Garden City Board of Trustees Action: July 20, 2017
The Garden City Board of Trustees convened for a regular meeting on Thursday, July 20, 201 and took the following action:

Oaths of Office
• Deputy Mayor Theresa Trouvé administered the oaths of office to Garden City Police Lieutenant Steven Braun and Sergeant Kevin Reilly.

Approval of Volunteer Firefighters
Trustees approved the following volunteer firefighters:
• Twin brothers Daniel and Joseph Gillespie
• Terrence Randell

Approval of Minutes
• Trustees approved the minutes of the June 15, 2017 Board meeting.

Suspension of Rules
• Trustees voted to temporarily suspend the rules to add an item to the agenda, specifically the ratification of the execution of a Settlement Agreement resolving a personnel matter within the Police Department.
• Trustees ratified the act of Village Administrator Ralph Suozzi in executing a Settlement and Release Agreement between the Village of Garden City and an employee which effectuates the employee’s separation from Village service.

Consent Calendar

Finance

Appropriation of Termination Reserve
• Trustees appropriated $306,865.40 from Reserve for Compensated Absences to Termination Payout for payments from the Reserve maintained for that purpose for three employees.

Amendment to the Village Procurement Policy
• Trustees adopted a resolution modifying the Village’s Procurement Policy to amend the dollar limits for the procurement for the purchase of commodities, equipment or goods and for the procedures for Public Works projects/contracts, as well as to update the titles responsible for Purchasing.

Resolution Authorizing Disposition of Obsolete Inventory at Auction
• Trustees authorized the write-off of $27,419.99 worth of obsolete inventory that will be put up for auction.

Transfer of Funds
Trustees approved the following fund transfers for Fiscal Year 2016-2017:

• $41,539.11 from Purification-Materials and Supplies to Water Administration-Regular Salary to cover amounts previously transferred out of this account to fund an unbudgeted personal time payout and personnel/salary changes reflecting higher salary allocations.
• $10,892.40 from Purification-Materials and Supplies to Transmission and Distribution-Regular Salary to fund work order labor charges from the Central Garage.

• $6,929.40 from Purification-Materials and Supplies to Transmission and Distribution Overtime to reverse transfers previously processed taking funds from this account.

• $20,467.68 from Purification-Materials and Supplies to cover various shortfalls within the Water Fund: $84.32 to Social Security: $4,217.58 to State Retirement: $7.05 to Water-MTA Payroll Tax and $16,158.73 to Compensated Absences Payable.

• $60,576.48 from Water Administration-Depreciation to Water Administration-Other Payouts-Allocated Salary to fund termination payouts.

• $71,918.64 from General-Social Security to General-Health Insurance to fund the accrual for the payment of Medicare Part B reimbursement to retirees.

• $7,144.60 from Library-Social Security to Library-Health Insurance to fund the accrual for the payment of Medicare Part B reimbursement to retirees.

• $11,317.68 from Tennis-Contractual Services to State Retirement System to fund the allocation of New York State retirement payments.

• $402.26 from Purchasing-Travel and Training to Purchasing-Regular Salary.

• $1,643.16 from Personnel-Travel and Training to Personnel-Regular Salary.

• $50.31 from Building-Uniforms to Building-Regular Salary.

• $134.14 from Building-Uniforms to Building-Overtime Salary.

**Transfer of Funds**
Trustees approved the following fund transfers for Fiscal Year 2017-2018:

• $20,000 from Contingent to Street Administration-Consultant Fees to fund a study of Handicap parking on Seventh Street.

• $165,016 from Police-Holiday Pay to Contingent to repay year four of the Retirement Benefit Loan.

• $50,000 from Street Lighting-Electricity to Contingent to repay year two of the LED Project Loan.

**Village Administrator**

**Additional Contract Signing Authority**
• Trustees adopted a resolution ratifying the Mayor’s designation of additional signatories on Village contracts to include Village Administrator and Deputy Village Administrator.
Board Room Conference Table
- Trustees approved a $3,500 fund transfer from Contingent to Board of Trustees-Equipment for funds required to refinish the Board Room executive table.
- Trustees engaged the services of Bix Furniture Restoration of Williston Park to strip and refinish the large conference table.

Village Fleet Inventory and Management
- Trustees approved a $13,000 fund transfer from Contingent to Board of Trustees-Consultant Fees to fund an analysis of the executive fleet to help determine parameters and analytical tools for future internal review of lease/purchase fleet decisions.
- Trustees engaged the services of Capital Markets Advisors, LLC to analyze and make recommendations relative to the Village’s fleet inventory and management, as outlined in their proposal dated May 18, 2017, at an amount not to exceed $13,000.

Parking Lot and Streetscape Improvements
- Trustees have requested a report and recommendation from the Planning Commission addressing parking lot and streetscape improvements and changes to Parking Field 7S and Franklin Avenue and the New Hyde Park Business District as more fully described in the referral set forth in Exhibit A to the agenda.
- These issues were included on the Board’s adopted priorities list of significant projects and issues it would like to address in the next 18 months.
- The Board requests that the Planning Commission hold public work sessions and otherwise seek input from stakeholders such as the Chamber of Commerce, landowners and landlords and business owners, as well as the Architectural Design Review Board and Zoning Board of Appeals.
- To read the list of issues to be analyzed and reviewed by the Planning Commission, please read the July 28, 2017 Garden City Updates column located on this website, under the Local/National News tab.

Village Counsel

Police Operations Study
- Trustees approved a $60,000 fund transfer from Contingent to Board of Trustees-Consultant Fees to fund a Police Operations Study by the Center for Public Safety Management, LLC.
- Trustees engaged the services of the Center for Public Safety Management, LLC, (CPSM) to conduct a data-driven forensic analysis to identify actual workload, etc., as outlined in their proposal dated May 31, 2017, at an amount not to exceed $60,000.
- Mayor Brian Daughnney emphasized that this study has nothing to do with reducing Village police officers. Trustee John Delany added that this process is an ongoing step to look at all Village departments to identify improvements and/or changes that could be made within the Department and see what kind of help the consultant could be to Police Commissioner Kenneth Jackson. Could the Department benefit from more manpower? Does the Department need more equipment? These are just some of the questions the study will seek to answer.
- Village Counsel will be provided with results of the study to better provide legal advice to the Village on Police operations and procedures.

Personnel

Executive Staff Compensation
• Trustees approved a 2.5 percent salary increase for Commissioner Kenneth Jackson for the year 2017/18 consistent with prior Board of Trustees practice and policy and as provided for the unionized force members in the contract with the Police Benevolent Association.

    Amend Part-Time Salary Schedule
• Trustees approved an amendment to the part-time salary schedule to include the principal typist-clerk part-time title in order to provide part-time personnel to assist with the year-end audit and transitional training.

Sick Leave
• Trustees approved sick leave for nine employees in the Police (5), Fire (1), Recreation (1) and Public Works (2) Departments.

Building

Professional Services
• The Board voted to amend the contract with Buckhurst Fish Jacquemart, Inc. for parking and traffic consulting services from the original amount of $2,500 to $3,000.

Pay invoice
• Trustees authorized payment of an additional invoice for reimbursable expenses in the amount of $419.69

Professional Services
• The Board retained H2M Architects and Engineers to assist the Village with Zoning, SEQRA and the Site Plan Approval process with regards to the 500 Garden City Plaza Project. All fees to be paid by applicant.

Professional Services
• The Board retained H2M Architects and Engineers to assist the Village with Zoning, SEQRA and the Site Plan Approval process with regards to the 555 Stewart Avenue Project. All fees to be paid by applicant.

Recreation

Additional Contract Work
• Trustees approved $1,625 in additional contract work to enable Northport Tree Company to plant an additional five Yoshino Cherry trees at a cost of $325 each. This year, Northport Tree Company was contracted to plant 127 trees throughout the Village. Additional trees needed removal after the original tree-planting list was compiled.

Professional Service Agreement
• Trustees engaged the services of Steve Dassa Entertainment for $7,500. In order to provide the Summer Concert Series on the Village Green, it is necessary to engage the services of a talent professional. Under the terms of the agreement, the consultant will make the necessary arrangements for musical entertainment and in exchange, will receive 10 percent of the compensation paid to each musical act or performer engaged by the Village. Village Counsel has approved this agreement as to form.
Fire

Professional Service Contract
- The Board engaged the services of Above N Beyond Office Cleaning for $480 per month to clean Fire Headquarters strip/wax and maintain the newly installed flooring four times a year at a cost of $3,400.

Police

Traffic Safety Grants
The Board accepted two Police Traffic Service Program grants on behalf of the Garden City Police Department:

- A $4,000 “Seat Belt Mobilization Enforcement” grant award for the period October 1, 2017 through September 30, 2018. This program is a statewide campaign to increase seat belt usage and reduce dangerous driving behaviors in an effort to reduce serious injury and death from traffic crashes.

- An $11,000 Police Traffic Service Grant award for the period October 1, 2017 through September 30, 2018. This program is also a statewide campaign to increase seat belt usage and reduce dangerous driving behaviors in an effort to reduce serious injury and death from traffic crashes.

Public Works

Engagement of Professional Services
- Trustees engaged H2M Water for $27,250 to provide engineering services associated with the upgrade to the Village’s SCADA Communications Systems including radio path study, radio communication system design, construction administration and observation.

- Trustees engaged H2M Water for $18,000 to provide engineering services to assist the Village with the preparation of an analysis of vulnerability to terrorist attack, specifically cyber-security. The NYS Sanitary Code and Public Health Law requires all public water suppliers to provide an updated ERP and VA for State Health Department review every five years. H2M prepared the last update in 2012.

Water Storage Tank
- The Board authorized the Village to apply for the New York State Department of Health Infrastructure Improvement Grant with regard to the proposed Water Storage Tank.

- The Board engaged H2M Water to prepare and submit a grant application to the New York State Department of Health at an amount not to exceed $3,000.

Additional Contract Work
- Trustees approved a $21,158.29 change order for various materials relating to water main improvements on Magnolia Avenue, Carteret Place and Fourth Street. Bancker Construction Corp., performed the work.
Additional Contract Work
• Trustees approved $25,405.95 in additional directional drilling and street lighting contract work for various locations, which exceeded the contractual amount. Anker’s Electric Service, Inc. performed the work. Trustees also authorized payment of the remaining balance due on the May 2017 bill for time and material on the maintenance contract in the amount of $178.93.

Additional Contract Work
• Trustees approved payment of the remaining $4,985 balance due for additional directional drilling contract work at 61-73 Kingsbury Road, which exceeded the contractual amount. Island Cable Company performed the work.

Grant Application
• The Village, along with the Mayor, has completed the grant application process and has submitted all required paperwork to NYSERDA in order to be eligible for the Clean Energy Community Grant, which is to be applied towards the cost of converting the remaining Village street lights to LED.

Fire Station No. 3 Repairs
The Board approved two fund transfers for the following professional service engagements:

Fund Transfer
• Trustees approved a $7,800 fund transfer from Contingent, to Fire Department-Maintenance of Plant to fund emergency repairs to Fire Station No. 3.

Engagement of Professional Services
• Trustees engaged the services of ServPro of Garden City/Hempstead for $7,800 to perform repairs to Fire Station 3 bunkrooms and hallways.

Fund Transfer
• Trustees approved a $23,450 fund transfer from Contingent to Fire Department-Maintenance of Plant to fund the restoration of bunkrooms and hallways in Fire Station No. 3.

Engagement of Professional Services
• Trustees engaged the services of Cardet Construction Co. for $23,450 to perform interior repairs to Fire Station No. 3 bunkrooms and hallways.

TOTAL COST: The total cost of transfers from Contingency to Fire Station No. 3 emergency repair is $65,250, which includes $34,000 previously approved for masonry repair at Board of Trustees meeting of June 15, 2017.

Award of Bids

Rubbish Removal 2017
• The Board rescinded the award to County Ready Mix and Supply for their failure to enter into a contract with the Village within the time frame specified in the bid advertisement.

• The Board awarded the bid to Jamaica Ash & Rubbish Removal Co., Inc., the next lowest responsible bidder, for:
Item No. 2: 300 Cubic Yards (removal of used street ice, control sand and mixed sweeping from December-March) at $49 per unit, for a total of $14,700
Item No. 3: 300 Cubic Yards (removal of sweepings only from April-November) at $49 per unit, for a total of $14,700
Item No. 4: 350 Cubic Yards (broken concrete in 20 Cubic Yard containers) at $30 per unit, for a total of $10,500
Item No. 5: 960 Cubic Yards (mixed broken asphalt in 20 CY containers) at $30 per unit, for a total of $28,800
Total Cost: $68,700. Fourteen vendors were invited to bid; four bids were received.

Comprehensive Cleaning and Flushing of HVAC Systems at Village Hall and Library
• The Board approved a $45,650 fund transfer from Contingent to Building-Maintenance of Equipment to fund the Comprehensive Cleaning and Flushing of HVAC System Project in Village Hall and the Library.

• The Board awarded the bid to Donnelly Mechanical Corp., only bidder, for a total of $41,500. Four vendors were invited to bid; one bid was received.

Community Park Multi-Sport Field Project
• The Board awarded the bid to Barbato Nursery Corp., low bidder, at an amount not to exceed $16,500. Four vendors were invited to bid; four bids were received.

Permits

Centennial Celebration – Rainbow Division Monument
• Trustees approved the Rainbow Division Veterans Foundation’s request to hold a ceremony celebrating the centennial of the 42nd Division at the Rainbow Division Monument located at Clinton Road and St. James Street South on Saturday, August 12, 2017 at 12:00 noon. The Foundation was further requesting to close St. James Street South, between Clinton Road and Prospect Avenue, between 11:30 a.m. and 1:00 p.m. Also requesting to accept the Rainbow Division’s Veterans Fund donation offer of $4,812.56, which represents 50 percent of the total cost to restore the World War I monument and surrounding concrete benches.

Garden City For A Cure Race
• Trustees approved the Garden City Teacher's Association’s request to hold a Fun/Walk 1.5 Mile Race and a timed 5K run for Charity (Garden City for a Cure) on Saturday, April 21, 2018 at 9:00 a.m.

Fireworks Display
• Trustees approved the Cherry Valley Country Club’s request to hold its annual Fireworks Display on Monday, September 4, 2017. The required proof of insurance and permit fee of $500 is required.

Trustee Discussion
• There was a brief discussion about the Wye Parking Field, which is located behind the Chamber of Commerce building off Seventh Street. Over the years, there have been numerous conversations and questions about legal ownership of this lot and rights of way and who has the responsibility to repair this lot because of its location adjacent to the Long Island Rail Road
(LIRR) tracks. The Board is considering retaining a survey firm and related legal title work to consolidate deeds.

- It was noted that Village Historian Bill Bellmer did aid Village officials in obtaining information.

**Executive Session**

- Trustees entered into an executive session to discuss a matter of personnel as well as a matter of labor.

*The next Board of Trustees meeting is scheduled for Thursday, August 17, 2017 beginning at 8:00 p.m. in the Village Hall Board Room.*