

AGENDA

FEBRUARY 6, 2020

8:00 P.M.

- I. Welcome by Mayor to attendees.
- II. Call to Order.
- III. Comments by Department Heads, Village Administrator and Counsel on Agenda Items.
(including Treasurer on Treasurer's Report)
- IV. Trustees/Mayor Questions/Comments on any item or issue.
- V. Citizens Comments on Agenda Items.
- VI. Public Hearing - "A Proposed Local Law to Amend Chapter 197, Article II (Water Conservation) of the Village Code so as to enable the Superintendent of Public Works to declare a "Water Shortage" and Further Restrict Water Usage in Garden City".
- VII. Public Hearing - "A Proposed Local Law to Amend Chapter 12 of the Village Code in Relation to the Code of Ethics".
- VIII. Public Hearing - "A Proposed Local Law Amending Chapter 193, Article III of the Village Code Entitled "All-Night Parking".
- IX. Approval of Minutes - January 9, 2020.
- X. New Business
 - A. Formal Agenda
 1. Reappoint Ralph V. Suozzi as Registrar.

- B. Consent Calendar

Departmental Communications:

Finance

1. May 31, 2019 Audit Reports.
 - *The Village has received the final audit reports for the fiscal year ended May 31, 2019. The Village's Financial Statements and the Audit Reports were reviewed by the Village's Finance and Audit Committee.*
2. Tentative 2020 Assessment Roll.
 - *Notice is given that the 2020 Tentative Assessment Roll has been filed in the Office of the Village Clerk as required by law. (No action is required.)*

NEXT BOARD OF TRUSTEES MEETING – FEBRUARY 25, 2020

(02/04/20)

3. Professional Service Proposals.

- *Board authorization is requested to ratify the engagement of Sound Actuarial Consulting to perform required actuarial analysis of the following: (Operating Budget)*
- a. The Village's Workers Compensation and General Liability Coverage at a cost of \$15,500 (same fee charged for the last four years). This study is required for fiscal year end statements where a municipality is self-insured and to assist with budgeting for fiscal year 2020-2021.
- b. The Village's Other Post-Employment Benefits (OPEB) interim analysis, in accordance with GASB Statement No. 75, at a cost of \$3,000. The results of this analysis will be used to draft notes and disclosures on the Village's May 31, 2020 financial statements.

4. Engagement of Professional Services - Tyler Agreements.

- *Board authorization is requested to engage Tyler Technologies, Inc., One Tyler Drive, Yarmouth, Maine for the implementation of their Tax Billings and Assessments Software System for the Finance Department for an approximate cost of \$500,000. This agreement has been approved by Village Counsel as to form. (Capital Budget)*

5. Conference Attendance - New York State GFOA (Government Finance Officers Association), 41st Annual Conference.

- *Board authorization is requested to approve the attendance of Darcia Palmer, Deputy Village Treasurer and Kevin Mitchell, Accountant at the New York State GFOA Annual Conference, to be held in Albany, New York, March 31 through April 3, 2020, at an approximate cost of \$2,400. (Operating Budget)*

6. Appropriation of Termination Reserve.

- *Board authorization is requested to appropriate \$6,636.28 from Reserve for Compensated Absences, to Termination Payout, due to the retirement of a Department of Public Works employee.*

7. Request to Close Capital Project and Transfer Funds. (Reference Consent Calendar #14)

- *A resolution is requested to close out a Capital Project - Finance E-Bid System (\$37,500). This project was established for a subscription to an e-bidding system. The Village subsequently began using NYS Contract Reporter at no cost. The Village has successfully utilized this system for the past year. The following transfers are requested:*

Recreation St. Paul's Comfort Station Rehab	\$27,000
General Fund	\$10,500

8. Transfer of Funds

- a. \$7,400 to Village Justice Court - Maintenance of Software, from Contingent, funds required to cover the maintenance of software in the Village Justice Court for October 1, 2018 through September 20, 2019. This is needed due to transitional issues from Quest Computer Products, Inc., to NYS CourtRoom Program.
- b. \$3,650 to Board of Trustees - Consultant Fees, from Contingent, amount approved for Police Study that began in the previous fiscal year. This amount represents the unused portion that transferred to surplus at the end of the fiscal year.

- c. \$10,132.40 to Central Data Processing - Maintenance of Software, from Administration Regular Salary, for the renewal of Microsoft Exchange Mailbox Licenses and Office 365 Licenses.
- d. \$405 to Engineering - Uniforms, from Engineering - Regular Salary, to purchase jackets as per contractual requirement.
- e. \$2,000 to Engineering - Maintenance of Equipment, from Engineering - Regular Salary, due to additional unplanned repair of an Engineering vehicle.

Sick Leave

9. Nine Employees - Police (3), Recreation (2) and Public Works (4) Departments.

Clerk's Office

10. General Village Election - Election Inspectors.
 - *Board authorization is requested to appoint the Election Inspectors for the Village Election being held on March 18, 2020.*

Village Administrator

11. Acceptance of Donation - Eastern Property Owners' Association - Benches and Plaques.
 - *Board authorization is requested to accept a donation by the Eastern Property Owners' Association to the Village of four (4) benches and four (4) plaques. Two (2) benches will be placed at Grove Park and two (2) benches will be placed at Hemlock Park. Total amount of the donation is not to exceed \$4,000. This will be coordinated by the Village Clerk.*
12. Conference Attendance - New York State GFOA (Government Finance Officers Association), 41st Annual Conference.
 - *Board authorization is requested to approve the attendance of Courtney Rosenblatt, Village Auditor at the New York State GFOA Annual Conference, to be held in Albany, New York, March 31 through April 3, 2020, at an approximate cost of \$1,100.*
(Operating Budget)
13. Long Island Lighting Company d/b/a LIPA – License Agreements and Electric Easement.
 - *Board authorization is requested to enter into a new agreement superseding the previous agreement which was approved by the Board of Trustees at the November 7, 2019 Board of Trustees Meeting. This expands the license site area to 58,000 sq. ft. and will increase the fee paid by PSEG to \$26,100 and require the planting of twelve (12) trees at the sole cost of PSEG. Village Counsel has reviewed these documents and approves them as to form.*
14. St. Paul's Comfort Station - Change Orders - B & B Contracting Group - Revised Plans. (Reference Consent Calendar Item #7)
 - *Board authorization is requested to approve Change Order #9. This is a revised plan to complete the St. Paul's Comfort Station with 3" x 12" wall tiles on the lower walls and a stone countertop behind the sinks. This Change Order is funded by existing funds in*

NEXT BOARD OF TRUSTEES MEETING – FEBRUARY 25, 2020

(02/04/20)

the Capital Project and an additional \$27,000 of funds transferred from a closed Capital Project. This work is to be completed by B & B Contracting Group, 247 West 35th Street, New York, New York in the amount of \$41,945.

Human Resources

15. Exempt Staff Compensation.

- a. Additional one-time compensation for Irene Woo, Village Treasurer, \$7,500 to be paid February 20, 2020. (Same Title – Same Salary - \$175,000).
- b. Salary adjustment for Darcia Palmer, Deputy Village Treasurer, effective January 1, 2020, at a salary of \$100,000. (Same Title - Previous Salary - \$87,500).

Justice Court

16. Appointment and Compensation for a “Per Diem” Prosecutor in Village Court.

- *Request authorization for the Mayor to appoint an additional individual (Melissa H. Melis) as an independent contractor “per diem” prosecutor in Village Court, and that the compensation for such prosecutor be the same \$300 per Court Session as for the other Village Prosecutors, effective February 6, 2020 through April 6, 2020. The Mayor is also authorized to extend the contract for an additional sixty days. A copy of the Agreement is on file with the Village Clerk. (Operating Budget)*

Recreation

17. Purchase of Toro Workman Utility Cart – Storr Tractor Company.

- *Board authorization is requested to purchase a Toro Workman MDX mid-duty utility cart from Storr Tractor Company, 175 13th Avenue, Ronkonkoma, New York at a cost of \$11,931.89 (under budget). (Capital Budget)*

Police

18. Agreement between the New York State Police, the “Lead Agency” and the Garden City Police Department for TraCS Software.

- *Board authorization is requested to enter into an agreement as the New York State Police (NYSP), working with the New York State Department of Motor Vehicles (DMV), the Governor’s Traffic Safety Committee (GTSC), the Office of Court Administration (OCA) and other state and federal agencies, has developed a system for the electronic capture of ticket and accident report data in a police vehicle environment and the electronic transfer of that data from law enforcement agencies to DMV and courts. This system is called TraCS (Traffic and Criminal Software). It is the intention of NYSP to provide the TraCS Software to any police agency in New York free of charge, based on NYSP support staff availability and the Lead Agency’s ability to self-support. This agreement has been approved by Village Counsel as to form.*

19. Criminal Investigations Using Cellular Technologies Course IMPACT Training

- *Board authorization is requested to approve the attendance of Detective Kevin Madden to attend a criminal Investigations Using Cellular Technologies Course, to be held in Rochester, New York, April 27 through May 1, 2020, at an approximate cost of \$2,000. (Operating Budget)*

NEXT BOARD OF TRUSTEES MEETING – FEBRUARY 25, 2020

(02/04/20)

Public Works

20. Attendance at the American Water Works New York Section Spring Meeting.
- *Board authorization is requested for Domenick A. Stanco, Deputy Superintendent of Public Works, and Philip A. Jermain, Water Plant Operator, to attend the American Water Works Association New York Section Spring Meeting, scheduled for April 14 through April 16, 2020, in Saratoga Springs, New York, at an approximate cost of \$1,650. Attendance is required for them to maintain their Water Plant Operator Licenses. (Operating Budget)*
21. Maintenance Bond for the Renovation of First Floor Bathrooms at the Garden City Public Library.
- *Board authorization is requested to accept the Maintenance Bond from Flagship Contractors, Inc., 7815 4th Avenue, Brooklyn, New York, who was the contractor for the renovation of first floor bathrooms at the Garden City Public Library. This Maintenance Bond in the amount of \$58,532.04 guarantees for eighteen months the completed work from the date of acceptance of the Bond. Village Counsel has reviewed the Maintenance Bond and approves it as to form.*
22. Professional Rate Services Renewal – Corkrey Electric Services Inc. – Electrical Work.
- *Board authorization is requested to engage Corkrey Electric Services Inc., 300 Jerusalem Avenue, Hempstead, New York, for electrical work at Village facilities for the period February 1, 2020 through December 31, 2020, as per the hourly rates on file in the Village Clerk's Office. (Operating Budget)*
23. Maintenance Professional Rate Services Renewal – Wire to Water Inc. Electrical Well Contractor.
- *Board authorization is requested to engage Wire to Water Inc., 136 Gazza Boulevard, Farmingdale, New York, electrical well contractor for water well service calls for the period from January 1, 2020 through December 31, 2020, as per the Labor Rate Sheet on file with the Village Clerk's Office. (Operating Budget)*
24. Recycling Rates – Grenelefe Recyclers.
- *Board authorization is requested to approve the proposal submitted by Grenelefe Recyclers, 3550 Hampton Road, Oceanside, New York, to provide recycling services (on a trial basis), to the Village at the rates listed below. (Operating Budget)*
Newspaper/Cardboard Recycling \$23.00/ton
Commingled Recycling \$73.00/ton

Library

25. Library Security Guard - Transfer of Funds and Security Services.
- (a) Board authorization is requested for the transfer of funds in the amount of \$5,809 to Library's Operating Budget - Contracted Services, in order to pay for the retention of security guard services. Amount originally budgeted was \$53,995.
- (b) Board authorization is requested to engage the services of Securitas Security Services, USA, Inc., 1412 Broadway, New York, New York, for forty (40) hours per week, at an annual cost of \$59,804. As per the RFQ, this contract is being awarded for a full year, but is renewable after a year, based on hourly rates on file in the Village Clerk's Office.

NEXT BOARD OF TRUSTEES MEETING – FEBRUARY 25, 2020

(02/04/20)

Award of Bids

26. Digital Scanning Project (Village Clerk) (a) Reject the bids from DRS Imaging Services, LLC, Image Data, Inc., Konica Minolta Business Solutions, USA, Inc., TransPerfect Legal Solutions and ARC Document Solutions as NYSID is within the 15% threshold and these services meet our specifications.
- (b) Award bid to NYSID (New York Services for the Disabled, Inc.), 11 Columbia Circle Drive, Albany, New York, Preferred Source Vendor, for an approximate cost of \$131,310 (per unit prices). (Budgeted Amount for this phase of the project - \$200,000) **(Capital Budget)**

Board of Trustees

27. A Resolution endorsing the adoption by the Traffic Commission of the procedural rules contained in its correspondence to this Board of January 2020.
- *The Traffic Commission has recently updated its procedural rules and has requested that this Board express its support of the Commission's action in adopting same. The updated rules outline the process which the Commission will generally follow when a citizen or civic organization (e.g., a POA) proposes a change in traffic regulations subject to the Commission's jurisdiction.*
28. Engage the firm of Ruskin Moscou Faltischek, P.C. – Real Estate Matters.
- *Board authorization is requested to engage the firm of Ruskin Moscou Faltischek, P.C., 1425 RXR Plaza, Uniondale, New York, for professional services with regard to real estate and related tax exemption and zoning matters. Rates are on file in the Village Clerk's Office.*

External Communications:

Permit:

29. Garden City Chamber of Commerce, requesting authorization to hold its annual Vintage Car Parade on Easter Sunday, April 12, 2020. Further requested to close Franklin and Stewart Avenues and Seventh Street.

- XI. Trustee Work Session – Overview of Village Debt.
- XII. Citizen Comment on non-agenda items. (limited to four minutes each)
- XIII. Adjournment.