

**MINUTES OF A REGULAR MEETING
OF THE BOARD OF TRUSTEES
OF THE VILLAGE OF THOMASTON
November 17, 2020**

The Board of Trustees met on Tuesday, November 17, 2020 via videoconference at 7:30 p.m.

Present: Mayor Steven Weinberg, Deputy Mayor James Sharkey, Trustee Jill Monoson, Trustee To-on Pang, Trustee Burton Weston, and Village Administrator Knowland

Absent: None

The Mayor opened the meeting at 7:40 p.m.

Mayor Weinberg read the following statement regarding the procedures for this meeting:

“Due to public health and safety concerns related to COVID-19, and pursuant to Governor’s Executive Orders, this meeting of the Board of Trustees is not being held in person.

The Board is meeting by videoconferencing. The meeting will be recorded and a transcription will be provided at a later date. The public has the opportunity to observe this meeting live online and to submit comments, pursuant to instructions given on the Village website and in the meeting notice.

Interested members of the public may provide comments on an agenda item or public hearing by calling in during the meeting at **(646) 558-8656, Meeting ID: 889 3639 6267, Password: 681998** or through the written chat section of the Zoom meeting. Comments may also be provided via email before and during the meeting to clerk@villageofthomaston.org.

The Village Administrator will now call the roll for attendance at this meeting by members of the Board and relevant Village staff.”

The Village Administrator called the roll.

A quorum of the Board was in attendance, and the Board began the business of this meeting.

Adoption of Minutes

RESOLUTION 20-94

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

RESOLVED, that the minutes of the Board of Trustees meeting held on October 14, 2020 are hereby approved and accepted as presented.

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

Sign Permit – 124 S. Middle Neck Road

RESOLUTION 20-95

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

WHEREAS, the Zoning Board of Appeals previously granted variances of §148-1(C) and §148-46(G)(1) of the Village code to permit signs in an Apartment B Zoning District in a front yard setback area, and to permit signs with an area of 57.3 square feet where a maximum of one square foot is permitted on the building located at 124 S. Middle Neck Road, Thomaston, NY 11021, and

WHEREAS, the decision of the Zoning Board of Appeals was filed in the Clerk’s office on June 17, 1993, and

WHEREAS, upon the use of the relief granted in the decision of the Zoning Board of Appeals, the relief granted in said decision became vested, and runs with the property, and

WHEREAS, Biener Ford, LLC (sign owner) has applied for a permit to replace the existing signs with signs with an area of 39.93 square feet, and

WHEREAS, the proposed signs are within the scope of the previously granted zoning variance relief,

NOW THEREFORE BE IT RESOLVED, that the Board of Trustee hereby approves the issuance of a sign permit to Biener Ford, LLC, to replace the wall signs on the building located at 124 S. Middle Neck Road, Thomaston, NY 11021., compliant with the application documents and the decision of the Zoning Board of Appeals, including the conditions that the signs are to be illuminated only during business hours, and in no event later than 9:00 p.m. on any day; and the source of illumination of such signs shall not be visible from the front or side.

A copy of the sign permit application is on file in the Building Department.

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

Upcoming Annual Audit for FYE February 28, 2021

The Mayor informed the Board that the Village has received a proposed engagement letter from Duff & Phelps (Attachment A) for professional services to provide an updated fixed asset accounting ledger in conjunction with the annual audit. The cost for the fixed asset accounting ledger for the FYE 2/28/21 will be \$1,250 vs. \$1,225 for FYE 2/29/20.

RESOLUTION 20-96

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

RESOLVED, that the Board of Trustees hereby authorizes the Mayor to accept and sign on behalf of the Village, the proposed letter of engagement from Duff and Phelps for professional services to provide the fixed asset accounting ledger for the fiscal year ended February 28, 2021.

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

Payment of Annual Invoice - NYS & Local Retirement System

The Board reviewed the annual invoice for the NYS & Local Retirement System (Attachment B).

RESOLUTION 20-97

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

RESOLVED, that the Village Administrator is authorized to pay the NYS & Local Retirement System annual invoice, in the amount of \$55,753, by December 15, 2020 to take advantage of the early payment discount.

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

Amendments to the Village Fee Schedule

The Board reviewed proposed amendments to certain building department fees.

RESOLUTION 20-98

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

RESOLVED, that fees for the following items on the Village Fee Schedule are hereby amended, effective immediately:

Building Permit	\$200 for first \$1,000 of cost; plus \$20 per \$1,000 for the next \$24,000 of cost; plus \$30 per \$1,000 for the next \$150,000 of cost; plus \$20 per \$1,000 for the remaining cost.
Building Permit Amendment	
1 and 2 Family	\$200 for first \$1,000 of cost; plus \$20 per \$1,000 for the next \$24,000 of cost; plus \$30 per \$1,000 for the next \$150,000 of cost; plus \$20 per \$1,000 for the remaining cost.; plus deposit, if required, as per above.
All other	\$200 plus \$15 per \$1,000 of cost, up to \$150,000; plus \$20 per \$1,000 of remaining cost; plus deposit, if required, per above
Building Permit Extension	Residential: 1 st Extension 50% of original permit fee 2 nd Extension 50% of original permit fee Commercial 1 st Extension 25% of original permit fee 2 nd Extension 25% of original permit fee
	<i>*Maximum of two (2) extensions for six (6) months each Once expired, a new permit application and fee are required</i>
Demolition Permit	\$ 1,000

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

Proposed Village Code Changes

RESOLUTION 20-99

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

RESOLVED, that the Village Administrator is authorized and directed to publish and post one or more legal notices as may be required by law with respect to the following proposed local laws, such hearings to be held at dates and times of regular Board meetings as may be designated by the Mayor:

Bill T2020C.1 – A local law to amend the Code of the Village of Thomaston in relation to location of exterior HVAC installations and equipment.

Bill T2020D - A local law to amend the Code of the Village of Thomaston in relation to regulation of small cell antennae facilities

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

Public Works Report

The Mayor read the Public Works Report.

New Business

Trustee Weston inquired as to whether the Village has received any notification from Nassau County regarding paving on Grace Avenue between Gilcrest Road and E. Shore Road. Both Mayor Weinberg and Village Administrator Knowland indicated that no such notification has been received.

Deputy Mayor Sharkey has notice that advertising stickers have been placed on the back of several stop signs in the Village. Mayor Weinberg indicated that he would bring this to the attention of the Department of Public Works.

Deposit Refunds

RESOLUTION 20-100

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

RESOLVED, that the refunds of deposits, in the aggregate amount of \$10, 645.18 (as itemized on the Abstract of Refunds dated Tuesday, November 14, 2020), are hereby approved for disbursement from the Trust and Agency Fund.

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

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

Vouchers

RESOLUTION 20-101

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

RESOLVED, that the vouchers, in the aggregate amount of \$69,120.12 (as itemized on the Abstract of Vouchers dated Tuesday, November 17, 2020), are hereby approved for payment, all allocated to the General Fund.

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

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

ADJOURNMENT

At 8:09 p.m., there being no further business, the motion to adjourn was made by Trustee Weston, seconded by Trustee Monoson, and unanimously approved.

Respectfully Submitted,

Denise M. Knowland
Village Administrator

**INC. VILLAGE OF THOMASTON
AUDITED VOUCHERS**

October 15 through November 17, 2020

Type	Date	Num	Name	Amount
Check	10/15/2020	ET	FRANCOTYP-POSTALIA, INC.	-200.00
Paycheck	10/16/2020	DD	ALLAN J GRDOVICH	
Paycheck	10/16/2020	DD	ANTHONY J CIAPPA	
Paycheck	10/16/2020	DD	CHRISTOPHER T SCHICKLER	
Paycheck	10/16/2020	DD	STEVEN G PULSCH	
Paycheck	10/16/2020	DD	CATHERINE M PULTOIAN	
Paycheck	10/16/2020	DD	DAVID B DISTILLI	
Paycheck	10/16/2020	DD	DENISE M KNOWLAND	
Paycheck	10/16/2020	DD	FRANCIS M MORRISEY	
Paycheck	10/16/2020	DD	GERALD P. UMLAUF	
Paycheck	10/16/2020	DD	LINDA M EARLEY	
Paycheck	10/16/2020	DD	NEIL G. HICKS	
Paycheck	10/16/2020	DD	WILLIAM MAZURKIEWICZ	
Check	10/16/2020	ACH	MICHAEL F. MCNERNEY ARCHITECT PLLC	-1,351.25
Check	10/16/2020	2788	PSEGLI	-584.00
Check	10/16/2020	2789	PSEGLI	-32.58
Paycheck	10/30/2020	DD	ALLAN J GRDOVICH	
Paycheck	10/30/2020	DD	ANTHONY J CIAPPA	
Paycheck	10/30/2020	DD	CATHERINE M PULTOIAN	
Paycheck	10/30/2020	DD	CHRISTOPHER T SCHICKLER	
Paycheck	10/30/2020	DD	DAVID B DISTILLI	
Paycheck	10/30/2020	DD	DENISE M KNOWLAND	
Paycheck	10/30/2020	DD	GERALD P. UMLAUF	
Paycheck	10/30/2020	DD	LINDA M EARLEY	
Paycheck	10/30/2020	DD	NEIL G. HICKS	
Paycheck	10/30/2020	DD	STEVEN G PULSCH	
Paycheck	10/30/2020	2790	WILLIAM MAZURKIEWICZ	
Check	10/30/2020	ACH	MICHAEL F. MCNERNEY ARCHITECT PLLC	-2,386.25
Check	11/03/2020	2791	VERIZON	-444.16
Check	11/03/2020	2792	VERIZON WIRELESS	-80.10
Check	11/03/2020	2793	PSEGLI	-59.25
Check	11/03/2020	2794	PSEGLI	-10.36
Check	11/03/2020	2795	PSEGLI	-351.60
Check	11/10/2020	2796	MANHASSET-LAKEVILLE WATER DISTRICT	-16.20

Check	11/10/2020	2797	MANHASSET-LAKEVILLE WATER DISTRICT	-889.40
Paycheck	11/13/2020	DD	ALLAN J GRDOVICH	
Paycheck	11/13/2020	2798	ANTHONY J CIAPPA	
Paycheck	11/13/2020	DD	CHRISTOPHER T SCHICKLER	
Paycheck	11/13/2020	DD	GERALD P. UMLAUF	
Paycheck	11/13/2020	DD	NEIL G. HICKS	
Paycheck	11/13/2020	DD	STEVEN G PULSCH	
Paycheck	11/13/2020	DD	CATHERINE M PULTOIAN	
Paycheck	11/13/2020	DD	DAVID B DISTILLI	
Paycheck	11/13/2020	DD	DENISE M KNOWLAND	
Paycheck	11/13/2020	DD	LINDA M EARLEY	
Paycheck	11/13/2020	2799	WILLIAM MAZURKIEWICZ	
Check	11/13/2020	ACH	MICHAEL F. MCNERNEY ARCHITECT PLLC	-891.25
Check	11/17/2020	2800	CASHIN SPINELLI & FERRETTI, LLC	-1,937.50
Check	11/17/2020	2801	LIFFCO INC. POWER EQUIPMENT	-84.96
Check	11/17/2020	2802	OLD VILLAGE TREE SERVICE	-1,150.00
Check	11/17/2020	2803	JORDAN ASSOCIATES	-942.75
Check	11/17/2020	2804	JENNIFER DEVLIN	-1,326.30
Check	11/17/2020	2805	COSTELLO'S HARDWARE	-77.99
Check	11/17/2020	2806	AUTO BARN	-9.59
Check	11/17/2020	2807	BUSINESS CARD	-74.02
Check	11/17/2020	2808	BUSINESS CARD	-1,689.23
Check	11/17/2020	2809	READYREFRESH BY NESTLE	-64.90
Check	11/17/2020	2810	TOWN OF NORTH HEMPSTEAD-SWMA	-3,607.96
Check	11/17/2020	2811	CUTTERMILL MAILROOM	-20.00
Check	11/17/2020	2812	OPTIMUM	-22.00
Check	11/17/2020	2813	MEADOW CARTING CORP	-29,519.20
Check	11/17/2020	2814	GRAINGER	-61.64
Check	11/17/2020	2815	B & R PLUMBING & HEATING OF L.I. INC.	-190.00
Check	11/17/2020	2816	HOME DEPOT CREDIT SERVICES	-488.97
Check	11/17/2020	2817	GARY MUHLSTOCK	-500.00
Check	11/17/2020	2818	WEX BANK	-792.85
Check	11/17/2020	2819	GENERAL WELDING SUPPLY CORP	-7.50
Check	11/17/2020	2820	MEYER, SUOZZI, ENGLISH & KLEIN, P.C.	-660.00
Check	11/17/2020	2821	FELDMAN LUMBER	-60.72
Check	11/17/2020	2822	PERMA	-130.00
Check	11/17/2020	2823	NYS EMPLOYEES' HEALTH INSURANCE	-15,231.98
Check	11/17/2020	2824	WINTERS BROS. HAULING OF LI, LLC	-1,225.00
Check	11/17/2020	2825	NATIONAL GRID	-100.63

	Check	11/17/2020	2826	NATIONAL GRID	-276.42
	Check	11/17/2020	2827	NATIONAL GRID	-193.27
	Check	11/17/2020	2828	NATIONAL GRID	-331.23
	Check	11/17/2020	2829	FINE DETAILING	-200.00
	Check	11/17/2020	2830	FRIENDS IRRIGATION, INC.	-90.00
	Check	11/17/2020	2831	PSEGLI	-565.47
	Check	11/17/2020	2832	PSEGLI	-125.04
	Check	11/17/2020	2833	AUTO BARN	-23.94
	Check	11/17/2020	2834	WATER AUTHORITY OF GREAT NECK NORTH	-42.66
					-69,120.12
	TOTAL				-69,120.12

Duff & Phelps, LLC
800 Hoesunguen Plaza East, 12th Floor, Newark, NJ 07102
T +1 973 775 9300

DUFF & PHELPS

November 4, 2020

Ms. Denise M. Knowland
Village Administrator
Village of Thomaston
100 East Shore Road
Great Neck, NY 11023



Dear Ms. Knowland,

Duff & Phelps, LLC ("Duff & Phelps"), will provide Village of Thomaston the consulting services described within this agreement ("Agreement").

Purpose of the Engagement

The purpose of this engagement is to provide Village of Thomaston an updated fixed asset accounting ledger for accounting and financial reporting as of February 28, 2021.

Engagement Scope

We will compile a fixed asset accounting ledger based on information provided by Village of Thomaston for the fiscal year ending February 28, 2021. We will not inventory Village of Thomaston's fixed assets nor verify the existence or ownership. We completed our last inspection and inventory of Village of Thomaston's fixed assets on March 2, 2005.

Definition of Historical Cost

Historical cost is defined by Generally Accepted Accounting Principles as the amount of cash, or its equivalent, paid to acquire an asset.

Scope of Work

To perform our analysis, we require the following information for each fixed asset acquisition, disposal, or transfer:

- Property
- Building
- Room
- Floor
- Asset Number
- Tag Number
- Asset Classification (Account)
- Description
- Manufacturer
- Model
- Serial Number
- Acquisition Date
- Historical Cost
- Function Code

Upon your request, we can provide an Excel reporting template and related instructions to assist you in providing us your fixed asset activity data. Fixed asset activity data must be sent to us in Excel format. Village of Thomaston acknowledges and accepts responsibility for the completeness and accuracy of its fixed asset activity data.

We anticipate this engagement will include the following.

-
- 1) Assign the appropriate useful lives
 - 2) Estimate historical cost of additions using standard or normal costing techniques. (Normal costing involves estimating the historical cost of an asset by reverse trending the replacement cost new back to the date of acquisition. For standard costing, we estimate the historical cost of an asset by comparing it with the known average installed cost of an identical or similar unit at the estimated acquisition date of the subject fixed assets.)
 - 3) Enter the current-year fixed asset activity data into our Electronic Property Record Asset Information System ("ePRAIS")
 - 4) Calculate accumulated depreciation for all fixed assets and depreciation expense for the current fiscal year consistent with the methodology employed by Village of Thomaston.

Terms and Conditions

This Agreement is subject to and incorporates the **Terms and Conditions** attached as **Exhibit A**.

Fee

The fee for this engagement will be \$1,250.00, and will be invoiced upon your receipt of the final appraisal report.

This fee includes issuing the deliverables below and responding to customary questions from Village of Thomaston and its auditor or advisors. Additional fee will be required for an increase in engagement scope or involvement in subsequent reviews beyond the customary work effort. Additional fee also may be required if Village of Thomaston does not provide its fixed asset activity data in Excel format.

Village of Thomaston may cancel this engagement at any time and will only be obligated for fees and expenses incurred. Our fee is not contingent on our deliverable or any subsequent event related to it.

Timing and Deliverables

This engagement will require cooperation, access, and timely receipt of requested information from management of Village of Thomaston. After this Agreement is signed and all requested information is received, we will begin our analyses and provide our final report within four to six weeks.

The report will be provided in electronic format and will present our conclusions and related narrative discussion of the supporting analyses and assumptions, along with appropriate exhibits. Additional relevant information and analyses considered will be retained in our work files.

Upon your request, we can provide an SOC 1 Type 2 report prepared by our independent auditor, Baker Tilly, which discusses policies and procedures placed in operation and tests of operating effectiveness.

Conclusion

We appreciate the opportunity to serve Village of Thomaston. To authorize, please sign below and return the full executed copy to wjp@duffandphelps.com. This Agreement shall remain valid for signature for 30 days. Please contact David Jones at 678 916 2575 with any questions.

Sincerely,



Bradley L. Schulz
Managing Director

Client of Record: Village of Thomaston

Signature: _____

Name: _____

Title: _____

Date: _____

reliance upon Duff & Phelps' work product. The foregoing indemnification obligations shall not apply in the event that a court of competent jurisdiction finally determines that such claims resulted directly from the gross negligence, willful misconduct, or fraudulent acts of Duff & Phelps.

Limitation of Liability – In no event shall Duff & Phelps be liable to Village of Thomaston (or any person claiming through Village of Thomaston) under this Agreement, under any legal theory, for any amount in excess of the total professional fees paid by Village of Thomaston to Duff & Phelps in connection with this engagement, except to the extent such liability is directly caused by Duff & Phelps' gross negligence, fraud, or willful misconduct. The foregoing limitation of liability shall not apply to liabilities that arise from personal injury or property damage resulting primarily from Duff & Phelps' negligence or willful misconduct. In no event shall Duff & Phelps be liable to Village of Thomaston for any consequential, indirect, lost profit, or similar damages relating to or arising from this engagement.

Environmental Policy – Duff & Phelps will not investigate, nor assume responsibility for, the existence or impact of any contamination or hazardous substance related to property or assets associated with this engagement.

Governing Law – This Agreement is governed by and construed in accordance with the laws of the State of New York.



Office of the State Comptroller
New York State & Local Retirement System

New York State Comptroller
Thomas P. DiNapoli



RECEIVED BY
 NOV - 5 2020
 Village of Thomaston

VILLAGE OF THOMASTON

40303 ERS - 2021 Annual Invoice

Payment of this invoice must be received by the Retirement System on or before February 01, 2021. If paying the prepay amount, payment must be received on or before December 15, 2020. Unpaid balances accrue interest at the rate of 6.60%. If you have questions, please contact the Employer Information line at 1-866-805-0990 or 516-474-7736. Select #1 from the menu, enter your location code at the prompt and choose the Employer Billing option.

Payment Due February 01, 2021	Prepayment Due December 15, 2020
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Total Amount Due : \$56,213 \$55,753

Contribution Stabilization Program
 (Chapter 57, Laws of 2010)

Minimum Amount Due Under This Program: \$55,177 \$54,717
 Maximum Amount to Amortize: \$1,036

Contribution Details						
Tier	Plan ID	Options	Salary	Rate	Regular Pension Contribution**	GTLI
4	A15		\$311,606	16.00%	\$48,299	\$1,553
6	A15		\$85,228	9.50%	\$5,871	\$326
Subtotal:			\$376,834		\$54,169	\$1,884

**Regular Pension Bill without CTLI - Uses March 31, 2020 Salaries with Final Rates

2021 Regular Pension Contribution, Including GTLI \$56,054

Invoice Details

Due February 01, 2021 Payments	divide by factor	Pre Pay December 15, 2020 Payments
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Adjustments

Prior Years' Adjustment	\$159	1.008257	\$158
Total Adjustments	\$159		\$158
Total Adjustments and Installments	\$159		\$158
2021 Regular Pension Contribution	\$56,054	1.008257	\$55,595
Total Amount Due	\$56,213		\$55,753