**INC. VILLAGE OF SANDS POINT BOARD OF TRUSTEES**
**ANNUAL ORGANIZATIONAL MEETING & REGULAR MEETING**
**TUESDAY, JULY 27, 2021**

| | | |
|---|---|---|
| Present: | Peter A. Forman | Mayor |
| | Jeffrey Moslow | Deputy Mayor |
| | Rita Sethi | Trustee |
| | Elena Karabatos | Trustee |
| | Liz Gaynor | Village Clerk |
| | Michael Sahn, Esq. | Village Attorney |
| | Joshua D. Brookstein, Esq. | Village Attorney |
| Absent: | Rebecca Vitas Schamis | Trustee |
| | Daniel Scheyer | Advisor to the Board |

Mayor Forman opened the Public Hearing at 8:30 p.m. to consider a **Proposed Local Law, Amending Chapter 176 entitled, "Zoning," relating to the placement of signs and requirements for sign permits in the Village**

Mayor Forman announced receipt of the affidavit of publication indicating that the proposed local law was published in the *Port Washington News* on July 14, 2021. He further announced receipt of the affidavit of posting, stating that the proposed law was posted at the office of the Village Clerk.

Furthermore, Mayor Forman announced that the public hearing on proposed local laws re signage regulations and modifying fines and penalties for violations of the Village Code will be tabled to the August meeting. On motion of Trustee Karabatos and seconded by Deputy Mayor Moslow and carried unanimously the Public Hearing on the proposed local law was tabled to August.

Mayor Forman opened the Public Hearing at 8:32 p.m. to consider a **Proposed Local Law Imposing a Six-Month Moratorium on the Installation of Signs in the Village.**

Mayor Forman announced receipt of the affidavit of publication indicating that the proposed local law was published in the *Port Washington News* on July 14, 2021. He further announced receipt of the affidavit of posting, stating that the proposed law was posted at the office of the Village Clerk.

Mayor Forman called for comments of the Public and discussion of the Board regarding the proposed local law, a copy of the transcript is appended hereto and made a part of the minutes. All those who wished to be heard, having been heard and there being no further call for discussion, on motion of Deputy Mayor Moslow and seconded

by Trustee Karabatos and carried unanimously the Public Hearing on the proposed local law was closed at 8:40 p.m.

Mayor Forman opened the **Organizational Meeting** of the Board of Trustees at 8:35 p.m.

Mayor Forman announced his **appointment of Jeffrey Moslow as Deputy Mayor** and placed on the table his **appointments of Village Officials without Board Approval,** a copy of which is appended hereto and made a part of the minutes.

Furthermore, Mayor Forman placed on the table the **appointments of Village Officials with Board Approval,** a copy of which is appended hereto and made a part of the minutes. On motion of Deputy Mayor Moslow and seconded by Trustee Karabatos and carried unanimously, the appointments were approved. On roll call:

| | | |
|---|---|---|
| Mayor Peter A. Forman voting | - | aye |
| Deputy Mayor Jeffrey Moslow voting | - | aye |
| Trustee Rita Sethi voting | - | aye |
| Trustee Elena Karabatos voting | - | aye |
| Trustee Rebecca Vitas Schamis voting | - | absent |

Mayor Forman announced that appointees for **Village Consultants is tabled** to the August 24, 2021 meeting.

Mayor Forman reviewed with the Board the recommendation of the New York State Comptroller pertaining to **depositories of municipal funds** and the Resolutions adopted by the Board of Trustees since January 20, 1994 pertaining to the investment of Village Funds.

Whereupon, Deputy Mayor Moslow proposed the following Resolution and moved its adoption:

**RESOLUTION 07272021-01A**
**DESIGNATING DEPOSITORIES**

WHEREAS, the Board of Trustees by Resolutions adopted since January 20, 1994 has established an investment policy for Village Funds; and

WHEREAS, the Board has reviewed the proposal of several depositories available for the investment of Village Funds;

NOW, THEREFORE, BE IT RESOLVED that the following institutions be and hereby are designated as depositories for the funds of the Village:

FIRST NATIONAL BANK OF LONG ISLAND
JP MORGAN CHASE

BE IT, FURTHER RESOLVED, that the Treasurer be and hereby is authorized to pay for the establishment of third-party collateralization of the Village invested funds as follows:

to FIRST NATIONAL BANK OF LONG ISLAND for no charge per year with no additional cost per transaction;

to JP MORGAN CHASE for no charge per year with no additional cost per transaction;

AND BE IT FURTHER RESOLVED that confirmation of placement of collateral covering the total of investments be submitted by the bank, to the Treasurer on a monthly basis.

FURTHER RESOLVED, that the designated depository be and they hereby is authorized and directed to accept and act upon oral, telephonic or other teleprocess instructions, to transfer on its books or to any bank or other financial institution or otherwise, for the account of the Incorporated Village of Sands Point any or all portion of the balance of any bank account or accounts of the Village maintained with the Bank and to otherwise honor oral, telephonic or other teleprocess instructions for the transaction of business for or otherwise regarding the Village account; and

FURTHER RESOLVED, that the Board of Trustees of the Village shall from time to time designate to the depository those persons who shall be authorized to give instructions or otherwise agree to specific authentication methods and enter into other agreements with the depository upon which the depository offers its products and services to its customers including, but not limited to, agreements to indemnify the depository and to affix the corporate seal to any such agreements and do such other acts and things as may be necessary or advisable to carry out on the part of the Village the terms and conditions of such agreements; and

FURTHER RESOLVED, that the depository shall be notified in writing by the Village Clerk of any change in these resolutions and, until it has actually received such written notice, the depository is authorized to act in pursuance of these resolutions; and

FURTHER RESOLVED, that the funds may be drawn on checks signed by two designated signors including: the Treasurer; the Mayor; the Board of Trustees and the Village Clerk.

FURTHER RESOLVED, that the Treasurer and the Village Clerk shall be authorized to transfer funds within and between the designated depositories for the Village; and

FURTHER RESOLVED, that Resolutions establishing policy of fiscal management and investing as adopted since January 20, 1994 be and hereby are included as part of this Resolution.

The motion was seconded by Trustee Karabatos. On roll call:

| | | |
|---|---|---|
| Mayor Peter A. Forman voting | - | aye |
| Deputy Mayor Jeffrey Moslow voting | - | aye |
| Trustee Rita Sethi voting | - | aye |
| Trustee Elena Karabatos voting | - | aye |
| Trustee Rebecca Vitas Schamis voting | - | absent |

Resolution 07272021-01A was duly adopted.

Mayor Forman presented to the Board the following **policies and procedures** for consideration to be adopted for the Village Official Year beginning July 1, 2021:

**POLICIES AND PROCEDURES**
**2021-2022**

I. The Board of Trustees shall meet regularly once a month. Meetings will usually be held on the fourth Tuesday of each month or at such time as herewith proposed or as may be changed by the Board of Trustees and duly advertised.

| | | |
|---|---|---|
| Regular meeting dates will be | for 2021 | July 27 (Tuesday)<br>August 24 (Tuesday)<br>September 28 (Tuesday)<br>October 26 (Tuesday)<br>November 23(Tuesday)<br>December 21 (3rd Tuesday) |
| | for 2022 | January 25 (Tuesday)<br>February 22 (Tuesday)<br>March 22 (Tuesday) Budget<br>April 26 (Tuesday)<br>May 24 (Tuesday)<br>June 21 (3rd Tuesday) at 9:00 pm after Village Election |

On motion of Deputy Mayor Moslow and seconded by Trustee Sethi and carried unanimously, the meeting dates were approved.

II. Officials and employees of the Village shall be authorized to attend municipally related conferences and to have expenditures paid by the Village to expend Village funds up to amounts set aside in the current Budget.

III. Officials and employees of the Village shall be reimbursed for the use of personal vehicles in attending to official business at the standard federal rate per mile. Reimbursement is to be considered upon presentation of claim voucher to the Village Clerk as per Village Vehicle Use Policy.

IV. The Treasurer shall be authorized to pay in advance of audit claims by the Board of Trustees certain recurring expenses including but not limited to public utility services, postage and freight. All such items shall be presented at the next regular meeting for audit by the Board of Trustees.

V. Additional Policies and Procedures, copies of the following are appended hereto and made a part of the minutes:

- Use of Village Credit Card

Mayor Forman announced that there will be additional policies and procedures for approval at the August 24, 2021 Board meeting.

Deputy Mayor Moslow moved those aforesaid policies and procedures be adopted for the official year beginning July 1, 2021. The motion was seconded by Trustee Sethi. On roll call:

| | | |
|---|---|---|
| Mayor Peter A. Forman voting | - | aye |
| Deputy Mayor Jeffrey Moslow voting | - | aye |
| Trustee Rita Sethi voting | - | aye |
| Trustee Elena Karabatos voting | - | aye |
| Trustee Rebecca Vitas Schamis voting | - | absent |

All policies and procedures as hereinbefore stated were duly adopted.

Trustee Karabatos moved that either the **PORT WASHINGTON NEWS** or **PORT WASHINGTON TIMES** be designated as the **official newspaper** of the Village. The motion was seconded by Deputy Mayor Moslow and carried unanimously either the **PORT WASHINGTON NEWS** or **PORT WASHINGTON TIMES** be designated as the official newspaper for the period July 2021 – July 2022. On roll call:

| | | |
|---|---|---|
| Mayor Peter A. Forman voting | - | aye |
| Deputy Mayor Jeffrey Moslow voting | - | aye |
| Trustee Rita Sethi voting | - | aye |
| Trustee Elena Karabatos voting | - | aye |
| Trustee Rebecca Vitas Schamis voting | - | absent |

Mayor Forman announced that Procurement Policy is to be **tabled to the August 24, 2021 meeting.**

Mayor Forman presented to the Board a list of **Approved Vendors for the Water and Public Works Department for fiscal year ending 2022** which is appended hereto and made a part of the minutes. The vendor list was submitted for approval by Water & Public Works Superintendent Brian Gunderson and after review by the Board and on motion by Trustee Sethi, seconded by Trustee Karabatos and carried unanimously, the vendor list was approved. On roll call:

| | | |
|---|---|---|
| Mayor Peter A. Forman voting | - | aye |
| Deputy Mayor Jeffrey Moslow voting | - | aye |
| Trustee Rita Sethi voting | - | aye |
| Trustee Elena Karabatos voting | - | aye |
| Trustee Rebecca Vitas Schamis voting | - | absent |

Mayor Forman opened the **Regular Meeting of the Board of Trustees** at 8:40 p.m.

The **Minutes** of the meeting held on June 29, 2021 were reviewed. On motion by Deputy Mayor Moslow, seconded by Trustee Sethi and carried unanimously, the minutes were approved.

The Board received the **Water Commissioner's Report** which is appended hereto and made a part of the minutes.

Commissioner Karabatos announced that water pumpage during June of 2021 was 63,307,200 gallons pumped versus 68,553,700 gallons during June 2020.

The **Treasurer's Report** showing cash balances as of June 30, 2020, was reviewed (copy attached). On motion by Deputy Mayor Moslow, seconded by Trustee Karabatos and carried unanimously, the Treasurer's Report was accepted and filed.

Claims as presented on **Abstracts 2A & 2B** for payment in July were reviewed. On motion of Deputy Mayor Moslow seconded by Trustee Karabatos and carried unanimously, the claims as contained on **Abstracts 2A & 2B** were approved for payment. Abstract of Claims is appended hereto and made a part of the minutes.

The Board received **Recommendations of the Building Commissioner** as to Granting of Building Permit Extensions that are appended hereto and made a part of the minutes. On motion of Trustee Sethi, seconded by Trustee Karabatos and carried unanimously, the Building Commissioner's recommendations were adopted.

The Board received the **Building Department Report of Activity** for the month of June 2021 which showed:

Building Permits issued - 9
Extensions of Building Permits Granted – 6
Tree Removal of Applications Received – 10
Certificates of Occupancy or Completion Issued – 10

The Board received the **Justice Court Report** for June 2021 which showed:
Arraignments – 29
Trials - 0
Total Amount Collected - $1,346.00

Mayor Forman placed on the table for consideration proposed **Local Law No. 3 of 2021,** a copy of which is appended hereto and made a part of the minutes.

Whereupon, Trustee Karabatos proposed the following Resolution and moved its adoption:

**RESOLUTION 07272021-01**
**PROPOSED LOCAL LAW 3 OF 2021**
**IMPOSING A SIX-MONTH MORATORIUM**
**ON THE INSTALLATION OF SIGNS IN THE**
**INCORPORATED VILLAGE OF SANDS POINT**

WHEREAS, a resolution was duly adopted by the Board of Trustees of the Village of Sands Point for a public hearing to be held by said Board at Village Hall, 26 Tibbits Lane, Sands Point, New York; and

WHEREAS, pursuant to Part 617 of the implementing regulations pertaining to Article 8 (State Environmental Quality Review Act) ("SEQRA"), it has been determined by the Board of Trustees that the adoption of the proposed Local Law does not constitute an action as defined and could be considered without any further regard to SEQRA; and

WHEREAS, the Board of Trustees of the Village of Sands Point, after due deliberation, finds it in the best interest of the Village to adopt said Local Law;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the Village of Sands Point hereby adopts said Local Law as "Local Law 3 of 2021, A Local Law "Imposing a Six-Month Moratorium on the Installation of Signs in the Village", a copy of which is attached hereto and made a part hereof, and the Village Clerk be and she is hereby directed to enter said Local Law in the minutes of this meeting and to enter said Local Law in the Local Law Book of the Village, and to give due notice of the adoption of said Local Law to the Secretary of State.

The motion was seconded by Deputy Mayor Moslow. On roll call:

| | | |
|---|---|---|
| Mayor Peter A. Forman voting | - | aye |
| Deputy Mayor Jeffrey Moslow voting | - | aye |
| Trustee Rita Sethi voting | - | aye |
| Trustee Elena Karabatos voting | - | aye |
| Trustee Rebecca Vitas Schamis voting | - | absent |

Resolution 07272021-01 was duly adopted.

Mayor Forman announced that the Board will **hold a public hearing at its August 24, 2021 meeting on the following items:**

1) Introduction of a Local Law to Consider **Amendments of Various Provisions of Chapter 132 of the Village Code Relating to Site Plan Review, Chapter 145 of the Village Code relating to the Subdivision of Land, and Chapter 176 of the Village Code relating to Zoning, relative to the procedures for the subdivision of land, the approval of site plan applications, the jurisdiction of the Planning Board and Board of Appeals in the consideration of applications for subdivision and site plan review**, and relative to the various zoning requirements and regulations - on motion by Deputy Mayor Moslow and seconded by Trustee Karabatos.

2) Introduction of a **Local Law Prohibiting Marijuana Sales** – on motion of Trustee Sethi and seconded by Deputy Mayor Moslow

3) Introduction of a **Local Law re Installation of Monopole at 2 Governors Lane and Small Cell Towers throughout Village** – on motion of Trustee Karabatos and seconded by Deputy Mayor Moslow.

And carried unanimously the Board resolved to hold the Public Hearings at their Tuesday, August 24, 2021 meeting. On vote as follows:

Mayor Peter A. Forman voting - aye

Deputy Mayor Jeffrey Moslow voting - aye
Trustee Rita Sethi voting - aye
Trustee Elena Karabatos voting - aye
Trustee Rebecca Vitas Schamis voting - absent

Mayor Forman placed on the table for consideration **three renewal applications from The New York State Liquor Authority pertaining to the sale of alcoholic beverages at The Village Club of Sands Point,** copies of which are appended hereto and made a part of the minutes

Whereupon, Trustee Karabatos proposed the following Resolution and moved its adoption:

**RESOLUTION 07272021-02**
**THREE RENEWAL APPLICATIONS TO THE**
**NEW YORK STATE LIQUOR AUTHORITY**
**LICENSES TO PURCHASE AND SELL ALCOHOLIC BEVERAGES AT**
**THE VILLAGE CLUB OF SANDS POINT**

WHEREAS, by Resolution 22895-08 an application to New York State Liquor Authority was prepared and submitted to permit The Club to purchase and sell alcoholic beverages at various locations throughout The Club property; and

WHEREAS, the three Club liquor licenses are due to expire on September 30, 2019; and

WHEREAS, completed applications, liquor bonds and license/filing fees are now being requested to renew the licenses until September 30, 2024;

WHEREAS, the Board of Trustees is aware of the need to renew and receive the licenses in order to provide un-interrupted services to the community;

NOW, THEREFORE, BE IT RESOLVED, **that the Village Clerk be and hereby is directed to complete and submit the required applications to The New York State Liquor Authority to renew the three Club liquor licenses for;**

**Mansion #1-Serial Number 1015330**
**Pool Bldg #2-Serial Number 1015331**
**Golf Grille #3 – Serial Number 1015329**

BE IT FURTHER RESOLVED **that the Board directs the Village Clerk to have checks prepared in the amount of $590.00 for each of the renewal licenses; and**

BE IT FURTHER RESOLVED **that the Board directs the Village Clerk to have three renewal liquor bonds issued from insurance carrier Utica National Insurance Company through Salerno Brokerage at a cost of $75.00 per bond; and**

FURTHER RESOLVED, **that the Board reaffirms their authorization of Village Clerk Liz Gaynor to be the applicant and Alcoholic Beverage Control Officer for the Village pertaining to the aforesaid applications.**

The motion was seconded by Deputy Mayor Moslow. On roll call:

| | | |
|---|---|---|
| Mayor Peter A. Forman voting | - | aye |
| Deputy Mayor Jeffrey Moslow voting | - | aye |
| Trustee Rita Sethi voting | - | aye |
| Trustee Elena Karabatos voting | - | aye |
| Trustee Rebecca Vitas Schamis voting | - | absent |

Resolution 07272021-02 was duly adopted.

Mayor Forman placed on the table for consideration a **Resolution for Repair of Cart Paths at The Village Club of Sands Point.**

Whereupon, Deputy Mayor Moslow proposed the following Resolution and moved its adoption:

**RESOLUTION 07272021-03**
**CART PATH REPAIRS**
**THE VILLAGE CLUB OF SANDS POINT**

WHEREAS, the Board of Trustees is devoted to maintaining the Village Club cart paths in a condition of safety for its members and guests; and

WHEREAS, Club General Manager Jeff Shepard obtained three proposals for the work, copies of which are appended hereto and made a part of the minutes; and

WHEREAS, GM Shepard recommends the proposal of Frank Suppa Landscaping Corp., be engaged to repair the cart paths; and

WHEREAS, the Board of Trustees has reviewed the proposal and finds it acceptable,

NOW, THEREFORE, BE IT RESOLVED, that **Frank Suppa Landscaping Corp., 100 Frank Road, Hicksville, New York 11801 be and hereby is engaged to perform**

**repairs to the cart path as outlined in their proposal B301B dated July 7, 2021 in the amount of $33,405.00.**

The motion was seconded by Trustee Karabatos. On roll call:

| | | |
|---|---|---|
| Mayor Peter A. Forman voting | - | aye |
| Deputy Mayor Jeffrey Moslow voting | - | aye |
| Trustee Rita Sethi voting | - | aye |
| Trustee Elena Karabatos voting | - | aye |
| Trustee Rebecca Vitas Schamis voting | - | absent |

Resolution 07272021-03 was duly adopted.

Mayor Forman placed on the table for consideration a **Resolution to Authorize the Re-solicitation of Bids for Custom Awnings at The Village Club of Sands Point.**

Whereupon, Trustee Sethi proposed the following Resolution and moved its adoption:

**RESOLUTION 07272021-04**
**AUTHORIZATION TO**
**RE-SOLICIT BIDS FOR THREE CUSTOM AWNINGS**
**FOR CLUB GRILLE, PRO SHOP AND FRONT AREAS**
**AT THE VILLAGE CLUB OF SANDS POINT**

WHEREAS, per Resolution 04272021-13 the Board authorized the preparation of bid specifications and the solicitation of bids that were presented to the Board at their meeting held on May 13, 2021 and at which time the contract was awarded to Signarama; and

WHEREAS, Club General Manager Jeff Shepard is now requesting a re-solicitation of bids as the winning bidder could not complete the project in the specified time required; and

WHEREAS, the projected cost of the project will exceed $35,000 threshold and it is necessary for the project to go out to bid; and

NOW, THEREFORE, BE IT RESOLVED, that the **Village Clerk be and hereby is authorized to re-solicit bids to be presented to the Board of Trustees for review and award of contract following receipt of bids.**

The motion was seconded by Deputy Mayor Moslow. On roll call:

| | | |
|---|---|---|
| Mayor Peter A. Forman voting | - | aye |
| Deputy Mayor Jeffrey Moslow voting | - | aye |
| Trustee Rita Sethi voting | - | aye |
| Trustee Elena Karabatos voting | - | aye |
| Trustee Rebecca Vitas Schamis voting | - | absent |

Resolution 07272021-04 was duly adopted.

Mayor Forman placed on the table for **Resolution Authorizing the Engagement of Fireworks Extravaganza for a Fireworks Display to Celebrate Labor Day at The Village Club of Sands Point.**

Whereupon, Deputy Mayor Moslow proposed the following Resolution and moved its adoption:

**RESOLUTION 07272021-05**
**AUTHORIZING ENGAGMENT OF**
**FIREWORKS EXTRAVAGANZA FOR A**
**FIREWORKS DISPLAY TO CELEBRATE LABOR DAY**
**FRIDAY, SEPTEMBER 3, 2021 AT**
**THE VILLAGE CLUB OF SANDS POINT**

WHEREAS, Village Club General Manager Jeff Shepard has recommended outdoor fireworks display for the Labor Day Celebration; and

WHEREAS, the Board has reviewed the proposal and finds it acceptable,

NOW, THEREFORE BE IT RESOLVED, that Fireworks Extravaganza, 121 Gertrude Avenue, Paramus, NJ 07652 be and hereby is engaged for a Friday, September 3, 2021 Fireworks Display as per their proposal dated July 15, 2021 in the amount of $19,550.00.

The motion was seconded by Trustee Sethi. On roll call:

| | | |
|---|---|---|
| Mayor Peter A. Forman voting | - | aye |
| Deputy Mayor Jeffrey Moslow voting | - | aye |
| Trustee Rita Sethi voting | - | aye |
| Trustee Elena Karabatos voting | - | aye |
| Trustee Rebecca Vitas Schamis voting | - | absent |

Resolution 07272021-05 was duly adopted.

Mayor Forman announced that the next Board of Trustees meeting will be held on Tuesday, August 24, 2021 at 8:00 p.m.

There being no further business to come before the Board, on motion of Deputy Mayor Moslow, seconded by Trustee Karabatos and carried unanimously, the meeting was adjourned, and the Board entered Executive Session at 8:45 p.m. at which no voting was to take place.

Liz Gaynor

Liz Gaynor, Village Clerk