

The **Annual Meeting** of the Board of Trustees of the Village of Port Washington North was held on Tuesday, **April 9, 2024** at 7:30 p.m. at 3 Pleasant Avenue, Port Washington, New York.

Present:	Mayor	-	Robert S. Weitzner
	Trustees	-	Steven Cohen
		-	Matthew Kepke
		-	Michael Malatino
		-	Andrea Scheff
	Clerk	-	Palma Torrisi
	Attorney	-	Stuart Besen
	Court Reporter	-	Debbie Babino

A. Annual Meeting

1. Mayor Weitzner administered the Oath of Office to Trustees-Elect Steven Cohen and Michael Malatino.

2. On motion of Trustee Scheff, seconded by Trustee Kepke, it was **RESOLVED** that Mayor Weitzner's appointment of Steven Cohen as Deputy Mayor for one official year, said term to expire April 2025 be approved.

Vote was recorded as follows: Trustee Cohen-recused, Trustee Kepke-aye, Trustee Malatino-aye, Trustee Scheff-aye, Mayor Weitzner-aye. Motion carried.

3. On motion of Trustee Cohen, seconded by Trustee Scheff, it was unanimously **RESOLVED** that the following appointments made by Mayor Weitzner for a term of one official year, term to expire April **2025**, be approved:

- a. Palma Torrisi as Assessor
- b. Palma Torrisi as Tax Collector
- c. Mary Jo Bella as Budget Officer
- d. Robert Barbach as Superintendent of Buildings
- e. Michael Mandarino as Building Plan Examiner
- f. Charles Poole as Superintendent of Public Works
- g. Steven Kaplan as Emergency Manager
- h. Lauren Summa as Communications Commissioner
- i. Howard Roth as Beautification Commissioner
- j. Steven Kaplan as Traffic Safety Commissioner
- k. Scott Baxter as Planning Board Chair
- l. Paul Joseph as Board of Appeals Chair
- m. Howard Krebs as Associate Village Justice
- n. Linda Kropacek as Clerk to the Village Justice
- o. Marybeth Malloy as Village Special Prosecutor

4. On motion of Trustee Kepke, seconded by Trustee Scheff, it was unanimously **RESOLVED** that Mayor Weitzner's appointment of Scott Bromberg for a term of seven years, term to expire April **2031**, as a member of the **Planning Board** is approved.

5. On motion of Trustee Malatino, seconded by Trustee Scheff, it was unanimously RESOLVED that Mayor Weitzner's appointment of Jon Weinstein for a term of five years, term to expire April **2029**, as a member of the **Board of Appeals** is approved.

6. On motion of Trustee Cohen, seconded by Trustee Scheff, it was unanimously RESOLVED, that pursuant to Village Law Section 3-301(b), the members of the Board of Trustees are hereby appointed as the members of the **Board of Assessment Review** of the Village of Port Washington North for a term of one official year, said term to expire April **2025**.

Mayor Weitzner administered the Oath of Office to those Village officials present.

7. On motion of Trustee Scheff, seconded by Trustee Malatino, it was unanimously RESOLVED that Stuart Besen of the law firm Milber Makris Plousadis & Seiden LLP be engaged as **Village Attorney** for general counsel legal work on behalf of the Village, in accordance with his retainer letter dated April 8, **2024**, for a term to expire April **2025**.

8. On motion of Trustee Scheff, seconded by Trustee Kepke, it was unanimously RESOLVED that the *Port Washington Times* be and hereby is designated as the **official newspaper** of record for the Village of Port Washington North for the official year ending April **2025**.

9. Establishing a Regular Meeting Schedule

On motion of Trustee Malatino, seconded by Trustee Scheff, it was unanimously RESOLVED that 3 Pleasant Avenue, Port Washington, New York, be and hereby is designated as the place of the regular meetings of this Board until further notice and that the day and time of said **regular meetings** shall be 7:30 p.m., with the exception of the March 25, 2025 meeting which shall be at 6:30 p.m., on the following dates:

May 14, 2024	September 10, 2024	January 14, 2025
June 11, 2024	October 8, 2024	February 11, 2025
July 9, 2024	November 19, 2024	March 11, 2025
August 6, 2024	December 10, 2024	March 25, 2025 (6:30p)
		April 8, 2025

10. Special Districts

On motion of Trustee Scheff, seconded by Trustee Malatino, the following resolution was unanimously adopted:

WHEREAS before the incorporation of the Village of Port Washington North the territory was included within the limits of the following **Special Districts**: Port Washington Garbage District, Port Washington Police District and Port Washington Water District; and

WHEREAS a portion of the territory was included within the limits of the Port Washington Water Pollution Control District; and

WHEREAS the Board of Trustees, after due consideration, has determined that it is in the best interests of the Village that the Special Districts continue the service that they heretofore rendered;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Village of Port Washington North does hereby request the officers of the Town of North Hempstead to extend for the year **2025** against the property in the area of the Village of Port Washington North the following Special Districts' taxes:

Port Washington Garbage District

Port Washington Police District

Port Washington Water District

and the said Board requests that the Town of North Hempstead extend for the year **2025** the Sewer Tax against the property of said Village within the limits of the Port Washington Water Pollution Control District.

11. On motion of Trustee Scheff, seconded by Trustee Cohen, it was unanimously

RESOLVED that firms Dvirka & Bartilucci Consulting Engineers and H 2 M Architects & Engineers be engaged as the **Village Engineers** for engineering work on behalf of the Village for a term of one year, terms to expire April **2025**.

12. On motion of Trustee Scheff, seconded by Trustee Cohen, it was unanimously

RESOLVED that the firm Cullen & Danowski LLP be engaged as **Independent Auditor** for auditing services on behalf of the Village, in accordance with its retainer letter dated March 11, **2024**, for a term of one year, term to expire April **2025**, to perform an independent, external audit of the Village's finances for the fiscal year commencing June 1, **2024** and ending on May 31, **2025**, and to file the Annual Financial Report electronically with the State Comptroller, to file the Annual Financial Report with the State Comptroller electronically, to complete a GASB 34 compliant financial statement, and to conduct an audit of the Village Justice Court, at a cost not to exceed \$13,000.00.

13. Inventory of Fixed Assets

A. On motion of Trustee Kepke, seconded by Trustee Scheff, it was unanimously

RESOLVED that the Inventory of Fixed Assets for this Village, as recommended by the New York State Department of Audit & Control, be accepted as set forth in the annual **GASB 34** report, which is on file with the Village Clerk.

B. On motion of Trustee Kepke, seconded by Trustee Cohen, it was unanimously

RESOLVED that the Village enter into an agreement with **Appraisal Affiliates Inc.** to provide annual maintenance service on the appraisal of Village-owned personal property, pursuant to GASB 34, for the period of June 1, **2024** to May 31, **2025**, at

a cost not to exceed \$1,000.00 and as more particularly set forth in a written proposal dated April 3, 2024.

14. Small Claims Assessment Review Consultant

On motion of Trustee Kepke, seconded by Trustee Scheff, it was unanimously RESOLVED that the Village hereby engages the professional services of **Municipal Valuation Services Inc.** to defend the Village in residential small claims assessment review proceedings, in accordance with its proposal dated February 12, 2024. The rate for such services, including but not limited to administration, market analysis, negotiations, conferences and court appearances, shall be \$130.00 per parcel.

15. Designating Banks

On motion of Trustee Scheff, seconded by Trustee Malatino, the following resolution was unanimously adopted:

WHEREAS the Board of Trustees has determined that Village Law §4-412(3)(2) requires the designation of banks or trust companies for the deposit of all Village monies; and

WHEREAS the Village Treasurer has recommended Dime Bank and Valley Bank as authorized depositories for Village funds;

NOW THEREFORE BE IT RESOLVED that the Board of Trustees designates Dime Bank and Valley Bank as depositories of all moneys received by the Village Treasurer, Clerk, and Tax Collector.

16. Advance Approval of Claims

On motion of Trustee Scheff, seconded by Trustee Cohen, the following resolution was unanimously adopted:

WHEREAS, pursuant to Village Law Section 5-524(6), this Board, by resolution, may authorize certain payments in advance of its audit of claims, in order to provide for the smooth, continuous, and proper operation of the Village's affairs,

NOW, THEREFORE, BE IT RESOLVED that the Village Treasurer is hereby authorized to make **payment in advance** of audit of claims for **electric, gas, water, sewer, telephone services, cable, internet, postage, freight and express charges.**

All such claims shall be presented at the next regular meeting for audit, and the claimant and the officer incurring or approving the same shall be jointly and severally liable for any amount disallowed by this Board.

17. Standard Workday & Reporting

On motion of Trustee Malatino, seconded by Trustee Scheff, it was unanimously RESOLVED that the Village of Port Washington North hereby establishes a standard work day of six hours for all elected and appointed Village officials; and

BE IT RESOLVED that the Village of Port Washington North hereby establishes the following standard work days for these titles and will report the officials to the New York State and Local Retirement System based on their records of activities:

Title:	Standard Work Day: (Hrs/day) Min. 6 hrs Max. 8 hrs	Name: (First and Last)	Social Security Number: (Last 4 digits)	NYSLRS ID:	Tier 1 (Check only if member if Tier 1)	Current Term Begin & End Dates: (mm/dd/yy-mm/dd/yy)	Record of Activities Result:*	Not Submitted: (Check only if official did not submit their Record of Activities)
Elected Officials:								
Mayor	6	Robert WEITZNER			<input type="checkbox"/>	4/3/23-4/7/25	10.33	<input type="checkbox"/>
					<input type="checkbox"/>			<input type="checkbox"/>
					<input type="checkbox"/>			<input type="checkbox"/>
Appointed Officials:								
Treasurer	6	May Jo BELLA			<input type="checkbox"/>	4/3/23-4/7/25	5.00	<input type="checkbox"/>
Planning Board Member	6	Keith KINDLER			<input type="checkbox"/>	4/3/23-4/1/30	1.36	<input type="checkbox"/>
					<input type="checkbox"/>			<input type="checkbox"/>

I, Palma Torrisi, secretary/clerk of the governing board of the Village of Port Washington North, of the State of New York,
(Name of Secretary or Clerk) (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 ___ day of April, 2024 meeting held on the 9th

and 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 Village of Port Washington North on this 9th day of April, 2024,
(Name of Employer)

(Signature of Secretary or Clerk)

18. On motion of Trustee Malatino, seconded by Trustee Scheff, the following was unanimously adopted:

PROCUREMENT POLICY

Whereas, the General Municipal Law of the State of New York section 104-b has required the adoption of procurement procedures for the purchase of goods and services exempt from the competitive bidding procedures of section 103 of that same law, and

Whereas, the Trustees of the Village of Port Washington North have considered said legislation and consulted with and solicited comments from the appropriate Village personnel, and in furtherance thereof have determined the following to be the procurement procedure of the Village of Port Washington North,

Now Therefore Be It Resolved, that Village employees in consultation with the appropriate professional representing the Village shall make a written determination as to the exemption of any goods or services from the competitive bidding procedures section 103 of the New York State General Municipal Law, and

Be It Further Resolved that for all purchases of goods or services in excess of \$500.00 but otherwise exempt from section 103 the Village employees shall act as follows:

a). \$ 1,000.00 up to \$ 5,000.00 solicitation of no less than two (2) oral quotes or written price verification via catalog or other pricing index.

b). \$ 5,001.00 up to \$ 20,000.00 for purchases or up to \$ 35,000.00 for public works contracts solicitation of three written price quotes or written price verifications.

c). items less than \$ 1,000.00 which can be anticipated to be purchased on a regular basis more than two times per year shall be subject to a or b above.

Be It Further Resolved, that in all instances the Village employee purchasing goods and services shall keep accurate records detailing the procurement procedures as outlined above.

Be it Further Resolved that, in the event any contract is awarded to other than the lowest bidder, there shall be documentation and justification of the reason why the purchase or public works is in the best interest of the Village.

Be It Further Resolved, that except when otherwise directed, the Trustees hereby exempt the following services from the provisions of this resolution due to the fact said services require confidential, continuous, and professional, talented or otherwise unique relationships to the Village all in accordance with the General Municipal Law of the State of New York section 103:

- | | |
|-------------------|---------------------------|
| 1. Architectural | 6. Insurance |
| 2. Legal | 7. Information Technology |
| 3. Financial | 8. Public relations |
| 4. Engineering | 9. Artistic |
| 5. Tax Certiorari | |

Emergency services, State or County bid contract, standardized equipment, road restoration performed by other municipalities, services performed via Intermunicipal Agreement and sole source situations are exempt from the provisions of this resolution.

Failure to comply with the above procurement procedures shall not invalidate the award of any contract nor shall any Village employee incur monetary liability as a result of such failure.

Be It Further Resolved that this resolution shall be reviewed from time to time but in no event less than one year from the date hereof. This resolution shall take effect immediately.

19. On motion of Trustee Cohen, seconded by Trustee Scheff, it was unanimously
RESOLVED that the Board of Trustees hereby adopts the following:

Investment Policy

A. SCOPE. This investment policy applies to all moneys and other financial resources available for investment on the Village's own behalf or on behalf of any other entity or individual.

B. OBJECTIVES. The primary objectives of the local government's investment activities are, in priority order:

1. to conform with all applicable federal, state and other legal requirements;
2. to adequately safeguard principal;
3. to provide sufficient liquidity to meet all operating requirements; and
4. to obtain a reasonable rate of return.

C. DELEGATION OF AUTHORITY. The Board of Trustees' responsibility for administration of the investment program is delegated to the Treasurer who shall establish written procedures for the operation of the investment program

consistent with these investment guidelines. Such procedures shall include an adequate internal control structure to provide a satisfactory level of accountability based on a database or records incorporating descriptions and amounts of investments, transaction dates, and other relevant information, and regulate the activities of subordinate employees.

D. PRUDENCE. All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the Village to govern effectively. Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived. All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

E. DIVERSIFICATION. It is the policy of the Village to diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling.

F. INTERNAL CONTROLS. It is the policy of the Village for all moneys collected by any officer or employee of the government to transfer those funds to the Treasurer within 10 days of receipt, or within the time period specified in law, whichever is shorter. The Treasurer is responsible for establishing and maintaining an internal control structure to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization and recorded properly, and are managed in compliance with applicable laws and regulations.

G. DESIGNATION OF DEPOSITORIES. The banks and trust companies authorized for the deposit of moneys are **Dime Bank** and **Valley Bank**.

H. COLLATERALIZING OF DEPOSITS. In accordance with the provisions of General Municipal Law, Section 10, all deposits of the Village, including certificates of deposit and special time deposits, in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured by a pledge of "eligible securities" with an aggregate "market value", as provided by General Municipal Law, Section 10, equal to the aggregate amount of deposits.

I. SAFEKEEPING AND COLLATERALIZATION. Eligible securities used for collateralizing deposits shall be held by a third-party bank or trust company subject to security and custodial agreements.

The security agreement shall provide that eligible securities are being pledged to secure local government deposits together with agreed upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the events that will enable the local government to exercise its rights against the pledged securities. In the event that the securities are not registered or inscribed in the name of the local government,

such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the Village or its custodial bank.

The custodial agreement shall provide that securities held by the bank or trust company, or agent of and custodian for, the local government, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement should also describe that the custodian shall confirm the receipt, substitution or release of the securities. The agreement shall provide for the frequency of revaluation of eligible securities when a change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the local government a perfected interest in the securities.

J. PERMITTED INVESTMENTS. As permitted by General Municipal Law, Section 11, the Village authorizes the Treasurer to invest moneys not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

- Special time deposit accounts
- Certificates of deposit
- Obligations of the United States of America
- Obligations guaranteed by agencies of the United States of America where the payment of principal and interest are guaranteed by the United States of America
- Obligations of the Village, but only with any moneys in a reserve fund established pursuant to General Municipal Law, Section 6-c, 6-d, 6-e, 6-f, 6-h, 6-j, 6-k, 6-l, 6-m or 6-n.

All investment obligations shall be payable or redeemable at the option of the Village within such times as the proceeds will be needed to meet expenditures for purposes for which the moneys were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable at the option of the Village within two years of the date of purchase.

K. AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS. The Village shall maintain a list of financial institutions and dealers approved for investment purposes and establish appropriate limits to the amount of investments that can be made with each financial institution or dealer. All financial institutions with which the Village conducts business must be credit worthy. Banks shall provide their most recent Consolidated Report of Condition (Call Report) at the request of the Village. Security dealers not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank, as primary dealers. The Treasurer is responsible for evaluating the financial position and maintaining a list of proposed depositories, trading partners and custodians. Such listing shall be evaluated at least annually.

L. PURCHASE OF INVESTMENTS. The Treasurer is authorized to contract for the purchase of investments:

1. Directly from an authorized trading partner

2. By participation in a cooperative investment program with another authorized governmental entity pursuant to Article 5G of the General Municipal Law where such program meets all the requirements set forth in the Office of the State Comptroller Opinion No. 88-46, and the specific program has been authorized by the Board of Trustees
3. By utilizing an on-going investment program with an authorized tracking partner pursuant to a contract authorized by the Board of Trustees.

All purchased obligations, unless registered or inscribed in the name of the Village, shall be purchased through, delivered to and held in the custody of a bank or trust company. Such obligations shall be purchased, sold or presented for redemption or payment by such bank or trust company only in accordance with prior written authorization from the officer authorized to make the investment. All such transactions shall be confirmed in writing to the Village by the bank or trust company. Any obligation held in the custody of a bank or trust company shall be held pursuant to a written custodial agreement as described in General Municipal Law, Section 10.

The custodial agreement shall provide that securities held by the bank or trust company, as agent of and custodian for, the village, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement shall describe how the custodian shall confirm the receipt and release of the securities. Such agreement shall include all provisions necessary to provide the Village a perfected interest in the securities.

20. Sexual Harassment Policy

On motion of Trustee Kepke, seconded by Trustee Scheff, the following Sexual Harassment Policy was unanimously adopted by resolution:

Introduction

The Village of Port Washington North (the "Village") is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination. The Village has a zero-tolerance policy for any form of sexual harassment, and all employees are required to work in a manner that prevents sexual harassment in the workplace. This Policy is one component of the Village's commitment to a discrimination-free work environment.

Sexual harassment is against the law. All employees have a legal right to a workplace free from sexual harassment, and employees can enforce this right by filing a complaint internally with the Village, or with a government agency or in court under federal, state or local antidiscrimination laws.

Policy:

1. The Village of Port Washington North policy applies to all employees, applicants for employment, interns, whether paid or unpaid, contractors and persons conducting business with the Village.
2. Sexual harassment will not be tolerated. Any employee or individual covered by this policy who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action, up to and including termination.
3. Retaliation Prohibition: No person covered by this Policy shall be subject to adverse employment action including being discharged, disciplined, discriminated against, or otherwise subject to adverse employment action because the employee reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. The Village of Port Washington North has a zero-tolerance policy for such retaliation against anyone who, in good faith complains or provides information about suspected sexual harassment. Any employee of the Village who retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination. Any employee, paid or unpaid intern, or non-employee working in the workplace who believes they have been subject to such retaliation should inform a supervisor, manager, Mayor or Village Clerk. Any employee, paid or unpaid intern or non-employee who believes they have been a victim of such retaliation may also seek compensation in other available forums, as explained below in the section on Legal Protections.

A non-employee is someone who is (or is employed by) a contractor, subcontractor, vendor, consultant, or anyone providing services in the workplace. Protected non-employees include persons commonly referred to as independent contractors, “gig” workers and temporary workers. Also included are persons providing equipment repair, cleaning services or any other services provided pursuant to a contract with the employer.

4. Sexual harassment is offensive, is a violation of our policies, is unlawful, and subjects the Village of Port Washington North to liability for harm to victims of sexual harassment. Harassers may also be individually subject to liability. Employees of every level who engage in sexual harassment, including managers and supervisors who engage in sexual harassment or who knowingly allow such behavior to continue, will be penalized for such misconduct.
5. The Village will conduct a prompt, thorough and confidential investigation that ensures due process for all parties, whenever management receives a complaint about sexual harassment, or otherwise knows of possible sexual harassment occurring. Effective corrective action will be taken whenever sexual harassment is found to have occurred. All employees, including managers and supervisors, are required to cooperate with any internal investigation of sexual harassment.
6. All employees are encouraged to report any harassment or behaviors that violate this policy. The Village will provide all employees a complaint form for employees to report harassment and file complaints.
7. Managers and supervisors are **required** to report any complaint that they receive, or any harassment that they observe to the Mayor or Village Clerk.

8. This policy applies to all employees, paid or unpaid interns, and non-employees and all must follow and uphold this policy. This policy must be posted prominently in all work locations and be provided to employees upon hiring.

What Is “Sexual Harassment”?

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, gender identity and the status of being transgender.

Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual’s sex when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive work environment, even if the complaining individual is not the intended target of the sexual harassment;
- Such conduct is made either explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual’s employment.

A sexually harassing hostile work environment consists of words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual’s sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, which interfere with the recipient’s job performance.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called “quid pro quo” harassment.

Any employee who feels harassed should complain so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy.

Examples of sexual harassment

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited:

- Physical assaults of a sexual nature, such as:
 - Touching, pinching, patting, grabbing, brushing against another employee’s body or poking another employees’ body;
 - Rape, sexual battery, molestation or attempts to commit these assaults.

- Unwanted sexual advances or propositions, such as:
 - Requests for sexual favors accompanied by implied or overt threats concerning the victim’s job performance evaluation, a promotion or other job benefits or detriments;
 - Subtle or obvious pressure for unwelcome sexual activities.
- Sexually oriented gestures, noises, remarks, jokes or comments about a person’s sexuality or sexual experience, which create a hostile work environment.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
 - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
- Hostile actions taken against an individual because of that individual’s sex, sexual orientation, gender identity and the status of being transgender, such as:
 - Interfering with, destroying or damaging a person’s workstation, tools or equipment, or otherwise interfering with the individual’s ability to perform the job;
 - Sabotaging an individual’s work;
 - Bullying, yelling, name-calling.

Who can be a target of sexual harassment?

Sexual harassment can occur between any individuals, regardless of their sex or gender. New York Law protects employees, paid or unpaid interns, and non-employees, including independent contractors, and those employed by companies contracting to provide services in the workplace. A perpetrator of sexual harassment can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer or visitor.

Where can sexual harassment occur?

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at Village sponsored events or parties. Calls, texts, emails, and social media usage by employees can constitute unlawful workplace harassment, even if they occur away from the workplace premises or not during work hours.

What is Retaliation?

Unlawful retaliation can be any action that would keep a worker from coming forward to make or support a sexual harassment claim. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation.

Such retaliation is unlawful under federal, state, and (where applicable) local law. The New York State Human Rights Law protects any individual who has engaged in “protected activity.” Protected activity occurs when a person has:

- filed a complaint of sexual harassment, either internally or with any anti-discrimination agency;
- testified or assisted in a proceeding involving sexual harassment under the Human Rights Law or other anti-discrimination law;
- opposed sexual harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of harassment;
- complained that another employee has been sexually harassed; or
- encouraged a fellow employee to report harassment.

Reporting Sexual Harassment

Preventing sexual harassment is everyone's responsibility. The Village of Port Washington North cannot prevent or remedy sexual harassment unless it knows about it. Any employee, paid or unpaid intern or non-employee who has been subjected to behavior that may constitute sexual harassment is encouraged to report such behavior to a supervisor, manager, Mayor or Village Clerk. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to a supervisor, manager, Mayor or Village Clerk.

Reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint is attached to this Policy, and all employees are encouraged to use this complaint form.

Employees who are reporting sexual harassment on behalf of other employees should use the complaint form and note that it is on another employee's behalf.

Employees, paid or unpaid interns or non-employees who believe they have been a victim of sexual harassment may also seek assistance in other available forums, as explained below in the section on Legal Protections.

Supervisory Responsibilities

All supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual harassment is occurring, **are required** to report such suspected sexual harassment to the Mayor or Village Clerk

In addition to being subject to discipline if they engaged in sexually harassing conduct themselves, supervisors and managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

Supervisors and managers will also be subject to discipline for engaging in any retaliation.

Complaint And Investigation Of Sexual Harassment

All complaints or information about suspected sexual harassment will be investigated,

whether that information was reported in verbal or written form. Investigations will be conducted in a timely manner, and will be confidential to the extent possible.

An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough, and should be completed within 30 days. The investigation will be confidential to the extent possible. All persons involved, including complainants, witnesses and alleged perpetrators will be accorded due process to protect their rights to a fair and impartial investigation.

Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment. Employees who participate in any investigation will not be retaliated against.

Investigations will be done in accordance with the following steps:

- Upon receipt of complaint, the Mayor or Village Clerk will conduct an immediate review of the allegations, and take any interim actions, as appropriate. If complaint is oral, encourage the individual to complete the “Complaint Form” in writing. If he or she refuses, prepare a Complaint Form based on the oral reporting.
- If documents, emails or phone records are relevant to the allegations, take steps to obtain and preserve them.
- Request and review all relevant documents, including all electronic communications.
- Interview all parties involved, including any relevant witnesses;
- Create a written documentation of the investigation (such as a letter, memo or email), which contains the following:
 - A list of all documents reviewed, along with a detailed summary of relevant documents;
 - A list of names of those interviewed, along with a detailed summary of their statements;
 - A timeline of events;
 - A summary of prior relevant incidents, reported or unreported; and
 - The final resolution of the complaint, together with any corrective actions action(s).
- Keep the written documentation and associated documents in the employer’s records.
- Promptly notify the individual who complained and the individual(s) who responded of the final determination and implement any corrective actions identified in the written document.
- Inform the individual who complained of their right to file a complaint or charge externally as outlined below.

Legal Protections And External Remedies

Sexual harassment is not only prohibited by the Village of Port Washington North but is also prohibited by state, federal, and, where applicable, local law.

Aside from the internal process at the Village, employees may also choose to pursue legal remedies with the following governmental entities **at any time**.

New York State Division of Human Rights (DHR)

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to employers in New York State with regard to sexual harassment, and protects employees, paid or unpaid interns and non-employees regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with DHR or in New York State Supreme Court.

Complaints with DHR may be filed any time **within one year** of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, **within three years** of the alleged discrimination. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to the Village does not extend your time to file with DHR or in court. The one year or three years is counted from date of the most recent incident of harassment.

You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that discrimination has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If discrimination is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including paying monetary damages, attorney's fees and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458, (718) 741-8400 [appropriate other contact info], www.dhr.ny.gov

Contact DHR at (888) 392-3644 or visit dhr.ny.gov/complaint for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

United States Equal Employment Opportunity Commission (EEOC)

The EEOC enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred.

If an employee believes that he/she has been discriminated against at work, he/she can file a “Charge of Discrimination.” The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (1-800-669-6820 (TTY)), visiting their website at www.eeoc.gov or via email at info@eeoc.gov

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists. For example, employees who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 40 Rector Street, 10th Floor, New York, New York; call 311 or (212) 306-7450; or visit www.nyc.gov/html/cchr/html/home/home.shtml

Contact the Local Police Department

If the harassment involves physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department.

21. Workplace Violence Policy

Clerk Torrisi stated that no reports of workplace violence were received in the prior official year. On motion of Trustee Kepke, seconded by Trustee Scheff, it was unanimously

RESOLVED that the Board of Trustees hereby adopts the following Work Place Violence Policy for the Village of Port Washington North:

WORKPLACE VIOLENCE POLICY

I. SCOPE OF POLICY

The Village of Port Washington North (“Village”) is committed to the safety and security of its employees. Workplace violence presents a serious occupational safety hazard to Village staff and to residents, vendors, contractors and the general public (hereinafter collectively referred to as “visitors”). Threats, threatening behavior or acts of violence against employees or visitors by anyone on Village property will be thoroughly investigated and appropriate action will be taken, including summoning criminal justice authorities when warranted. All employees are responsible for helping to create an environment of mutual respect for each other as well as

visitors, following all policies, procedures and program requirements, and for assisting in maintaining a safe and secure work environment.

II. OBJECTIVE

This policy is designated to meet the requirements of New York State Labor Law 27b. The process involved in complying with this law includes a workplace evaluation that is designed to identify the workplace violence hazards Village employees could be exposed to. Other tools that are utilized during this process include establishing ongoing participation in the evaluation process, recommending methods to reduce or eliminate the hazards identified during the process, and investigating workplace violence incidents or allegations. All employees will participate in annual Workplace Prevention Training program.

III. DEFINITION

Workplace violence is any physical assault or acts of aggressive behavior occurring where a public employee performs any work-related duty in the course of his or her employment, including but not limited to:

- A. An attempt or threat to inflict physical injury upon an employee;
- B. Any intentional display of force which would give an employee reason to fear or expect bodily harm;
- C. Intentional and wrongful physical contact with a person without his or her consent that entails some injury;
- D. Stalking an employee with the intent of causing fear of material harm to the physical safety and health of such employee when such stalking has arisen through and in the course of employment.

IV. PROCEDURE

The goal of this policy is to promote the safety and well-being of all people in the Village workplace. All incidents of violence or threatening behavior will be responded to immediately upon notification. The Village has identified response personnel that include a member of management and an employee. All Village personnel are responsible for notifying one of the contact persons designated below of any violent incidents, threatening behavior, including threats they have witnessed or received. The Village personnel designated as contact persons are the Mayor and the Village Clerk.

22. Information Security Breach and Notification Policy

On motion of Trustee Scheff, seconded by Trustee Cohen, the following policy was unanimously adopted:

Information Security Breach and Notification Policy

1) Definitions

a) As used in the Policy, the following terms shall have the following meanings:

- i) “Private information” shall mean personal information in combination with any one or more of the following data elements, when either the personal information or the data element is encrypted or encrypted with an encryption key that has also been acquired:
 - (1) Social security number;
 - (2) Driver’s license number or non-driver identification card number; or
 - (3) Account number, credit or debit card number, in combination with any required security code, access code, or password which would permit access to an individual’s financial account;
- ii) “Private information” does not include publicly available information that is lawfully made available to the general public from federal, state, or local government records.
- iii) “Breach of any computerized data system maintained by or the Village” shall mean unauthorized acquisition or acquisition without valid authorization of computerized data which compromises the security, confidentiality, or integrity of personal information maintained by or for the Village. Good faith acquisition of personal information by an employee or agent of a state entity for the purposes of the agency is not such a breach, provided that the private information is not used or subject to unauthorized disclosure.
- iv) “State entity” shall mean any state board, bureau, division, committee, commission, council, department, public authority, public benefit corporation, office or other governmental entity performing a governmental or proprietary function for the state of New York, including the judiciary and all cities, counties, municipalities, villages, towns, and other local agencies.
- v) “Consumer reporting agency” shall mean any person which, for monetary fees, dues, or on a cooperative nonprofit basis, regularly engages in whole or in part in the practice of assembling or evaluating consumer credit information or other information on consumers for the purpose of furnishing consumer reports to third parties, and which uses any means or facility of interstate commerce for the purpose of preparing or furnishing consumer reports.

2) The Village shall disclose any breach of any computerized data system maintained by or for the Village, whether or not owned by the Village, which includes private information, following discovery or notification of the breach in the security of the system to any resident of the Village and/or the owner or licensee of the information, and/or such other person whose private information was, or is reasonably believed to have been, acquired by a person without valid authorization. The disclosure shall be made in the most expedient time possible and without unreasonable delay, consistent with the

legitimate needs of law enforcement, as provided in subdivision 3 of this Policy, or any measures necessary to determine the scope of the breach and restore the reasonable integrity of the data system.

3) The notification required by this Policy may be delayed if a law enforcement agency determines that such notification would impede a criminal investigation. The notification required by this Policy shall be made after such law enforcement agency determines that such notification does not compromise such investigation.

4) The notice required by this section shall be directly provided to the affected persons by one of the following methods:

- a) written notice;
- b) electronic notice, provided that the person to whom notice is required has expressly consented to receiving said notice in electronic form and a log of each such notification is kept by the Village; provided further, however, that in no case shall the Village require a person to consent to accepting said notice in said form as a condition of establishing any business relationship or engaging in any transaction;
- c) Substitute notice, if the Village Clerk determines that the cost of providing notice would exceed two thousand dollars, or that the affected class of subject persons to be notified exceeds two hundred, or the Village Clerk does not have sufficient contact information. Substitute notice shall consist of all of the following:
 - i) e-mail notice when the Village has an e-mail address for the subject persons;
 - ii) conspicuous posting of the notice on the Village's web site page; and
 - iii) notification to the local Village newspapers.

5) Regardless of the method by which notice is provided, such notice shall include name, telephone number, and email address of the Village Clerk, and a description of the categories of information that were, or are reasonably believed to have been, acquired by a person without valid authorization, including specification of which of the elements of personal information and private information were, or are reasonably believed to have been, so acquired.

6) Additional notices.

- a) In the event that any New York residents are to be notified at one time, the Village Clerk shall notify the state attorney general, the consumer protection board, and the state office of cyber security and critical infrastructure coordination as the timing, content, and distribution of the notices and approximate number of affected persons. Such notice shall be made without delaying notice to the affected individuals.

b) In the event that more than five thousand New York residents are to be notified at one time, the Village Clerk shall also notify consumer reporting agencies as to the timing, content and distribution of the notices and the approximate number of affected persons. Such notice shall be made without delaying notice to the affected individuals.

Mayor Weitzner closed the Annual Meeting.

B. Public Hearing - Budget Fiscal Year June 1, 2024 to May 31, 2025

1. Mayor Weitzner opened the public hearing, duly advertised in the **March 22, 2024** *Port Washington Times*, to consider the adoption of the proposed **BUDGET** for the fiscal year June 1, **2024** through May 31, **2025**. Budget Officer Bella presented the proposed **\$4,504,613** budget and recommended that the tax rate be **\$17.1427** per \$100 of assessed valuation. A stenographic transcript of the hearing is on file with the Village Clerk. All those present wishing to speak having been heard, on motion of Trustee Scheff, seconded by Trustee Cohen, it was unanimously RESOLVED that the public hearing be closed. Whereupon the Mayor closed the public hearing.

2. On motion of Trustee Cohen, seconded by Trustee Scheff, it was RESOLVED that the Budget for the fiscal year commencing June 1, **2024** through May 31, **2025**, as submitted by the Budget Officer, be and hereby is approved. A copy of the Budget for **2024-2025** appears below.

	2024-2025 Budget
Income	
1001 · Real Property Taxes	1,460,000
1090 · Interest & Penalties	5,000
1100- Payment in Lieu of Taxes	75,000
1120 Nassau County Sales Tax	
1130 · Utilities Gross Receipts Tax	
.01 · Key Span/LIPA	73,000
.02 · Verizon	1,000
.03 · Vonage	20
.25 · Cable (telephone)	1,000
.35 · AT&T	20
.95 · Other	200
	200

Total 1130 · Utilities Gross Receipts Tax	75,240	
1170 · Cable Franchise	62,000	
1255 · Clerk Fees		200
2110 · Zoning Board Fees		
General		300
Vill Hall/Vill Club		-
Total 2110 · Zoning Board Fees		<u>300</u>
2115 · Planning Board Fees		750
2401 · Interest and Earnings		
2401.LOSAP Interest (LOSAP)		
000 · Village	100,000	
100 · T&A Interest	-	
Total 2401 · Interest and Earnings		<u>100,000</u>
2555 · Building/Alteration Permits	100,000	
2560 · Street Opening Permits	4,000	
2590 · Permits -Other		
.500 · Landscaping permits	5,000	
.200 · Alarm permits		200
.300 · Pool permits	2,500	
.400 · Fence permits	2,000	
2590 · Permits -Other - Other		-
Total 2590 · Permits -Other	9,700	
2610 · Fines	18,000	
2660 · Sale of Real Property		-
2665 · Insurance Recoveries		-
2701 · Refund of Expenditures		-
2705 · Gifts and Donations		
Aaron Morgan Bench Fund		-
Gifts and Donations Other		-
Total 2705 · Gifts and Donations		<u>0</u>
2805 · PW Water District RePaving Reimbursement		
3001 · St Aid, Revenue Sharing	10,694	
3005 · St Aid, Mortgage Tax	90,000	
3040 · St. Aid Misc.	10,129	
3089 · St Aid, Other		
105 · Grant-Dept Trans, Pleasant Ave (NYS Senate)		-
106 · Grant-Parks Baywalk Phase III/2020 SAM Grant Kaplan		-
113 · JCAP Court Grant		-
114- Grant - State (NYS Ass'y) DASNY SAM Radcliff		-

115-Grant -County CRP Grant	-
117- Grant - State (NYS Assembly) DASNY	-
118-Grant - Phase II Watermain Proj. (a)#24458	100,000
119-Grant - Phase II Watermain Proj. (b)#24459	50,000
121-Grant - Addl. Roadwork #24958	-
122-Grant Senate TIE NYS 2018 Roads	-
Grant -NYS OPRHP EPF	500,000
Grant - N.C. CRP	275,000
Grant - NYS Assembly	125,000
Grant - NYS Govnr. Discretionary Funds	500,000
3089 · St Aid, Other - Other	-
	<hr/>
Total 3089 · St Aid, Other	1,550,000
A4089 Federal Aid - Other ARPA Sewers	
3400 FEMA Reimb. - Storms	-
3450 ARPA Federal Grant	-
3501 · St Aid, CHIPS	33,600
	<hr/>
	\$
Total Income	<u>3,604,613</u>

Expense

13254.Treasurer Investment Exp. LOSAP	
10101 · Bd of Trustees -Pers Service	24,000
11101 · Vill Court Clerk - Pers Service	12,051
11104 · Municipal Court - Cont Expense	
JCAP Court Grant	-
Auditor	-
Prosecutor	15,000
Training/Dues	1,200
Village Justice Court	1,000
11104 · Municipal Court - Cont Expense - Other	-
	<hr/>
Total 11104 · Municipal Court - Cont Expense	17,200
12101 · Mayor - Pers Service	10,000
13204 · Auditor - Cont Expense	
Prof. Fees - G.R. Util Tax Audit	-
Auditor	11,500
Fixed Asset Appraisal	1,000

Other		-
Total 13204 · Auditor - Cont Expense	12,500	
13251 · Treasurer - Pers Service	40,308	
14101 · Clerk - Pers Service		
Dep Vill Clerk - Pers Service	87,550	
Vlg Clerk/Assessor - Pers. Serv	98,084	
14101 · Clerk - Pers Service - Other		-
Total 14101 · Clerk - Pers Service	185,634	
14204 · Law, Contr Expense		
Attorney Fees/Expense	60,000	
Attorney for Litigation		-
Bond Counsel		-
Fine collection fees		-
Legal publications	2,500	
Recodification		-
Tax Cert/Assess Consult	24,000	
Total 14204 · Law, Contr Expense	86,500	
14501 · Elections - Pers Service	1,100	
14504 · Village Election - Expense		500
14604 · Records Management		-
16204 · Village Hall - Operations		-
Bank Charges		-
Copy Machine	3,000	
Legal Ads	2,000	
Miscellaneous	1,000	
Newsletter		500
Office Expense	6,000	
Office Supplies	4,000	
Postage/Delivery	4,000	
Printing/Copying	2,000	
Rent	70,000	
VH Generator Exp.		-
Seminars/Conferences	2,500	
Steno Service		

	2,500	
Lease Phone System/Serv. Contract	3,000	
Telephone/Internet	5,000	
Communications Consultant	3,000	
Temp Help	5,000	
16204 · Village Hall - Operations - Other		-
Total 16204 · Village Hall - Operations	113,500	
16802 · Computer Hardware/Software	15,000	
16804 · Central Data Process, Contr Exp		
Computer, Online Service	2,000	
Computer, Web Hosting		600
Computer, Repairs/Maintenance	10,000	
Payroll Expense	2,000	
16804 · Central Data Process, Contr Exp - Other		-
Total 16804 · Central Data Process, Contr Exp	14,600	
19104 · Insurance	42,000	
19204 · Municipal Assoc Dues	5,200	
19304 · Tax Cert, Judgements & Claims	50,000	
S.C.A.R.S.	15,000	
19404 · Settlements & Claims	35,000	
19504 · Taxes on Property - Sewer Tax	1,000	
19809 · Other		-
19904 · Contingent Account	150,774	
34104 · Fire - Contr Expense		
90258-Serv. Award Program Exp.		
Fire Dept - Inc. Award Programs	34,396	
Fire Dept - Workers' Comp	11,000	
34104 · Fire - Contr Expense - Other		307,337
Total 34104 · Fire - Contr Expense	352,733	
36201 · Safety Inspection - Per Service		

Superintendent of Buildings	99,622	
Bldg Inspector	37,080	
Safety Inspection Expenses		500
36201 · Safety Inspection - Per Service - Other		-
		<hr/>
Total 36201 · Safety Inspection - Per Service	137,202	
36204 · Safety Inspector - Contr Exp.		
39894 · Other Public Safety	4,000	
50200 · Engineers & Consultants	25,000	
50203 · ARPA Exp. Swr. Engineers & Consultants		-
50204 · Engineering - Contr Expense		
Grant-Dept Trans, Pleasant Ave (NYS Senate)		-
JCAP Court Grant		-
Grant - Phase II Watermain Proj. (a)#24458 (Fish/Sea)	100,000	
Grant - Phase II Watermain Proj. (b)#24459 (Por/Bay)	50,000	
Grant - Addl. Roadwork (#24958)		-
Grant -NYS OPRHP EPF	500,000	
Grant - N.C. CRP	275,000	
Grant - NYS Assembly	125,000	
Grant - NYS Govnr. Discretionary Funds	500,000	
50204 · Engineering - Contr Expense - Other		-
		<hr/>
Total 50204 · Engineering - Contr Expense	1,550,000	
50205 · Engineering -ARPA Projects		-
Total 50205 · Engineering & ARPA Projects		-
51101 · Maint of Strs, Supt Highways	29,181	
DPW Laboror	26,780	
51102 St. Maint.-Vehicle/Equip Purchase	69,000	
51104 · Maint Sts - Cont Expense		
Road Construction Projects	80,000	
Regular Street Maint	30,000	
Storm Drain Maintenance	18,000	
Emergency Road Maintenance	12,000	
Street Sign Maintenance	5,000	
Street Sweeping	30,000	

Thermoplastic/DPW Misc. Exp.	3,000	
Traffic Sign Maintenance	3,000	
Tree Wk Prev Maint Roads	80,000	
Vehicle Purchase/Maintenance	5,000	
Vil Entrance Sign Maintenance	2,500	
51104 · Maint Sts - Cont Expense - Other		-
		<hr/>
Total 51104 · Maint Sts - Cont Expense	268,500	
5112.2 · CHIPS Expense	33,600	
51424 · Snow Removal		
Contingency	20,000	
Plowing/Labor	60,000	
Sand and Salt	32,000	
51424 · Snow Removal - Other		-
		<hr/>
Total 51424 · Snow Removal	112,000	
51777 · S.S.Sandy Expenses(FEMA Reimb.)		
51824 · Street Lightling		
Mark Outs	6,000	
Electric	7,000	
Maintenance	30,000	
Pole Rental		400
51824 · Street Lightling - Other		-
		<hr/>
Total 51824 · Street Lightling	43,400	
54104 · Sidewalks - Contr Expense	192,000	
80101 · Zoning Board - Pers Service	3,000	
80104 · Zoning Board - Expense		150
80201 · Planning Board - Pers Service	3,335	
80204 · Planning Board - Expense		150
81704 · St Cleaning, DPW Leaf Removal	29,680	
85604 · Trees, Parks & Beautification	90,000	
Village Share of Playground/Park	500,000	
90108 · State Retirement System	51,535	

90308 · Payroll Tax Expense	32,000
90408 · Worker's Compensation	13,500
90608 · Health Insurance	105,000
91898 · Payroll Tax Expense-	1,000
97107 · Serial Bonds, Principal	-
97108 · Serial Bonds, Interest Expense	-
Total Expense	<u>4,504,613</u>
	\$
Budgeted Appropriation:	<u>(900,000)</u>

Vote was recorded as follows: Trustee Cohen-aye, Trustee Kepke-aye, Trustee Malatino-aye, Trustee Scheff-aye, Mayor Weitzner-aye. Motion carried.

3. On motion of Trustee Kepke, seconded by Trustee Cohen, it was RESOLVED that for the fiscal year June 1, **2024** through May 31, **2025** the tax be and hereby is levied against each and every parcel of real property within the Village of Port Washington North as shown on the last completed Assessment Roll at the rate of **\$17.1427** per \$100 of assessed valuation, and the Clerk is directed to extend and carry upon the Assessment Roll the amount to be levied against each parcel of real property shown thereon.

Vote was recorded as follows: Trustee Cohen-aye, Trustee Kepke-aye, Trustee Malatino-aye, Trustee Scheff-aye, Mayor Weitzner-aye. Motion carried.

4. On motion of Trustee Kepke, seconded by Trustee Malatino, it was RESOLVED that a **Warrant for the Collection of Taxes** be issued to the Clerk in the following form:

YOU ARE COMMANDED to receive and collect from the several persons named in the assessment roll, the several sums named in the last column thereof opposite their respective names, altogether a total of **\$1,460,000** for the purposes set forth in a budget heretofore adopted for the fiscal year June 1, **2024** to May 31, **2025**, a copy of which is annexed to the minutes; and

You are hereby COMMANDED to receive as much taxes as may voluntarily be paid to you from June first to and including July first of this year, without additional charge; and all taxes for which payment has not been received and remain unpaid after July 1, **2024**, shall have added an additional five percent (5%) interest for the month of July, and for each month and fraction thereafter, an additional interest payment, which shall be computed at the maximum percentage rate permitted, pursuant to the Real Property Tax Law, until said taxes and accrued interest are paid in full; and you are to make a return of this warrant by **February 1, 2025**; and if any tax on real estate or any interest herein placed upon the tax roll shall be unpaid at the time when you are required to return this warrant and roll, you are to deliver to the Board of Trustees an account of the taxes remaining due containing a description of the lands upon which such taxes were unpaid as the same were

placed upon the tax list, together with the amount of the tax so assessed and interest thereon.

Dated: **April 9, 2024**

Seal

Robert S. Weitzner, Mayor

In witness whereof, I have hereunto set my hand as Clerk of the above Village this **9th day of April 2024.**

Vote was recorded as follows: Trustee Cohen-aye, Trustee Kepke-aye, Trustee Malatino-aye, Trustee Scheff-aye, Mayor Weitzner-aye. Motion carried.

5. On motion of Trustee Cohen, seconded by Trustee Scheff, it was unanimously RESOLVED that the **annual salaries**, effective June 1, **2024**, for the officials be and hereby are as follows:

Mayor	\$10,000	Treasurer	\$40,308	Building Superintndnt	\$119.51/hr
Trustees	24,000	Clerk	98,083	Building Plan Examiner	59.74/hr
Planning Board	3,335	Deputy Clerk	87,550	Clerk to Village Justice	77.57/hr
Board Appeals	3,000	Supt Public Wks	29,183	Special Vill. Prosecutor	125.00/hr
				Laborer P/T	25.75/hr

C. Regular Meeting

1. Clerk - Tax Lien Sale

On motion of Trustee Scheff, seconded by Trustee Cohen, it was unanimously RESOLVED that this Board, pursuant to Article 14 of the Real Property Tax Law of the State of New York, determines to collect the amount of such unpaid taxes levied or assessed for the year **2023** by a **Tax Sale** in the manner and after the form and requirements as provided and prescribed by said Article and completed subsequent to the 20th day of March **2024** but not later than July 31, **2024** in accordance with Section 1452 subdivision 4 of the Real Property Tax Law; and BE IT FURTHER RESOLVED that pursuant to Section 1452 of the Real Property Tax Law, the Treasurer of the Village of Port Washington North will sell at Public Auction in the manner provided by law on the **17th day of June 2024** at 12:00 noon at the Village Hall, 3 Pleasant Avenue, Port Washington, New York, parcels of real estate to discharge taxes as assessments for the fiscal year ending May 31, **2023**, fees, interest and charges which may be due thereon at the time of such sale.

Vote was recorded as follows: Trustee Cohen-aye, Trustee Kepke-aye, Trustee Malatino-aye, Trustee Scheff-aye, Mayor Weitzner-aye. Motion carried.

2. Treasurer

a. On motion of Trustee Scheff, seconded by Trustee Cohen, it was unanimously RESOLVED that the reading of the General Fund Abstract of Vouchers #268, totalling \$102,928.35, and the Trust & Agency Abstract of Vouchers #198, totalling \$185.50, be waived and that they be and hereby are approved as prepared by Treasurer Bella.

b. On motion of Trustee Cohen, seconded by Trustee Scheff, it was unanimously RESOLVED that the budget modifications, prepared by Treasurer Bella, be and hereby are accepted as presented.

c. Trustee Scheff stated that she reviewed the bank statement reconciliations for February 2024.

3. Reports

a. Public Works

On motion of Trustee Kepke, seconded by Trustee Malatino, it was unanimously RESOLVED that the Public Works report for March 2024 be and hereby is accepted as presented by Superintendent Poole.

b. Building Department

On motion of Trustee Malatino, seconded by Trustee Cohen, it was unanimously RESOLVED that the Building Department reports for March/April 2024 be and hereby are accepted as submitted by Superintendent Barbach.

c. Traffic Safety Commission & Emergency Management

On motion of Trustee Cohen, seconded by Trustee Scheff, it was unanimously RESOLVED that the Traffic Safety and Emergency Management reports for March 2024 be accepted as presented by Commissioner Kaplan.

d. Beautification Commission

On motion of Trustee Kepke, seconded by Trustee Malatino, it was unanimously RESOLVED that the Beautification Commission reports for March 2024 be and hereby is accepted as presented by Commissioner Roth.

e. Communications Commission

On motion of Trustee Kepke, seconded by Trustee Scheff, it was unanimously RESOLVED that the Communications Commission reports for March 2024 be and hereby is accepted as presented by Commissioner Summa.

f. Justice Court

The Board accepted the Justice Court report for February 2024 submitted by Court Clerk Kropacek.

4. Business

a. DEC MS-4 Stormwater Management Report - H2M Engineers

On motion of Trustee Scheff, seconded by Trustee Malatino, it was unanimously RESOLVED that the Village of Port Washington North enter into an agreement with H2M to prepare Village of Port Washington North MS-4 reports for submission to the NYS Department of Environmental Conservation, in accordance with the fee schedule set for professional services for Stormwater Management Plan and Mapping Updates proposal LP230841 Rev 1, dated April 4, 2024; and that the Mayor is hereby authorized to execute said agreement with H2M.

b. ArcGIS Maintenance Agreement - ESRI

On motion of Trustee Cohen, seconded by Trustee Malatino, it was unanimously RESOLVED that the Village of Port Washington North enter into an agreement with ESRI for ArcGIS Desktop maintenance services for a one-year period commencing June 15, 2024 at a cost not to exceed \$443.30, as more particularly set forth in a written proposal dated March 16, 2024, and authorizes the Village Clerk to submit any required documentation.

c. Tax Certiorari Settlement

On motion of Trustee Kepke, seconded by Trustee Scheff, the following resolution was unanimously adopted:

WHEREAS there is now pending the Supreme Court, Nassau County, proceedings by the owners of certain real property within the Village of Port Washington North to reduce the assessed valuation placed on property for Village Tax purposes; and WHEREAS the Village Attorney recommends that said proceeding be settled in accordance with a written memorandum to the Board dated March 16, 2024; now, therefore, be it RESOLVED that the Village Attorney is hereby authorized to settle the following tax certiorari proceeding on the basis indicated:

PEBB Soundview LLC
Soundview Marketplace, Shore Road
Section 4, Block 129, Lots 1, 10, 12 & 14C

<u>Tax Year</u>	<u>Present Assessment</u>	<u>Proposed Assessment</u>	<u>Refund</u>
2015/16	\$400,000	--	} Settlement
2016/17	\$400,000	--	}

2017/18	\$400,000	--	}	of
2018/19	\$400,000	--	}	
2019/20	\$400,000	--	}	\$65,000,
2020/21	\$400,000	--	}	
2021/22	\$400,000	--	}	Paid Over
2022/23	\$400,000	--	}	
2023/24	\$400,000	--	}	Three Years

BE IT FURTHER RESOLVED that a settlement of \$65,000.00, to be paid \$25,000 the first year and \$20,000 the second and third years, is approved and the Assessor is hereby directed to place an assessment of \$312,000 upon the Village Assessment 2024/25 Roll for Section 4, Block 129, Lots 1, 10 12 & 14C; and

BE IT FURTHER RESEOLVED that there shall be three-year moratorium on filing tax certioraris for the aforesaid property.

On motion of Trustee Scheff, seconded by Trustee Cohen, it was unanimously RESOLVED that the meeting be and hereby is adjourned at 8:49 p.m.

Palma Torrisi, Village Clerk