

A regular meeting of the Board of Trustees was held on Monday, October 18, 2021, at 7:00 P.M. in the Village Hall:

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

MINUTES – 10/4/21  
RES.# 243-2021

It was moved by Trustee Reardon, seconded by Trustee Ryder, to accept the Minutes of October 4, 2021 as submitted and place on file. Motion carried, all voting “Aye”.

REQUEST- L.H.S. PTA –  
P.F. #10  
RES.# 244-2021

It was moved by Trustee Boccio, seconded by Trustee Reardon, to approve the request from the Lynbrook High School PTA for the Village to issue new “Student” parking permits for the use of parking field #10 by Lynbrook High School students from September 1 to June 30, between the hours of 7am – 4pm, for a rate of \$110.00 each, subject to availability of vacant commuter parking spaces, by adding new Sections Chapter 240 of the Village Code entitled “Vehicles & Traffic”: Section 240-49.1B(4): (4) Student Parking License and 24-51.(6) for parking field #10 only: (6) Students attending Lynbrook High School. Motion carried, all voting “Aye”.

REQUEST –  
LANDMARK  
BRISTOL/MEXICO  
RES.# 245-2021

It was moved by Trustee Reardon, seconded by Trustee Ryder, to approve the request from Art Mattson, Lynbrook Historian, to provide a letter of support to the Town of Hempstead Landmarks Commission for the Landmark designation for the Bristol and Mexico Monument located in Rockville Cemetery. Motion carried, all voting “Aye”.

REQUEST – LYNBROOK  
KINDERGARTEN  
PARENTS CLUB – MAY  
13, 2022  
RES.# 246-2021

It was moved by Trustee Ryder, seconded by Trustee Boccio, to approve a request from the Lynbrook Kindergarten Parents Club to host Family Fun Night at Greis Park on Friday, May 13, 2022 and waive any fees. Motion carried, all voting “Aye”.

AUTHORIZATION – P.D.  
TRAINING  
RES.# 247-2021

It was moved by Trustee Boccio, seconded by Trustee Reardon, to authorize the Chief of Police to attend the New York State Association of Chiefs of Police Leadership Conference on November 3-4, 2021 at Fort William Henry Lodge, Lake George NY. Motion carried, all voting “Aye”.

BID AWARD – SOLID  
WASTE  
RES.# 248-2021

Village Administrator John Giordano advised that three (3) bids were received on September 30, 2021 for the Municipal Solid Waste Disposal Service from:

<u>Contractor</u>	<u>Term</u>	<u>Pricing</u>
Winter Bros	1-year	106.00/ton
Covanta	4-year	82.74 – 87.81
Omni Recycling	5-year	Westbury 90.25 – 101.09
	5-year	Lawrence 92.50 – 103.34

It was moved by Deputy Mayor Hawxhurst, seconded by Trustee Boccio, to award bid to Covanta as the low bidder as recommended by Phil Healy, Superintendent of Public Works and adopt the attached Resolution (see exhibit A). Motion carried, all voting “Aye”. It was moved by Trustee Reardon, 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”.

BID AWARD –  
NATURAL GAS  
AGGREGATION  
RES. # 249-2021

Ed Cary of Good Energy advised that three (3) bids were received on September 29, 2021 for the Natural Gas Aggregation, Supply and Transportation from:

	<u>Term (months)</u>			
<u>Supply</u>	<u>12</u>	<u>18</u>	<u>24</u>	<u>36</u>
Great American Gas & Electric	\$0.589	\$0.572	\$0.558	n/a
Direct Energy	\$0.567	\$0.567	\$0.567	n/a
Approved Energy	\$0.687	\$0.634	\$0.638	\$0.61
<u>Transportation</u>				
Great American Gas & Electric	\$0.130	\$0.141	\$0.141	n/a
Direct Energy	\$0.1647	\$0.1647	\$0.1647	n/a
Approved Energy	\$0.2329	\$0.2171	\$0.2338	\$0.2307

It was moved by Trustee Boccio, seconded by Trustee Reardon, to award the bid to Great American Gas & Electric for a 12–24-month term at a rate of \$0.130 for the Transportation component, and reject all bids for Natural Gas Supply due to poor Supply market conditions . Motion carried, all voting “Aye”.

P. H. – CHAP. 93 –  
PROHIBIT CANNIBIS  
SMOKING – L. L. #5 OF  
2021  
RES.# 250-2021

Mayor Beach opened the Public Hearing at 7:42 pm to consider the enactment of Local Law #5 of 2021 to amend Chapter 93 of the Code of the Village of Lynbrook entitled, “Cannabis, Prohibiting the Smoking or Vaping on all Village Owned Properties”, to prohibit the smoking or vaping of cannabis on all village owned properties and public areas. The

P. H. – CHAP. 93 –  
PROHIBIT CANNIBIS  
SMOKING – L. L. #5 OF  
2021 (CONT'D)

Mayor read the proposed Local Law and asked for comments, after no further comments, it was moved by Deputy Mayor Hawxhurst, seconded by Trustee Reardon, to close the Hearing at 7:49 pm and enact Local Law #5 of 2021. Motion carried, all voting “Aye”. It was moved by Deputy Mayor Hawxhurst, 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”.

ADOPTION – TRAVEL  
POLICY  
RES.# 251-2021

It was moved by Deputy Mayor Hawxhurst, seconded by Trustee Reardon, to adopt the draft Travel and Meal Reimbursement Policy as amended (see exhibit “B”). Motion carried, all voting “Aye”.

BILLS

It was moved by Trustee Ryder, seconded by Trustee Reardon, that the bills listed on the Abstract of Audit #7, General Fund - \$609,320.25, Electronic Transfer - \$1,728.69 all be paid as soon as same have been duly audited by the majority. Motion carried, all voting “Aye”.

GOOD AND WELFARE

Mayor Beach asked if anyone wished to speak under Good & Welfare.

ADJOURNMENT

It was moved by Trustee Reardon, seconded by Trustee Boccio, to adjourn the meeting at 8:14 PM. Motion carried, all voting “Aye”.

VILLAGE OF LYNBROOK  
BOARD OF TRUSTEES  
One Columbus Drive  
Lynbrook, NY 11563

APPROVED BY RESOLUTION OF  
BOARD OF TRUSTEES:

10/18/21

### RESOLUTION

WHEREAS, the Village currently disposes of its municipal solid waste at the Covanta Hempstead Resource Recovery Facility pursuant to an agreement with the Covanta Hempstead Company for the disposal of its waste following a joint RFP with the Villages of East Rockaway, Freeport, Garden City, Malverne, Rockville Centre and Valley Stream, and such agreement and renewals will expire on October 31, 2021; and

WHEREAS, the Village of Garden City has issued a RFP for Waste Disposal Services and awarded a contract to Covanta Hempstead Company on January 14, 2021; and

WHEREAS, the Village finds it advantageous to retain Covanta Hempstead Company through piggybacking off said Village of Garden City contract effective November 1, 2021; and

WHEREAS, in order to procure a contractor to provide such services subsequent to October 31, 2021, and pursuant to the provisions of New York General Municipal Law §120-w ("Section 120-w"), on September 13, 2021, the Village nevertheless issued a draft request for proposals (the "DRFP") to private contractors to enter into a contract to provide disposal services to the Village which will enable the Village to compare financial terms of such proposals with the Village of Garden City agreement; and

WHEREAS, a notice of RFP availability was published in *Newsday*, on September 17, 2021 and posted on the Village website. In addition, said RFP was filed with the County of Nassau Clerk, as well as local libraries, all in accordance with §120-w; and

WHEREAS, the Village received the following 3 proposals in response to the DRFP:

Winter Bros.	106. Ton
Omni Recycling (Westbury)	90.25 Ton
Omni Recycling (Lawrence)	92.50 Ton
Covanta	82.74 Ton

WHEREAS, after consideration of the matter and prior history of pricing and proximity to the Village, it was determined that Covanta Hempstead Company ("Covanta") would be responsive to the needs of the Village and would provide the lowest net cost of disposing of its municipal solid waste and,

WHEREAS, the Village opted not to hold a contractors' pre-proposal conference to receive comments on the DRFP due to the availability of the Garden City contract; and

WHEREAS, following the receipt of proposals from the DRFP from Covanta and 2 other proposers the issuance of a FRFP in accordance with §120-w, the Village waived issuing a FRFP and entered into formal negotiations with Covanta; and

WHEREAS, it was determined that it was in the public interest to piggyback off the Village of Garden City contract at a rate of 81.12 per Ton and enter into an agreement with Covanta for the disposal of solid waste as the Garden City contract had the most favorable terms; and

WHEREAS, the Village desires to receive, and Covanta desires to provide, under the Garden City contract, disposal services under the terms of this agreement; and

WHEREAS, the Village reviewed in accordance with the New York State Environmental Quality Review Act ("SEQRA") the potential environmental impacts of the disposal services; and

WHEREAS, on October 18, 2021 a Negative Declaration was issued by the Village under SEQRA;  
and

WHEREAS, pursuant to §120-w, the Village will publish a notice in the format prescribed in §120-w of the official action awarding this Service Contract in the *Lynbrook/East Rockaway Herald*, *Newsday*, *The NYSDEC Environmental Notice Bulletin*, and *The New York Register*, stating that the Village awarded a contract to Covanta and the validity of the contract or the procedures which led to its award may be contested only by action, suit or proceedings commenced within sixty (60) days after the date of such notice and only upon the ground or grounds that : (1) such award or procedure was not authorized pursuant to that section, or (2) any of the provisions of that section which should be complied with at the date of this publication have not been substantially complied with, or (3) a conflict of interest can be shown in the manner in which the contract was awarded; or by action, suit or proceeding commenced on the grounds that such contract was awarded.

NOW, THEREFORE, BE IT RESOLVED that Mayor Beach is hereby authorized and directed to enter into a 5-year contract for the disposal of municipal solid waste with Covanta Hempstead Company in a form substantially as presented at this meeting, commencing November 1, 2021, with an initial price \$81.12 per ton for disposal of such municipal solid waste.

Resolution adopted this 4<sup>th</sup> day of October, 2021

Alan C. Beach, Mayor

\_\_\_\_\_  
YES

\_\_\_\_\_  
NO

Michal N. Hawxhurst, Deputy Mayor

\_\_\_\_\_  
YES

\_\_\_\_\_  
NO

Robert Boccio, Trustee

\_\_\_\_\_  
YES

\_\_\_\_\_  
NO

Ann Marie Reardon, Trustee

\_\_\_\_\_  
YES

\_\_\_\_\_  
NO

Laura Ryder, Trustee

\_\_\_\_\_  
YES

\_\_\_\_\_  
NO

**DRAFT**

## Inc. Village of Lynbrook Travel and Meal Reimbursement Policy

### Travel and Meal Policy Statement

The purpose of this Policy is to help employees, elected officials, board members and volunteer firefighters ("employees") understand and apply the Village's travel and meal reimbursement rules and regulations and to provide instructions regarding reimbursement for expenses while in travel status, and establishing a lump sum meal allowance. It is also intended to adhere to the Office of the State Comptroller rules and regulations for reimbursement of these expenses. When a person travels on official Village business, only actual, necessary and reasonable business expenses will be reimbursed.

Reimbursements are processed and paid through the Accounts Payable Department after vouchers are approved by the Mayor and Board of Trustees.

### General Guidelines and Responsibilities

- Expense reports should be submitted within 30 days of the end of the travel event to account for all expenses.
- Employees should check NYSOGS contracts for the type of travel-related services available such as car rentals, air travel and lodging.

### Lodging Reimbursement

Employees must receive pre-approval from the Mayor and Board of Trustees prior to overnight travel paid for by the Village. Receipts are required for lodging reimbursement.

### Meal Reimbursement

In the interest of reducing paperwork and record keeping, the Village has adopted a lump sum per diem meal allowance equal to that specified by the U.S. General Service Administration (see GSA website: [www.gsa.gov/travel/plan-book/per-diem-rates](http://www.gsa.gov/travel/plan-book/per-diem-rates)) for the destination to be traveled to. Employees are not eligible for the allowance for any meals provided by training/conference costs. When meals and/or lodging are provided as part of a conference or event, additional reimbursement is not permitted.

### Day Trip Meal Reimbursement

Travelers may be reimbursed for reasonable meals for day trips based on departure and return times. Travelers are entitled to reimbursement for breakfast if they have to leave at least one hour before their normal work start time, and/or for dinner if they return at least two hours later than their normal work ending time. Reimbursement is to be made based on actual receipts.

**APPROVED BY RESOLUTION OF  
BOARD OF TRUSTEES:**

## **Miscellaneous Expenses**

Only actual, reasonable and necessary business-related expenses will be reimbursed and such expenses must be properly indicated and justified on the expense report.

### *Reimbursable Expenses*

Business-related expenses such as:

- Telephone calls
- Internet connection fees
- Baggage transfer and storage expenses
- Supplies and materials

### *Nonreimbursable Expenses*

Non-business related expenses such as:

- Traffic violations
- Parking tickets
- Laundry
- Entertainment (e.g., in-room movies, golf, sightseeing)
- Other personal charges

## **Transportation**

Travelers should use the most efficient and cost-effective method of transportation available. When choosing a method of transportation, several factors should be considered:

- Distance being traveled
- Travel time
- Number of travelers
- Number of locations to be visited
- Type of transportation available
- Employee salaries and overtime

Charges for traveling by common carrier between a transportation terminal (e.g., airport, bus or train station) and home or official station may be incurred and are reimbursable for actual costs. Personal car mileage is reimbursable.

### *Personal Vehicle*

A personal vehicle may be used for Village business purposes when a Village vehicle or common carrier is not available, is not cost effective or is otherwise not appropriate. Mileage reimbursement rates are determined by the Board of Trustees. An employee using a personal vehicle is, as outlined



below, entitled to reimbursement of transportation expenses associated with travel to alternate (work/training) locations:

- from home to an alternate location.
- between the Village and an alternate location.
- between alternate locations.
- from an alternate location to the employee's home.

Employees must obtain Mayoral approval prior to traveling for a day trip assignment more than 25 road miles from Long Island in a personal vehicle. Charges for gasoline, oil, accessories, repairs, depreciation, anti-freeze, towing, insurance and other expenditures will not be allowed. These are considered operational costs and are covered in the mileage allowance.

### *Village Vehicle*

If available, Village vehicles should always be considered when the use of an automobile is required. Gasoline and other necessary expenses incurred while a Village vehicle is being used for business purposes will be reimbursed. Emergency expenses, if justified, will be reimbursed. See "Vehicle Use Policy" and "Police Department Rules" for additional guidelines on use of personal and Village vehicles. Employees must obtain Mayor and Board approval prior to using an A) Fire Department Vehicle outside of the Village or B) any other Village vehicle (except Police) for an overnight assignment.

### *Rental Vehicle*

When the use of a rental vehicle is necessary and prudent, employees should consider the OGS centralized passenger vehicle rental contract prices.

### *Additional Transportation Expenses*

Toll charges will be reimbursed whether paid in cash or with an EZ Pass. The Village may not establish EZ Pass accounts for employees' personal cars. However, EZ Pass accounts may be established for Village vehicles.

All reasonable and necessary parking charges will also be reimbursed. Valet parking fees will only be reimbursed if it is an unavoidable expense (for example, when the hotel only offers valet parking).

Additionally, reasonable and customary tips for allowable valet parking and taxicab fees will be reimbursed.

### **Receipt Requirements**

Travelers must provide receipts with expense reports in accordance with the chart below. The Village has the discretion to, on occasion, allow reimbursement of a business related travel expense if a receipt is misplaced or illegible, and there is no reason to question the legitimacy of the expense. Also, the Village may reimburse expenses for which receipts are not customarily provided (e.g., coin parking meters).

Expense Type	Documentation Required
Transportation by Common Carrier (e.g. train, bus, airplane, subway)	Ticket stub if purchase price is printed on the stub; receipt and ticket stub if purchase price is not printed on the stub
Taxi/Uber	Receipt/Statement
Rental Car	Receipt showing return time
Tolls - EZ Pass	EZ pass statement with applicable charges indicated
Tolls - Cash	Receipt
Gas	Receipt
Day Trip Meals - Receipted	Receipt
Hotels - Receipted	Receipt
Miscellaneous and incidental expenses	Receipt
Meals (Overnight)	Per diem, see GSA schedule

Adopted - October 18, 2021  
Amended -