

A regular meeting of the Board of Trustees was held on Monday, June 20, 2022 at 7:00 P.M. in the Village Hall:

Present: Mayor Alan C. Beach
Deputy Mayor Michael Hawxhurst
Trustee Ann Marie Reardon
Trustee Robert Boccio
Trustee Laura Ryder
Village Administrator John Giordano
Village Attorney Thomas Atkinson

MINUTES – 5/16/2022
RES.#136-2022

It was moved by Trustee Boccio, seconded by Deputy Mayor Hawxhurst, to accept the Minutes of May 16, 2022 as submitted and place on file. Motion carried, all voting “Aye”.

PROCLAMATION –
JOSEPH SULTANA

The Mayor presented a Citation to Joseph Sultana for his dedicated service to the Lynbrook Knights Baseball Club.

PROCLAMATION –
LYNBROOK/E.
ROCKAWAY SOCER

The Mayor presented Certificates to the members of the Lynbrook/East Rockaway Girls Soccer team for winning the 2022 Long Island Cup Championship.

PROCLAMATION -
LYNBROOK/E.
ROCKAWAY LITTLE
LEAGUE

The Mayor presented Certificates to the members of the Lynbrook/East Rockaway Little League Baseball team for winning the 2022 Little League Majors Division Championship.

APPOINTMENT –
P.O. CROWLEY
RES.#137-2022

It was moved by Trustee Boccio, seconded by Trustee Reardon, to approve the hiring of Joshua Crowley for the position of Police Officer in accordance with the terms of the PBA Contract effective as approved by the Nassau County Civil Service Commission. Motion carried, all voting “Aye”.

PRESENTATION – PO
CAMPAGNA & PO ZEE

The Mayor congratulated Police Officers Campagna and Zee on their respective retirement and thanked them for their dedication and years of service to the Village of Lynbrook.

REQUEST – FD – USE OF
FIRE POLICE VEHICLE
RES.#138-2022

It was moved by Trustee Reardon, seconded by Deputy Mayor Hawxhurst, to grant permission for the members of Engine Company Number 1 to use the Fire Police Van, Unit 4261, for their annual golf outing to Mount Airy Lodge, Pennsylvania, June 15-17, 2022. Motion carried, all voting “Aye.”

REQUEST – FD –
PARADES – 7/9/2022 &
9/17/2022
RES.#139-2022

It was moved by Deputy Mayor Hawxhurst, seconded by Trustee Reardon, to grant permission for the members of the Lynbrook Fire Department to participate in the Nassau County Parade in Westbury on July 9th and the Fourth Battalion Parade in East Rockaway on September 17th. Motion carried, all voting “Aye”.

REQUEST – FD – DRILLS
– 7/9/2022 & 9/17/2022
RES.#140-2022

It was moved by Deputy Mayor Hawxhurst, seconded by Trustee Reardon, to grant permission for the members of the Lynbrook Fire Department to participate in the Nassau County drill hosted by the Westbury Fire Department in Merrick on July 9th and the Fourth Battalion drill hosted by the East Rockaway Fire Department in Rockville Centre on September 17th. Motion carried, all voting “Aye”.

REQUEST –
STAUDERMAN AVE –
OUTDOOR DINING
RES.#[141-2022](#)

It was moved by Trustee Ryder, seconded by Trustee Reardon, to close the parking lane of Stauderman Ave between Atlantic Ave and Forest Ave for Outdoor Dining as applied for by Il Pozzo restaurant, 46 Atlantic Avenue to be held on Fridays and Saturdays, from 5 PM to 10:30 PM for 2022. Motion carried, all voting “Aye”.

MAYOR’S GOLF
OUTING REPORT

Jeff Greenfield, Chairman of the Mayor’s Golf Outing Committee, gave an update on the Mayor’s Golf Outing to be held August 15th at Inwood Country Club.

FIRE DEPARTMENT
REPORTS

Chief Kelly gave a report of activities of the Fire Department.

AUTHORIZATION –
POOL HEATER
REPLACEMENT
RES.#[142-2022](#)

It was moved by Trustee Boccio, seconded by Trustee Reardon, to authorize the receipt of bids for the installation of a new 5000 BTU swimming pool heater to replace the current heater. Motion carried, all voting “Aye”.

AUTHORIZATION –
DISPOSITION OF
RECORDS
RES.#[143-2022](#)

It was moved by Trustee Reardon, seconded by Trustee Ryder, to dispose of the attached records (exhibit A) in accordance with the LGS-01 Records Retention. Motion carried, all voting “Aye”.

AUTHORIZATION –
SEVERANCE PAYOUT –
PO TONY ZEE
RES.#[144-2022](#)

It was moved by Deputy Mayor Hawxhurst, seconded by Trustee Reardon, to authorize the severance payout for PO Tony Zee due to his retirement effective June 6, 2022 and issue a Declaration of Intent to fund such payment from a Bond issue. Motion carried, all voting “Aye”.

SET DATE – BID
OPENING – DRAINAGE
IMPROVEMENTS – OAK
STREET – FOREST AVE
– 8/8/2022
RES.#[145-2022](#)

It was moved by Trustee Boccio, seconded by Trustee Ryder to set the date to open bids on August 18, 2022 for “Drainage Improvements” for Oak Street and Forest Avenue, such Project to be funded by NYS GOSR funds. Motion carried, all voting “Aye”. It was moved by Trustee Reardon, seconded by Trustee Boccio, that the Board of Trustees declares itself as Lead Agency and that a Negative Declaration be issued for this action as it has no significant adverse impact on the environment pursuant to the New York State Environmental Quality Review Act. Motion carried, all voting “Aye”.

SET DATE – BID
OPENING – POLICE
BULLET PROOF VESTS –
6/30/2022
RES.#[146-2022](#)

It was moved by Trustee Reardon, seconded by Trustee Boccio, to set the date to open bids on June 30, 2022 for “Police Bullet Proof Vests” such acquisition to be funded by a Nassau County CRP Grant. Motion carried, all voting “Aye”.

BID AWARD –
DISPOSAL OF BULK
WASTE
RES.#[147-2022](#)

Village Administrator John Giordano advised that of five (5) potential bidders, 2 bids were received on June 16, 2022 for the Disposal of Bulk Waste from:

Contractor	Bid	
	Bulky/Construction	Light iron/white metal
Omni Recycling	96.75/ton	Flat rate zero
Winter Bros	125.00/ton	Flat rate zero

It was moved by Trustee Boccio, seconded by Trustee Reardon, to award a 3-year agreement to Omni Recycling, the lowest responsible bidder, in accordance with their bid offer, as recommended by the Superintendent of Public Works. Motion carried, all voting “Aye”. It was moved by Trustee Ryder, seconded by Trustee Reardon, that the

BID AWARD –
DISPOSAL OF BULK
WASTE
CONT'D

Board of Trustees declares itself as Lead Agency and that a Negative Declaration be issued for this action as it has no significant adverse impact on the environment pursuant to the New York State Environmental Quality Review Act. Motion carried, all voting “Aye”.

Village Administrator John Giordano advised that of five (5) potential bidders, 2 bids were received on June 16, 2022 for the Disposal of Recyclables from:

BID AWARD –
DISPOSAL OF
RECYCLABLES
RES.#148-2022

Contractor	Bid	
	Single Stream recyclables	Cardboard
Omni Recycling	110.00/ton	15.00/ton
	Pd to contractor by Village	Pd to Village by contractor
Winter Bros	135.00/ton	85.00/ton
	Pd to contractor by Village	Pd to contractor by Village

It was moved by Trustee Boccio, seconded by Trustee Reardon, to award a 3-year agreement to Omni Recycling, the lowest responsible bidder, in accordance with their bid offer, as recommended by the Superintendent of Public Works. Motion carried, all voting “Aye”. It was moved by Trustee Boccio, seconded by Trustee Ryder, that the Board of Trustees declares itself as Lead Agency and that a Negative Declaration be issued for this action as it has no significant adverse impact on the environment pursuant to the New York State Environmental Quality Review Act. Motion carried, all voting “Aye”.

Village Administrator John Giordano advised that of five (5) potential bidders, 2 bids were received on June 16, 2022 for the Disposal & Removal of Debris from:

BID AWARD –
DISPOSAL & REMOVAL
OF DEBRIS
RES.#149-2022

Item	Bidder	
	Jamaica Ash	Winter Bros
1A-20 yd roll off-bulky	795.00	850.00
*1B-30 yd roll off-bulky	1035.00	950.00
2A-40 yd roll off-bulky	1460.00	1050.00
*3A-20 yd roll off-concrete/bricks	1500.00	1500.00
3B-20 yd roll off-asphalt	1500.00	1500.00
*4A-30 yd roll off-tree/brush/log etc	1035.00	1500.00
*5-20 yd roll off-street sweeping	1125.00	1500.00
5A-15 yd roll off-street sweeping	995.00	1400.00
*Bid determination items total	4695.00	5450.00

It was moved by Trustee Boccio, seconded by Trustee Reardon, to award a 3-year agreement to Jamaica Ash, the lowest cost responsible bidder, in accordance with their bid offer, as recommended by the Superintendent of Public Works. Motion carried, all voting “Aye”. It was moved by Trustee Ryder, seconded by Trustee Boccio, that the Board of Trustees declares itself as Lead Agency and that a Negative Declaration be issued for this action as it has no significant adverse impact on the environment pursuant to the New York State Environmental Quality Review Act. Motion carried, all voting “Aye”.

2022 SEASONALS –
RECREATION
RES.#[150-2022](#)

It was moved by Trustee Ryder, seconded by Trustee Reardon, to approve the attached list (Exhibit B) of 2022 seasonal employees for the Recreation Department. Motion carried, Trustee Ryder and Reardon abstaining, all others voting “Aye”.

2022 SEASONALS – DPW
RES.#[151-2022](#)

It was moved by Trustee Ryder, seconded by Deputy Mayor Hawxhurst, to approve the attached list (Exhibit C) of 2022 seasonal employees for the Department of Public Works. Motion carried, all voting “Aye”.

2022 SEASONALS –
POOL CAPTAINS
RES.#[152-2022](#)

It was moved by Trustee Reardon, seconded by Trustee Boccio, to promote the following seasonal Recreation employees to “Captains” with a pay rate increase in accordance with Seasonal Wage Policy:

Kiera Derrig
Matthew LaBarbera
Renaë Umowski

Motion carried, all voting “Aye”.

2022 SEASONALS –
VILLAGE HALL
RES.#[153-2022](#)

It was moved by Trustee Ryder, seconded by Deputy Mayor Hawxhurst, to approve the following 2022 seasonal employees for Village Hall:

Sean Curley – Building Department	\$12.50
Molly Fisherman – Village Hall	\$15.72 (Library Page)

Motion carried, all voting “Aye”.

PUBLIC HEARING –
SIDEWALK
VIOLATIONS
RES.#[154-2022](#)

It was moved by Trustee Boccio, seconded by Trustee Reardon, to open a Public Hearing at 8:04 PM to consider the repair and construction of the attached list of sidewalk violations (Exhibit D) in the Village pursuant to Section 212.1 of the Village Code. Mayor Beach asked if anyone wished to comment. After no further comments were heard, it was moved by Trustee Reardon, seconded by Trustee Ryder, to close the Public Hearing at 8:05 PM and to authorize the Village to repair the sidewalks in violation; to assess the properties for such repair costs and adopt the attached resolution as written. Motion carried, all voting “Aye.”

SET DATE – P.H. –
7/18/22 – CHAPTER 137 –
GARBAGE COLLECTION
AND RECYCLING
RES.#[155-2022](#)

It was moved by Deputy Mayor Hawxhurst, seconded by Trustee Reardon, to set the date of July 18, 2022 at 7:00 PM for a Public Hearing to consider the adoption of proposed Local Law #4 of 2022, to amend Chapter 137 of the Code of the Village of Lynbrook entitled “Garbage Collection and Recycling”, to consider amending subsections 137-2 and 138-8 prohibiting the storage of waste containers in front yard setback areas. Motion carried, all voting “Aye”. It was moved by Trustee Boccio, seconded by Trustee Ryder, that the Board of Trustees declares itself as Lead Agency and that a Negative Declaration be issued for this action as it has no significant adverse impact on the environment pursuant to the New York State Environmental Quality Review Act. Motion carried, all voting “Aye”.

AMEND – VEHICLE
TRAFFIC CODE – STOP
SIGN - WINTER ST
RES.#156-2022

It was moved by Trustee Boccio, seconded by Trustee Ryder, to amend the Village Vehicle and Traffic Code, section 240-2 to designate a Stop intersection at Winter Street and Curtis Place. Motion carried, all voting “Aye”. It was moved by Trustee Reardon, seconded by Trustee Boccio, that the Board of Trustees declares itself as Lead Agency and that a Negative Declaration be issued for this action as it has no significant adverse impact on the environment pursuant to the New York State Environmental Quality Review Act. Motion carried, all voting “Aye”.

AMEND – VEHICLE USE
POLICY
RES.#157-2022

It was moved by Trustee Reardon, seconded by Trustee Ryder, to amend the Vehicle Use Policy (exhibit E) making Department Heads responsible to enforce the provision of vehicle maintenance as outlined in the policy. Motion carried, all voting “Aye”.

ADOPTION – CHILD
SEXUAL ABUSE POLICY
RES.#158-2022

It was moved by Deputy Mayor Hawxhurst, seconded by Trustee Boccio, to adopt the Child Sexual Abuse Prevention Policy as recommended by the Village Insurance Carrier subject to revisions by the Village Attorney. Motion carried, all voting “Aye”.

AUTHORIZATION – N.C.
POLLING PLACE
AGREEMENT – AUGUST
23, 2022
RES.#159-2022

It was moved by Trustee Reardon, seconded by Trustee Ryder, to authorize the Mayor to sign a Polling Place Agreement with the Nassau County Board of Elections for use of the Village Hall on Primary Day – Tuesday, August 23, 2022. Motion carried, Deputy Mayor Hawxhurst Nay, all others voting “Aye.”

AUTHORIZATION –
PAYROLL PROCESSING
RES.#160-2022

It was moved by Trustee Reardon, seconded by Trustee Ryder, to authorize the Mayor to sign the Payroll Processing Agreement with Accu Data. Motion carried, all voting “Aye”.

AUTHORIZATION –
POOL RENTAL S.D. #20
RES.#161-2022

It was moved by Deputy Mayor Hawxhurst, seconded by Trustee Reardon, to amend the Pool use fees to \$25,000 (2022) and \$29,500 (2023) for Lynbrook School District #20 swim teams. Motion carried, all voting “Aye”.

AUTHORIZATION –
COURT PROCESSING
RES.#162-2022

It was moved by Trustee Reardon, seconded by Trustee Ryder, to authorize the Mayor to sign the Court Processing renewal agreement with Fundamental Business Service, Inc. Motion carried, all voting “Aye”.

BILLS

It was moved by Trustee Ryder, seconded by Trustee Reardon, that the bills listed on the Abstract of Audited Voucher #1, General Fund - \$1,559,326.89, Capital Fund - \$339,339.95, Trust & Agency - \$6,210.72, Community Development - \$2,743.11, Electronic Transfer - \$98,438.15, all be paid as soon as same have been duly audited by the majority. Motion carried, all voting “Aye”.

GOOD & WELFARE

The Mayor asked for a moment of silence for the passing of Edward Habert, father in-law of Building Department clerk Kerrie Habert.

It was moved by Deputy Mayor Hawxhurst, seconded by Trustee Reardon, to adjourn to the conference room for a continuation of the meeting. Motion carried, all voting “Aye”.

BID – F.D. UTILITY
TRUCK
RES.# [163-2022](#)

The Board of Trustees met with the Fire Department truck committee and discussed the need to replace 428-8, a 2007 Spartan truck equipped with an air bottle filling system.

REQUEST – POOL –
RES.# [164-2022](#)

It was moved by Deputy Mayor Hawxhurst, seconded by Trustee Boccio, to deny a request from Sensei Ibrahim to have his non-member martial arts students use the Lynbrook Pool. Motion carried, all voting “Aye”.

SWIM ACROSS
AMERICA – 7/29/22
RES.# [165-2022](#)

It was moved by Trustee Boccio, seconded by Deputy Mayor Hawxhurst, to grant permission to Swim Across America to conduct a swim event at Greis Park on July 29, 2022. Motion carried, all voting “Aye.”

POOL MEMBERSHIP
RES.# [166-2022](#)

It was moved by Trustee Reardon, seconded by Trustee Ryder, to waive the fee for a family pool membership to a resident on Central Ave as recommended by the Community Chest. Motion carried, all voting “Aye”.

CHANGE ORDER – 2022
ROAD PROJECT
RES.# [167-2022](#)

It was moved by Trustee Boccio, seconded by Trustee Reardon, to approve a change order with Valente Contracting Corp for the replacement of curbs on Walnut Street as part of the 2022 Road Bond Project. Motion carried, all voting “Aye”.

TREE REMOVAL – 84
LENOX AVE
RES.# [168-2022](#)

It was moved by Deputy Mayor Hawxhurst, seconded by Trustee Boccio, to authorize the removal of a tree at 84 Lenox Avenue by the Department of Public Works.

LYNBROOK TITANS
CARNIVAL - 7/7/22-
7/10/22
RES.# [169-2022](#)

It was moved by Trustee Boccio, seconded by Trustee Reardon, to authorize Titans Football to utilize Greis Park for a carnival event to be held July 7-10, 2022 with 50% of the proceeds being donated to the Village, subject to providing an insurance certificate naming the Village as an additional insured. Motion carried, all voting “Aye”.

ADJOURNMENT

It was moved by Trustee Reardon, seconded by Deputy Mayor Hawxhurst, to adjourn the meeting at 11:09 PM. Motion carried, all voting “Aye”.

2020-2021 Destroyed Files

Accounts Payable A-Be 6/1/13-5/1/14
 Accounts Payable Bi-C 6/1/13-5/13/14
 Accounts Payable D-F 6/1/13-5/31/14
 Accounts Payable G-K 6/1/13-5/1/14
 Accounts Payable L-Mi 6/1/13-5/1/14
 Accounts Payable Mi-O 6/1/13-5/31/14
 Accounts Payable P-Sp 6/1/13-5/31/14
 Accounts Payable Sq-Ve 6/1/13-5/31/14
 Accounts Payable Ve-Z 6/1/13-5/1/14
 Accounts Payable 6/2014-5/2015

- Voucher registrars
- Pre check
- Check

Baker and Taylor Vouchers 2013-2014

Bank Statements 2013-2014

Bank Statements 2014-2015

2014 Board Agendas

Capital One Bank Statements 2014-2015

Claims Against Village 2014-2015

Courts Disposed Tickets A-L Jan. 2015

Court Disposed Tickets A-K Feb. 2015

Courts Disposed Tickets L-Z Feb. 2015

Courts Disposed Tickets A-L Mar. 2015

Courts Disposed Tickets M-Z Mar. 2015

Court Disposed Tickets A-K April 2015

Court Disposed Tickets L-Z April 2015

Courts Disposed Tickets A-K May 2015

Court Disposed Tickets	L-Z	May 2015
Courts Disposed Tickets	A-K	June 2015
Court Disposed Tickets	L-Z	June 2015
Courts Disposed Tickets	A-K	July 2015
Court Disposed Tickets		July 2015-Aug. 2015
Courts Disposed Tickets	L-Z	Aug. 2015
Court Disposed Tickets	A-L	Sept. 2015
Courts Disposed Tickets	M-Z	Sept. 2015
Courts Disposed Tickets	A-K	Oct. 2010
Court Disposed Tickets	A-L	Oct. 2015
Court Disposed Tickets	M-Z	Oct. 2015
Courts Disposed Tickets	L-Z	Nov. 2015
Court Disposed Tickets 1/2	A-K	Dec. 2015
Court Disposed Tickets 1/2	L-Z	Dec. 2015
Court Disposed Tickets 2/2	A-K	Dec. 2015
Court Disposed Tickets 2/2	L-Z	Dec. 2015
Court Paid Parking Tickets		Jan. 2015- Feb. 2015
Court Parking Payment Tickets		Jan. 2015- Feb. 2015
Court Disposed Parking Tickets		May-June 2015
Court Parking Disposed Tickets		Sept. 2015- Oct. 2015
Court Parking Disposed Tickets		Nov. 2015- Dec. 2015
Court Paid Parking Tickets		March 2015
Deposit Slips 2014-2015		
General Receipts		June 2013-July 2013
General Receipts		Aug. 2013- Oct. 2013
General Receipts		Nov. 2013- Dec. 2013
General Receipts		Jan. 2014-Mar. 2014
General Receipts		Mar. 2014-Apr. 2014

General Receipts June 2014-Aug. 2014
General Receipts Sept. 2014- Dec. 2014
General Receipts Jan. 2015-Mar. 2015
General Receipts Apr. 2015-May 2015
Insurance Policies 6/1/11-6/1/14
2014 Parking Permits
Pay Rolls Reports Oct. 2013-Feb. 2014
Personnel Sh-T
Taxes and Liens 2011, 2012, 2013, 2014
Tax Rolls 2012, 2015
2014 Tax Rolls 6/2014-5/2015
2014 Taxes Daily Receipt Registers 6/1/14-5/31/15
Trust and Agency Binder 2008-2009
- Bank Reconciliation Binder
- Accounts Payable
V.C. Licenses 2013-2014
V.C. Licenses 2015

INCORPORATED VILLAGE OF LYNBROOK

INTER-DEPARTMENTAL COMMUNICATION

DATE: June 15, 2022
FROM: Keith Bonomo
TO: Mayor Beach
CC: John Giordano, Village Administrator
SUBJECT: Seasonal Employee New Hires

I would like to request the following to be hired for the summer 2022 season at the respective scheduled starting salary of \$12.00/hr for Recreation Attendant Seasonal and \$15.50/hr for Lifeguard Grade 1 Seasonal:

- | | |
|------------------|-------------------------------|
| Amanda Cafiero | Recreation Attendant Seasonal |
| Anabelle Ciampi | Recreation Attendant Seasonal |
| Brianna Halstead | Recreation Attendant Seasonal |
| Alanna Haynes | Recreation Attendant Seasonal |
| Emma Keller | Recreation Attendant Seasonal |
| Brian McAleese | Recreation Attendant Seasonal |
| Conner O'Reilly | Recreation Attendant Seasonal |
| Edgar Ramirez | Recreation Attendant Seasonal |
| | |
| Samantha Burgie | Lifeguard Grade 1 Seasonal |
| Amelia Doyle | Lifeguard Grade 1 Seasonal |
| Meaghan Hayes | Lifeguard Grade 1 Seasonal |

APPROVED BY RESOLUTION OF BOARD OF TRUSTEES:

Thank you,

6/20/2022

Signature _____

Keith Bonomo, Park Supervisor

Florence Maxwell

From: Ginger Fuentes
Sent: Friday, June 17, 2022 11:05 AM
To: John Giordano; Florence Maxwell
Subject: for board meeting

Hi...just received a name to please add to Monday's board meeting for Rec Attendant Seasonal: Grace Reardon.

Thanks

Ginger Fuentes
Lynbrook Recreation
(516)599-8000

APPROVED BY RESOLUTION OF
BOARD OF TRUSTEES:

INCORPORATED VILLAGE OF LYNBROOK



INTER-DEPARTMENTAL COMMUNICATION

May 17, 2022

FROM: Philip Healey Supt. of Public Works
 TO: Mayor & Board of Trustees
 SUBJECT: Approval for Seasonal Employees

Name	Salary	Title	Effective
<u>Returning</u>			
Pandaliano, N	\$12.50	Seasonal Laborer	5/23/2022
Tricarico, T	\$13.50	Seasonal Laborer	5/24/2022
<u>New</u>			
Trigo, James	\$12.00	Seasonal Laborer	5/23/2022

Signed 

PH:lm

APPROVED BY RESOLUTION OF
 BOARD OF TRUSTEES:

6/20/2022

Exhibit "D"

Bd cal
6-20-22
3A

Lynbrook/East Rockaway Herald
PUB 1x June 16, 2022

LEGAL NOTICE OF PUBLIC HEARING

PLEASE TAKE NOTICE that the Village Board of the Incorporated Village of Lynbrook, Tuesday, the 20th day of June 2022 at 7:00 P.M., will conduct a Public Hearing under Village Code #212-1.1 at which time the Board will take proof of the unreasonably dangerous condition of sidewalks, curbs, etc. contiguous to the properties set forth below and will determine whether said conditions must be repaired by the owner(s) of said properties or, upon failure to so repair, that the Village will do so with the cost thereof to be assessed against said properties:

House Number and Street

67 Langdon Place
59 Lakeview Avenue
121 Sherman Street
26 Lafayette Avenue

Section, Block and Lot

23-04-09
01-05-09
58-04-09
01-09-16-17

By Order of the Board of Trustees
John Giordano, Village Administrator
Lynbrook, New York

APPROVED BY RESOLUTION OF
BOARD OF TRUSTEES:

6/20/2022

Incorporated Village of Lynbrook Automobile Use Policy

The Board of Trustees shall determine the need to provide automobiles to employees in order to conduct Village business.

Assigned vehicles remain under the jurisdiction of the Board of Trustees and can be required to be surrendered at their discretion.

The provision of vehicles to its employees for their work in providing Village services is at the option of the Board of Trustees

In lieu of providing vehicles, the Village may elect to reimburse employees for the use of personal vehicles in accordance with the terms as adopted by the Board of Trustees.

- Village-owned vehicles may be used only for official Village business, only by employees properly licensed.
- Village-owned vehicles shall not be driven beyond the geographical limits of the Village of Lynbrook, without approval from the Board of Trustees or Department Head. Use of any vehicles to be driven out of state is subject to the approval of the Board of Trustees.
- All vehicles are to be serviced periodically in accordance with generally accepted standards.
- The person to whom a vehicle is assigned is responsible for the maintenance of the proper oil level, tire pressure, battery condition and radiator water level and shall check these matters at daily intervals. He/she must also make periodic checks on other mechanical features to ensure that vehicle is in safe operating condition.
Department Heads are responsible to enforce this provision.
- Vehicle mileage logs must be kept in all vehicles used for commuting, and mileage logged in weekly. A separate entry must be made for each occasion when the vehicle is used outside of the Village (except for authorized commuting purposes) Copies of the log must be submitted to Village Administrator office on a quarterly basis.
- All drivers of all vehicles must input mileage on each occasion when fuel is dispensed from our pumps. Reports indicating vehicle, date, and mileage must be submitted to Village Administrator's office on a quarterly basis.
- Authorization for repairs or services by commercial firms must be obtained from the Department Head.

Violations of the rules governing the use and/or maintenance will subject the offender to disciplinary actions which may include suspension or termination as provided by law.

