

**VILLAGE OF MANORHAVEN  
BOARD OF TRUSTEES MEETING  
March 25, 2021 6:30 p.m. AGENDA**

**CALL TO ORDER:**

**PLEDGE OF ALLEGIANCE:**

**ATTENDANCE:**

**REPORTS:**

- Justice Court
- Building Department
- Police Department

**MINUTES:**

Draft Minutes of the February 25 General Meeting Minutes

**ABSTRACT OF CLAIMS:**

- General Fund 2/25/2021 through 03/24/2021

**RESOLUTIONS:**

**Resolution No. 8- 2021: A RESOLUTION AUTHORIZING PAYMENT IN ADVANCE OF AUDIT OF CERTAIN ORDINARY AND RECURRING CLAIMS**

BE IT RESOLVED that the Village Clerk-Treasurer is authorized to pay, in advance of the Audit by the Board of Trustees, certain recurring and ordinary expenses of the Village, as follows: Accu Data payroll, ARB – Chair, Members and Alternate Members, BZA – Chair, Members and Alternate Members, C & G Inspections Services, Inc., (Building Dept. Consultant), CSEA (Union dues deduction), Internal Revenue Service (payroll withholding), PSE&G Long Island (utility), National Grid, NYS Deferred Compensation Plan, NYS Department of Taxation and Finance, NYS Employees Health Insurance, NYS Employees Retirement System, Optimum, PERMA (Disability/Workman’s Compensation Insurance), Payroll Service, Petty Cash to maintain a balance of \$300, Pitney Bowes (postage meter), Planning Board – Chair, Members and Alternate Members; Postmaster – Port Washington (postage), Port Washington Water District, Shell Gas Card – (Village vehicles), Standard Security Insurance Company (disability insurance), Verizon, Village Court Prosecutors and Spanish Interpreter, Village Justice, Wells Fargo (Xerox machine); and

BE IT FURTHER RESOLVED that the provisions of the Resolution shall take effect immediately.

**Resolution No. 9- 2021: A RESOLUTION ADOPTING A PUBLIC EMPLOYER HEALTH EMERGENCY PLAN**

WHEREAS, the Legislature of the State of New York has amended section 27-c of the New York State Labor Law and paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), through bill number S8617B/A10832; and

WHEREAS, such amendments to the laws of the State require municipalities such as the Village of Manorhaven to develop a Public Employer Health Emergency Plan in accordance with the terms of these statutory revisions; and

WHEREAS, the Village has prepared its Public Employer Health Emergency Plan, which is on file in the office of the Village Clerk;

NOW, THEREFORE, BE IT RESOLVED, that such Public Employer Health Emergency Plan is hereby adopted by the Inc. Village of Manorhaven; and

BE IT FURTHER RESOLVED, that the provisions of this Resolution shall take effect immediately.

**Resolution No. 10- 2021: A RESOLUTION SCHEDULING A PUBLIC HEARING**

BE IT RESOLVED, that the Board of Trustees of the Inc. Village of Manorhaven shall conduct a public hearing on Thursday, April 8, 2021, commencing at 7:00 p.m., at the Village Hall, 33 Manorhaven Boulevard, Port Washington, NY, to consider the Tentative Budget of the Inc. Village of Manorhaven for the fiscal year commencing June 1, 2021 and ending May 31, 2022; and

BE IT FURTHER RESOLVED that the provisions of this Resolution shall take effect immediately.

**ETHICS BY STEVEN LEVENTHAL, ESQ.:**

**PRESENTATION OF PRELIMINARY BUDGET FOR FISCAL YEAR JUNE 1, 2021- May 31, 2022:**

**PUBLIC COMMENT:**

**EXECUTIVE SESSION:**

**MOTIONS BEFORE THE BOARD:**

**Motion #2 - 2021** - Motion to renew the contract of C & G Inspection Services Inc. (*aka Ron Kaslow*) for a term beginning July 1, 2021 and ending June 30, 2023.

**UPCOMING MEETINGS AND EVENTS:**

- Friday, April 2, 2021 – Office closed for Good Friday.
- Thursday, April 8, 2021 – 6 p.m. - BOT Work Session

**ADJOURNMENT:**

Manorhaven, NY  
Joanie Corbo Hanna, Esq.  
Village Clerk - Treasurer  
March 23, 2021

**Incorporated Village of Manorhaven  
Justice Court**

**PURSUANT TO THE REQUEST OF  
THE MAYOR AND BOARD OF TRUSTEES**

**JUSTICE COURT CLERK'S REPORT**

**COLLECTED FINES FOR THE MONTH OF**

**FEBRUARY 2021**

<b>PARKING TICKETS</b>		<b>MOVING/CODE/APPEARANCE TICKETS</b>	
Fines collected:	\$15,565.00	Fines collected:	\$11,284.00
Less FBS fee:	\$1,246.50	Less State surcharges:	\$279.00
Total Net:	\$14,318.50	Total Net:	\$11,005.00

Total GROSS:	\$ 26,849.00
Less Surcharge/*FBS fee	\$ 1,525.50
TOTAL NET:	<u>\$ 25,323.50</u>

\* Parking Tickets: FBS Service Fee

**Incorporated Village of Manorhaven  
Justice Court**

**PURSUANT TO THE REQUEST OF  
THE MAYOR AND BOARD OF TRUSTEES  
JUSTICE COURT CLERK'S  
Summary of Total Collected Paid Fines**

**For the Month of February 2021**

<b>109</b>	<b>Parking Tickets Paid</b>	<b>\$15,565.00</b>
<b>10</b>	<b>Moving Violations Paid</b>	<b>\$1,829.00</b>
<b>60</b>	<b>Code Violations Paid</b>	<b>\$9,455.00</b>

**TOTAL: \$26,849.00**

**JUNE 2020 - MAY 2021**

<b>June 2020</b>	<b>\$5,200.00</b>
<b>July 2020</b>	<b>\$14,540.00</b>
<b>August 2020</b>	<b>\$18,858.00</b>
<b>September 2020</b>	<b>\$16,707.00</b>
<b>October 2020</b>	<b>\$21,211.00</b>
<b>November 2020</b>	<b>\$14,888.00</b>
<b>December 2020</b>	<b>\$10,640.00</b>
<b>January 2021</b>	<b>\$28,895.00</b>
<b>February 2021</b>	<b>\$26,849.00</b>
<b>March 2021</b>	<b>\$0.00</b>
<b>April 2021</b>	<b>\$0.00</b>
<b>May 2021</b>	<b><u>\$0.00</u></b>

**TOTAL AMOUNT \$128,893.00**

**JUNE 2021 - MAY 2022**

<b>June 2021</b>	<b>\$0.00</b>
<b>July 2021</b>	<b>\$0.00</b>
<b>August 2021</b>	<b>\$0.00</b>
<b>September 2021</b>	<b>\$0.00</b>
<b>October 2021</b>	<b>\$0.00</b>
<b>November 2021</b>	<b>\$0.00</b>
<b>December 2021</b>	<b>\$0.00</b>
<b>January 2022</b>	<b>\$0.00</b>
<b>February 2022</b>	<b>\$0.00</b>
<b>March 2022</b>	<b>\$0.00</b>
<b>April 2022</b>	<b>\$0.00</b>
<b>May 2022</b>	<b>\$0.00</b>

**TOTAL AMOUNT \$0.00**

**MOVING VIOLATION DISPOSITION REPORT**  
**FOR COURT NIGHT**  
**FEBRUARY 2021**

<b>CASE</b>	<b>VIOLATION</b>	<b>REDUCED TO</b>	<b>DISPO</b>	<b>FINE</b>	<b>S/C</b>	<b>TOTAL</b>
1	Stop Sign	Jaywalking	PG	\$125.00	\$0.00	\$125.00
2	Insufficient Tail Lamps	Same	DUR	\$0.00	\$0.00	\$0.00
	Stop Sign	Jaywalking	PG	\$150.00	\$0.00	\$150.00
3	Disobeyed Traffic Control Device	Jaywalking	PG	\$150.00	\$0.00	\$150.00
4	Stop Sign	Jaywalking	PG	\$100.00	\$0.00	\$100.00
5	Stop Sign	Jaywalking	PG	\$150.00	\$0.00	\$150.00
6	Stop Sign	Jaywalking	PG	\$150.00	\$0.00	\$150.00
7	Stop Sign	Jaywalking	PG	\$150.00	\$0.00	\$150.00
8	No Distinctive Plate	Same	DUR	\$0.00	\$0.00	\$0.00
	No Insurance	Same	DUP	\$0.00	\$0.00	\$0.00
9	Unregisterd Motor	Same	DUP	\$0.00	\$0.00	\$0.00
	<b>TOTAL</b>					<b>\$975.00</b>
PG =	Pled Guilty					
DIJ =	Dismissed in the Interests of Justice					
DUR=	Dismissed Upon Repair					
DIS =	Dismissed in Satisfaction					
DEF =	Defective Ticket					
DUP =	Dismissed Upon Production					

# **Inc. Village of Manorhaven Justice Court Clerk's Report**

**PURSUANT TO THE REQUEST OF THE  
MAYOR AND BOARD OF TRUSTEES**

## **STOP SIGN TICKETS ADJUDICATED**

**COURT DATE: January 19, 2021**

<b>Ticket No:</b>	<b>Date Issued</b>	<b>Time Issued</b>	<b>Location:</b>
K136CJ07RK	11/17/2020	7:56PM	Cottenwood Road/Manorhaven Blvd.
K136CKTBD7	12/5/2020	1:06AM	Manorhaven Blvd at Cottonwood Rd.
K136CPMT78	1/9/2021	7:48PM	Manorhaven Blvd./Cotonwood Road
K136CPN0JN	1/9/2021	9:08PM	Manorhaven Blvd. at Cottonwood Rd.
K136CPN7D5	1/9/2021	10:51PM	Manorhaven Blvd./Cottonwood Road
K136CPRB55	1/10/2021	10:02PM	Manorhaven Blvd./Cottonwood Road

CODE TICKET SUMMARY REPORT FOR FEBRUARY 2020

A	B	C	D	E	F	J	K
CITE #	DEFENDANT	CITED	CODE SECTION	VIOLATION	DISPOSITION	MAXIMUM	PAID
1							
2							
3	OBOJSKI	4/27/2018	82-9 1B	IMPROPER HOUSING STANDARDS	Dismissed	\$1,000	DISMISSED
4	OBOJSKI	5/21/2018	82-9	IMPROPER HOUSING STANDARDS	Dismissed	\$1,000	DISMISSED
5	BOEHM	7/10/2020	120-3	NO RENTAL PERMIT	Dismissed	\$1,000	DISMISSED
6	BOEHM	7/10/2020	120-3	NO RENTAL PERMIT	Dismissed	\$1,000	DISMISSED
7	BOEHM	7/10/2020	120-3	NO RENTAL PERMIT	\$650 Fine	\$700	PAID
8	COSOLA	7/10/2020	118-1	IMPROPER GARBAGE DISPOSAL	\$25 Fine	\$75	PAID
9	SALERNO, G.	7/29/2020	38-4	NO SHED PERMIT	\$125 Fine	\$1,000	PAID
10	OBOJSKI	8/25/2020	99-1B	GRASS EXCEEDING 6 INCHES	Dismissed	\$50	DISMISSED
11	RESSA FAMILY LLC	10/14/2020	118-1	IMPROPER GARBAGE DISPOSAL	\$75 Fine	\$75	PAID
12	MAI	10/15/2020	120-3	NO RENTAL PERMIT	\$700 Fine	\$700	PAID
13	MAI	10/15/2020	120-3	NO RENTAL PERMIT	\$700 Fine	\$700	PAID
14	VENTURE SOLAR CAPITAL LLC	10/23/2020	155-43B	COMMERCIAL VEHICLE	\$120 Fine	\$120	PAID
15	BARRIOLA	10/26/2020	118-1	IMPROPER GARBAGE DISPOSAL	\$75 Fine	\$75	PENDING
16	SALERNO, G.	11/5/2020	118-1	IMPROPER GARBAGE DISPOSAL	\$75 Fine	\$75	PAID
17	VENTURE SOLAR CAPITAL LLC	11/6/2020	118-1	COMMERCIAL VEHICLE	\$120 Fine	\$120	PAID
18	AKOON	11/13/2020	120-16	PROHIBITED LISTING	\$500 Fine	\$1,000	PENDING
19	ZHENG	11/13/2020	120-3	NO RENTAL PERMIT	\$150 Fine	\$1,000	PENDING
20	ZHENG	11/13/2020	120-16	PROHIBITED LISTING	\$150 Fine	\$1,000	PENDING
21	BAI	11/13/2020	120-3	NO RENTAL PERMIT	\$150 Fine	\$1,000	PENDING
22	BAI	11/13/2020	120-16	PROHIBITED LISTING	\$150 Fine	\$1,000	PENDING
23	2 MANORHAVEN LLC	11/21/2020	38-7	NO CERT OF OCCUPANCY	\$250 Fine	\$1,000	PAID
24	2 MANORHAVEN LLC	11/21/2020	111-1	NO CERT OF OCCUPANCY	Dismissed	\$1,000	DISMISSED
25	TORUN	11/21/2020	155-455	BLOCKED DRIVEWAY	\$250 Fine	\$1,000	PENDING
26	HUSSAIN	11/21/2020	38-7	NO CERT OF OCCUPANCY	Dismissed	\$1,000	DISMISSED
27	HUSSAIN	11/21/2020	111-1	NO CERT OF OCCUPANCY	\$75 Fine	\$75	PAID
28	ZHENG	11/19/2020	118-1	IMPROPER GARBAGE DISPOSAL	\$75 Fine	\$75	PAID
29	WANG	12/1/2020	118-1	IMPROPER GARBAGE DISPOSAL	\$40 Fine	\$40	PAID
30	PORT WASHINGTON FLORIST	12/9/2020	155-43B	COMMERCIAL VEHICLE	\$150 Fine	\$150	PAID
31	RESSA FAMILY LLC	12/14/2020	118-1	IMPROPER GARBAGE DISPOSAL	\$75 Fine	\$75	PAID
32	DELGADO	12/14/2020	118-1	IMPROPER GARBAGE DISPOSAL	\$100 Fine	\$1,000	PENDING
33	BARRIOLA	12/22/2020	132-9A	SNOW ON SIDEWALK	\$100 Fine	\$1,000	PAID
34	RESSA FAMILY LLC	12/22/2020	132-9A	SNOW ON SIDEWALK	\$100 Fine	\$1,000	PAID
35	RESSA FAMILY LLC	12/22/2020	132-9A	SNOW ON SIDEWALK	\$100 Fine	\$1,000	PAID
36	MAI	12/28/2020	120-3	NO RENTAL PERMIT	\$700 Fine	\$700	PAID
37	MAI	12/28/2020	120-3	NO RENTAL PERMIT	\$700 Fine	\$700	PAID
38	SPENSIERI CONTRUCTION	1/6/2021	155-43B	COMMERCIAL VEHICLE	\$40 Fine	\$40	PAID
39	BAYRAKTAR	1/7/2021	155-43B	COMMERCIAL VEHICLE	\$40 Fine	\$40	PAID
40	BLASUCCI	1/7/2021	155-43B	COMMERCIAL VEHICLE	Dismissed	\$40	DISMISSED
41	CHAFFA	1/13/2021	118-1	IMPROPER GARBAGE DISPOSAL	Dismissed	\$75	DISMISSED
42	RESSA FAMILY LLC	1/13/2021	118-1	IMPROPER GARBAGE DISPOSAL	\$75 Fine	\$75	PAID



CODE TICKET SUMMARY REPORT FOR FEBRUARY 2020

A	B	C	D	E	F	J	K
CITE #	DEFENDANT	CITED	CODE SECTION	VIOLATION	DISPOSITION	MAXIMUM	PAID
43	LEONARDINI	1/15/2021	118-1	IMPROPER GARBAGE DISPOSAL	\$75 Fine	\$75	PAID
44	ZHUO	1/19/2021	118-1	IMPROPER GARBAGE DISPOSAL	\$75 Fine	\$75	PAID
45	WANKMUELLER	1/19/2021	118-1	IMPROPER GARBAGE DISPOSAL	\$25 Fine	\$75	PAID
46	MALONE	1/20/2021	118-1	IMPROPER GARBAGE DISPOSAL	\$75 Fine	\$75	PAID
47	RESSA FAMILY LLC	1/20/2021	118-1	IMPROPER GARBAGE DISPOSAL	\$100 Fine	\$100	PAID
48	KASHINSKY	1/21/2021	112-3	VEHICLE PARKED ON LAWN	Dismissed	\$1,000	DISMISSED
49	7 BOXWOOD LLC	1/21/2021	118-1	IMPROPER GARBAGE DISPOSAL	\$75 Fine	\$75	PAID
50	FARAHAN	1/21/2021	118-1	IMPROPER GARBAGE DISPOSAL	\$75 Fine	\$75	PAID
51	H&S KINGG BUILDINGS	1/21/2021	118-1	IMPROPER GARBAGE DISPOSAL	\$75 Fine	\$75	PAID
52	RESSA FAMILY LLC	1/21/2021	118-1	IMPROPER GARBAGE DISPOSAL	\$75 Fine	\$75	PAID
53	LI LOCKSMITH ALARM CO, INC.	1/21/2021	155-43B	COMMERCIAL VEHICLE	\$40 Fine	\$40	PAID
54	BAMBARA	1/22/2021	120-3	NO RENTAL PERMIT	\$700 Fine	\$700	PAID
55	BAMBARA	1/22/2021	120-3	NO RENTAL PERMIT	\$700 Fine	\$700	PAID
56	MGM PARTNERS INC.	1/22/2021	118-1	IMPROPER GARBAGE DISPOSAL	\$75 Fine	475	PAID
57	LI	1/25/2021	120-3	NO RENTAL PERMIT	\$100 Fine	\$100	PAID
58	14 DUNWOOD RD. LLC	1/25/2021	118-1	IMPROPER GARBAGE DISPOSAL	\$75 Fine	\$75	PAID
59	MALONE	1/26/2021	118-1	IMPROPER GARBAGE DISPOSAL	Dismissed	\$75	DISMISSED
60	MALONE	1/26/2021	118-1	IMPROPER GARBAGE DISPOSAL	Dismissed	\$75	DISMISSED
61	AGUILAR	1/26/2021	118-1	IMPROPER GARBAGE DISPOSAL	\$75 Fine	\$75	PAID
62	O'DONNELL	1/26/2021	118-1	IMPROPER GARBAGE DISPOSAL	\$75 Fine	\$75	PAID
63	O'DONNELL	1/26/2021	118-1	IMPROPER GARBAGE DISPOSAL	\$25 Fine	\$75	PAID
64	RESSA FAMILY LLC	1/26/2021	118-1	IMPROPER GARBAGE DISPOSAL	\$100 Fine	\$100	PAID
65	RESSA FAMILY LLC	1/26/2021	118-1	IMPROPER GARBAGE DISPOSAL	\$150 Fine	\$150	PAID
66	ZARABI, E.	1/26/2021	118-1	IMPROPER GARBAGE DISPOSAL	\$75 Fine	\$75	PAID
67	RESSA GTZ PROPERTIES	1/26/2021	118-1	IMPROPER GARBAGE DISPOSAL	\$100 Fine	\$100	PAID
68	RAS	1/26/2021	118-1	IMPROPER GARBAGE DISPOSAL	\$75 Fine	\$75	PAID
69	WANG	1/26/2021	118-1	IMPROPER GARBAGE DISPOSAL	\$100 Fine	\$100	PAID
70	BECKER	1/26/2021	118-1	IMPROPER GARBAGE DISPOSAL	\$75 Fine	\$75	PAID
71	PALM BAY VIEW INC.	1/27/2021	118-1	IMPROPER GARBAGE DISPOSAL	\$50 Fine	\$75	PAID
72	LI	1/27/2021	118-1	IMPROPER GARBAGE DISPOSAL	\$75 Fine	\$75	PAID
73	GANATRA	1/27/2021	118-1	IMPROPER GARBAGE DISPOSAL	\$75 Fine	\$75	PAID
74	EAST END MATERIALS INC.	1/27/2021	147-22	COMMERCIAL VEHICLE	\$120 Fine	\$120	PAID
75	CATALAN	1/27/2021	118-1	IMPROPER GARBAGE DISPOSAL	\$75 Fine	\$75	PAID
76	ESCOBAR	2/3/2021	155-43B	COMMERCIAL VEHICLE	\$40 Fine	\$40	PAID
77	61 MANORHAVEN BLVD. LLC	2/4/2021	112-3B4	POOR PROPERTY MAINTENANCE	\$250 Fine	\$1,000	PAID
78	DUMONT	2/5/2021	132-9A	SNOW ON SIDEWALK	\$50 Fine	\$100	PAID
79	SHASHOUA	2/5/2021	132-9A	SNOW ON SIDEWALK	\$100 Fine	\$100	PAID
80	VARGAS	2/4/2021	132-9A	SNOW ON SIDEWALK	\$100 Fine	\$100	PENDING
81	CIULLA	2/5/2021	132-9A	SNOW ON SIDEWALK	Dismissed	\$100	DISMISSED
82	RESSA FAMILY LLC	2/5/2021	132-9A	SNOW ON SIDEWALK	\$100 Fine	\$100	PAID
83	RESSA FAMILY LLC	2/5/2021	132-9A	SNOW ON SIDEWALK	Dismissed	\$100	DISMISSED

**CODE TICKET SUMMARY REPORT FOR FEBRUARY 2020**

	A	B	C	D	E	F	J	K
	CITE #	DEFENDANT	CITED	CODE SECTION	VIOLATION	DISPOSITION	MAXIMUM	PAID
1	9733	RESSA FAMILY LLC	2/8/2021	118-1	IMPROPER GARBAGE DISPOSAL	\$75 Fine	\$75	PAID
84	9734	BAYRAKTAR	2/8/2021	155-43B	COMMERCIAL VEHICLE	\$40 Fine	\$40	PAID
85	9736	ZARABI, M.	2/9/2021	118-1	IMPROPER GARBAGE DISPOSAL	\$75 Fine	\$75	PAID
86	9745	WEI	2/10/2021	132-9A	SNOW ON SIDEWALK	\$100 Fine	\$100	PAID
87	9748	BESMAN	2/10/2021	132-9A	SNOW ON SIDEWALK	\$100 Fine	\$100	PAID
88	9759	WATERGATE APTS CORP.	2/16/2021	118-1	IMPROPER GARBAGE DISPOSAL	\$75 Fine	\$75	PAID

**Village of Manorhaven  
Building Department and Code  
Enforcement Report**

**February 2021**

<b>Code Enforcement Report</b>	
Complaints Received:	4
Complaints Investigated:	2
Parking Summonses:	382
Code Summonses:	95
Orders To Remedy:	25
Stop Work Order:	1
<b>Rental Registration Report</b>	
New Rental Registrations:	31
Inspected/Approved:	9
Inspected/Disapproved:	3
<b>Permit Applications Received</b>	
Total Received:	4
Building Applications:	0
Gas & Water Applications:	3
Plumbing Applications:	0
Demolition Applications:	0
Sign Permits:	0
Tree Permits:	1
<b>Permits Issued</b>	
Total Permits Issued:	7
Building Permits:	1
Gas & Water Permits:	4
Plumbing Permits:	0
Demolition Permits:	0
Sign Permits:	0
Tree Permits:	2

<b>Certificates Issued</b>	
Certificate of Occupancy:	4
Certificate of Approvals:	0
Certificate of Compliance:	0
Notices of Disapproval:	1

# Nassau County



# Police Department

LAURA CURRAN  
COUNTY EXECUTIVE

1490 Franklin Avenue  
Mineola, New York 11501  
(516) 573-8800

PATRICK J. RYDER  
COMMISSIONER

100 Community Drive  
Manhasset, NY 11030

March 11, 2021

Mayor Jim Avena  
Incorporated Village of Manorhaven  
33 Manorhaven Blvd.  
Manorhaven, New York 11050

Dear Mayor Avena:

Shown below in the Police Report for the month of February 2021:

AUTO ACCIDENTS

Accidents: See Attached

AIDED CASES (other than auto)

Total Aided: 29

BURGLARY RESIDENCE

None

BURGLARY BUSINESS

None

ROBBERY

None

LARCENY AUTO

None

LARCENY (other than auto)

(1) incidents

CRIMINAL MISCHIEF

None

SUMMONS

Movers: 19

Parkers: 24

Very truly yours,

A handwritten signature in black ink, appearing to read "Michael Dolan".

Michael Dolan  
Deputy Commanding Officer  
Sixth Precinct

Accidents for MANORHAVEN for the month of February 2021

DATE	LOCATION	INJURY
02/02/2021	INWOOD RD and CAMBRIDGE AVE Backing Unsafely Backing Unsafely	0
02/06/2021	INWOOD RD and MANORHAVEN BLVD Turning Improperly	0
02/06/2021	SHORE RD and SOUNDVIEW DR Passing or Lane Usage Improper	0
02/09/2021	SHORE RD and SOUNDVIEW DR Following to Closely	0
02/12/2021	MANORHAVEN BLVD and ASHWOOD RD Unsafe Lane Change	0

**VILLAGE OF MANORHAVEN  
BOARD OF TRUSTEES PUBLIC HEARING & MEETING  
February 25, 2021, 2021, 7 p.m. MINUTES**

**CALL TO ORDER:** 7:00 p.m.

**PLEDGE OF ALLEGIANCE:** Alex Kovacevic

**ATTENDANCE:**

Mayor Jim Avena, Trustee Rita DiLucia, Trustee John Popeleski, Joanie Corbo Hanna, Esq., Village Clerk, Jonathan Fielding, Esq., Village Attorney; Deputy Mayor Priscilla von Roeschlaub (via ZOOM); Trustee Harry Farina.

**Local Law #1-2021** - A Local Law Amending Village Code Chapter 155 (Zoning) to Limit the Number and Size of Permitted Curb Cuts in new Residential Construction.” Public Hearing held and Mr. Fielding discussed and analyzed the proposed local law. A public comment was made via zoom regarding clarification of the law.

*Trustee DiLucia moved to close public hearing on Local Law #1-2021, and to enact the local law; seconded by Trustee Popeleski; motions unanimously carried.*

**ADJOURNMENT OF PUBLIC HEARING:** 7:08 p.m.

*Trustee Popeleski moved to adjourn the public hearing; seconded by Mayor Avena; motion unanimously carried.*

**CALL TO ORDER BOARD OF TRUSTEE REGULAR MEETING:** 7:08 p.m.

**ATTENDANCE:**

Mayor Jim Avena, Trustee Rita DiLucia, Trustee John Popeleski, Joanie Corbo Hanna, Esq., Village Clerk, Jonathan Fielding, Esq., Village Attorney; Deputy Mayor Priscilla von Roeschlaub (via ZOOM); Trustee Harry Farina.

**REPORTS:**

- Justice Court
- Police Department
- Building Department

*Mayor Avena moved to accept the reports; seconded by Trustee Farina; motion unanimously carried.*

**MINUTES:**

Draft Minutes of the February 11 BOT Work Session Meeting

*Trustee DiLucia moved to accept the minutes; seconded by Deputy Mayor von Roeschlaub; motion unanimously carried.*

**ABSTRACT OF CLAIMS:**

- General Fund 1/26/2021 through 2/24/2021

*Trustee Popeleski moved to accept the Abstract; seconded by Trustee Farina; motion unanimously carried.*

**VILLAGE RESOLUTIONS:**

- Board unanimously approved Resolution 5-2021 for the Annual Manorhaven Village Election to be held on June 15, 2021. *Trustee Farina moved to accept Resolution 5-2021, seconded by Trustee Popeleski.*
- Board unanimously approved Resolution 6-2021 authorizing additional parking signs. *Trustee DiLucia moved to accept Resolution 6-2021, seconded by Trustee Popeleski.*
- Board unanimously approved Resolution 7-2021 for ratifying a consulting agreement. *Trustee Popeleski moved to accept Resolution 7-2021, seconded by Trustee DiLucia.*

**PUBLIC COMMENT:**

There was no comment by the Public.

**UPCOMING MEETING:**

- Thursday March 25, 6:30 p.m., General Meeting

**EXECUTIVE SESSION:**

*Deputy Mayor von Roeschlaub made a motion to enter Executive Session at 7:19 p.m.; seconded by Trustee Farina; motion unanimously carried.*

*Trustee Popeleski made a motion to close Executive Session at 7:42 p.m.; seconded by Trustee Farina; motion unanimously carried.*

**ADJOURNMENT: 7:43 p.m.**

*Trustee Popeleski moved to adjourn; seconded by Trustee Farina; motion unanimously carried.*

Manorhaven, NY  
Joanie Corbo Hanna, Esq.  
Village Clerk-Treasurer  
February 26, 2021



# Public Employer Health Emergency Plan for the Village of Manorhaven

This plan has been developed in accordance with NYS legislation  
S8617B/A10832

Dated: 3/25/21

## Promulgation

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable.

No content of this plan is intended to impede, infringe, diminish, or impair the rights of us or our valued employees under any law, rule, regulation, or collectively negotiated agreement, or the rights and benefits which accrue to employees through collective bargaining agreements, or otherwise diminish the integrity of the existing collective bargaining relationship.

This plan has been approved in accordance with requirements applicable to the agency, jurisdiction, authority, or district, as represented by the signature of the authorized individual below.

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As the authorized official of the Village of Manorhaven, I hereby attest that this plan has been developed, approved, and placed in full effect in accordance with S8617B/A10832 which amends New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable, to address public health emergency planning requirements.

Signed on this day:

By: name of signatory

Signature:

Title:

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## Purpose, Scope, Situation Overview, and Assumptions

### Purpose

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable. These laws were amended by the passing of legislation S8617B/A10832 signed by the Governor of New York State on September 7, 2020, requires public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease. The plan includes the identification of essential positions, facilitation of remote work for non-essential positions, provision of personal protective equipment, and protocols for supporting contact tracing.

### Scope

This plan was developed exclusively for and is applicable to the Village of Manorhaven. This plan is pertinent to a declared public health emergency in the State of New York which may impact our operations; and it is in the interest of the safety of our employees and contractors, and the continuity of our operations that we have promulgated this plan.

### Situation Overview

On March 11, 2020 the World Health Organization declared a pandemic for the novel coronavirus which causes the COVID-19 severe acute respiratory syndrome. This plan has been developed in accordance with amended laws to support continued resilience for a continuation of the spread of this disease or for other infectious diseases which may emerge and cause a declaration of a public health emergency.

The health and safety of our employees and contractors is crucial to maintaining our mission essential operations. We encourage all employees and contractors to use [CDC Guidance for Keeping Workplaces, Schools, Homes, and Commercial Establishments Safe](#). The fundamentals of reducing the spread of infection include:

- Using hand sanitizer and washing hands with soap and water frequently, including:
  - After using the restroom
  - After returning from a public outing
  - After touching/disposing of garbage
  - After using public computers, touching public tables, and countertops, etc.
- Practice social distancing when possible
- If you are feeling ill or have a fever, notify your supervisor immediately and go home
- If you start to experience coughing or sneezing, step away from people and food, cough or sneeze into the crook of your arm or a tissue, the latter of which should be disposed of immediately
- Clean and disinfect workstations at the beginning, middle, and end of each shift

- Other guidance which may be published by the CDC, the State Department of Health, County health officials, OSHA, and/or PESH.

## Planning Assumptions

This plan was developed based on information, best practices, and guidance available as of the date of publication. The plan was developed to largely reflect the circumstances of the current Coronavirus pandemic but may also be applicable to other infectious disease outbreaks.

The following assumptions have been made in the development of this plan:

- The health and safety of our employees and contractors, and their families, is of utmost importance
- The circumstances of a public health emergency may directly impact our own operations.
- Impacts of a public health emergency will take time for us to respond to, with appropriate safety measures put into place and adjustments made to operations to maximize safety
- The public and our constituency expects us to maintain a level of mission essential operations
- Resource support from other jurisdictions may be limited based upon the level of impact the public health emergency has upon them
- Supply chains, particularly those for personal protective equipment (PPE) and cleaning supplies, may be heavily impacted, resulting in considerable delays in procurement
- The operations of other entities, including the private sector (vendors, contractors, etc.), non-profit organizations, and other governmental agencies and services may also be impacted due to the public health emergency, causing delays or other disruptions in their services
- Emergency measures and operational changes may need to be adjusted based upon the specific circumstances and impacts of the public health emergency, as well as guidance and direction from public health officials and the governor
- Per S8617B/A10832, 'essential employee' is defined as a public employee or contractor that is required to be physically present at a work site to perform their job
- Per S8617B/A10832, 'non-essential employee' is defined as a public employee or contractor that is not required to be physically present at a work site to perform their job

## Concept of Operations

The Mayor of the Village of Manorhaven their designee, or their successor holds the authority to execute and direct the implementation of this plan. Implementation, monitoring of operations, and adjustments to plan implementation may be supported by additional personnel, at the discretion of the Mayor.

Upon the determination of implementing this plan, all employees and contractors of the Village of Manorhaven shall be notified by written communication, with details provided as possible and necessary, with additional information and updates provided on a regular basis. The public will be notified of pertinent operational changes by way of posting on the Village website. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. The Village Clerk will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The Mayor of the Village of Manorhaven, their designee, or their successor will maintain awareness of information, direction, and guidance from public health officials and the Governor’s office, directing the implementation of changes as necessary.

Upon resolution of the public health emergency, the Mayor of the Village of Manorhaven, their designee, or their successor will direct the resumption of normal operations or operations with modifications as necessary.

## Mission Essential Functions

### When confronting events that disrupt normal operations Mission Essential Functions

When confronting events that disrupt normal operations, the Village of Manorhaven is committed to ensuring that essential functions will be continued even under the most challenging circumstances.

Essential functions are those functions that enable an organization to:

1. Maintain the safety of employees, contractors, and our constituency
2. Provide vital services
3. Provide services required by law
4. Sustain quality operations
5. Uphold the core values of the Village of Manorhaven

The Village of Manorhaven has identified as critical only those priority functions that are required or are necessary to provide vital services. During activation of this plan, all other activities may be suspended to enable the organization to concentrate on providing the critical functions and building the internal capabilities necessary to increase and eventually restore operations. Appropriate communications with employees, contractors, our constituents, and other stakeholders will be an ongoing priority.

Essential functions are prioritized according to:

- The time criticality of each essential function
- Interdependency of one function to others
- The recovery sequence of essential functions and their vital processes

Priority 1 identifies the most essential of functions, with priority 4 identifying functions that are essential, but least among them.

The mission essential functions for the Village of Manorhaven have been identified as:

Essential Function		Priority
Maintaining safe passage on all roads	Keeping all roads open for travel, primary roads for evacuation, then secondary roads	1
Staffing	Have emergency public works crew on call.	1
Emergency Notification	Maintain emergency notification system to reach all constituents	2

Village Hall Function	Keep Village Hall functioning as a temporary shelter/command center	2
Communications & IT	Maintain Phone and IT services to enable communications	2
Staffing	Office staff to field all calls	3
Inspection	Building Dept. to inspect for damage/ condemnation	4
Maintain Vehicles & equipment	Public Works Dept to maintain vehicles & equipment for use in the event of an emergency	4

### Essential Positions

Each essential function identified above requires certain positions on-site to effectively operate. The table below identifies the positions or titles that are essential to be staffed on-site for the continued operation of each essential function. Note that while some functions and associated personnel may be essential, some of these can be conducted remotely and do not need to be identified in this section.

Essential Function	Essential Positions/Titles	Justification for Each
Maintaining safe passage on all roads	<ul style="list-style-type: none"> <li>Public Works Staff</li> </ul>	The PW Superintendent assigns staff and directs appropriate vehicles and equipment to clear roadways.
Staffing	<ul style="list-style-type: none"> <li>Public Works Staff</li> </ul>	All PW dept. employees must be available at all times to address emergency situations.
Emergency Notification	<ul style="list-style-type: none"> <li>Mayor</li> <li>Deputy Mayor</li> <li>Village Clerk</li> <li>Office Staff</li> </ul>	In order to reach all constituents, all office staff members are trained on various emergency notification systems so that in an emergency the systems can be launched.
Village Hall Function	<ul style="list-style-type: none"> <li>Mayor</li> <li>Village Clerk</li> <li>Office Staff</li> <li>Public Works Staff</li> </ul>	In an emergency Village Hall will serve as command center/ temporary shelter. By assigning this function to the named personnel, there will always be a local person available to start operations.
Communications & IT	<ul style="list-style-type: none"> <li>Village Clerk</li> <li>Office Staff</li> <li>Public Works Staff</li> </ul>	The named personnel will maintain phone and IT lines of communication in the event needed for an emergency event. Remote work will be supported in the event Village Hall cannot function.
Staffing	<ul style="list-style-type: none"> <li>Village Clerk</li> <li>Office Staff</li> </ul>	Staff to work remotely if in person staffing is not possible.
Inspection	<ul style="list-style-type: none"> <li>Building Superintendent</li> <li>Code Enforcement Officer</li> </ul>	Damaged buildings must be inspected for determination of safe occupancy or condemnation.

Maintain Vehicles & equipment	<ul style="list-style-type: none"> <li>Public Works Staff</li> </ul>	All vehicles and equipment should be ready in the event of an emergency.
	<ul style="list-style-type: none"> <li></li> </ul>	

## Reducing Risk Through Remote Work and Staggered Shifts

Through assigning certain staff to work remotely and by staggering work shifts, we can decrease crowding and density at work sites and on public transportation.

### Remote Work Protocols

Non-essential employees and contractors able to accomplish their functions remotely will be enabled to do so at the greatest extent possible. Working remotely requires:

1. Identification of staff who will work remotely
2. Approval and assignment of remote work
3. Equipping staff for remote work, which may include:
  - a. Internet capable laptop
  - b. Necessary peripherals
  - c. Access to VPN and/or secure network drives
  - d. Access to software and databases necessary to perform their duties
  - e. A solution for telephone communications
    - i. Note that phone lines may need to be forwarded to off-site staff

At the direction of the Mayor, the Village Clerk will make assignments to office staff and direct the Superintendent of Public Works to do the same for his department. Office employees will use their personal devices to conduct off site work.

### Staggered Shifts

Implementing staggered shifts may be possible for personnel performing duties which are necessary to be performed on-site but perhaps less sensitive to being accomplished only within core business hours. As possible, management will identify opportunities for staff to work outside core business hours as a strategy of limiting exposure. Regardless of changes in start and end times of shifts, the Village of Manorhaven will ensure that employees are provided with their typical or contracted minimum work hours per week. Staggering shifts requires:

1. Identification of positions for which work hours will be staggered
2. Approval and assignment of changed work hours

At the direction of the Mayor, the Village Clerk will make assignments to office staff and direct the Superintendent of Public Works to do the same for his department.

## Personal Protective Equipment

The use of personal protective equipment (PPE) to reduce the spread of infectious disease is important to supporting the health and safety of our employees and contractors. PPE which may be needed can include:

- Masks
- Face shields
- Gloves
- Hand sanitizer
- Disinfecting wipes

Note that while cleaning supplies are not PPE, there is a related need for cleaning supplies used to sanitize surfaces, as well as hand soap and hand sanitizer. The Coronavirus pandemic demonstrated that supply chains were not able to keep up with increased demand for these products early in the pandemic. As such, we are including these supplies in this section as they are pertinent to protecting the health and safety of our employees and contractors.

Protocols for providing PPE include the following:

1. Identification of need for PPE based upon job duties and work location
2. Procurement of PPE
  - a. As specified in the amended law, public employers must be able to provide at least two pieces of each required type of PPE to each essential employee and contractor during any given work shift for at least six months
  - b. Public employers must be able to mitigate supply chain disruptions to meet this requirement
3. Storage of, access to, and monitoring of PPE stock
  - a. PPE must be stored in a manner which will prevent degradation
  - b. Employees and contractors must have immediate access to PPE in the event of an emergency
  - c. The supply of PPE must be monitored to ensure integrity and to track usage rates

PPE will be procured by the Superintendent of Public Works. Supply will be obtained through the County, the Port Washington-Manhasset Office of Emergency Management and through private vendors. Cleaning supplies will also be procured in the same manner. The Village will maintain a three-month supply of all PPE. Storage will be in supply closets located on the main floor and in the garage area. The Superintendent of Public Works will be responsible for monitoring the stock of the garage level PPE and the Village Clerk will be responsible for monitoring the stock in the main floor closet.

## Staff Exposures, Cleaning, and Disinfection

### Staff Exposures

Staff exposures are organized under several categories based upon the type of exposure and presence of symptoms. Following CDC guidelines, we have established the following protocols:

- A. If employees or contractors are exposed to a known case of communicable disease that is the subject of the public health emergency (defined as a 'close contact' with someone who is confirmed infected, which is a prolonged presence within six feet with that person):



1. Potentially exposed employees or contractors who do not have symptoms should remain at home or in a comparable setting and practice social distancing for the lesser of 14 days or other current CDC/public health guidance for the communicable disease in question.
  - a. As possible, these employees will be permitted to work remotely during this period of time if they are not ill.
  - b. The Mayor or Village Clerk will notify all staff and Elected Officials that they may have been exposed. The Village Clerk and Deputy Village Clerk will be responsible for ensuring these protocols are followed.
  - c. See the section titled Documentation of Work Hours and Locations for additional information on contact tracing
2. CDC guidelines for COVID-19 provide that critical essential employees may be permitted to continue work following potential exposure, provided they remain symptom-free and additional precautions are taken to protect them, other employees and contractors, and our constituency/public.
  - a. Additional precautions will include the requirement of the subject employee or contractor, as well as others working in their proximity, to wear appropriate PPE at all times to limit the potential of transmission.
  - b. In-person interactions with the subject employee or contractor will be limited as much as possible.
  - c. Work areas in which the subject employee or contractor are present will be disinfected according to current CDC/public health protocol at least every hour, as practical. See the section on Cleaning and Disinfection for additional information on that subject.
  - d. If at any time they exhibit symptoms, refer to item B below.
  - e. The Mayor and Village Clerk are responsible for ensuring these protocols are followed
- B. If an employee or contractor exhibits symptoms of the communicable disease that is the subject of the public health emergency:
  1. Employees and contractors who exhibit symptoms in the workplace should be immediately separated from other employees, customers, and visitors. They should immediately be sent home with a recommendation to contact their physician.
  2. Employees and contractors who exhibit symptoms outside of work should notify their supervisor and stay home, with a recommendation to contact their physician.
  3. Employees should not return to work until they have met the criteria to discontinue home isolation per CDC/public health guidance and have consulted with a healthcare provider.
  4. The Village of Manorhaven will not require sick employees to provide a negative test result for the disease in question or healthcare provider's note to validate their illness, qualify for sick leave, or return to work; unless there is a recommendation from the CDC/public health officials to do so.
  5. CDC criteria for COVID-19 provides that persons exhibiting symptoms may return to work if at least 24 hours have passed since the last instance of fever without the use of fever-reducing medications. If the disease in question is other than COVID-19, CDC and other public guidance shall be referenced.
  6. The Mayor and Village Clerk are responsible for ensuring these protocols are followed

- C. If an employee or contractor has tested positive for the communicable disease that is the subject of the public health emergency:
1. Apply the steps identified in item B, above, as applicable.
  2. Areas occupied for prolonged periods of time by the subject employee or contractor will be closed off.
    - a. CDC guidance for COVID-19 indicates that a period of 24 hours is ideally given before cleaning, disinfecting, and reoccupation of those spaces will take place. If this time period is not possible, a period of as long as possible will be given. CDC/public health guidance for the disease in question will be followed.
    - b. Any common areas entered, surfaces touched, or equipment used shall be cleaned and disinfected immediately.
    - c. See the section on Cleaning and Disinfection for additional information on that subject.
  3. Identification of potential employee and contractor exposures will be conducted
    - a. If an employee or contractor is confirmed to have the disease in question, the Village Clerk or her designee should inform all contacts of their possible exposure. Confidentiality shall be maintained as required by the Americans with Disabilities Act (ADA).
    - b. Apply the steps identified in item A, above, as applicable, for all potentially exposed personnel.
    - c. The Mayor and Village Clerk are responsible for ensuring these protocols are followed

We recognize there may be nuances or complexities associated with potential exposures, close contacts, symptomatic persons, and those testing positive. We will follow CDC/public health recommendations and requirements and coordinate with our local public health office for additional guidance and support as needed.

### Cleaning and Disinfecting

CDC/public health guidelines will be followed for cleaning and disinfection of surfaces/areas. Present guidance for routine cleaning during a public health emergency includes:

1. As possible, employees and contractors will clean their own workspaces in the beginning, middle, and end of their shifts, at a minimum.
  - a. High traffic/high touch areas and areas which are accessible to the public/constituents will be disinfected at least hourly.
  - b. The Village Clerk is responsible for assigning staff for cleaning, the frequency of which will be determined as appropriate to the situation.
2. Staff tasked with cleaning and disinfecting areas will be issued and required to wear PPE appropriate to the task.
3. Soiled surfaces will be cleaned with soap and water before being disinfected.
4. Surfaces will be disinfected with products that meet EPA criteria for use against the virus in question and which are appropriate for that surface.
5. Staff will follow instructions of cleaning products to ensure safe and effective use of the products.