/04/2015	5825	BAYLES GARDEN CENTER & NURSERY, INC	-105.10
	Paycheck	11/06/2015	5826	DAVID B DISTILLI	
	Paycheck	11/06/2015	5827	DENISE M KNOWLAND	
	Paycheck	11/06/2015	5828	JAMES J. WALTHER	
	Paycheck	11/06/2015	5829	LINDA M EARLEY	
	Paycheck	11/06/2015	5830	ROBERT E. SZWED	



			Type	Date	Num	Name	Amount
			Paycheck	11/06/2015	5831	WILLIAM MAZURKIEWICZ	
			Check	11/09/2015	5832	FRIENDS IRRIGATION, INC.	-75.00
			Check	11/09/2015	5833	PSEGLI	-2,010.12
			Check	11/09/2015	5834	PSEGLI	-8.38
			Check	11/09/2015	5835	GENERAL WELDING SUPPLY CORP	-7.00
			Check	11/09/2015	5836	VERIZON WIRELESS	-112.74
			Check	11/10/2015	5837	WINTERS BROS. HAULING OF LI, LLC	-233.30
			Check	11/10/2015	5838	VERIZON	-111.61
			Check	11/13/2015	5839	MEADOW CARTING CORP	-25,561.67
			Check	11/13/2015	5840	NORTH SHORE FIRE EQUIPMENT	-273.25
			Check	11/13/2015	5841	WATER AUTHORITY OF GREAT NECK NORTH	-35.55
			Check	11/13/2015	5842	NATIONAL GRID	-230.30
			Check	11/13/2015	5843	NATIONAL GRID	-94.68
			Check	11/13/2015	5844	NATIONAL GRID	-215.70
			Check	11/13/2015	5845	NATIONAL GRID	-39.33
			Check	11/17/2015	5846	OPTIMUM	-79.90
			Check	11/17/2015	5847	NYS EMPLOYEES' HEALTH INSURANCE	-6,044.18
			Check	11/17/2015	5848	WEX BANK	-730.89
			Check	11/17/2015	5849	MEYER, SUOZZI, ENGLISH & KLEIN, P.C.	-319.00
			Check	11/17/2015	5850	AUTO BARN	-77.65
			Check	11/17/2015	5851	KOEPEL MARTONE & LEISTMAN L.L.P.	-8,500.00
			Total A200 · DISBURSEMENT CAPITAL ONE BANK				-57,732.49
			TOTAL				-57,732.49

