

*John Carney*  
COMMISSIONER OF HUMAN RESOURCES  
APPROVED

Meeting of June 16, 2020

RESOLUTION P-11-2020

WHEREAS, The 2020 Budget, adopted October 29, 2019 established the titles and salaries of officers and employees of the Town of Oyster Bay pursuant to Section 27 of Town Law, and other Local Laws relating to the establishment of Town Departments, and Rules and Regulations governing appointments, etc., of employees; and

WHEREAS, The adoption of said 2020 Budget, on October 29, 2019, was by a Resolution of the Town Board; and

WHEREAS, Resolution #P1063, dated December 12, 1972, provides a procedure for the amendment of the Resolution establishing grades, salaries and titles as required and requested by Department Heads,

NOW, THEREFORE, BE IT RESOLVED, That the Budget as adopted be and hereby is amended to reflect the approved additions and deletions as indicated by the attached.

The foregoing resolution was declared adopted after a poll of the members of the Board; the vote being recorded as follows:

Supervisor Saladino	Aye
Councilwoman Johnson	Aye
Councilman Imbroto	Aye
Councilman Hand	Aye
Councilman Labriola	Aye
Councilwoman Maier	Aye
Councilwoman Walsh	Aye

Meeting of June 16, 2020

Resolution No. TF-10-2020

RESOLVED, That the Comptroller be and he hereby is directed to Transfer Funds within the various Departments Accounts as indicated:

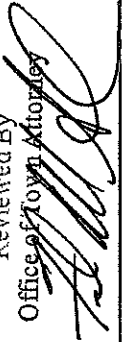
ITEM NO.	DEPT.	AMOUNT	FROM
027-20	PKS	\$1,113.25	PKS A 7110 47670 000 0000
		\$1,113.25	TO PKS A 7110 25000 000 0000
		\$1,800.00	FROM PKS SP09 7180 46300 000 0000
		\$1,800.00	TO PKS SP09 7180 41600 000 0000
		\$3,000.00	FROM PKS SP11 7989 46300 000 0000
		\$3,000.00	TO PKS SP11 7180 41600 000 0000
		\$7,600.00	FROM PKS SP 7110 46300 000 0000
		\$7,600.00	TO PKS SP 7110 41600 000 0000

#

The foregoing resolution was declared adopted after a poll of the members of the Board; the vote being recorded as follows:

Supervisor Saladino	Aye
Councilwoman Johnson	Aye
Councilman Imbroto	Aye
Councilman Hand	Aye
Councilman Labriola	Aye
Councilwoman Maier	Aye
Councilwoman Walsh	Aye

Reviewed By  
Office of Town Attorney



# TOWN OF OYSTER BAY

## Inter-Departmental Memorandum

TO: Memorandum Docket

FROM: Joseph G. Pinto, Commissioner  
Department of Parks

DATE: June 4, 2020

SUBJECT: 2020 Transfer of Funds

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Town Board authorization is hereby requesting that the Comptroller transfer the following:

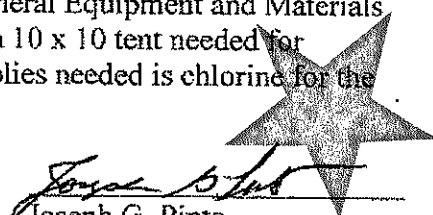
**FROM:**

PKS-A-7110-47670-000-0000	Special Sporting Events	\$1,113.25
PKS-SP09-7180-46300-000-0000	Building, Property Maintenance	\$1,800.00
PKS-SP11-7989-46300-000-0000	Building, Property Maintenance	\$3,000.00
PKS-SP-7110-46300-000-0000	Building, Property Maintenance	\$7,600.00

**TO:**

PKS-A-7110-25000-000-0000	General Equipment	\$1,113.25
PKS-SP09-7180-41600-000-0000	Materials & Supplies	\$1,800.00
PKS-SP11-7180-41600-000-0000	Materials & Supplies	\$3,000.00
PKS-SP-7110-41600-000-0000	Materials & Supplies	\$7,600.00

This transfer request is to provide funds necessary for General Equipment and Materials and Supplies. The general equipment to be purchased is a 10 x 10 tent needed for promotional events and programs. The materials and supplies needed is chlorine for the pools.



Joseph G. Pinto  
Commissioner

JGP:dim  
cc: Town Attorney (+ 9 copies)

Mecting of June 16, 2020

Resolution No. 298-2020

Reviewed By  
Office of Town Attorney

WHEREAS, Joseph G. Pinto, Commissioner, Department of Parks, by memorandum dated May 18, 2020, recommended that the Town Board authorize payment of a refund in the amount of \$500.00 to LI2Day, who had obtained a permit for the use of a Town of Oyster Bay facility for its 10<sup>th</sup> Annual Hope Runs Here 5K run, scheduled for September 12, 2020, but cancelled due to the continuing pandemic,

NOW, THEREFORE, BE IT RESOLVED, That the recommendation as hereinabove set forth is accepted and approved, and the Department of Parks is hereby authorized to issue a refund in the amount of \$500.00 to LI2Day, P.O. Box 506, Nesconset, NY 11767, from Account No. PKS A 0001 02410 000 0000, and payment of said refund is to be made upon presentation of a duly certified claim, after audit by the Comptroller.

-#-

The foregoing resolution was declared adopted after a poll of the members of the Board; the vote being recorded as follows:

Supervisor Saladino	Aye
Councilwoman Johnson	Aye
Councilman Imbroto	Aye
Councilman Hand	Aye
Councilman Labriola	Aye
Councilwoman Maier	Aye
Councilwoman Walsh	Aye

# TOWN OF OYSTER BAY

## Inter-Departmental Memorandum

TO: Memorandum Docket

FROM: Joseph G. Pinto, Commissioner of Parks

DATE: May 18, 2020

SUBJECT: Refund Request for Facility Usage Fee

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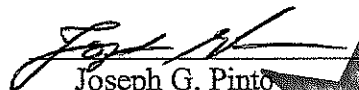
The Department of Parks has received correspondence from LI2Day requesting a refund in the amount of \$500.00 for Facility Use. Please see attached for pertinent information regarding this refund request.

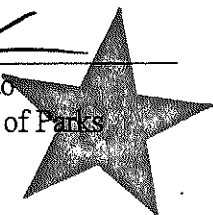
The refund should be mailed to:

LI2Day  
Attn: Ginny Salerno  
P.O. Box 506  
Nesconset, NY 11767

The Department of Parks requests that the Town Board authorize a refund.

Kindly debit account PKS A 0001 02410 000 0000.

  
Joseph G. Pinto  
Commissioner of Parks



JGP:dm

Attachments

CC: Office of the Town Attorney (original + 9 copies)



**LI2DAY**

To Fight Breast Cancer & Other Cancers

*What's Raised Here Stays Here*

[www.li2day.org](http://www.li2day.org)

P.O. Box 506  
Nesconset, New York 11767  
(631) 863-2DAY



*Board of Directors*

Ginny Salerno  
Founder & Executive  
Director

Michael Salerno  
President

Stephanie Sciarra  
Vice President

Mike Polansky  
Secretary & General Counsel

Noreen M. Wohlgemuth  
Treasurer

*Directors*

Amy Newton

Gail Mancuso

Jeffrey Picarello

Pam Stockley

Joseph Pinto, Commissioner  
Town of Oyster Bay Department of Parks  
977 Hicksville Road  
Massapequa, New York 11758

March 23, 2020

Dear Commissioner Pinto,

Thank you for reducing the fees for the use of Teddy Roosevelt Park on September 12, 2020 for the 10<sup>th</sup> Annual Hope Runs Here 5K earlier this year. The Town of Oyster Bay has supported LI2Day's efforts to support the cancer community on Long Island for the last 16 years by providing showmbiles for two of our events every year for the all those years.

Unfortunately, due to COVID-19 and the amount of uncertainty associated with it and with an abundance of caution, we have cancelled all our 2020 events. I know that usually the park permit fees and showmobile fees are non-refundable, but I have found with NY State and other municipalities given the unusual circumstances that they are issuing refunds to LI2Day.

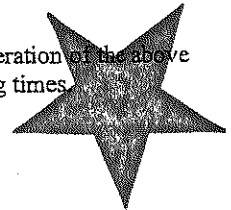
Hopefully, both the showmobile and facility will be used on that date by some other event since there will be an abundance of events rescheduled as soon as it is possible to do so.

I respectfully ask that you continue your support in 2020 by refunding the \$750 in fees. At this time the money we are still able to raise and give to the cancer community is more important than ever.

Thank you for your support over the last 16 years and for consideration of the above requests. I hope you and your family stay well and safe during these trying times.

Sincerely,

Ginny Salerno  
Founder & Executive Director



*Refund  
4/22/20*

## Donna Antetomaso

---

**From:** Ginny Salerno <longisland2day@yahoo.com>  
**Sent:** Monday, March 23, 2020 10:19 AM  
**To:** Donna Antetomaso  
**Cc:** Ron Scaglia; Media LI2Day  
**Subject:** Hope Runs Here Sept 12

Hi Donna,

I hope you are well and coping as best as you can in these trying times.

Unfortunately due to the COVID-19 and the amount of uncertainty associated with it and with an abundance of caution, we have cancelled all our 2020 events. I know that usually the permit fees are not refundable, but I have found with NY State and other municipalities given the unusual circumstances that they are issuing refunds to us for other cancelled events.

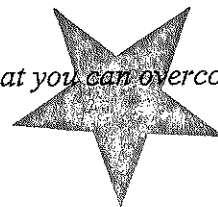
Please consider refunding the \$500 LI2Day paid to the Town for the use of Teddy Roosevelt Park. Hopefully, the park will be used on that date since there will be an abundance of events rescheduled as soon as it is possible to do so.

Please advise if this can be arranged. We will not be hosting any events in 2021 as we are restructuring the LI2Day Organization.

Thanks for your consideration and I hope you remain safe during the outbreak.

Ginny

*'Challenge yourself with something you know you could never do, and what you'll find is that you can overcome anything' Anonymous*



*Ginny Salerno, Founder & Director  
LI2Day Walk To Fight Breast Cancer & Other Cancers*

**#jointhemovement**  
***what's raised here stays here***

Find us on Facebook LI2Day

The Long Island 2 Day Walk  
To Fight Breast Cancer  
Post Office Box 506  
Nesconset, NY 11767  
"No Ordinary Walk in The Park"

2725

1-1357/260

DATE 1/28/20

BY  
THE  
ORDER OF

Town of Oyster Bay

\$ 500.00

Five Hundred + <sup>00</sup>/<sub>100</sub>

DOLLARS

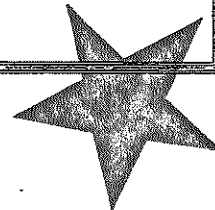


Photo  
Safe  
Deposit  
Check only

Signature Bank

OR LI day 9/12/20

[Signature] NP





# COLE

# OPINION

DESCRIPTION	AMOUNT
L.I. 2 Day 5k Run, Saturday September 12, 2020  Teddy Roosevelt Park – Facility Use Fee	<del>\$1,000.00</del> 500.00
TOTAL DUE	<del>\$1,000.00</del> 500.00

## COMMENTS

Check made payable to Town of Oyster Bay

Per Downer 1/27/20  
Per Joe.

DEPOSIT TICKET  
FOR CLEAR COPY, PRESS FIRMLY

DATE: 2/3/2020

TOWN OF OYSTER BAY  
HARDEN AVE  
OYSTER BAY NY 11771

*Special Events*

STERLING  
NATIONAL BANK

650000

CURRENCY	DOLLARS	CENTS
COINS		
CHECKS		
1	200	00
2	100	00
3	100	00
4	100	00
5	100	00
6	100	00
7	100	00
8	100	00
9	100	00
10	100	00
11	100	00
12	100	00
13	100	00
14	100	00
15	100	00
16	100	00
17	100	00
18	100	00
19	100	00
20	100	00
21	100	00
22	100	00
23	100	00
24	100	00
25	100	00
26	100	00
27	100	00
28	100	00
29	100	00
30	100	00
TOTAL	6500	00

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED

STERLING NATIONAL BANK

12/22/19

PKS 201023



STERLING  
NATIONAL BANK

MASSAPEQUA

Teller 1756  
Seq 108

Till 5  
12:39 PM

Calendar Date  
Business Date

02/03/20  
02/03/20

Account Number

\*\*\*\*\*7087

DDA Deposit

\$6,500.00

Cash Back

\$0.00

Available Balance

Client Services  
855-274-2861

<http://www.snb.com>



Meeting of June 16, 2020

Resolution No. 299-2020

WHEREAS, Joseph G. Pinto, Commissioner, Department of Parks, by memorandum dated May 18, 2020, recommended that the Town Board authorize payment of a refund in the amount of \$450.00 to Kathryn Manzi, for registration fee paid for her son for the Spring Ice Hockey Program at Bethpage Community Park, cancelled due to the continuing pandemic,

NOW, THEREFORE, BE IT RESOLVED, That the recommendation as hereinabove set forth is accepted and approved, and the Department of Parks is hereby authorized to issue a refund in the amount of \$450.00 to Kathryn Manzi, from Account No. PKS A 0001 02001 510 0000, and payment of said refund is to be made upon presentation of a duly certified claim, after audit by the Comptroller.

-#-

The foregoing resolution was declared adopted after a poll of the members of the Board; the vote being recorded as follows:

Supervisor Saladino	Aye
Councilwoman Johnson	Aye
Councilman Imbroto	Aye
Councilman Hand	Aye
Councilman Labriola	Aye
Councilwoman Maier	Aye
Councilwoman Walsh	Aye

Reviewed By  
Office of Town Attorney

# TOWN OF OYSTER BAY

## Inter-Departmental Memorandum

TO: Memorandum Docket

FROM: Joseph G. Pinto, Commissioner of Parks

DATE: May 18, 2020

SUBJECT: Refund Request

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The Department of Parks has received correspondence from Kathryn Manzi requesting a refund in the amount of \$450.00 for Spring Ice Hockey. Please see attached for pertinent information regarding this refund request.

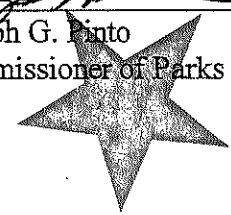
The refund should be mailed to:

Kathryn Manzi  
855 Herman Avenue  
Franklin Square, NY 11010

The Department of Parks requests that the Town Board authorize a refund.

Kindly debit account PKS A 0001 02001 510 0000.

  
\_\_\_\_\_  
Joseph G. Pinto  
Commissioner of Parks



JGP:dm

Attachments

CC: Office of the Town Attorney (original + 9 copies)

## Gino Lunghi

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**From:** Joseph Pinto  
**Sent:** Friday, May 8, 2020 4:52 PM  
**To:** Gino Lunghi; Christopher Sabellico; Patricia Woodstock  
**Cc:** Greg Skupinsky; Frank Gatto; Steven C. Ballas  
**Subject:** FW: Town of Oyster Bay Web Inquiry for --Please Select a Topic--

Gino,

I approve of this refund. Please begin processing - Due to this being in excess of the limited amount, we will have to go to the Town Board for approval.

Thanks

Joe

-----Original Message-----

**From:** [REDACTED]  
**Sent:** Friday, May 8, 2020 4:42 PM  
**To:** Joseph Pinto <jpinto@oysterbay-ny.gov>  
**Subject:** Re: Town of Oyster Bay Web Inquiry for --Please Select a Topic--

Dear Mr. Pinto,

I am sure by now you realize as well as the rest of us that there will not be a spring hockey league this year. I am officially asking you to refund the \$450 we paid for the season. Thank you for your help in this matter.

Sincerely,  
Kathryn Manzi (player Kevin Manzi, 16U)

Sent from my iPad

> On Apr 11, 2020, at 12:23 PM, Joseph Pinto <jpinto@oysterbay-ny.gov> wrote:  
>  
> Mrs Manzi,  
>  
> The start of each season will be pushed back but we do intend on having a program once we are able to get back in our office.  
>  
> This has been difficult for all and we are trying our best. We hope that you and your family are safe and healthy  
>  
> Joe Pinto  
> \_\_\_\_\_  
> From: MaryBeth Krummenacker  
> Sent: Friday, April 10, 2020 4:06 PM  
> To: Joseph Pinto; Brian Nevin  
> Subject: Fwd: Town of Oyster Bay Web Inquiry for --Please Select a Topic--  
>  
> Sent from my iPhone  
>



> Begin forwarded message:

>

> From: Kathryn Manzi <[REDACTED]>

> Date: April 10, 2020 at 3:46:32 PM EDT

> To: WebInquiry <webinquiry@oysterbay-ny.gov>

> Subject: Town of Oyster Bay Web Inquiry for --Please Select a Topic--

> Reply-To: <Mrs28424@aol.com>

>

>

> Name

> Kathryn Manzi

> Address

> 855 Herman Avenue

> Franklin Square, New York 11010

> United States

> Map

It<<http://maps.google.com/maps?q=855+Herman+Avenue+Franklin+Square%2C+New+York+11010+United+States>>

> Phone

> (516) 984-5498

> Email

> [REDACTED] <mailto:[REDACTED]>

> Topic

> --Please Select a Topic--

> Comments

> Good afternoon! We signed our son up for TOB hockey Spring league in February. I have emailed someone 2 times without any response about finding out if under the circumstances it is cancelled. We had paid \$450 because we do not live in the town of Oyster Bay. I am asking for a refund if it is indeed cancelled. My son's name is Kevin Manzi and he was signed up for 16U. Thank you for your help in this matter.

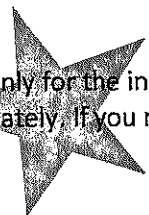
>

>

> Kathy Manzi

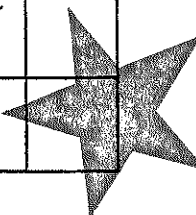
>

> This message (including any attachments) may contain confidential information and is intended only for the individual or individuals named. If you are not the intended recipient, you should delete this message immediately. If you received this message in error, please notify the sender immediately.

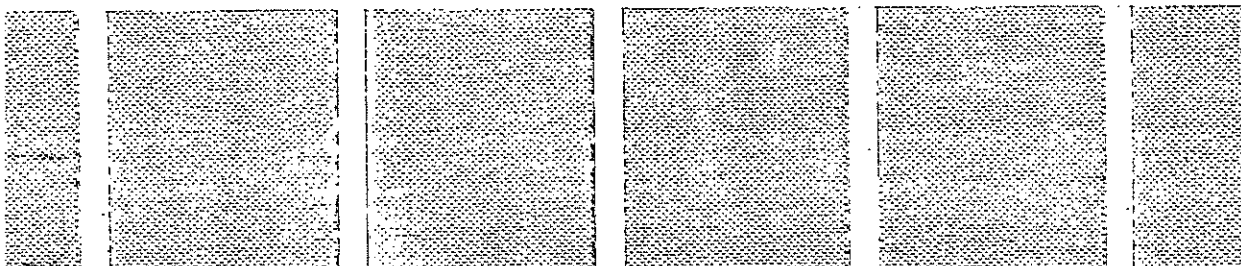


# WN OF OYSTER BAY

## SUMMARY OF BANK DEPOSIT REPORT

DEPARTMENT: <u>DOB Hockey</u>		LOCATION: <u>Bethpage</u>	
DESCRIPTION OF RECEIPTS: <u>DOB SPRING Hockey 2020</u>		CODE #:	
DATE OF RECEIPTS: <u>2/9/20</u>	DATE OF DEPOSITS: <u>2/9/20</u>	AMOUNT: <u>Cont'd</u>	
<u>Thomas Terrano</u>	<u>cc</u>	<u>350</u>	<u>00</u>
<u><del>Thomas Terrano</del></u>	<u>VISA</u>		
<u>Jatan Mehta</u>	<u>m/c</u>	<u>350</u>	<u>00</u>
<u>Nicholas Aloisio</u>	<u>MC</u>	<u>350</u>	<u>00</u>
<u>Eric Moskowitz</u>	<u>VISA</u>	<u>350</u>	<u>00</u>
<u>Kevin Manz</u>	<u>MC</u>	<u>450</u>	<u>00</u>
<u>Christopher <sup>Bartlett</sup> Davis</u>	<u>VISA</u> ( <u>\$102.11</u> <u>CASH</u> <u>Also</u> )	<u>550</u>	<u>00</u>
<u>Ioannis Malofis</u>	<u>m/c</u>	<u>450</u>	<u>00</u>
<u>Frank Rastelli</u>	<u>VISA</u>	<u>350</u>	<u>00</u>
NAME OF BANK: <u>CHASE</u>		TOTAL AMOUNT OF DEPOSITS	<u>Cont'd</u>
		LAST REPORT YEAR TO DATE	
		ADJUSTMENTS	
		TOTAL DEPOSITS YEAR TO DATE	
CASH RECEIPT NO.			

SIGNATURE OF AUTHORIZED EMPLOYEE







WHEREAS, Joseph G. Pinto, Commissioner, Department of Parks, by memorandum dated May 18, 2020, recommended that the Town Board authorize payment of a refund in the amount of \$1,287.00 to Charles Dakin, refunding the cost for rental of a boat slip at Tappen Beach Marina, Glenwood Landing, for the summer season of 2020, due to the applicant's sale of the his boat,

NOW, THEREFORE, BE IT RESOLVED, That the recommendation as hereinabove set forth is accepted and approved, and the Department of Parks is hereby authorized to issue a refund in the amount of \$1,287.00 to Charles Dakin, from Account No. PKS A 0001 02025 526 0000, and payment of said refund is to be made upon presentation of a duly certified claim, after audit by the Comptroller.

-#-

The foregoing resolution was declared adopted after a poll of the members of the Board; the vote being recorded as follows:

Supervisor Saladino	Aye
Councilwoman Johnson	Aye
Councilman Imbroto	Aye
Councilman Hand	Aye
Councilman Labriola	Aye
Councilwoman Maier	Aye
Councilwoman Walsh	Aye

Reviewed By  
Office of Town Attorney  
Ralph P. DeLoe

# TOWN OF OYSTER BAY

## Inter-Departmental Memorandum

TO: Memorandum Docket

FROM: Joseph G. Pinto, Commissioner of Parks

DATE: May 18, 2020

SUBJECT: Refund Request

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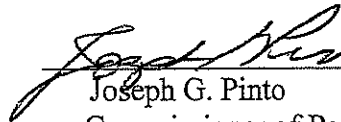
The Department of Parks has received correspondence from Charles Dakin requesting a refund in the amount of \$1287.00 for Tappen Marina Summer Deposit. Please see attached for pertinent information regarding this refund request.

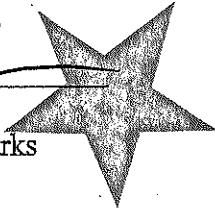
The refund should be mailed to:

Charles Dakin  
40 Marden Avenue  
Sea Cliff, NY 11579

The Department of Parks requests that the Town Board authorize a refund.

Kindly debit account PKS A 0001 02025 526 0000.

  
Joseph G. Pinto  
Commissioner of Parks



JGP:dm

Attachments

CC: Office of the Town Attorney (original + 9 copies)

5-11-2020

TO: COMMISSIONER JOE PINTO

RECEIVED  
FILE OF  
2020 MAY 13

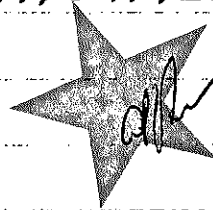
2020 MAY 13 AM 11:16J

I SPOKE TO GINA ABOUT POSSIBLY GETTING  
A REFUND ON MY 2020 SLIP. I EXPLAINED THAT  
BECAUSE OF THE VIEWS THAT I HAD TO SELL  
MY BOAT. DURING THESE DIFF. TIMES I GUESS  
YOU CAN UNDERSTAND.

I HAVE REMOVED MY DOCK BOX  
& FROG HOOKS FROM SLIP D-13.

ANY CONSIDERATION IN THIS  
MATTER WOULD BE GREATLY APPRECIATED.

THANKS  
CHARLES DAKIN



[REDACTED]



Joseph G. Pinto  
Park's Commissioner

**TOWN OF OYSTER BAY**  
**Department of Parks**

Joseph S. Saladino  
Town Supervisor

977 Hicksville Road  
Massapequa, NY 11758  
(516) 797-4111

**SUMMER 2020 MARINA FULL RECEIPT**

Charles Dakin  
40 Marden Ave  
Sea Cliff, NY 11579

Receipt #: **16111**

Slip No.: Tappen Beach **D13**

Vessel: \_\_\_\_\_

Birthdate: 3/1/1960 Payment Type: Personal Check

Reg. #: NY 5986 GM

Amount Received: \$1,287.00 Check #: 1519

LOA: 22'

Date: 1/13/2020 12:48:19 PM

Payment Received By: FVOLPE

**TERMS AND CONDITIONS**

The season shall begin on Monday, Apr 13, 2020 and end on Sunday, Nov 8, 2020.

1. All boat and boating equipment docked, berthed, located or left at Town Facilities are left at the sole risk of the owner of said boats and equipment and permission to so dock, berth, locate or leave such property is conditioned upon the owner's acceptance of said risk. All boat and boat equipment owners are reminded to obtain adequate insurance before making use of Town facilities.
2. The licensee expressly assumes all risk of loss due to damages, theft, vandalism, or accident to his/her property while berthed in the marina and expressly releases the Town of Oyster Bay, its agents, officers, and employees from any and all claims whatsoever for loss, damage, fire, theft, or accident to his/her property.
3. The security that is provided at the marinas is for the protection of Town property. The Town does not assume responsibility for damage done to vessels docked at Town marinas.
4. Upon assignment of boat slip, which is for the exclusive use of the licensee, said boat slip SHALL NOT be transferable to another person or to another vessel.
5. Once a vessel is assigned a slip in a category, only that vessel may occupy said slip. The only change in slip assignment permitted will be those that involve slips in the applicant's authorized category size. The change in slip assignment will only be made through the Beach Division.
6. A tenant who wishes to place a different vessel in his/her assigned slip will be permitted to do so only under the following conditions:
  - a. The vessel's overall length must fall within the original category size (for example in the 26-31 foot category, the different vessel cannot be less than 26 feet or more than 31 feet in overall length).
  - b. The tenant has ownership of the new vessel and he/she remains the primary owner.
7. A tenant may not:
  - a. Own or be co-owner of more than one vessel which occupies a slip in either north shore marina.
  - b. Trade up or down in vessel size that takes him/her out of his/her category size
  - c. Transfer ownership to other persons (full or part) and maintain current slip space
8. All deadlines for receipt of various documents, required deposits, and final payment must be met. No extensions will be granted.
9. The boat slip licensee's are under the express stipulation that the licensee shall not sub-lease or assign such space to anyone.
10. All requests for refunds must be made in writing and received at the Parks Department main office.
11. Any false statement contained on the marina application shall constitute grounds for revocation of the assigned slip.
12. Violation of any of the rules and regulations governing the use of the marina area shall constitute grounds for revocation of slip assigned.
13. No refunds of fees upon revocation of assigned slip.
14. Each licensee shall give the facility manager at least 48 hours notice of his/her occupancy of assigned slip and the licensee shall give notice to said manager by Sunday, Nov 1, 2020 as to the date of which licensee shall vacate assigned slip.
15. Any vessel remaining at a marina after Sunday, Nov 8, 2020, will be charged \$30 per day. Please note, regardless of what you may be told by facility employees, this fee cannot be waived. This does not apply to boat owners who have received winter storage assignments.
16. Lessees of boat slips, dinghy and sunfish/sailfish racks shall be issued one vehicle gate pass free of charge.
17. All rules and regulations governing the use of Town marinas shall be established by the Commissioner of Parks.

**Present to Dockmaster Prior to Occupying Slip**

PKS201006



**STERLING  
NATIONAL BANK**

MASSAPEQUA

Teller 1755  
Seq 88

Till 5  
12:31 PM

Calendar Date  
Business Date

01/15/20  
01/15/20

Account Number

\*\*\*\*\*

DDA Deposit

\$1,287.00

Cash Back

\$0.00

Available Balance

Client Services  
855-274-2801

<http://www.snb.com>

Tappen Summer

USE ROUTING NUMBER FROM YOUR CHECKS FOR AUTOMATIC PAYMENTS. IF CHECKS ARE DIRECTLY DEPOSITED, CHECKS ARE NOT ELIGIBLE FOR THE PROVISIONS OF THE UNIFORM COMPUTER CHECK AND ANY APPLICABLE COLLECTION AGREEMENT.

TOWN OF OYSTER BAY  
54 AUDREY AVE  
OYSTER BAY, NY 11771



\$

1287.00

PKS201006  
**DEPOSIT TICKET**  
FOR CLEAR COPY, PRESS FIRMLY

DATE 1/14/2020

	DOLLARS	CENTS
CURRENCY		
COINS		
CHECKS LIST EACH SEPARATELY		
1 1519	1287	00
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
PLEASE REENTER TOTAL HERE	TOTAL	1287 00

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED

QUESTIONS? CALL 855-274-2801  
OR VISIT US ONLINE AT [www.snb.com](http://www.snb.com)  
OR VISIT US AT 54 AUDREY AVE  
OYSTER BAY, NY 11771  
DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE CASH WITHDRAWAL



SB-7044/2219

Meeting of June 16, 2020

Resolution No. 301-2020

Reviewed By  
Office of Town Attorney

Elizabeth A. Taughman

WHEREAS, Frank V. Sammartano, Commissioner, Department of Intergovernmental Affairs, by memorandum dated May 4, 2020, requested Town Board authorization to register Michael Imbergamo, Code Enforcement Inspector, working as a Residential Rehabilitation Inspector in the Community Development Block Grant program, as a member of the Building Inspectors Association of Nassau County, for the period from May 1, 2020 to April 30, 2021, at a cost of \$85.00,

NOW, THEREFORE, BE IT RESOLVED, That the request as hereinabove set forth is hereby accepted and approved, and the Department of Intergovernmental Affairs is hereby authorized to register Michael Imbergamo as a member of the Building Inspectors Association of Nassau County, for the period from May 1, 2020 to April 30, 2021, nunc pro tunc from May 1, 2020, at a cost of \$85.00, and the Comptroller is hereby authorized and directed to make payment for same, upon presentation of a duly certified claim, after audit; and be it further

RESOLVED, That the funds for said payment are to be drawn from Account No. IGA CD 8668 48250 732 CD18.

-#-

The foregoing resolution was declared adopted after a poll of the members of the Board; the vote being recorded as follows:

Supervisor Saladino	Aye
Councilwoman Johnson	Aye
Councilman Imbroto	Aye
Councilman Hand	Aye
Councilman Labriola	Aye
Councilwoman Maier	Aye
Councilwoman Walsh	Aye

**Town of Oyster Bay  
Inter-Departmental Memorandum**

TO: Memorandum Docket

FROM: Frank V. Sammartano, Commissioner  
Intergovernmental Affairs

DATE: May 20, 2020

SUBJECT: Membership dues for BIANCO  
Building Inspectors Association of Nassau County

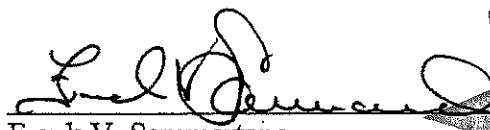
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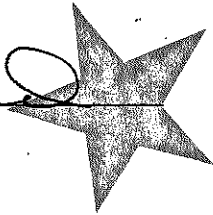
Michael Imbergamo is a Code Enforcement Inspector who works for the Community Development Block Grant Program in the capacity of Residential Rehabilitation Inspector. In this capacity he is certified by New York State's Department of State, Division of Code Enforcement and Administration as a Code Enforcement official for the New York State Uniform Fire Prevention and Building Code. Twenty-four (24) hours of approved in-service training is required annually to maintain the New York State Code Enforcement Official Certification.

The Department of Intergovernmental Affairs elected to register Inspector Imbergamo as a member of the Building Inspectors Association of Nassau County (BIANCO) which entitles him to take the in-service training courses sponsored by BIANCO. The cost of membership for Inspector Imbergamo is \$85.00 per year (May 1, 2020- April 30, 2021).

It is therefore, respectfully requested that the Town Board authorize Payment of Inspector Imbergamo's membership in BIANCO for the period (May 1, 2020- April 30, 2021)

Funds are available for this purpose in Account Number IGA CD 8668 48250 732 CD18

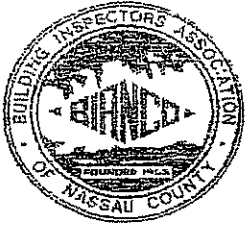
  
Frank V. Sammartano  
Commissioner



FVS/PA  
Attachment  
cc: Town Attorney w/ 9 copies

C

tr



Timothy Dougherty

Treasurer  
18 Horse Hill Road  
Brookville, NY 11545

## VOUCHER

Voucher Number: 2019-4  
Voucher Date: 4/4/2019

### Building Inspectors Association of Nassau County

Invoice To: Town of Oyster Bay  
74 Audrey Avenue  
Oyster Bay, New York 11771  
Attn: Peter Aiello

Mail To: Tim Dougherty  
18 Horse Hill Road  
Brookville, NY 11545

Make check payable to: BIANCO

\$ 85 PER MEMBERSHIP

#### MEMBERSHIP DUES:

Michael Imbergamo

Total Members:	1
AMOUNT DUE:	\$85.00

BIANCO is a non-profit professional association, Federal LD. #11-3086236

  
TREASURER



Reviewed By  
Office of Town Attorney

WHEREAS, Jeffrey P. Provato, Receiver of Taxes, by memorandum dated May 21, 2020, requested Town Board authorization to renew the membership of the following employees in the New York State Association of Tax Receivers and Collectors for 2020, at an annual fee of \$25.00 per person, for a total amount not to exceed \$75.00:

Jeffrey P. Provato, Receiver of Taxes  
Maura Fahey, Deputy Receiver of Taxes  
Kathleen Tobin, Deputy Receiver of Taxes

NOW, THEREFORE, BE IT RESOLVED, That the request as hereinabove set forth is granted and approved, and Jeffrey P. Prevato, Receiver of Taxes, is hereby authorized to renew the membership of the abovementioned employees in the New York State Association of Tax Receivers and Collectors for 2020, nunc pro tunc from January 1, 2020, at an annual fee of \$25.00 per person, for a total amount not to exceed \$75.00; and be it further

RESOLVED, That the Comptroller is hereby authorized and directed to make payment for same, upon presentation of a duly certified claim, after audit, and that the funds for said payment are to be drawn from Account No. ROT A 1330 47900 000 0000.

-#-

The foregoing resolution was declared adopted after a poll of the members of the Board; the vote being recorded as follows:

Supervisor Saladino	Aye
Councilwoman Johnson	Aye
Councilman Imbroto	Aye
Councilman Hand	Aye
Councilman Labriola	Aye
Councilwoman Maier	Aye
Councilwoman Walsh	Aye

**TOWN OF OYSTER BAY****Office of the Receiver of Taxes****INTER-DEPARTMENTAL MEMORANDUM**

---

**TO: MEMORANDUM DOCKET**

**FROM: JEFFREY P. PRAVATO, RECEIVER OF TAXES**

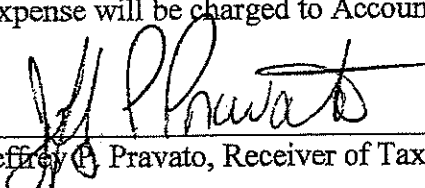
**RE: MEMBERSHIP, NEW YORK STATE ASSOCIATION OF TAX RECEIVERS AND COLLECTORS**

**DATE: May 21, 2020**

---

Town Board authorization is hereby requested for Jeffrey P. Pravato, Receiver of Taxes; Maura Fahey, Deputy Receiver of Taxes; Kathleen Tobin, Deputy Receiver of Taxes for membership in the New York State Association of Tax Receivers and Collectors for the year 2020 (renewal fee \$75.00 total; \$25.00 each).

Expense will be charged to Account # ROT A 1330 47900 000 0000.



---

Jeffrey P. Pravato, Receiver of Taxes

Attachment: copy of 2020 Membership Renewal Forms

Town Attorney (Original +9 copies)

**NEW YORK STATE  
ASSOCIATION OF TAX RECEIVERS AND COLLECTORS  
APPLICATION FOR MEMBERSHIP CALENDAR YEAR 2020**  
Please Type or PRINT CLEARLY

Name of Municipality Town of Oyster Bay

County Nassau

Please check ONLY ONE

☒ Tax Receiver, ☐ Tax Collector, ☐ Town Clerk/ Tax Collector/Receiver,  
☐ School Tax Collector, ☐ Deputy Receiver / Deputy Collector, ☐ County Treasurer (Non-Voting)  
\$25.00 Annual Dues for ALL Titles above this line.

☐ Social (Retirees Only) (non-voting) \$10.00 Annual Dues

☐ Business (non-voting) \$50.00 Annual Dues

Has any of your information changed since last year? ☒ YES ☐ NO

Name: Jeffrey P. Pravato

Office Mailing Address: 74 Audrey Avenue

City Oyster Bay, State NY, Zip Code 11771

Telephone 516-624-6422 Ext.

Fax 516-624-6415

E-mail address jeffreypravato@oysterbay-ny.gov

Number of Years as Receiver/Collector Since 1/1/2020 Village  Town ☒ School

New Member: ☒ or Renewal:

PLEASE MAKE CHECKS PAYABLE TO: NYSATRC MEMBERSHIP

APPLICATION MUST ACCOMPANY YOUR CHECK

Each Membership Requires a Separate Application but more than one membership can be  
included in your check.

**PLEASE FILL IN THE ABOVE PORTION AND PROMPTLY RETURN WHOLE FORM WITH EACH  
DUES**

**MAIL TO:** Amy Neumann, Membership Chair  
NYSATRC Membership  
PO Box 181  
Leicester, NY 14481

Phone: (585) 259-5029 Leave Message  
Email: [leitownclerk@gmail.com](mailto:leitownclerk@gmail.com)

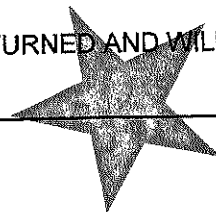
**\*\*ALL CHECKS RECEIVED WITH INCORRECT PAYMENT AMOUNT WILL BE RETURNED AND WILL  
CAUSE A DELAY FOR YOUR ANNUAL RENEWAL.**

**MEMBERSHIP CHAIR USE ONLY BELOW THIS LINE**

District #  Check #  Date

Membership Card Sent to NYSATRC Member

Date Deposited  Sent to Treasurer



**NEW YORK STATE  
ASSOCIATION OF TAX RECEIVERS AND COLLECTORS  
APPLICATION FOR MEMBERSHIP CALENDAR YEAR 2020**  
Please Type or PRINT CLEARLY

Name of Municipality Town of Oyster Bay

County Nassau

Please check ONLY ONE

☐ Tax Receiver, ☐ Tax Collector, ☐ Town Clerk/ Tax Collector/Receiver,  
☐ School Tax Collector, ☒ Deputy Receiver / Deputy Collector, ☐ County Treasurer (Non-Voting)  
\$25.00 Annual Dues for ALL Titles above this line.

☐ Social (Retirees Only) (non-voting) \$10.00 Annual Dues

☐ Business (non-voting) \$50.00 Annual Dues

Has any of your information changed since last year? ☐ YES ☒ NO

Name: Maura Fahey

Office Mailing Address: 74 Audrey Avenue

City Oyster Bay, State NY, Zip Code 11771

Telephone 516-624-6423 Ext.

Fax 516-624-6415

E-mail address mfahey@ovsterbay-ny.gov

Number of Years as Receiver/Collector 10 Village  Town ☒ School

New Member:  or Renewal: ☒

PLEASE MAKE CHECKS PAYABLE TO: NYSATRC MEMBERSHIP

APPLICATION MUST ACCOMPANY YOUR CHECK

Each Membership Requires a Separate Application but more than one membership can be included in your check.

**PLEASE FILL IN THE ABOVE PORTION AND PROMPTLY RETURN WHOLE FORM WITH EACH DUES**

**MAIL TO:** Amy Neumann, Membership Chair  
NYSATRC Membership  
PO Box 181  
Leicester, NY 14481

Phone: (585) 259-5029 Leave Message  
Email: [leitownclerk@gmail.com](mailto:leitownclerk@gmail.com)

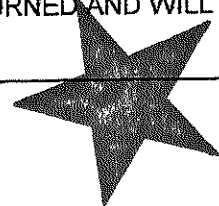
**\*\*ALL CHECKS RECEIVED WITH INCORRECT PAYMENT AMOUNT WILL BE RETURNED AND WILL CAUSE A DELAY FOR YOUR ANNUAL RENEWAL.**

**MEMBERSHIP CHAIR USE ONLY BELOW THIS LINE**

District #  Check #  Date

Membership Card Sent to NYSATRC Member

Date Deposited  Sent to Treasurer



**NEW YORK STATE  
ASSOCIATION OF TAX RECEIVERS AND COLLECTORS  
APPLICATION FOR MEMBERSHIP CALENDAR YEAR 2020**  
Please Type or PRINT CLEARLY

Name of Municipality Town of Oyster Bay

County Nassau

Please check **ONLY ONE**

☐ Tax Receiver, ☐ Tax Collector, ☐ Town Clerk/ Tax Collector/Receiver,  
☐ School Tax Collector, ☒ Deputy Receiver / Deputy Collector, ☐ County Treasurer (Non-Voting)  
\$25.00 Annual Dues for ALL Titles above this line.

☐ Social (Retirees Only) (non-voting) \$10.00 Annual Dues

☐ Business (non-voting) \$50.00 Annual Dues

Has any of your information changed since last year? ☒ YES ☐ NO

Name: Kathleen A. Tobin

Office Mailing Address: 74 Audrey Avenue

City Oyster Bay, State NY, Zip Code 11771

Telephone 516-624-6424 Ext.

Fax 516-624-6415

E-mail address ktobin@oysterbay-ny.gov

Number of Years as Receiver/Collector Since 1/1/2020 Village  Town X School

New Member: ☒ or Renewal: ☐

PLEASE MAKE CHECKS PAYABLE TO: NYSATRC MEMBERSHIP

**APPLICATION MUST ACCOMPANY YOUR CHECK**

Each Membership Requires a Separate Application but more than one membership can be  
included in your check.

**PLEASE FILL IN THE ABOVE PORTION AND PROMPTLY RETURN WHOLE FORM WITH EACH  
DUES**

**MAIL TO:** Amy Neumann, Membership Chair  
NYSATRC Membership  
PO Box 181  
Leicester, NY 14481

Phone: (585) 259-5029 Leave Message  
Email: [leitownclerk@gmail.com](mailto:leitownclerk@gmail.com)

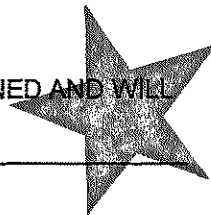
**\*\*ALL CHECKS RECEIVED WITH INCORRECT PAYMENT AMOUNT WILL BE RETURNED AND WILL  
CAUSE A DELAY FOR YOUR ANNUAL RENEWAL.**

**MEMBERSHIP CHAIR USE ONLY BELOW THIS LINE**

District #  Check #  Date

Membership Card Sent to NYSATRC Member

Date Deposited  Sent to Treasurer



Reviewed By  
Office of Town Attorney

WHEREAS, Elizabeth L. Maccarone, Commissioner, Department of Planning and Development, by memorandum dated May 21, 2020, requested Town Board authorization to renew the membership of the Town's Building and Code Enforcement Inspectors, in the Building Inspectors Association of Nassau County, for the period from May 1, 2020 to April 30, 2021, at a cost of \$2,975.00,

NOW, THEREFORE, BE IT RESOLVED, That the request as hereinabove set forth is hereby accepted and approved, and the Department of Planning and Development is hereby authorized to renew the membership of the Town's Building and Code Enforcement Inspectors, in the Building Inspectors Association of Nassau County, for the period from May 1, 2020 to April 30, 2021, nunc pro tunc from May 1, 2020, at a cost of \$2,975.00, and the Comptroller is hereby authorized and directed to make payment for same, upon presentation of a duly certified claim, after audit; and be it further

RESOLVED, That the funds for said payment are to be drawn from Account No. PAD B 3620 44140 000 0000.

-#-

The foregoing resolution was declared adopted after a poll of the members of the Board; the vote being recorded as follows:

Supervisor Saladino	Aye
Councilwoman Johnson	Aye
Councilman Imbroto	Aye
Councilman Hand	Aye
Councilman Labriola	Aye
Councilwoman Maier	Aye
Councilwoman Walsh	Aye

Town of Oyster Bay  
Inter-Departmental Memo

**TO:** MEMORANDUM DOCKET

**FROM:** ELIZABETH L. MACCARONE, COMMISSIONER  
DEPARTMENT OF PLANNING AND DEVELOPMENT

**DATE:** MAY 21, 2020

**SUBJECT:** MEMBERSHIP DUES FOR "BIANCO"  
BUILDING INSPECTORS ASSOCIATION OF NASSAU COUNTY

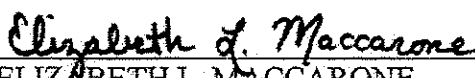
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This Department's Building, Plumbing and Code Enforcement Inspectors are certified by New York State's Department of State, Division of Code Enforcement and Administration as Code Enforcement Officials for the New York State Uniform Fire Prevention and Building Code. Twenty-four (24) hours of approved in-service training is required annually to maintain the New York State Code Enforcement Official Certification.

The Department of Planning and Development elected to register each Code Enforcement Official as a member of the Building Inspectors Association of Nassau County ("BIANCO"), which would then entitle them to take the in-service training courses sponsored by BIANCO. The cost of membership for each Code Enforcement Official in this Department is \$85.00 per year. The total amount owed to BIANCO for this Department's Code Enforcement Officials for the period covering May 1, 2020 through April 30, 2021 is \$2,975.00.

Authorization by the Town Board is therefore respectfully requested for the payment of said dues for each of this Department's Code Enforcement Officials in an amount not to exceed \$2,975.00 for BIANCO membership for the period covering May 1, 2020 through April 30, 2021.

Funds are available for this purpose in Account Number PAD B 3620 44140 000 0000.

  
ELIZABETH L. MACCARONE  
COMMISSIONER

BY   
TIMOTHY R. ZIKE  
Deputy Commissioner

ELM:tz

cc: Legislative Affairs (+ 9 copies)

Timothy Dougherty

Treasurer

18 Horse Hill Road  
Brookville, NY 11545

VOUCHER

Voucher Number: 2020-06

Voucher Date: 5/12/2020

## Building Inspectors Association of Nassau County

Invoice To: Town of Oyster Bay  
74 Audrey Avenue  
Oyster Bay, New York 11771  
Attn: Tim Zikes

Mail To: Tim Dougherty  
18 Horse Hill Road  
Brookville, NY 11545

Make check payable to: BIANCO

\$ 85 PER MEMBERSHIP

### MEMBERSHIP DUES:

Gregory Aiello  
John Bacigalupo  
Michael Bathie  
James Baudille  
Thomas Burke  
Scott Byrne  
Joseph Cangro  
Alexander Chebuske  
Joseph Ciambra  
Kevin Conway  
Nick Condoleo  
Michael DiCarlo  
Anthony DiChiara  
Joseph DiSalvo  
Nicholas Domingo  
Michael Esposito  
Michael Fabrizio  
Bryan Hardman

Dennis Hill  
Lara Jahchan  
Jim Jazwinski  
Michael Landman  
John Laruccia  
Margaret Lippolt  
Elizabeth Maccarone  
Richard Marino  
Kamila Matulik  
David Mercado  
James Nicollet  
Liam O'Keefe  
Richard Peters  
Vito Rella  
John Rice  
Thomas Robinson  
Timothy Zike

Total Members: 35

AMOUNT DUE: \$2,975.00

BIANCO is a non-profit professional association, Federal I.D. #11-3086236

  
TREASURER



WHEREAS, Joseph G. Pinto, Commissioner, Department of Parks, by memorandum dated May 26, 2020, recommended that the Town Board authorize a \$1,430.00 refund be paid to Paul Cullen, 85 Lafayette Avenue, Sea Cliff, NY 11579, from Account No. PKS A 0001 02025 526 0000, of his Tappen Marina Summer Deposit due to the rapid spread of Covid-19;

NOW, THEREFORE, BE IT RESOLVED, That the recommendation as hereinabove set forth is accepted and approved, and the Department of Parks is hereby authorized to issue a \$1,430.00 refund to Paul Cullen, from Account No. PKS A 0001 02025 526 0000, and payment of said refund is to be made by the Comptroller upon presentation of duly certified claims, after audit.

-#-

The foregoing resolution was declared adopted after a poll of the members of the Board; the vote being recorded as follows:

Supervisor Saladino	Aye
Councilwoman Johnson	Aye
Councilman Imbroto	Aye
Councilman Hand	Aye
Councilman Labriola	Aye
Councilwoman Maier	Aye
Councilwoman Walsh	Aye

Reviewed By  
Office of Town Attorney

# TOWN OF OYSTER BAY

## Inter-Departmental Memorandum

TO: Memorandum Docket

FROM: Joseph G. Pinto, Commissioner of Parks

DATE: May 26, 2020

SUBJECT: Refund Request

---


The Department of Parks has received correspondence from Paul Cullen stating that due to the rapid spread of COVID-19, he is requesting a refund in the amount of \$1430.00 for Tappen Marina Summer Deposit. Please see attached for pertinent information regarding this refund request.

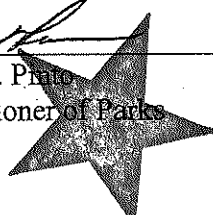
The refund should be mailed to:

Paul Cullen  
85 Lafayette Avenue  
Sea Cliff, NY 11579

The Department of Parks requests that the Town Board authorize a refund.

Kindly debit account PKS A 0001 02025 526 0000.

  
Joseph G. Pinto  
Commissioner of Parks



JGP:dm

Attachments

CC: Office of the Town Attorney (original + 9 copies)

## Gino Lunghi

---

**From:** Joseph Pinto  
**Sent:** Wednesday, May 20, 2020 2:40 PM  
**To:** Gina Valli; Gino Lunghi  
**Cc:** Frank Gatto; Greg Skupinsky  
**Subject:** FW: Refund request- Tappen slip# R08  
**Attachments:** Tappen Marina Slip Receipt.pdf

This is approved – Gino to call and inform him of the refund process and how long it may take. Gina, does this mean he loses his slip for 2021?

Joe

**From:** Paul Cullen [REDACTED]  
**Sent:** Wednesday, May 20, 2020 2:36 PM  
**To:** Joseph Pinto <jpinto@oysterbay-ny.gov>  
**Subject:** Refund request- Tappen slip# R08

Good afternoon Mr. Pinto,

I hope you are doing well in these uncertain times.

I see that the Town Of Oyster Bay finally did deposit my check after (understandably) holding it for over a month.

My timing was pretty awful. A week after I mailed it, NY State shut down.

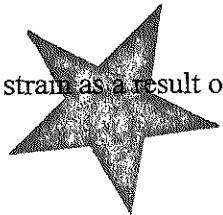
It is very likely that I will not be putting my boat in the water this year due to my financial strain as a result of Covid-19.

Because of that, I am requesting a refund. I attached my receipt.

Thank you for your help.

Best,

Paul Cullen (receipt# 16468)  
[REDACTED]





Joseph G. Pinto  
Parks Commissioner

**TOWN OF OYSTER BAY**  
**Department of Parks**

Joseph S. Saladino  
Town Supervisor

977 Hicksville Road  
Massapequa, NY 11758  
(516) 797-4111

**SUMMER 2020 MARINA FULL RECEIPT**

Paul Cullen  
85 Lafayette Ave  
Sea Cliff, NY 11579

Receipt #: **16468**

Slip No.: Tappen Beach **R08**

Vessel: \_\_\_\_\_

Birthdate: 4/14/1970 Payment Type: Personal Check Reg. #: NY 8015 MJ

Amount Received: \$1,430.00 Check #: 3706 LOA: 22'

Date: 3/16/2020 2:02:49 PM

Payment Received By: FVOLPE

**TERMS AND CONDITIONS**

The season shall begin on Monday, Apr 13, 2020 and end on Sunday, Nov 8, 2020.

1. All boat and boating equipment docked, berthed, located or left at Town Facilities are left at the sole risk of the owner of said boats and equipment and permission to so dock, berth, locate or leave such property is conditioned upon the owner's acceptance of said risk. All boat and boat equipment owners are reminded to obtain adequate insurance before making use of Town facilities.
2. The licensee expressly assumes all risk of loss due to damages, theft, vandalism, or accident to his/her property while berthed in the marina and expressly releases the Town of Oyster Bay, its agents, officers, and employees from any and all claims whatsoever for loss, damage, fire, theft, or accident to his/her property.
3. The security that is provided at the marinas is for the protection of Town property. The Town does not assume responsibility for damage done to vessels docked at Town marinas.
4. Upon assignment of boat slip, which is for the exclusive use of the licensee, said boat slip SHALL NOT be transferable to another person or to another vessel.
5. Once a vessel is assigned a slip in a category, only that vessel may occupy said slip. The only change in slip assignment permitted will be those that involve slips in the applicant's authorized category size. The change in slip assignment will only be made through the Beach Division.
6. A tenant who wishes to place a different vessel in his/her assigned slip will be permitted to do so only under the following conditions:
  - a. The vessel's overall length must fall within the original category size (for example in the 26-31 foot category, the different vessel cannot be less than 26 feet or more than 31 feet in overall length).
  - b. The tenant has ownership of the new vessel and he/she remains the primary owner.
7. A tenant may not:
  - a. Own or be co-owner of more than one vessel which occupies a slip in either north shore marina.
  - b. Trade up or down in vessel size that takes him/her out of his/her category size
  - c. Transfer ownership to other persons (full or part) and maintain current slip space
8. All deadlines for receipt of various documents, required deposits, and final payment must be met. No extensions will be granted.
9. The boat slip licensee's are under the express stipulation that the licensee shall not sub-lease or assign such space to anyone.
10. All requests for refunds must be made in writing and received at the Parks Department main office.
11. Any false statement contained on the marina application shall constitute grounds for revocation of the assigned slip.
12. Violation of any of the rules and regulations governing the use of the marina area shall constitute grounds for revocation of slip assigned.
13. No refunds of fees upon revocation of assigned slip.
14. Each licensee shall give the facility manager at least 48 hours notice of his/her occupancy of assigned slip and the licensee shall give notice to said manager by Sunday, Nov 1, 2020 as to the date of which licensee shall vacate assigned slip.
15. Any vessel remaining at a marina after Sunday, Nov 8, 2020, will be charged \$30 per day. Please note, regardless of what you may be told by facility employees, this fee cannot be waived. This does not apply to boat owners who have received winter storage assignments.
16. Lessees of boat slips, dinghy and sunfish/sailfish racks shall be issued one vehicle gate pass free of charge.
17. All rules and regulations governing the use of Town marinas shall be established by the Commissioner of Parks.

**Present to Dockmaster Prior to Occupying Slip**



PAUL M CULLEN OR  
SUZANNE R CULLEN  
85 LAFAYETTE AVE.  
SEA CLIFF NY 11579



www.capitalonebank.com

1-800-655-BANK (2265)

m.capitalonebank.com

Visit your nearest location

► New address? Please contact customer service to update.

ACCOUNT SUMMARY FOR PERIOD APRIL 23, 2020 - MAY 22, 2020

High Yield Checking

Previous Balance 04/22/20		Number of Days in Cycle	30
5 Deposits/Credits		Minimum Balance This Cycle	
Interest Paid		Average Collected Balance	
25 Checks/Debits		Interest Earned During this Cycle	
Service Charges	\$0.00	Interest Paid Year-To-Date	
Ending Balance 05/22/20		Annual Percentage Yield Earned	

ACCOUNT DETAIL FOR PERIOD APRIL 23, 2020 - MAY 22, 2020

High Yield Checking 00009206031172

Date	Amount	Resulting Balance	Transaction Type	Description	Debit Card
04/27	\$120.00		Credit	ACH deposit VENMO	CASHOUT
04/27	-\$371.45		Debit	ACH Withdrawal RLMS	RLMS
04/27	-\$50.00		Debit	ACH Withdrawal VENMO	
04/27			Check	PAYMENT	
04/27			Check	Check 3708	
04/27			Check	Check 3709	
04/28			Debit	ACH Withdrawal GM FINANCIAL	
04/28			Debit	ONLINE PMT	
04/28			Debit	ACH Withdrawal NY AMER WATER	
04/28			Check	ONLINE PMT	
04/28			Check	Check 3710	
04/29			Deposit	Customer Deposit	
04/29	-\$1,430.00		Check	Check 3706	

Thank you for banking with us.

PAGE 1 OF 4

WHEREAS, Joseph G. Pinto, Commissioner, Department of Parks, by memorandum dated May 26, 2020, recommended that the Town Board authorize a \$350.00 refund be paid to Deborah Resnik, 150 S Oaks Boulevard, Plainview, NY 11803, from Account No. PKS A 0001 02001 510 0000, for her child's inability to participate in the Town's Spring 2020 hockey program due to the rapid spread of Covid-19;

NOW, THEREFORE, BE IT RESOLVED, That the recommendation as hereinabove set forth is accepted and approved, and the Department of Parks is hereby authorized to issue a \$350.00 refund to Deborah Resnik, from Account No. PKS A 0001 02001 510 0000, and payment of said refund is to be made by the Comptroller upon presentation of duly certified claims, after audit.

-#-

Reviewed By  
Office of Town Attorney  
*Elizabeth A. Baughman*

The foregoing resolution was declared adopted after a poll of the members of the Board; the vote being recorded as follows:

Supervisor Saladino	Aye
Councilwoman Johnson	Aye
Councilman Imbroto	Aye
Councilman Hand	Aye
Councilman Labriola	Aye
Councilwoman Maier	Aye
Councilwoman Walsh	Aye

6  
6.2.20

# TOWN OF OYSTER BAY

## Inter-Departmental Memorandum

TO: Memorandum Docket

FROM: Joseph G. Pinto, Commissioner of Parks

DATE: May 26, 2020

SUBJECT: Refund Request

---


The Department of Parks has received correspondence from Deborah Resnick stating that due to the rapid spread of COVID-19, she is requesting a refund in the amount of \$350.00 for Spring Ice Hockey. Please see attached for pertinent information regarding this refund request.

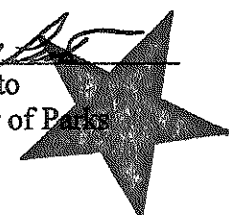
The refund should be mailed to:

Deborah Resnick  
50 S Oaks Boulevard  
Plainview, NY 11803

The Department of Parks requests that the Town Board authorize a refund.

Kindly debit account PKS A 0001 02001 510 0000.

  
Joseph G. Pinto  
Commissioner of Parks



JGP:dm

Attachments

CC: Office of the Town Attorney (original + 9 copies)



## TOWN OF OYSTER BAY

## SUMMARY OF BANK DEPOSIT REPORT

DEPARTMENT: TOB HOCKEY		LOCATION: BETHPAGE	
DESCRIPTION OF RECEIPTS: TOB SPRING HOCKEY 2020		CODE #:	
DATE OF RECEIPTS 2/9/20	DATE OF DEPOSITS 2/11/20	AMOUNT 2400.00	
[REDACTED]	CK # 1545	350	00
[REDACTED]	2494	300	00
[REDACTED]	2903	350	00
[REDACTED]	8393	350	00
[REDACTED]	1722	350	00
[REDACTED]	3889	350	00
[REDACTED]	1297	350	00

NAME OF BANK:

Chase

DO NOT WRITE IN SPACE BELOW.  
FOR USE BY DIRECTOR OF FINANCE.

CASH RECEIPT NO.

--

TOTAL AMOUNT  
OF DEPOSITS

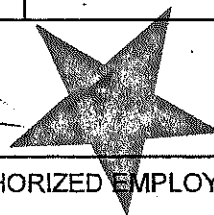
2400.00

LAST REPORT  
YEAR TO DATE

ADJUSTMENTS

TOTAL DEPOSITS  
YEAR TO DATE

SIGNATURE OF AUTHORIZED EMPLOYEE





TOWN OF OYSTER BAY  
Department of Parks  
GENERAL RECEIPT

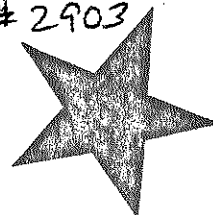
16 U #15  
7452

Name [REDACTED]			Phone [REDACTED]	
Street [REDACTED]			Age 15	
Town [REDACTED]		Zip [REDACTED]	Day	Hour
Activity SPRING 2020 TOB		Location BETHPAGE		
Mo./	Day/	Year	Received By	Fee
2	9	2020	[Signature]	\$ 350

COPY DISTRIBUTION  
White - Office  
Canary - Accounting  
Pink - Program Head  
Gold - Registrant

Cash ☐

Check ☒ # 2903



DEPOSIT RECORD COPY

TOWN OF OYSTER BAY

CHASE

DATE: 02/11/2020

DEPOSIT CASH OR CHECKS

LIST CHECKS SINGLY OR ATTACH LIST

CHECK NO.	AMOUNT
15995	350.00
24994	300.00
21103	350.00
83993	350.00
1722	350.00
3829	350.00
1757	350.00

24900.00

\$ 24900.00

PLEASE ENTER TOTAL HERE

Check and other items deposited are subject to provisions of the Uniform Commercial Code or any applicable collection agreement.

PKS201033

CHASE

Deposit cash or checks  
at most Chase ATMs.  
An image of your check can  
be printed on your receipt.

My Transaction Summary

\*\*\*\*\*

Transaction #126  
Account Number Ending In: [REDACTED]  
Checking Deposit \$2,400.00

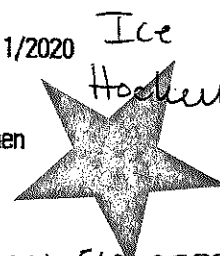
Further review may result in delayed  
availability of this deposit

JPMorgan Chase Bank, N.A.  
Bethpage, Branch 003853  
1-800-935-9935  
Your satisfaction matters. Share your  
feedback at: [chase.com/sendusfeedback](https://chase.com/sendusfeedback)

Member FDIC, Equal Housing Lender  
Please keep your receipt  
02/11/2020 14:48

Business Date 02/11/2020  
Session #50

Thank you - Cui Zhen  
Cashbox #01



PKS A 0001 02001 510 0000

\$350.00

Total

Feb 11, 2020  
Post date

2903  
Check #

GEORGE E. RESNICK, D.C., P.C. 27 S OAKS BLVD. PLAINVIEW, NY 11803-1934		2903
DATE <u>2/9/2020</u>		1-2/210
PAY TO THE ORDER OF <u>TOB</u>	\$ <u>350.00</u>	
<u>Three Hundred Fifty Dollars and no cents</u>		DOLLARS
CHASE Member FDIC		
FOR <u>Spring TOB the day</u>		

\$350.00

Total

Feb 11, 2020  
Post date

2903  
Check #

<u>[REDACTED]</u>	FOR DEPOSIT ONLY TOWN OF OYSTER BAY 2-8
-------------------	---

WHEREAS, Joseph G. Pinto, Commissioner, Department of Parks, by memorandum dated May 27, 2020, recommended that the Town Board authorize a refund to be paid to the Sea Cliff Fire Department, Attn: Chief William Koopmann, 67 Roslyn Avenue, Sea Cliff, New York, 11579, in the amount of \$ 250.00, for a facility usage fee, because the event has been cancelled, due to the Covid-19 public health crisis; and

WHEREAS, Commissioner Pinto, by said memorandum, advised that the refund should be appropriated from Account No. PKS A 0001 02410 000 0000,

NOW, THEREFORE, BE IT RESOLVED, That the recommendation as hereinabove set forth is accepted and approved, and the Parks Department is hereby authorized to issue a refund to to the Sea Cliff Fire Department, in the amount of \$250.00, from Account No. PKS A 0001 02410 000 0000, and payment of said refund is to be made by the Comptroller, upon presentation of a duly certified claim, after audit.

-#-

The foregoing resolution was declared adopted after a poll of the members of the Board; the vote being recorded as follows:

Supervisor Saladino	Aye
Councilwoman Johnson	Aye
Councilman Imbroto	Aye
Councilman Hand	Aye
Councilman Labriola	Aye
Councilwoman Maier	Aye
Councilwoman Walsh	Aye

# TOWN OF OYSTER BAY

## Inter-Departmental Memorandum

TO: Memorandum Docket

FROM: Joseph G. Pinto, Commissioner of Parks

DATE: May 27, 2020

SUBJECT: Refund Request

---

The Department of Parks has received correspondence from Sea Cliff Fire Department stating that due to the rapid spread of COVID-19, they are requesting a refund in the amount of \$250.00 for facility usage fee. Please see attached for pertinent information regarding this refund request.

The refund should be mailed to:

Sea Cliff Fire Department  
Attn: Chief William Koopmann  
67 Roslyn Avenue  
Sea Cliff, NY 11579

The Department of Parks requests that the Town Board authorize a refund.

Kindly debit account PKS A 0001 02410 000 0000.

  
Joseph G. Pinto  
Commissioner of Parks



JGP:dm

Attachments

CC: Office of the Town Attorney (original + 9 copies)

# SEA CLIFF FIRE DEPARTMENT

67 Roslyn Avenue, Sea Cliff, N.Y. 11579

*Referred*

## CHIEF

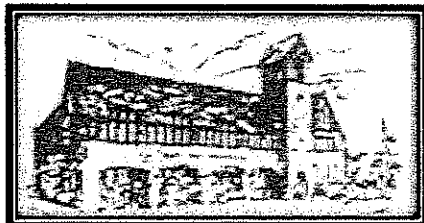
*Mark J. Vitale*

## FIRST ASSISTANT

*William J. Koopmann*

## SECOND ASSISTANT

*James Ajamian*



ORGANIZED 1884

## BOARD OF WARDENS

*Bobby M. Citko Jr., Sec.*

*Anthony E. Grella, Treas.*

*Timothy O'Donnell*

*John Ciampi Jr.*

*Daniel C. Whittemore*

*Serge Nedeltscheff*

May 21, 2020

Donna Antetomaso

Town of Oyster Bay Parks Department

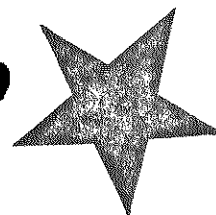
977 Hicksville Road

Massapequa, NY 11758

Dear Mrs. Antetomaso:

Please be advised that the Sea Cliff Fire Department is cancelling the 5<sup>th</sup> Battalion Parade and Drill previously scheduled for Saturday, June 20, 2020, at Tappen Beach due to the ongoing Covid-19 pandemic. We thank you for your support during our planning process. We are requesting a refund that we sent for the use of the facility and show mobile.

As always if you have any questions or concerns, you may reach me at [REDACTED]

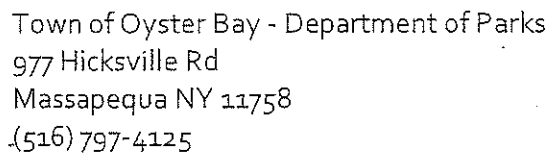


Sincerely,

Asst. Chief William Koopmann and Ex-Chief Bobby Citko

Co-Chairmen

5<sup>th</sup> Battalion Parade and Drill Committee



# MAIL TO

Sea Cliff Fire Department  
67 Roslyn Avenue  
Sea Cliff, NY 11579  
Attn: William Koopmann /Bobby Citko

DESCRIPTION	AMOUNT
Sea Cliff Fire Department 5 <sup>th</sup> Battalion Parade and Drill Saturday June 20, 2020 – Tappen Beach	\$250.00
TOTAL DUE	\$250.00

Check made payable to Town of Oyster Bay



SEA CLIFF VOLUNTEER FIRE DEPARTMENT  
P.O. 570  
SEA CLIFF, NY 11579-0570

1069

50-7365/2214

1/20/2020

DATE

CHECK ARMOR  
IMAGE FACSIMILE

PAY TO THE ORDER OF Town of Oyster Bay

\$250.00

Two Hundred-Fifty

7/100

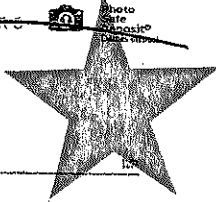
Bethpage **B**

Federal Credit Union  
Bethpage, New York 11714

FOR Return @ DWH

SIGNATURE

*Anthony E. Hall*



MASSAPEQUA

Till 4  
10:26 AM

02/11/20  
02/11/20

\*\*\*\*\*7087

**\$1,750.00**

\$0.00

Client Services Facility  
855-274-2801 Use Fee

\$250 + \$1500

DEPOSIT TICKET  
 FOR CLEAR COPY PRESS FIRMLY  
 PK520632


DATE 2/11/2020

CURRENCY		DOLLARS	CENT
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26			
27			
28			
PLEASE PRESENT TO TOWN CLERK		TOTAL <u>1,350.00</u>	

PLEASE RETURN ALL ITEMS ARE PROPERLY RECEIVED

TOWN CLERK  
 [Signature]  
 2/10/2020

TOWN OF DUNSENBAY  
 540 BURR VILLAGE  
 OSTERHAY, N.W. 12771

  
 STERLING  
 NATIONAL BANK

Special Agent

\$ 1,350.00

*Elizabeth A. Baughman*

Meeting of June 16, 2020

Resolution No. 307-2020

WHEREAS, Joseph G. Pinto, Commissioner, Department of Parks, by memorandum dated May 29, 2020, recommended that due to the cancellation of the 2020 In-House Spring Hockey program at the TOB Skating Center, Bethpage, commencing March 16, 2020, the Town Board authorize refunds totaling \$24,765.01, to be paid to the following individuals and entities, in the amounts set forth opposite their names, from Account No. PKS A 0001 02001 510 0000:

<u>Payee</u>	<u>Amount</u>
Maxim Slaiby, 159 Wright Road, Rockville Centre, N.Y. 11570	\$ 450.00
Jennifer Wodicka, 37 Acme Avenue, Bethpage, N.Y. 11714	\$ 350.00
Farmingdale Ice Hockey, 224 Greenwich Avenue, Massapequa Park, N.Y. 11762	\$ 4,000.00
Farmingdale Ice Hockey, 224 Greenwich Avenue, Massapequa Park, N.Y. 11762	\$ 4,000.00
Danny Roberts, 26 Cedar Drive, Farmingdale, N.Y. 11735	\$ 2,040.00
Danny Roberts, 26 Cedar Drive, Farmingdale, N.Y. 11735	\$ 710.00
Danny Roberts, 26 Cedar Drive, Farmingdale, N.Y. 11735	\$ 1,915.00
Plainview-Old Bethpage Ice Hockey Club, 7 Martin Lane, Old Bethpage, N.Y. 11804	\$ 3,300.00
Syosset Braves Hockey, 38 Berry Hill Road, Oyster Bay Cove, N.Y. 11762	\$ 4,000.00
Syosset Braves Hockey, 38 Berry Hill Road, Oyster Bay Cove, N.Y. 11762	\$ 4,000.01

NOW, THEREFORE, BE IT RESOLVED, That the recommendation as hereinabove set forth is accepted and approved, and the Department of Parks is hereby authorized to issue the refunds as set forth above from Account No. PKS A 0001 02001 510 0000 and payment of said refunds is to be made upon presentation of duly certified claims, after audit by the Comptroller.


-#-


The foregoing resolution was declared adopted after a poll of the members of the Board; the vote being recorded as follows:

Supervisor Saladino	Aye
Councilwoman Johnson	Aye
Councilman Imbroto	Aye
Councilman Hand	Aye
Councilman Labriola	Aye
Councilwoman Maier	Aye
Councilwoman Walsh	Aye

Due to the COVID-19 pandemic and the need for social distancing, the 2020 In-House Spring Hockey program at the TOB Ice Skating Center at Bethpage was cancelled commencing March 16, 2020. The Department of Parks respectfully requests Town Board approval to provide refunds to the following In-House Spring Hockey participants, for the dollar amount of twenty four thousand seven hundred sixty five dollars and one cent (\$24,765.01). Please see listing of participants and the breakdown of payment. Kindly debit Account: PKS A 0001 02001 5100000.

JV & Middle Schools	\$4,000 per Team
---------------------	------------------

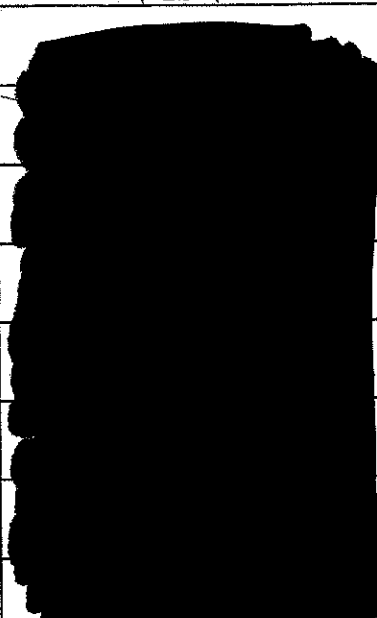


  
Joseph G. Pinto  
COMMISSIONER OF PARKS

CC: Office of Town Attorney (original + 9 copies)

## TOWN OF OYSTER BAY

## SUMMARY OF BANK DEPOSIT REPORT

DEPARTMENT: <u>JOB Hockey</u>		LOCATION: <u>Bethpage</u>	
DESCRIPTION OF RECEIPTS: <u>JOB SPRING Hockey 2020</u>		CODE #:	
DATE OF RECEIPTS <u>1/26/20</u>	DATE OF DEPOSITS <u>1/26/20</u>	AMOUNT <u>Contd</u>	
	<u>cc</u> <u>VISA</u>	<u>450</u>	<u>00</u>
	<u>VISA</u>	<u>350</u>	<u>00</u>
	<u>VISA</u>	<u>650</u>	<u>00</u>
	<u>VISA</u>	<u>350</u>	<u>00</u>
	<u>VISA</u>	<u>350</u>	<u>00</u>
	<u>VISA</u>	<u>450</u>	<u>00</u>
	<u>MC</u>	<u>350</u>	<u>00</u>
	<u>MC</u>	<u>450</u>	<u>00</u>

NAME OF BANK: ChaseDO NOT WRITE IN SPACE BELOW.  
FOR USE BY DIRECTOR OF FINANCE.CASH RECEIPT NO.  
TOTAL AMOUNT  
OF DEPOSITSContdLAST REPORT  
YEAR TO DATE

ADJUSTMENTS

TOTAL DEPOSITS  
YEAR TO DATE  
SIGNATURE OF AUTHORIZED EMPLOYEE



**Patricia Woodstock**

---

**From:** Elias Slaiby [REDACTED]  
**Sent:** Friday, May 22, 2020 3:06 PM  
**To:** Patricia Woodstock  
**Subject:** Fwd: SPRING IN HOUSE HOCKEY PROGRAM REIMBURSEMENT  
**Attachments:** SPRING HOCKEY REIMBURSEMENT.pdf; ATT00001.htm

Hi I would like to request a full reimbursement on behalf of my son [REDACTED] who was enrolled in the 12U spring program  
Our mailing address is  
159 wright road  
Rockville centre NY 11570  
Thank you

Begin forwarded message:

**From:** nicole ab [REDACTED]  
**Date:** May 22, 2020 at 2:55:06 PM EDT  
**To:** Elias [REDACTED]  
**Subject:** Fwd: SPRING IN HOUSE HOCKEY PROGRAM REIMBURSEMENT

Sent from my iPhone

Begin forwarded message:

**From:** Maura Kirby <mkirby@oysterbay-ny.gov>  
**Date:** May 22, 2020 at 2:20:58 PM EDT  
**Subject:** SPRING IN HOUSE HOCKEY PROGRAM REIMBURSEMENT

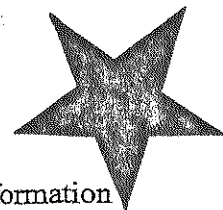
To All Spring Hockey Registrants and Family:

Please read the attached letter for information on receiving reimbursement for the 2020 Spring In-House Hockey Program. If you know someone in the hockey program that may not be on the EMAIL list, please forward this email to them.

Please stay safe and we hope to see you all soon in the very near future.

Thank you,


Maura Kirby



This message (including any attachments) may contain confidential information and is intended only for the individual or individuals named. If you are not the intended recipient, you should delete this message immediately. If you received this message in error, please notify the sender immediately.

## TOWN OF OYSTER BAY

PK5201055  
SUMMARY OF BANK DEPOSIT REPORT

DEPARTMENT: <u>ToB Hockey</u>	LOCATION: <u>Bethpage</u>	CODE #:
DESCRIPTION OF RECEIPTS: <u>ToB Spring Hockey 2020</u>		
DATE OF RECEIPTS <u>3/2/20</u>	DATE OF DEPOSITS <u>3/2/20</u>	AMOUNT <u>350.00</u>
	<u>SC</u> <u>MC</u>	<u>350.00</u>

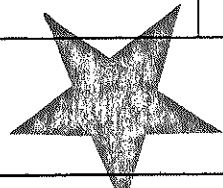
NAME OF BANK:

ChaseDO NOT WRITE IN SPACE BELOW.  
FOR USE BY DIRECTOR OF FINANCE.

CASH RECEIPT NO.

--

TOTAL AMOUNT OF DEPOSITS	<u>350.00</u>
LAST REPORT YEAR TO DATE	
ADJUSTMENTS	
TOTAL DEPOSITS YEAR TO DATE	

  
SIGNATURE OF AUTHORIZED EMPLOYEE





TOWN OF OYSTER BAY  
Department of Parks  
GENERAL RECEIPT

#55  
16 67541

Name TYLER WODICKA			Phone [REDACTED]	
Street 37 ACKME AVE			Age 13	
Town BETHAGE NY		Zip 11714	Day Hour	
Activity Ice Hockey		Location BETHAGE Ice Center.		
Mo./ 3	Day/ 2	Year/ 2020	Received By [Signature]	Fee \$ 3500

COPY DISTRIBUTION  
White - Office  
Canary - Accounting  
Pink - Program Head  
Gold - Registrant

Cash ☐  
Check ☐

Settlement Successful

Settlement Report

Batch Inquiry Report

Ice Hockey Spring

US 02 28

20:52:06

PK 201055

Patricia Woodstock

From: Patricia Woodstock  
Sent: Wednesday, May 27, 2020 9:03 AM  
To: [REDACTED]  
Subject: FW: Town of Oyster Bay Web Inquiry for --Please Select a Topic--

Good morning Ms. Wodicka. I am in receipt of your request for a refund for the Spring Hockey canceled season. If you would like a refund, it will go through the standard process and will take approximately two to three months before you receive your check. We have also given the option of putting your payment to the next hockey season.

Please let me know which option you choose and we will be happy to accommodate.

Respectfully,  
Trish Woodstock



Patricia A. Woodstock  
Town of Oyster Bay Parks Department  
977 Hicksville Road  
Massapequa, NY 11758  
516-797-4105

31, 40, 100, 150, 200, 250, 300, 350, 400, 450, 500, 550, 600, 650, 700, 750, 800, 850, 900, 950, 1000  
164-8350

From: MaryBeth Krummenacker <[mkrummenacker@oysterbay-ny.gov](mailto:mkrummenacker@oysterbay-ny.gov)>  
Sent: Tuesday, May 26, 2020 4:13 PM  
To: Joseph Pinto <[jpinto@oysterbay-ny.gov](mailto:jpinto@oysterbay-ny.gov)>; Greg Skupinsky <[gskupinsky@oysterbay-ny.gov](mailto:gskupinsky@oysterbay-ny.gov)>; Frank Gatto <[fgatto@oysterbay-ny.gov](mailto:fgatto@oysterbay-ny.gov)>; Lisa Brigandi <[lbrigandi@oysterbay-ny.gov](mailto:lbrigandi@oysterbay-ny.gov)>  
Subject: Fwd: Town of Oyster Bay Web Inquiry for --Please Select a Topic--

Sent from my iPhone

Begin forwarded message:

From: Jennifer WODICKA [REDACTED]  
Date: May 26, 2020 at 4:05:37 PM EDT  
To: WebInquiry <[webinquiry@oysterbay-ny.gov](mailto:webinquiry@oysterbay-ny.gov)>  
Subject: Town of Oyster Bay Web Inquiry for --Please Select a Topic--  
Reply-To: [REDACTED]



Name

Jennifer WODICKA

Address

37 ACME AVE  
BETHPAGE, New York 11714-4628  
United States  
[Map It](#)

Phone

[REDACTED]

Email

[REDACTED]

Topic

—Please Select a Topic—

Comments

Hello I had paid \$350 on March 3 by card to have my son [REDACTED] play with TOB hockey however it was cancelled due to coronavirus and was wondering when we can get a refund. Please call my cell [REDACTED]. Thank you!



[REDACTED]

[REDACTED]

[REDACTED]

## Patricia Woodstock

---

**From:** Joseph Pinto  
**Sent:** Tuesday, May 26, 2020 5:01 PM  
**To:** Patricia Woodstock  
**Subject:** FW: Town of Oyster Bay Web Inquiry for --Please Select a Topic--

Please call

**From:** MaryBeth Krummenacker <mkrummenacker@oysterbay-ny.gov>  
**Sent:** Tuesday, May 26, 2020 4:13 PM  
**To:** Joseph Pinto <jpinto@oysterbay-ny.gov>; Greg Skupinsky <gskupinsky@oysterbay-ny.gov>; Frank Gatto <fgatto@oysterbay-ny.gov>; Lisa Brigandi <lbrigandi@oysterbay-ny.gov>  
**Subject:** Fwd: Town of Oyster Bay Web Inquiry for --Please Select a Topic--

Sent from my iPhone

Begin forwarded message:

**From:** Jennifer WODICKA [REDACTED]  
**Date:** May 26, 2020 at 4:05:37 PM EDT  
**To:** WebInquiry <[webinquiry@oysterbay-ny.gov](mailto:webinquiry@oysterbay-ny.gov)>  
**Subject:** Town of Oyster Bay Web Inquiry for --Please Select a Topic--  
**Reply-To:** [REDACTED]

5/27/20 -

**Name**

Jennifer WODICKA

**Address**

37 ACME AVE  
BETHPAGE, New York 11714-4628  
United States  
[Map It](#)

**Phone**

[REDACTED]

**Email**

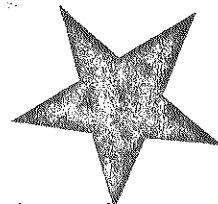
[REDACTED]

**Topic**

--Please Select a Topic--

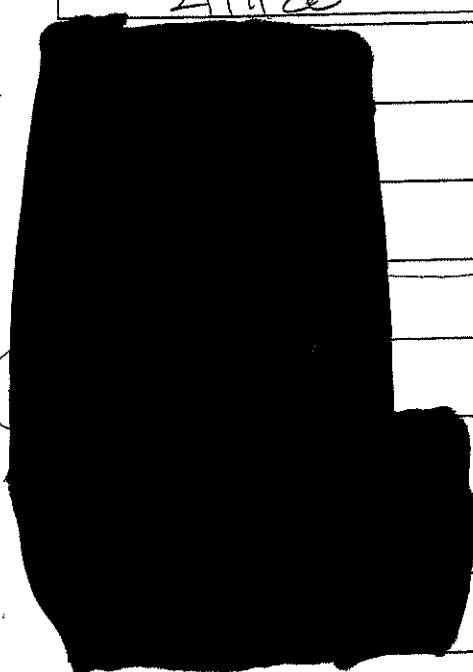
**Comments**

Hello I had paid \$350 on March 3 by card to have my son Tyler play with TOB hockey however it was cancelled due to coronavirus and was wondering when we can get a refund. Please call my cell 516-318-9070. Thank you!



## TOWN OF OYSTER BAY

PKS201041  
SUMMARY OF BANK DEPOSIT REPORT

DEPARTMENT: Tob Hockey		LOCATION: Bethpage	
DESCRIPTION OF RECEIPTS: Tob Spring Hockey 2020		CODE #:	
DATE OF RECEIPTS 2/19/20	DATE OF DEPOSITS 2/20/20	AMOUNT 5840 00	
	45	250	00
	184		
	383	250	00
	976	250	00
	1534	710	00
	1533	2040	00
	1534	250	00
	108	250	00
	91	245	00

NAME OF BANK:

Chase

DO NOT WRITE IN SPACE BELOW.  
FOR USE BY DIRECTOR OF FINANCE.

CASH RECEIPT NO.

--

TOTAL AMOUNT  
OF DEPOSITS

5840 00

LAST REPORT  
YEAR TO DATE

ADJUSTMENTS

TOTAL DEPOSITS  
YEAR TO DATE  
SIGNATURE OF AUTHORIZED EMPLOYEE



TOWN OF OYSTER BAY  
Department of Parks  
GENERAL RECEIPT

7511

PLAINEDGE SPRING 2020 HOCKEY

Name DAN ROBERTS			Phone [REDACTED]	
Street 26 CEDAR DR			Age	
Town FRAMINGDALE		Zip NY	Day	Hour
Activity SPRING 2020 HOCKEY			Location BETHPAGE	
Mo./ 2	Day/ 18	Year 2020	Received By [Signature]	Fee \$ 710.00

COPY DISTRIBUTION  
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Canary - Accounting  
Pink - Program Head  
Gold - Registrant

Cash ☐

Check ☒ # 1534



TOWN OF OYSTER BAY  
Department of Parks  
GENERAL RECEIPT

7515

PLAINEDGE SPRING 2020 HOCKEY

Name DAN ROBERTS			Phone	
Street 26 CEDAR DR			Age	
Town FRAMINGDALE		Zip	Day	Hour
Activity SPRING HOCKEY 2020			Location BETHPAGE	
Mo./ 2	Day/ 18	Year 2020	Received By [Signature]	Fee \$ 2040.00

COPY DISTRIBUTION  
White - Office  
Canary - Accounting  
Pink - Program Head  
Gold - Registrant

Cash ☐

Check ☒ # 1533

DEPOSIT RECORD COPY

TOWN OF OYSTER BAY



JPMorgan Chase Bank, N.A.  
www.Chase.com

DATE 2/19/20  
DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL  
LIST CHECKS SINGLY OR ATTACH LIST

CURRENCY	CHECK NO.	AMOUNT
<input type="checkbox"/>	188	250.00
<input type="checkbox"/>	383	250.00
<input type="checkbox"/>	976	250.00
<input type="checkbox"/>	1534	210.00
<input type="checkbox"/>	1533	2090.00
<input type="checkbox"/>	1534	250.00
<input type="checkbox"/>	108	250.00
<input type="checkbox"/>	91	295.00
<input type="checkbox"/>	246	495.00
<input type="checkbox"/>	375	120.00
<input type="checkbox"/>	631	245.00
<input type="checkbox"/>	3146	245.00
<input type="checkbox"/>	2368	295.00
<input type="checkbox"/>	1430	295.00
<input type="checkbox"/>		8540.00

PLEASE ENTER TOTAL HERE

Checks and other items are received for deposit subject to the provisions of the Uniform Commercial Code or any applicable collection agreement.



Deposit cash or checks  
at most Chase ATMs.  
An image of your check can  
be printed on your receipt.

My Transaction Summary

Transaction #207  
Account Number Ending In:   
Checking Deposit \$5,840.00

Further review may result in delayed  
availability of this deposit

JPMorgan Chase Bank, N.A.  
Bethpage, Branch 003853  
1-800-935-9935

Your satisfaction matters. Share your  
feedback at: [chase.com/sendusfeedback](https://chase.com/sendusfeedback)

Member FDIC, Equal Housing Lender  
Please keep your receipt  
02/20/2020 15:08

Business Date 02/20/2020  
Session #77

Thank you - Jose  
Cashbox #04

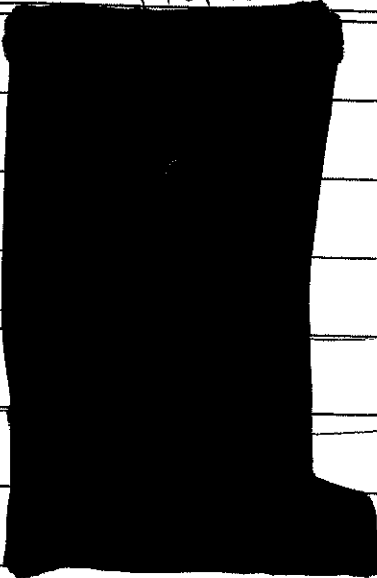
## TOWN OF OYSTER BAY

## SUMMARY OF BANK DEPOSIT REPORT

DEPARTMENT: TOB Hockey LOCATION: Batey place

DESCRIPTION OF RECEIPTS: TOB Spedway Hockey - 2020 CODE #:

DATE OF RECEIPTS: 2/19/20 DATE OF DEPOSITS: 2/20/20 AMOUNT: Contd

DATE OF RECEIPTS	DATE OF DEPOSITS	AMOUNT
	<u>CLE</u>	
	<u>1474</u>	<u>200 00</u>
	<u>2393</u>	<u>200 00</u>
	<u>4357</u>	<u>200 00</u>
	<u>2743</u>	<u>200 00</u>
	<u>1535</u>	<u>1915 00</u>
	<u>3373</u>	<u>245 00</u>
	<u>CASH</u>	<u>200 00</u>

NAME OF BANK:

CHASEDO NOT WRITE IN SPACE BELOW.  
FOR USE BY DIRECTOR OF FINANCE.

CASH RECEIPT NO.

--

TOTAL AMOUNT  
OF DEPOSITSContdLAST REPORT  
YEAR TO DATE

ADJUSTMENTS

TOTAL DEPOSITS  
YEAR TO DATE  
SIGNATURE OF AUTHORIZED EMPLOYEE





TOWN OF OYSTER BAY  
Department of Parks  
GENERAL RECEIPT

7524

P LATWEDGE SPRING 2020 HOCKEY

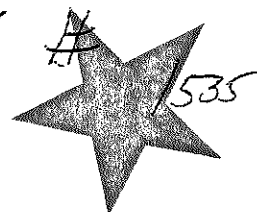
Name DAN ROBERTT		Phone [REDACTED]	
Street 26 CEDAR DR		Age	
Town FARMINGDALE	Zip	Day	Hour
Activity SPRING 2020 HOCKEY		Location BETHPAGE	
Mo./ 2	Day/ 18	Year 2020	Received By [Signature]
			Fee \$ 1915. -

COPY DISTRIBUTION

White - Office  
Canary - Accounting  
Pink - Program Head  
Gold - Registrant

Cash ☐

Check ☒



DEPOSIT RECORD COPY

TOWN OF OYSTER BAY

CHASE

DATE: 2/19/20

AMOUNT: 200.00

CHECKS: 1816, 503, 439, 1236, 1774, 2393, 1357, 2743, 1313, 1535

TOTAL: 1915.00

CASH: 200.00

TOTAL DEPOSIT: 2115.00

PLEASE ENTER TOTAL HERE

Check and other items are subject to deposit  
Subject to the provisions of the Uniform Commercial Code  
and any applicable collection agreement

CHASE

Deposit cash or checks  
at most Chase ATMs.  
An image of your check can  
be printed on your receipt.

My Transaction Summary

\*\*\*\*\*

Transaction: [REDACTED]  
Account Number Ending In: 0206  
Checking Deposit \$4,960.00  
Cash In \$200.00

Further review may result in delayed  
availability of this deposit

JPMorgan Chase Bank, N.A.  
Bethpage, Branch 003853  
1-800-935-9935

Your satisfaction matters. Share your  
feedback at: [chase.com/sendusfeedback](https://chase.com/sendusfeedback)

Member FDIC, Equal Housing Lender  
Please keep your receipt  
02/20/2020 15:08

Business Date: 02/20/2020  
Session #77

Thank you - Jose  
Cashbox #04

Ice  
Hockey

## Patricia Woodstock

---

**From:** WSP Kings [REDACTED]  
**Sent:** Friday, May 29, 2020 10:34 AM  
**To:** Patricia Woodstock  
**Subject:** Re: FW: TOBAY IN-HOUSE SPRING SEASON

Hi Trish,

I paid directly to the Town the following checks:

#1533 - \$2,040  
#1534 - \$710  
#1535 - \$1,915

I had the following parents write checks directly to the town as well. Below is a list of the last name of the family:

Carrieri  
Caputo  
Versace  
Dimakopoulos  
Columbel  
Smith  
Dromm  
Votra  
Dolan  
Groom  
Gustavich  
Casazza  
Lent

Is the Town going to issue a check for the full amount directly to me and then I will distribute it to the parents? Or is the Town going to write a check to the parents and then expect me to get it to the parents?

Let me know what else I need to do, if anything.

Thanks,  
Danny Roberts

On Fri, May 29, 2020 at 8:57 AM Patricia Woodstock <[pwoodstock@oysterbay-ny.gov](mailto:pwoodstock@oysterbay-ny.gov)> wrote:

Good morning Danny. Can you give me your check number that you paid with? Did you submit some peoples personal checks? If so, need the names of those players because I need to produce backup to the Town Board for approval of reimbursement.

Thank you.

Trish

**From:** WSP Kings [REDACTED]  
**Sent:** Thursday, May 28, 2020 6:29 PM  
**To:** Patricia Woodstock <[pwoodstock@oysterbay-ny.gov](mailto:pwoodstock@oysterbay-ny.gov)>  
**Subject:** Re: FW: TOBAY IN-HOUSE SPRING SEASON

Hi Patricia,

Thank you for your email. While we are disappointed, we understand the cancellation of the Spring Season. I had organized the teams for Wantagh/Seaford/Plainedge that was going to participate in the School Spring Season. I paid for both the Middle School level team as well as the Junior Varsity level team. If you could please refund the money to me so that I can then distribute the refund to my parents.

Below is my contact information:

Danny Roberts

26 Cedar Drive

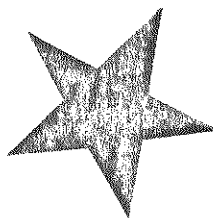
Farmingdale, NY 11735

If you have any questions please don't hesitate to contact me.

Thanks again and I hope that we can give this another shot next year.

Sincerely,

Danny Roberts



On Thu, May 28, 2020 at 11:20 AM Patricia Woodstock <[pwoodstock@oysterbay-ny.gov](mailto:pwoodstock@oysterbay-ny.gov)> wrote:

From: Patricia Woodstock  
Sent: Thursday, May 28, 2020 11:19 AM  
To:

Subject: TOBAY IN-HOUSE SPRING SEASON

Good morning all and hope this email finds you well. Please see the attached letter officially canceling the 2020 Spring Hockey Program. Your prompt attention is greatly appreciated.

Respectfully,

Trish Woodstock



*Patricia A. Woodstock*

*Town of Oyster Bay Parks Department*

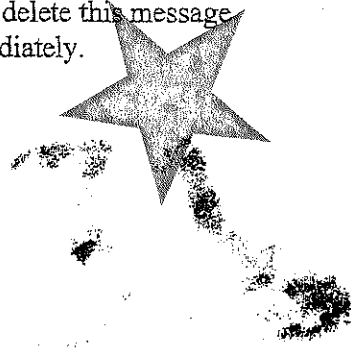
*977 Hicksville Road*

*Massapequa, NY 11758*

*516-797-4105*

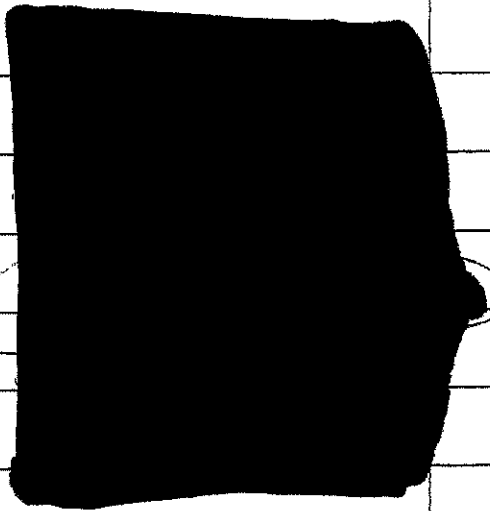
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WATER BAY

PKS2004  
SUMMARY OF BANK DEPOSIT REPORT

DEPARTMENT: TOB Hockey		LOCATION: Befeyare	
DESCRIPTION OF RECEIPTS: TOB SALARY Hockey 2020		CODE #:	
DATE OF RECEIPTS 2/19/20	DATE OF DEPOSITS 2/20/20	AMOUNT 23,300.01	
	ck# 3642	4000	00
	249	4000	00
	248	4000	00
	1264	3300	00
	70500	4000	00
	70501	4000	01

05

425

542

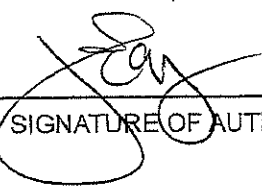
NAME OF BANK: Chase

DO NOT WRITE IN SPACE BELOW.  
FOR USE BY DIRECTOR OF FINANCE.

CASH RECEIPT NO.

TOTAL AMOUNT OF DEPOSITS	23300	01
LAST REPORT YEAR TO DATE		
ADJUSTMENTS		
TOTAL DEPOSITS YEAR TO DATE		

300	01

  
SIGNATURE OF AUTHORIZED EMPLOYEE

EMPLOYEE

DEPOSIT RECORD COPY<sup>1-2/210</sup>

TOWN OF OYSTER BAY



JPMorgan Chase Bank, N.A.  
www.Chase.com

DATE \_\_\_\_\_

DATE \_\_\_\_\_  
DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL  
LIST CHECKS SINGLY OR ATTACH LIST

DOLLARS

CENTS

CURRENCY		
Coin		
CHECK I.D.		
3642	4000	00
249	4000	00
248	- 4000	00
1262	3300	00
70500	4000	00
70500	4000	00
\$	23300	00

PLEASE ENTER TOTAL HERE

Checks and other items are received for deposit subject to the provisions of the Uniform Commercial Code or any applicable collection agreement.



Deposit cash or checks  
at most Chase ATMs.  
An image of your check can  
be printed on your receipt.

### My Transaction Summary:

\*\*\*\*\*

Transacti[REDACTED]

Account Number Ending In:

Checking Deposit

\$23,300.01

Further review may result in delayed  
availability of this deposit

JPMorgan Chase Bank, N.A.

Bethpage, Branch 003853

1-800-935-9935

Your satisfaction matters. Share your feedback at: [chase.com/sendusfeedback](https://chase.com/sendusfeedback)

Member FDIC, Equal Housing Lender

Please keep your receipt

02/20/2020 15:08

Business Date 02/20/2020

Session #77

Thank you - Jose

Cashbox #04







TOWN OF OYSTER BAY  
Department of Parks  
GENERAL RECEIPT

7504

PLAIN VIEW MIDDLE SCHOOL

Name			Tom SLABOWSKI			Phone					
Street			35 SHERMAN AVE			Age			m/s		
TOWN			PLAIN VIEW, NY			Zip			m/s		
Activity			Soccer 2020			Location			BE THAMES		
Mo./Day/Year			2/18/2020			Received By					
						Fee			\$ 3300.00		

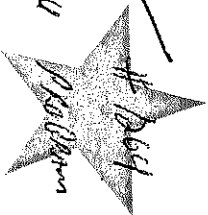
COPY DISTRIBUTION

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Canary - Accounting  
Pink - Program Head  
Gold - Registrant

Cash ☐

Check ☒

\$ 7000 Credit From 1200



## Patricia Woodstock

---

**From:** [REDACTED]  
**Sent:** Friday, May 29, 2020 1:36 PM  
**To:** Patricia Woodstock  
**Subject:** Re: TOBAY IN-HOUSE SPRING SEASON

Trish,

Kindly send the refund check to POB Ice Hockey Club, 7 Martin Lane, Old Bethpage, NY 11804.

Also, there were two parents that paid the Town directly, please include that in my refund and I will make sure that they get their money back as well, unless you need to give it to them directly.

Thank you,  
Alan Biren  
President - POB Ice Hockey Club  
516-205-3237

-----Original Message-----

From: Patricia Woodstock <pwoodstock@oysterbay-ny.gov>  
To: Paul Conboy [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

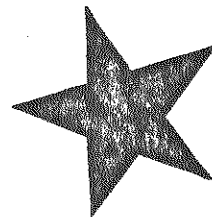
Sent: Thu, May 28, 2020 11:18 am  
Subject: TOBAY IN-HOUSE SPRING SEASON

Good morning all and hope this email finds you well. Please see the attached letter officially canceling the 2020 Spring Hockey Program. Your prompt attention is greatly appreciated.

Respectfully,  
Trish Woodstock



Patricia A. Woodstock  
Town of Oyster Bay Parks Department  
977 Hicksville Road  
Massapequa, NY 11758  
516-797-4105



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STER BAY

SUMMARY OF BANK DEPOSIT REPORT

PK52004

DEPARTMENT: TOB Hockey LOCATION: Bethpage

DESCRIPTION OF RECEIPTS: TOB SPRING Hockey 2020 CODE #:

DATE OF RECEIPTS 2/19/20 DATE OF DEPOSITS 2/20/20 AMOUNT 23,300.01

	ck#	
	3642	4000 00
	249	4000 00
	248	4000 00
	1264	3300 00
	70500	4000 00
	70501	4000 01

NAME OF BANK: Citibank

DO NOT WRITE IN SPACE BELOW.  
FOR USE BY DIRECTOR OF FINANCE.

CASH RECEIPT NO.

TOTAL AMOUNT OF DEPOSITS	23300 01
LAST REPORT YEAR TO DATE	
ADJUSTMENTS	
TOTAL DEPOSITS YEAR TO DATE	

[Signature]  
SIGNATURE OF AUTHORIZED EMPLOYEE

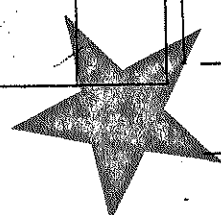
EMPLOYEE

05

425

542

300 01





TOWN OF OYSTER BAY  
Department of Parks  
GENERAL RECEIPT

7503

SYOSSET J/V

Name PAUL ACKERMAN		Phone		
Street		Age		
Town SYOSSET	Zip	Day	Hour	
Activity SPRING 2020 J/V HOCKEY		Location BETHPAGE		
Mo./ 2	Day/ 18	Year 2020	Received By 	Fee \$ 4000.00

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Pink - Program Head  
Gold - Registrant

Cash ☐

Check ☒



TOWN OF OYSTER BAY  
Department of Parks  
GENERAL RECEIPT

7502

SYOSSET MIDDLE SCHOOL

Name JASON DePIERRO		Phone 		
Street		Age		
Town SYOSSET	Zip NY	Day	Hour	
Activity SPRING 2020 MIDDLE SCHOOL HOCKEY		Location BETHPAGE		
Mo./ 2	Day/ 18	Year 2020	Received By 	Fee \$ 4000.00

COPY DISTRIBUTION  
White - Office  
Canary - Accounting  
Pink - Program Head  
Gold - Registrant

Cash ☐

Check ☒



**Patricia Woodstock**

---

**From:** Ackerman, Paul [REDACTED]  
**Sent:** Friday, May 29, 2020 1:42 PM  
**To:** Patricia Woodstock  
**Cc:** kimluneburg@me.com; Christopher Sabellico  
**Subject:** RE: TOBAY IN-HOUSE SPRING SEASON

Patricia,

Please issue a refund for both Syosset team's registrations (Middle School and JV).

The check should be payable to Syosset Braves Hockey, Inc.

Please mail the check to:

Kim Luneburg  
Syosset Braves Hockey  
[REDACTED]

Thanks!

Paul Ackerman  
Syosset Braves Hockey

**From:** Patricia Woodstock <pwoodstock@oysterbay-ny.gov>  
**Sent:** Thursday, May 28, 2020 11:19 AM  
**To:** Paul Conboy [REDACTED]

**Subject:** TOBAY IN-HOUSE SPRING SEASON

Good morning all and hope this email finds you well. Please see the attached letter officially canceling the 2020 Spring Hockey Program. Your prompt attention is greatly appreciated.

Respectfully,  
Trish Woodstock



*Patricia A. Woodstock*

*Town of Oyster Bay Parks Department*  
*977 Hicksville Road*  
*Massapequa, NY 11758*  
*516-797-4105*

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Reviewed By  
Office of Town Attorney

WHEREAS, Elizabeth L. Maccarone, Commissioner, Department of Planning and Development, by memorandum dated May 28, 2020, recommended that the Town Board authorize payment of a refund in the amount of \$350.00 to Hytech Solar Incorporated for the issuance of Building Permit Number R19004702, for the installation of solar panels at 224 East Lake Avenue, Massapequa Park, NY, which was paid in error, as the property is located within the Incorporated Village of Massapequa Park, and not under the Town's jurisdiction,

NOW, THEREFORE, BE IT RESOLVED, That the recommendation as hereinabove set forth is accepted and approved, and the Town Board authorizes payment of a refund in the amount of \$350.00, to Hytech Solar Incorporated, 6 Washington Avenue, Bay Shore, NY 11706, and payment of said refund is to be made upon presentation of a duly certified claim, after audit by the Office of the Comptroller; and be it further

RESOLVED, That funds for said payment are to be drawn from Account No. PAD B 0001 02555 000 0000.

-#-

The foregoing resolution was declared adopted after a poll of the members of the Board; the vote being recorded as follows:

Supervisor Saladino	Aye
Councilwoman Johnson	Aye
Councilman Imbroto	Aye
Councilman Hand	Aye
Councilman Labriola	Aye
Councilwoman Maier	Aye
Councilwoman Walsh	Aye



**TOWN OF OYSTER BAY**  
**INTER-DEPARTMENTAL MEMO**

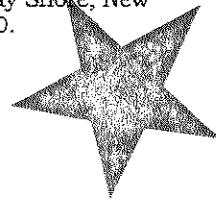
**DATE:** May 28, 2020  
**TO:** MEMORANDUM DOCKET  
**FROM:** ELIZABETH L. MACCARONE  
COMMISSIONER  
DEPARTMENT OF PLANNING AND DEVELOPMENT  
**SUBJECT:** RESIDENT REFUND – HYTECH SOLAR INCORPORATED

---

Pursuant to the Code of the Town of Oyster Bay, this Department granted a Building Permit Number R19004702, issued on October 17, 2019, receipt number 01000458618, in the amount of \$350.00, for twenty (20) solar panels for 224 East Lake Avenue in Massapequa Park, New York 11758. This permit was processed but it is not under the Town of Oyster Bay's jurisdiction; it is in the Incorporated Village of Massapequa Park.


In light of the aforementioned facts, a three hundred fifty dollar (\$350.00) refund for the Building Permit fee associated with this permit should be refunded to the contractor, Hytech Solar Incorporated, 6 Washington Avenue, Bay Shore, New York 11706 under account number PAD B 0001 02555 000 0000.

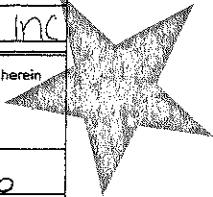
  
ELIZABETH L. MACCARONE  
COMMISSIONER



ELM:km

Cc: Town Attorney's office with 9 copies

		<b>TOWN OF OYSTER BAY</b>		<b>TAXPAYER IDENTIFICATION NUMBER</b>	
		<b>CLAIM</b>		<b>FEDERAL ID # <input checked="" type="checkbox"/> SOCIAL SECURITY # <input type="checkbox"/></b>	
		AUDREY AVENUE, OYSTER BAY, NEW YORK 11771		8123710082	
CLAIMANT'S NAME		CONTRACT #		ORDER #	
hytech Solar, Inc.					
CLAIMANT'S ADDRESS		CONTRACT NAME			
6 Washington Ave. Bayshore					
TOWN DEPARTMENT		CLAIMANT INVOICE #		RESO #	
FOLLOW INSTRUCTIONS ON REVERSE SIDE THEN RETURN CLAIM AND INVOICES TO DEPARTMENT RECEIVING MATERIALS OR SERVICES					
DETAILED DESCRIPTION OF MATERIALS OR SERVICES					
DATE	DESCRIPTION	UNIT PRICE	TOTAL		
10/17/19	- we paid for & submitted an application - was then granted a permit in error. This was in the wrong jurisdiction.		350.00		
	We are looking to get a full refund for this project.				
	*Owner Info*				
	Steve Ferrante				
	224 Eastlake Ave				
	Massapequa park, NY 11758				
	#R19004702				
THE BELOW CERTIFICATION MUST BE PROPERLY FILLED OUT BY THE CLAIMANT		TOTAL AMOUNT		350.00	
I HEREBY CERTIFY the above articles were sold and delivered and/or the above service rendered to the Town of Oyster Bay on the dates and for the prices or amounts billed; that the above bill is just, true and correct; that no part thereof has been paid except as stated therein and that the balance there stated in the amount of no part thereof has been paid except as stated therein and that the balance there in stated in the amount of		CASH DISCOUNT %			
three hundred & fifty dollars		NET AMOUNT		350.00	
is actually due and owing, and that taxes from which the Town of Oyster Bay is exempt are excluded therefrom.					
CLAIMANT FURTHER CERTIFIES that the unit prices charged herein are not higher than those charged to any governmental or commercial consumer for like deliveries.		Date MAY, 22nd 2020			
Signature <u>Valerie Whelan</u> Title		hytech Solar, Inc.			
Print or type name <u>Valerie Whelan</u> Name of Company					
I HEREBY APPROVE this claim form for the sum of *** \$350.00 *** for the services, disbursements and materials herein indicated which were actually performed and were for the Town of Oyster Bay.					
Signature _____ Title _____ Date _____					
Department <u>PLANNING &amp; DEVELOPMENT</u> Account <u>PAD B 0001 02555 000 0000</u>					



To Deputy Commissioner Tim Zike,

My company Hytech Solar, INC. submitted a building application for:

Steve Ferrante

224 Eastlake Ave, Massapequa Park.

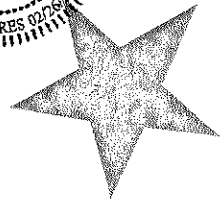
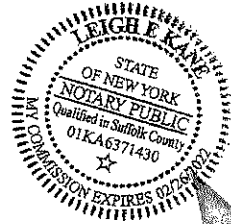
It was issued and submitted in error and the address is not in the Town of Oyster Bays jurisdiction, but in the Village of Massapequa Park. We now need to resolve this problem by submitting a new application to the Village of Massapequa Park. Hytech Solar paid a fee of \$350 and we would like to get a refund.

Contractor Signature,

Valerie Whelan

Sworn to me this 20<sup>th</sup> day of February, 2020.

Leigh E. Kane



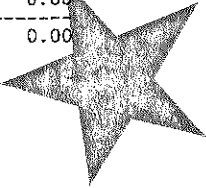
## TOWN OF OYSTER BAY

2 ITEMS OF 2

PERMIT RECEIPT

OPERATOR: sgerber  
COPY # : 1Sec:48 Twp:Oyster B Rng: Sub: Blk:360 Lot:103  
SBL ..... 48-360-103DATE ISSUED..... 10/17/2019  
RECEIPT #..... 01000458618  
REFERENCE ID # .... 19100278Permit Num ..... R19004702  
SITE ADDRESS ..... 224 E LAKE AVE  
SUBDIVISION .....  
CITY ..... MASSAPEQUA PARK  
IMPACT AREA .....OWNER ..... STEVE FERRANTE  
ADDRESS ..... 224 EASTLAKE AVE.  
CITY/STATE/ZIP .... MASSAPEQUA, NY 11758RECEIVED FROM ..... HYTECH SOLAR INC.  
CONTRACTOR ..... HYTECH SOLAR INC. LIC # 04064  
COMPANY ..... HYTECH SOLAR INC.  
ADDRESS ..... 6 WASHINGTON AVE.  
CITY/STATE/ZIP .... BAY SHORE, NY 11706  
TELEPHONE ..... (631) 595-5500

FEE ID	UNIT	QUANTITY	AMOUNT	PD-TO-DT	THIS REC	NEW BAL
B-BLDG FEE VALUATION		0.00	315.00	0.00	315.00	0.00
B-CC		1.00	35.00	0.00	35.00	0.00
TOTAL PERMIT :			350.00	0.00	350.00	0.00
METHOD OF PAYMENT		AMOUNT	REFERENCE NUMBER			
CHECK		350.00	0299			
TOTAL RECEIPT :		350.00				



# CHASE for BUSINESS

Printed from Chase for Business

\$350.00

Total

Oct 17, 2019  
Post date

299  
Check #

19100278

Hytech Solar Inc  
6 Washington Ave  
Bay Shore, NY 11706  
631-595-8508

JPMORGAN CHASE BANK, NA  
612 Grand Blvd  
Deer Park, NY 11729  
1-2210

0299

10/14/2019

PAY TO THE ORDER OF Town of Oyster Bay \$ 350.00

Three Hundred Fifty and 00/100 DOLLARS

Town of Oyster Bay

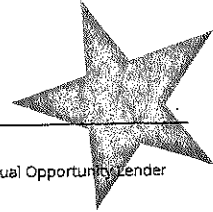
Permit for: Steve Ferrante

*[Signature]*

JPMorgan Chase Bank, N.A. Member FDIC

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Equal Opportunity Lender



# CHASE for BUSINESS

Printed from Chase for Business

\$350.00

Total

Oct 17, 2019  
Post date  
JPM A P - 54888

299  
Check #

<p>&gt;065000090&lt; CAPITAL ONE, NA 0000217358 10172019 RICHMOND, VA 102 22 Deposit 6824008764</p>		<p>01000454618</p>
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For Deposit Only  
Do Not Write or Stamp  
on This Area

JPMorgan Chase Bank, N.A. Member FDIC

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Equal Opportunity Lender

Town of Oyster Bay  
Department of Planning and Development  
Phone 516-624-6200



74 Audrey Avenue  
Town Hall, Oyster Bay, NY 11771  
Fax 516-624-6240

Building Permit

K19004702

School District	Section/Block/Lot	Zone	Application No.	ZBA Number	ZBA Date	Receipt No.
Massapequa	48-360-103		19100278			01000458618
Permittee	HYTECH SOLAR INC. 6 WASHINGTON AVE. BAY SHORE NY 11706 (631) 595-5500		Contractor	HYTECH SOLAR INC. 6 WASHINGTON AVE. BAY SHORE, NY 11706 (631) 595-5500		
Property Owner	STEVE FERRANTE 224 EASTLAKE AVE. MASSAPEQUA, NY 11758		Plumber			
			Electrician	TIMS ELECTRIC 126 JACKSON CRESCENT CENTERPORT NY 11721 (631) 423-0904		

Address of Actual Construction

224 E LAKE AVE MASSAPEQUA PARK, NY	Tenant
Permission Granted for the	INSTALLATION OF
Estimated Cost of Construction	\$0

Twenty (20) roof mounted solar panels as per plan prepared by James Stout R.A. dated 10/11/19. ALL WORK TO COMPLY WITH TOB APPROVED PLAN DATED 10/16/19 MUST COMPLY WITH R324 OF THE NYS BUILDING CODE ZONING REVIEW: ONE FAMILY DWELLING Prior to the issuance of the Certificate of Completion the following documents must be submitted to the Building Division: \* An original signed, stamped and seal, Engineers/Architects \*\*\*Certification of Installation\*\*\* stating that the solar panel installation has been completed in accordance with the Town approved plans and the requirements of the New York State uniform Code including the Uniform Code Supplement.A \* An original Electrical Certificate of Approval from a Town approved electrical inspection agency.

This Permit has been issued specifically for the construction or maintenance of the improvement listed herein. The issuance of this Permit shall not be deemed to be an acknowledgement by the Town of Oyster Bay as to the legality of any other improvements to the subject premises. It is specifically understood that the issuance of a Certificate of Occupancy by the Town of Oyster Bay for the improvement listed herein shall be conditioned upon the issuance of a Building Permit and Certificate of Occupancy for any and all other improvements to the subject premises.

A certificate from an approved Electrical Inspection Co. is to be placed on file prior to issuance of a Certificate of Occupancy/Approval/Completion

Located On	Side Of	Feet	Of	Post Office
				MASSAPEQUA PARK
DESCRIPTION	FEE	PAID	BALANCE	
BUILD	315.00	315.00	0.00	
CC	35.00	35.00	0.00	
*** FEE TOTALS ***	350.00	350.00	0.00	
TOTAL PAID AFTER APPLICATION FEE APPLIED:		\$350.00		
Occupancy of this new building or addition or alteration prior to the issuance of a Certificate of Occupancy will be considered a violation of the Code of the Town of Oyster Bay. Prompt notification by the various contractors for inspection of their various parts of the work will avoid delay in the issuance of the Certificate of Occupancy. Permit and approved plans must be posted on the job site, visible to public inspection, until completion of the work and inspection.		Changes regardless of size from the stamped approval plans must be submitted to the Department of Planning and Development and approved before changes are made. Approved plans must be retained on the job and available to inspection at all times.		

INSPECTIONS

There are numerous inspection requirements that vary according to the type of structure built or maintained. Some but not all of the required inspections follow:

BUILDING INSPECTIONS:

- \*Demolition inspections - Check with Building Division.
- \*Concrete Certifications.
- \*Soil conditions - before footings and foundations are poured.
- \*Forms for footings, keyways and foundations including rebar.
- \*Waterproofing, membrane and insulating
- \*Foundations and/or slabs.
- \*Framing - wood or steel before mechanicals.
- \*Framing after mechanicals and before insulating.
- \*Insulation inspection - before closing.
- \*Rough enclosed.
- \*Final inspection(s).

PLUMBING INSPECTIONS

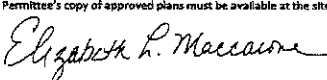
- \*Underground plumbing - before backfilling.
- \*Rough plumbing - before closed up and ready for test.
- \*Final inspection when all fixtures are set.
- \*Sewer connection - spur line-in.
- \*Sanitary systems. (Excavation/Construction).
- \*Installation or replacement of burners. (oil, gas, electric).
- \*All Tanks - inground or above. (Check with Building Division for required testing and in Testing and inspections).
- \*Pressure tests are required for any natural or propane gas installation, Alteration or replacement
- \*Hydrostatic pressure testing must be witnessed by a plumbing inspector
- For all fire sprinkler systems.

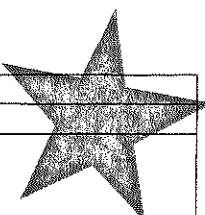
DRAINAGE, SITE WORK, & RETAINING WALLS:

Contact Planning and Development site engineer.

ALL PERMITS ISSUED IN CONJUNCTION WITH SITE PLAN REVIEW

Please be advised that a Certificate of Occupancy will not be issued for this project until all of the required landscaping has been installed and inspected, or a performance bond in the amount of \$\_\_\_\_\_ has been posted with the Town of Oyster Bay

Date Issued:	10/17/2019	Work Must Start By:
CO must be issued by 10/17/2020 or permit will expire unless renewed prior to expiration.		
Permittee's copy of approved plans must be available at the site for all inspections		
		
Commissioner, Department of Planning and Development		



WHEREAS, by Resolution No. 687-2015, adopted on November 24, 2015, the Town Board authorized Cashin Associates, P.C. to provide engineering services in connection with Contract No. DPW15-124, Installation of Permanent Generators at Critical Facilities in Massapequa and Massapequa Park, under the Community Reconstruction Program of the Governor's Office of Storm Recovery; and

WHEREAS, Richard W. Lenz, P.E., Commissioner, Department of Public Works/Highways, by memorandum dated May 28, 2020, advised that in order to expedite final permit approval with the Nassau County Health Department, Cashin Associates, P.C. issued a check in the amount of \$800.00, representing the permit fee, and requested that the Town Board authorize increasing the fees of Cashin Associates, P.C., under Contract No. DPW15-124 by the amount of \$800.00; and

WHEREAS, the approved contractor, Hinck Electrical Contractors, provided a credit of \$800.00 to the Town for the permit fee, which credit shall be made to Account No. DPW H 1997 20000 000 1303 001,

NOW, THEREFORE, BE IT RESOLVED, That the requests as hereinabove set forth are accepted and approved, and the Town Board hereby authorizes an \$800.00 increase in Cashin Associates, P.C.'s engineering fees relative to Contract No. DPW15-124.

-#-

The foregoing resolution was declared adopted after a poll of the members of the Board; the vote being recorded as follows:

Supervisor Saladino	Aye
Councilwoman Johnson	Aye
Councilman Imbroto	Aye
Councilman Hand	Aye
Councilman Labriola	Aye
Councilwoman Maier	Aye
Councilwoman Walsh	Aye

Reviewed By  
Office of Town Attorney  
m. [signature]



**TOWN OF OYSTER BAY**  
**INTER-DEPARTMENTAL MEMO**

May 28, 2020

TO : MEMORANDUM DOCKET

FROM : RICHARD W. LENZ, P.E., COMMISSIONER  
 DEPARTMENT OF PUBLIC WORKS/HIGHWAY

SUBJECT : INCREASE IN ENGINEERING  
 INSTALLATION OF PERMANENT GENERATORS AT CRITICAL FACILITIES IN  
 MASSAPEQUA & MASSAPEQUA PARK  
 CONTRACT NO. DPW15-124  
 ACCOUNT NO. IGA H 1997 20000 000 1303 001

Town Board Resolution No. 687-2015 dated November 24, 2015, authorized Cashin Associates, P.C., to proceed with Engineering Services regarding the above-mentioned contract.

Attached is a letter from Cashin Associates, P.C., dated May 26, 2020 concerning an increase in engineering in the amount of \$800.00. As explained by the consultant, said increase is due to Cashin Associates, P.C., to obtain a permit for approval of completed works for petroleum bulk storage at John J. Burns Park from the Nassau County Department of Health, on behalf of Hinck Electrical Contractor, Inc. Hinck Electrical Contractor, Inc. has issued the Town a credit of \$800.00 under Change Order No. 2, contract DPW15-124 to compensate for this expense.

Funds are available for this purpose in Account No. IGA H 1997 20000 000 1303 001.

It is hereby requested that the Town Board authorize, by resolution, the above-noted increase in engineering fees relative to the above mentioned contract in the amount of \$800.00, for a total amount of \$800.00, relative to engineering services, Contract No. DPW15-124.

  
 RICHARD W. LENZ, P.E.  
 COMMISSIONER

DEPARTMENT OF PUBLIC WORKS/HIGHWAY

RWL/CT/MR/BK/ik

Attachments

c: Office of the Town Attorney (w/9 copies)  
 Steven C. Ballas, Comptroller  
 Frank Sammartano, Commissioner-IGA

DPW15-124 Increase In Engineering 800



May 26, 2020

Richard W. Lenz, P.E., Commissioner  
Department of Public Works  
Division of Engineering  
150 Miller Place  
Syosset, NY 11791

Via US MAIL & email: bkunzig@oysterbay-ny.gov

Re: Permanent Generators at Critical Facilities  
Massapequa & Massapequa Park  
Contract No. DPW15-124

Dear Commissioner Lenz,

Cashin Associates, P.C. is writing to request additional compensation for the Town of Oyster Bay's Contract No. DPW15-124 "Permanent Generators at Critical Facilities Massapequa & Massapequa Park".

In order to expedite the Nassau County Health Department's (NCHD) final approval of the diesel tank at John Burns Park, Cashin Associates, P.C. issued a check in the amount of \$800.00 to the NCHD for the permitting fee.

Hinck Electrical Contractors, Incorporated, Change Order No. 2 provide a credit to the Town in the amount of \$800.00 for this permitting fee.

If you have any questions, or require any additional information, please feel free to contact me.

Very truly yours,  
**CASHIN ASSOCIATES, P.C.**

Jim Meurer, P.E.  
Chief MEP Engineer

Cc: Brian Kunzig, Town of Oyster Bay

i:\projects\town of oyster bay\15034.100 permanent generators for critical facilities\correspondence\lr lenz 2020-05-26 additional compensation.doc

Meeting of November 24, 2015

Resolution No. 687-2015

Reviewed By  
Office of Town Attorney

*[Signature]*

WHEREAS, the Town of Oyster Bay is presently involved in a project that will provide for the installation of permanent generators for critical community facilities of the Town of Oyster Bay, Incorporated Village of Massapequa Park, and the Massapequa Fire District as described in the Massapequa NY Rising Community Reconstruction (NYRCR) Plan, dated March 2014, with the project being funded by and conceived through the New York Rising Community Reconstruction Program of the Governor's Office of Storm Recovery; and

WHEREAS, Richard T. Betz, Commissioner of the Department of Public Works, and Elizabeth L. Maccarone, Deputy Commissioner of the Department of Public Works, by memoranda dated November 10, 2015 and November 17, 2015, advise that the Department of Public Works, Division of Engineering requires assistance with respect to engineering services in connection with the Permanent Generators at Critical Facilities in Massapequa and Massapequa Park, New York, as specified in Contract No. DPW15-124; and

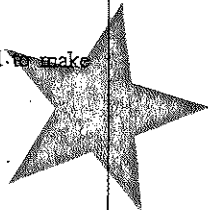
WHEREAS, on September 8, 2015, the Town Clerk published a public notice in Newsday to announce the availability of Request for Proposals documents for this project and on October 8, 2015, the Division of Engineering reviewed the proposals received, and after review of the technical and cost factors associated with these proposals by the Division of Engineering, the Commissioner of the Department of Public Works has approved and recommends Cashin Associates, P.C., Consulting Engineers, for this project, at a total lump sum cost not to exceed \$219,300, with funds being drawn from Account No. IGA H 1997 20000 000 1303 001, and

WHEREAS, the Governor's Office of Storm Recovery has reviewed and approved the procurement procedure followed by the Town and the selection of Cashin Associates, P.C., Consulting Engineers, for this project; and

WHEREAS, in accordance with the requirements of the Governor's Office of Storm Recovery, a project specific consultant agreement must be executed reflecting the terms of the Request for Proposals and the specific contract requirements of the Governor's Office of Storm Recovery, which has been reviewed and approved by the Office of the Town Attorney,

NOW, THEREFORE BE IT RESOLVED, That upon the abovementioned recommendations, Cashin Associates, P.C., Consulting Engineers, is hereby authorized and directed to provide engineering services related to Permanent Generators at Critical Facilities in Massapequa and Massapequa Park, New York, Contract No. DPW15-124, in an amount not to exceed \$219,300, with funds being drawn from Account No. IGA H 1997 20000 000 1303 001, or any other appropriate account, and that the Town Supervisor, or his designee, be authorized and directed to execute the Consultant Agreement for this project; and be it further

RESOLVED, That the Comptroller is hereby authorized and directed to make payment for same, upon presentation of a duly certified claim, after audit.



The foregoing resolution was declared adopted after a poll of the members of the Board; the vote being recorded as follows:

Supervisor Venditto	Aye
Councilman Muscarella	Aye
Councilman Macagnone	Aye
Councilman Coschignano	Aye
Councilman Pinto	Aye
Councilwoman Alesia	Aye
Councilwoman Johnson	Aye

cc: Supervisor  
Town Attorney  
Comptroller (2)  
Public Works  
Intergovernmental Affairs

WHEREAS, by Resolution No. 802-2019, adopted on December 10, 2019, the Town Board authorized the Department of Public Works to enter into an agreement with D&B Engineers and Architects, P.C. to provide technical services in connection with Contract No. PWC20-20, On-Call Engineering Services relative to Tank Management, for a two (2) year period, from January 1, 2020 through December 31, 2021; and

WHEREAS, Steven A. Fangmann, P.E., President and CEO, D&B Engineers and Architects, P.C., by letter dated March 12, 2020, described the scope of work to be performed under Contract No. PWC20-20, relative to the design and installation of the proposed Truck Wash at the Central Vehicle Maintenance Facility, for an amount not to exceed \$58,000.00; and

WHEREAS, Richard W. Lenz, P.E., Commissioner, Department of Public Works/Highways, by memorandum dated June 1, 2020, requested Town Board authorization to use the services of D&B Engineers and Architects, P.C. for the aforesaid engineering services under Contract No. PWC20-20, and further requested that the Comptroller be directed to issue an encumbrance order in an amount not to exceed \$58,000.00 for this purpose; and

WHEREAS, funds in the amount of \$58,000.00 to satisfy said engineering costs are available in Account No. DPW H 1997 20000 000 2010 001,

NOW, THEREFORE, BE IT RESOLVED, That the requests as hereinabove set forth are accepted and approved, and D&B Engineers and Architects, P.C. is hereby authorized to provide the aforementioned services in connection with Contract No. PWC20-20, On-Call Engineering Services relative to Tank Management, for an amount not to exceed \$58,000.00, and be it further

RESOLVED, That the Comptroller is hereby authorized and directed to make payment for same, in an amount not to exceed \$58,000.00, upon presentation of a duly certified claim, after audit, with the funds for said payment to be drawn from Account DPW H 1997 20000 000 2010 001.

-#-

The foregoing resolution was declared adopted after a poll of the members of the Board; the vote being recorded as follows:

Supervisor Saladino	Aye
Councilwoman Johnson	Aye
Councilman Imbroto	Aye
Councilman Hand	Aye
Councilman Labriola	Aye
Councilwoman Maier	Aye
Councilwoman Walsh	Aye

**TOWN OF OYSTER BAY**  
**INTER-DEPARTMENTAL MEMO**

JUNE 1, 2020

TO : MEMORANDUM DOCKET

FROM : RICHARD W. LENZ, P.E. COMMISSIONER  
 DEPARTMENT OF PUBLIC WORKS/HIGHWAY

SUBJECT : ON-CALL CONSULTANT SERVICE REQUEST  
 CONTRACT NO. PWC20-20  
 TANK MANAGEMENT  
 ACCOUNT NO.: DPW H 1997 20000 000 2010 001  
 PROJECT ID NO. 2010-TWNA-02

---

The consultant, D&B Engineers And Architects, P.C., has been approved by the Commissioner of Public Works to provide technical services under On-Call Contract No. PWC20-20 by Resolution No. 802-2019 for the subject project. Funds have been made available by the Director of Finance.

Attached is a letter dated March 12, 2020 from D&B Engineers And Architects, P.C. regarding the scope of work to be performed in an amount not to exceed \$58,000.00. Services to be provided include aid in completion of design documents, coordination with the manufacturer and contractors, and part time construction inspection regarding the installation of the proposed C.V.M. Truck Wash.

Attached is an availability of funds in the amount of \$58,000.00 to satisfy said engineering costs from the Office of the Director of Finance indicating that funds are available in Account No. DPW H 1997 20000 000 2010 001.

It is hereby requested that the Town Board authorize, by Resolution D&B Engineers And Architects, P.C. under Contract No. PWC20-20, On-Call Technical Assistance Relative to Tank Management and requests that the Comptroller be directed to issue an encumbrance order for this purpose.

*Richard W. Lenz by:*  
*John C. Giam, Deputy Commissioner*  
 RICHARD W. LENZ, P.E.  
 COMMISSIONER  
 DEPARTMENT OF PUBLIC WORKS/HIGHWAY

RWL/JCT/MR/BK/ik

Attachment

cc: Office of the Town Attorney (w/9 copies)  
 Steven Ballas, Comptroller  
 Mike Cipriano, Department Head/CVM

PWC20-20 Docket D&B 58000



ON-CALL CONSULTANT SERVICE / REQUIREMENTS CONTRACT  
REQUEST FOR AVAILABILITY OF FUNDS



Requesting Division/Department

C.V.M.

THIS SECTION TO BE COMPLETED BY DEPARTMENT ADMINISTERING ON-CALL CONSULTANT CONTRACT

Contract Number PWC20-20

Contract Period January 1, 2020 through December 31, 2021

Consultant/Contractor D&B Engineers & Architects, P.C.

Discipline Tank Management

Total Authorization \_\_\_\_\_

Resolution No. 802-2019 Date 12/10/2019

Funded To Date \_\_\_\_\_

Amount Requested \$58,000.00

Account To Be Used DPW-H-1997-20000-000-2010-001 ID 2010.TWNA-02

If Capital Account, State The Related Contract Number: \_\_\_\_\_

Description Of Work

*If a Capital Account is used and work is not related to a Capital Project, specify the nature of the requested service that qualifies it as a Capital Expense.*

Funds are required for design and part-time construction inspection services pertaining to

improvements to the C.V.M. Truck Wash Facility as further outlined in the attached letter.

Work To Be Completed In Contract Period: Yes ☒ No ☐

*A "No" response will require Town Board authorization to extend the contract period.*

Required Insurances Are In Effect: Yes ☒ No ☐

*A "No" response will prevent further processing of this form.*

Required 50% Performance Bond For This Request In Effect: Yes ☐ No ☐ N/A ☒

Amount of Bond \$ \_\_\_\_\_

Requesting Division/Department

DPW Approval

Only To Be Executed By The Commissioner

Signature [Signature]

DIVISION HEAD  
CVM

Title \_\_\_\_\_

Date 5-28-2020

Signature [Signature]

Title Commissioner of Public Works

Date 5-28-2020

THIS SECTION TO BE COMPLETED BY THE DIRECTOR OF FINANCE

Amount Requested 58,000.00

Unencumbered Balance 500,000.00

Is The Account To Be Used Consistent With The Nature Of Work Listed Above?

Yes ☒ No ☐

Signature [Signature]

Date 5/29/2020



# TOWN OF OYSTER BAY

## WORK ORDER



*This Section To Be Completed By The Department Of Public Works*

Work Order No. \_\_\_\_\_

E.O. No. \_\_\_\_\_

Contract Start 1/1/2020

Contract No. PWC20-20

Contract End 12/31/2021

Commencement Date \_\_\_\_\_

**No claim shall be paid for work performed prior to the Commencement Date**

Vendor Name and Address

D&B Engineers & Architects, P.C.

330 Crossways Park Drive

Woodbury, NY 11797

Requesting Town Department D.P.W.

Contact Brian Kunzig Phone 677-5741

Description of Work to be Performed (Attach Detail If Necessary)

Funds are required for design and part-time construction inspection services pertaining to

improvements to the C.V.M. Truck Wash Facility as further outlined in the attached letter.

**This work order shall not exceed \$ 58,000.00**

*Please notify the above mentioned contact person 48 hours prior to commencing any work.*

**Requesting Division/Department**

**Department Of Public Works Approval**

*Only To Be Executed By The Commissioner*

Signature 

Signature 

Title DIVISION HEAD  
CVM

**Commissioner of Public Works**

Date 5-28-2020

Date 5-28-2020



D&B ENGINEERS  
AND  
ARCHITECTS, P.C.

330 Crossways Park Drive, Woodbury, New York 11797  
516-364-9890 • 718-460-3634 • Fax: 516-364-9045 • www.db-eng.com

*X B.K.*

**Board of Directors**

Steven A. Fangmann, P.E., BCEE  
President & Chairman

Robert L. Raab, P.E., BCEE, CCM  
Senior Vice President

William D. Merklin, P.E.  
Senior Vice President

March 12, 2020

John Tassone, Deputy Commissioner  
Department of Public Works  
Town of Oyster Bay  
150 Miller Place  
Syosset, NY 11796

Attn: Brian Kunzig  
Department of Engineering

Re: Truck Wash for Central Vehicle Maintenance Facility  
Engineering Design and Construction Services  
150 Miller Place  
TOB Contract No.: PWC 20-20

Dear Deputy Commissioner Tassone:

As the Town's on-call engineering consultant under the above-referenced contract, D&B Engineers and Architects, P.C. (D&B) is pleased to submit this proposal to provide assistance to the Town with design and construction of a gantry-style truck wash within the existing vacant wash bay and adjacent storage rooms at the Town's Central Vehicle Maintenance Garage at 150 Miller Place. Our proposal is based upon our understanding that the vehicle wash equipment will be purchased by the Town through an existing municipal contract and will be constructed with labor and material provisions from existing Town on-call construction contracts. Our work will be catered to provide technical assistance and coordination with the wash equipment vendor to identify and implement necessary measures to satisfy code compliance requirements for the facility and garage, including implementation of wash water recycle provisions and electrical construction requirements for hazardous areas consistent with existing construction within the garage.

Based upon our previous review of vehicle wash vendor equipment elements and the available space for installation within the existing building, we have identified components of the system (buffer tank skid) will require modification (height reduction/equipment substitution) from the original design. We have included effort in our proposal to coordinate with the equipment vendor the necessary changes to the standard wash bay equipment for utilization at this facility.

In order to support the Town with the design and construction of this vehicle wash system, we propose the following detailed scope of work:

*"Facing Challenges, Providing Solutions... Since 1965"*



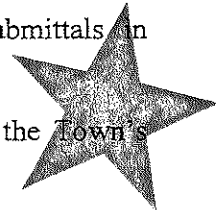
John Tassone, Deputy Commissioner  
Department of Public Works  
Town of Oyster Bay  
March 12, 2020

Page 2

**A. SCOPE**

Electrical and Mechanical Design

- Solicit and review the electrical and mechanical needs of the new vehicle wash system from the equipment vendor.
- Visit the existing garage facility to review the existing electrical service with regard to the electrical demands of the new wash equipment. Coordinate with the wash equipment vendor to identify practical equipment modifications to reduce field installation work. Investigate locations of existing natural gas, compressed air and water services for design of required service connections.
- Coordinate with the vendor to identify equipment modifications that are necessary to be made to comply with hazardous area construction requirements as well as to meet available space limitations within the wash bay and adjacent storage areas. Assist the vendor with selection of substitution tank and accessory equipment and design of platforms as required to fit within the space allocated within the existing garage building.
- Prepare electrical and mechanical design drawings to define the electrical and mechanical installation, service connections and interconnection requirements of the truck wash and related apparatus. Develop drawing notes and specifications to define basic material, equipment and testing requirements.
- Prepare specifications to define material and testing requirements for utility services and interconnecting electrical and mechanical equipment.
- Meet with Town representatives to review the draft design documents. Finalize and certify the design documents.
- Review and approve the wash bay vendor's detailed equipment submittals in coordination with the final design documents.
- Provide 12 full size prints of the final, certified design documents to the Town's construction contractors for use during construction.



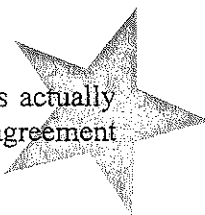
John Tassone, Deputy Commissioner  
Department of Public Works  
Town of Oyster Bay  
March 12, 2020

Construction Support Services

- Conduct a pre-construction meeting with the vehicle wash system vendor, Town representatives and on-call mechanical and electrical construction contractors to coordinate the installation responsibilities of each party with regard to the new vehicle wash equipment.
- Respond to questions and requests for information received from construction representatives during the construction term relative to the design documents.
- Review, comment and approve mechanical and electrical shop drawing submittals for new and interconnecting utility services, piping penetrations and supports.
- Provide up to 60 hours of field services to respond to questions from contractors, resolve conflicts, assist with coordination between project contractors and the wash bay vendor and conduct coordination, scheduling and technical meetings as necessary.
- As installation of the vehicle wash system and plumbing and electrical work concludes, perform a detailed site visit to review completion of the various components, and prepare a trade-specific punchlist for each contractor to aid in the readiness of the system for initial operation.
- Coordinate with the wash bay vendor to perform initial training to Town staff on the initial and routine operation of the equipment, troubleshooting and best practices. Review and comment on the completeness of the wash bay vendor's Operation and Maintenance manual submitted for the work.
- Perform a final inspection of the completed project to identify any outstanding work items and prepare a final punchlist to support project closeout.

**B. FEES**

The proposed fees to complete the above tasks will be based upon time and expenses actually incurred in relation to the above scope in accordance with the terms of our on-call agreement with the Town and will not exceed the following values:



Electrical and Mechanical Design .....	\$43,000
Construction Support Services.....	\$15,000
<b>Total .....</b>	<b>\$58,000</b>


John Tassone, Deputy Commissioner  
Department of Public Works  
Town of Oyster Bay  
March 12, 2020

Page 4

Direct expenses, including mileage and document reproduction are included in the above fees.

If you have any questions regarding this proposal, please feel free to call me at (516) 364-9890, Ext. 3005.

Very truly yours,

  
Steven A. Fangmann, P.E., BCEE  
President and CEO

SAF/PRSt/kb

cc: M. Cipriano (TOB-CVM)

P. Sachs (D&B)

♦10483\SAF031220JT-Ltr

WHEREAS, Richard W. Lenz, P.E., Commissioner, Department of Public Works/Highway, by memorandum dated November 22, 2019, advised that on September 4, 2019, a Request for Proposals for On-Call Engineering Services relative to Tank Management, in the Town of Oyster Bay, Nassau County, New York, in accordance with the specifications contained in Contract No. PWC20-20, for a two (2) year term contract commencing January 1, 2020 through December 31, 2021 was issued by the Department of Public Works to four (4) firms, and was placed on the Town of Oyster Bay website; and

WHEREAS, in response to that Request for Proposals, five (5) responses were timely received by the Division of Engineering; and

WHEREAS, Commissioner Lenz, by said memorandum, stated that after review and evaluation performed in compliance with the requirements of Guideline 9 of the Town of Oyster Bay Procurement Policy of the Division of Engineering's preliminary recommendations, and in conjunction with the current workload, the Department has selected D&B Engineers & Architects, H2M Engineers, Architects, Land Surveying & Landscape Architecture, D.P.C. and LiRo Engineers, Inc.; and

WHEREAS, Commissioner Lenz requested that the Town Board authorize the Department of Public Works to enter into an agreement with D & B Engineers & Architects, P.C., H2M Engineers, Architects, Land Surveying & Landscape Architecture, D.P.C. and LiRo Engineers, Inc. to provide On-Call Engineering Services relative to Tank Management, in accordance with the specifications contained in Contract No. PWC20-20, for a two (2) year term, commencing on January 1, 2020 through December 31, 2021,

NOW, THEREFORE, BE IT RESOLVED, That the recommendation as hereinabove set forth is accepted and approved, and the Department of Public Works is hereby authorized to enter into Contract No. PWC20-20 with D & B Engineers & Architects, P.C., H2M Engineers, Architects, Land Surveying & Landscape Architecture, D.P.C. and LiRo Engineers, Inc. in accordance with the provisions thereunder for a two (2) year term, commencing on January 1, 2020 through December 31, 2021.

-#-

The foregoing resolution was declared adopted after a poll of the members of the Board; the vote being recorded as follows:

Supervisor Saladino	Aye
Councilman Muscarella	Aye
Councilman Macagnone	Aye
Councilwoman Johnson	Aye
Councilman Imbroto	Aye
Councilman Hand	Aye
Councilman Labriola	Aye

Reviewed By  
Office of Town Attorney

WHEREAS, pursuant to public notice, bids were duly solicited, and were regularly received on May 20, 2020, for Contract No. H20-204, Concrete Replacement at Various Locations Throughout the Town of Oyster Bay, and said bids were publicly opened and read; and

WHEREAS, Richard W. Lenz, P.E., Commissioner, Department of Public Works/Highway, by memorandum dated May 28, 2020, advised that in compliance with the Town's Procurement Policy, the bid proposals received for Contract No. H20-204 were reviewed and Commissioner Lenz recommended that the award of Contract No. H20-204 be awarded to the lowest responsible bidder, Valente Contracting Corp., in the amount of \$952,695.00; and

WHEREAS, pursuant to Town policy, \$47,634.75 should be added to the low bid amount for potential quantity increases, for a total bid encumbrance of \$1,000,329.75; and

WHEREAS, the Office of the Inspector General has reviewed the contract and the proposed vendor's disclosure questionnaire and is satisfied that the Procurement Policy has been fulfilled; and

WHEREAS, the estimated construction time for completion of the contract is one hundred twenty (120) calendar days, and funds are available through Account No. HWY H5197 20000 000 1903 008,

NOW, THEREFORE, BE IT RESOLVED, That the recommendation as hereinabove set forth is accepted and approved, and Contract No. H20-204 is awarded to Valente Contracting Corp., in an amount not to exceed \$1,000,329.75, in accordance with the provisions herein, and the Supervisor and/or his designee is hereby authorized and directed to execute documents accordingly; and be it further

RESOLVED, That the Comptroller is hereby authorized and directed to issue a total encumbrance order in a total amount not to exceed \$1,000,329.75, upon presentation of a duly certified claim, after audit, to be drawn from Account No. HWY H5197 20000 000 1903 008.

-#-

The foregoing resolution was declared adopted after a poll of the members of the Board; the vote being recorded as follows:

Supervisor Saladino	Aye
Councilwoman Johnson	Aye
Councilman Imbroto	Aye
Councilman Hand	Aye
Councilman Labriola	Aye
Councilwoman Maier	Aye
Councilwoman Walsh	Aye

Reviewed By  
Office of Town Attorney  
*Robert P. Kelly*

## TOWN OF OYSTER BAY

## INTER-DEPARTMENTAL MEMO

May 28, 2020

TO: MEMORANDUM DOCKET

FROM: RICHARD W. LENZ, P.E., COMMISSIONER  
DEPARTMENT OF PUBLIC WORKS/HIGHWAY

SUBJECT: AWARD OF CONSTRUCTION CONTRACT  
CONCRETE REPLACEMENT AT VARIOUS LOCATIONS THROUGHOUT THE  
TOWN OF OYSTER BAY  
CONTRACT NO. H20-204  
ACCOUNT NO: HWY H5197 20000 000 1903 008  
PROJECT I.D. 1903HWYDB-06

On May 20, 2020, the Division of Purchasing received bids for the subject project and the Engineering Division has reviewed the bids. Valente Contracting Corp, located at: 77 Jackson Ave, Mineola NY 11501, with Federal I.D. 11-1862017, submitted the lowest responsive bid among seven (7) in the amount of \$952,695.00.

The Engineering Division recommends this contract be awarded to the low bidder, Valente Contracting Corp., in the amount of \$952,695.00. In accordance with Town policy \$47,634.75 should be applied to the low bid amount for potential quantity increases for a total bid encumbrance of \$1,000,329.75.

The estimated construction time for completion of the subject contract is 120 calendar days. Funds are available for the subject contract work in Account Number: HWY H5197 20000 000 1903 008.

The Office of the Inspector General has reviewed the Contract and the proposed vendor's disclosure questionnaire and is satisfied that the Procurement Policy has been fulfilled.

Therefore, we request that Contract No. H20-204 be awarded to Valente Contracting Corp. in the total bid amount of \$952,695.00 and that \$47,634.75 be applied to the low bid amount for a total bid encumbrance of \$1,000,329.75.



RICHARD W. LENZ, P.E.  
COMMISSIONER  
DEPARTMENT OF PUBLIC WORKS/HIGHWAY

 RWL/JCT/MR/BK/nm

Attachments

cc: Town Attorney (w/ 9 copies)  
Steven C. Bailas, Comptroller  
Lori Kabelka, Engineering Division  
Eric Tuman, Commissioner/General Services  
John Bishop, Deputy Commissioner/Highway  
H20-204 Docket – Award VALENTE 952695

Reviewed By  
Office of Town Attorney

WHEREAS, pursuant to the New York State Environmental Conservation Law, Division of Pesticide Reporting and Certification, commercial pesticide applicators are required to obtain and maintain a valid Commercial Pesticide Applicator Certification; and

WHEREAS, John P. Bishop, Deputy Commissioner, Highway Department, by memorandum dated May 27, 2020, requested Town Board authorization to reimburse Travis Deacon, the cost of \$450.00 to successfully complete his commercial pesticide applicator re-certification, for the maintenance of lawn care throughout the Town of Oyster Bay from June 21, 2020 through June 20, 2023; and

WHEREAS, Deputy Commissioner Bishop, by said memorandum, advised that funds for said payment in the amount of \$450.00 are available in Account No. HWY DB 5110 44900 000 0000,

NOW, THEREFORE, BE IT RESOLVED, That the request as hereinabove set forth is hereby accepted and approved, and the Town Board authorizes reimbursement of \$450.00 to Travis Deacon for his commercial pesticide applicator re-certification fee, valid from June 21, 2020 through June 20, 2023, with funds available in Account No. HWY DB 5110 44900 000 0000.

-#-

The foregoing resolution was declared adopted after a poll of the members of the Board; the vote being recorded as follows:

Supervisor Saladino	Aye
Councilwoman Johnson	Aye
Councilman Imbroto	Aye
Councilman Hand	Aye
Councilman Labriola	Aye
Councilwoman Maier	Aye
Councilwoman Walsh	Aye

**TOWN OF OYSTER BAY**  
**Inter-Departmental Memo**

May 27, 2020

**TO: MEMORANDUM DOCKET**

**FROM: JOHN P. BISHOP, DEPUTY COMMISSIONER**  
**HIGHWAY DEPARTMENT**

**SUBJECT: RECERTIFICATION FOR COMMERCIAL PESTICIDE APPLICATION**

The Highway Department, respectfully recommends Travis Deacon for re-certification for pesticide applications for ornamental and turf.

Due to an amendment to the Environmental Conservation Law, commercial pesticide applicators are required to pay certification fees on an annual basis and will be issued an ID card valid for three (3) years. This will enable Mr. Deacon to re-certify and attend the proper courses to be able to maintain the lawn care throughout the Town of Oyster Bay.

The fee is \$450.00. Funds are available in account HWY DB 5110 44900 000 0000. The effective date would be from June 21, 2020 through June 20, 2023.

  
\_\_\_\_\_  
John P. Bishop, Deputy Commissioner  
Highway Department

JPB/dp

C: Town Attorney (9)  
Comptroller's Office  
Richard Lenz, P.E., Commissioner of DPW/Highway





Department of  
Environmental  
Conservation

Page 1 of 2

Certification ID Number  
Customer Number  
Invoice Number  
Invoice Date

T1897128  
129409  
9990000443583  
12-May-2020

Pesticide Applicator/Technician Renewal/Recertification Invoice

The application you submitted to renew/recertify your pesticide applicator/technician certification has been reviewed and is ready to process or you have passed your recertification exam(s).

Please pay the fee shown below upon receipt of this invoice. You may not sell or apply pesticides in New York State without a current pesticide certification ID card in your possession. Certified applicators must complete recertification within 90 days of your recertification date or your payment will be returned and you will be asked for 6 penalty credits.

NOTE: Changes to your name, address or category of certification MUST be done BEFORE payment is submitted. Please submit your request in writing to the Pesticide Reporting and Certification Section at:

NYS DEC  
Pesticide Reporting and Certification  
625 Broadway  
Albany, NY 12233-7254

(DO NOT MAIL PAYMENTS TO THIS ADDRESS)

Questions regarding your pesticide certification should be directed to Pesticide Reporting and Certification at (518) 402-8748 or [pestmgt@dec.ny.gov](mailto:pestmgt@dec.ny.gov).

Original Invoice Amount Due: \$450.00

ONLINE PAYMENT NOW AVAILABLE!

Instructions for viewing your invoices on-line and paying electronically can be found at:  
<http://www.dec.ny.gov/about/61016.html#On-Line>

Note: If you choose to pay your invoice electronically, you will be assessed an additional convenience fee. This convenience fee is in addition to your renewal/recertification fee and will appear as a separate line charge on your credit card statement.

If you choose not to pay online, checks should be made payable to:

NYS Department of Environmental Conservation  
Division of Management & Budget, 10th Floor  
625 Broadway  
ALBANY, NY 12233-4900

Please include the bottom portion of this invoice along with your check payment in US dollars (USD).

Questions regarding payment of the invoice should be directed to the Bureau of Revenue Accounting at (518) 402-9365, or e-mailed to [revenue@dec.ny.gov](mailto:revenue@dec.ny.gov).

Employees of NYS Government Agencies who will be paying via Statewide Financial Systems can find the SFS accounting information on the following page.

Certification ID Number	Category(ies)	Payment Due
T1897128	3a	\$450.00

=====TEAR HERE=====

Certification ID Number T1897128  
Customer Number 129409  
Invoice Number 9990000443583  
Invoice Date 12-May-2020

Bill to:  
DEACON, TRAVIS  
121 CROOKED HILL RD  
HUNTINGTON, NY 11743

Amount Enclosed: \_\_\_\_\_  
Check Number: \_\_\_\_\_

Remit to:  
NYS Department of Environmental  
Conservation  
Division of Management & Budget, 10th Floor  
625 Broadway  
ALBANY, NY 12233-4900

Statewide Financial System accounting information:

Business Unit	Department	Fund	Account	Product
DEC01	3350430	30451	31301	303270

Please enter a journal entry into SFS utilizing the values shown above. Please provide the SFS journal ID to: [revenue@dec.ny.gov](mailto:revenue@dec.ny.gov)

# PAY YOUR INVOICE ELECTRONICALLY

Please follow the comprehensive ePayment User Guide at:

<https://www.dec.ny.gov/about/61016.html>

You will need to create a **personal** account at <https://my.ny.gov/>

You must create your account using **Firefox** or a newer version of **Internet Explorer** only. Please create your account using a **desktop computer**, not a cellphone.

Select **Don't Have an Account?**, then select **Personal**.

After you create your account, close all browser sessions.

**Activate your personal account and create a password.**

You will receive an email from **NY.GovID** with a link to activate your account. Follow the prompts to create your security questions and password.

After you activate your account, close all browser sessions.

**Establish your personal account at <https://www.dec.ny.gov/about/61016.html>**

Scroll down to "On-Line Invoicing" and select **View and Pay your invoice electronically**.

Enter your new username and password, then enter your customer number and invoice number from your most recent DEC invoice.

After you establish your account, close all browser sessions.

You will receive an email from DEC indicating your account has been validated.  
You can now view and pay your invoices electronically.

If at any point during the process you receive an error message and are unable to proceed, please take a screen shot of the error message and email this, along with your NY.Gov user name, customer number, and invoice number to [revenue@dec.ny.gov](mailto:revenue@dec.ny.gov).



Department of  
Environmental  
Conservation

Reviewed By  
Office of Town Attorney

WHEREAS, by Resolution No. 514-96 adopted on July 23, 1996, Lockwood, Kessler & Bartlett, Inc., was duly authorized to proceed with engineering services relative to the Construction Phase for the Syosset Landfill Remediation under Contract No. DPW91-560A; and

WHEREAS, Theresa C. Heneveld, P.E., Director of Environmental Engineering, Lockwood, Kessler & Bartlett, Inc., by letter dated May 15, 2020, requested authorization for funding in the amount of \$114,000.00 for services to be performed including gas monitoring, groundwater monitoring, and inspection of the landfill cap and drainage system, reporting to the U.S. Environmental Protection Agency (EPA) as necessary, and oversight of any repairs and improvements necessary on or near the site, as per the EPA Consent Decree No. CV-90-4183; and

WHEREAS, Richard W. Lenz, P.E., Commissioner, Department of Public Works/Highway, by memorandum dated May 28, 2020, requested Town Board authorization for the continuation of engineering services in the amount of \$114,000.00 relative to the Syosset Landfill Remediation, Contract No. DPW91-560A; and

WHEREAS, Commissioner Lenz, by said memorandum, advised that funds are available in Account No. HWY H 5197 20000 000 2003 008,

NOW, THEREFORE, BE IT RESOLVED, That the request and recommendation as hereinabove set forth are accepted and approved and the Town Board does hereby authorize the continuation of engineering services as described above by Lockwood, Kessler & Bartlett, Inc. relative to the Syosset Landfill Remediation, under Contract No. DPW91-560A; and be it further

RESOLVED, That the Town Board does hereby approve the authorization of the sum not to exceed \$114,000.00 for purposes of payment to Lockwood, Kessler & Bartlett, Inc., for fees for the services described above; and be it further

RESOLVED, That the Comptroller is hereby authorized and directed to pay Lockwood, Kessler & Bartlett, Inc. for the services described above, upon the submission of a duly certified claim, after audit by the Comptroller, with the funds to be drawn from Account No. HWY H 5197 20000 000 2003 008.

-#-

The foregoing resolution was declared adopted after a poll of the members of the Board; the vote being recorded as follows:

Supervisor Saladino	Aye
Councilwoman Johnson	Aye
Councilman Imbroto	Aye
Councilman Hand	Aye
Councilman Labriola	Aye
Councilwoman Maier	Aye
Councilwoman Walsh	Aye

TOWN OF OYSTER BAY  
INTER-DEPARTMENTAL MEMO

MAY 28, 2020

TO : MEMORANDUM DOCKET

FROM : RICHARD W. LENZ, P.E., COMMISSIONER  
DEPARTMENT OF PUBLIC WORKS/HIGHWAY

SUBJECT: CONTINUATION OF ENGINEERING SERVICES  
SYOSSET LANDFILL REMEDIATION  
CONTRACT NO. DPW91-560A  
ACCOUNT NO. HWY H 5197 20000 000 2003 008  
PROJECT ID NO. 2003 HWYDB-11

Town Board Resolution No. 514-96 authorized Lockwood, Kessler & Bartlett, Inc. to proceed with Engineering Services relative to the Construction Phase for the above-mentioned contract.

Attached is a letter from Lockwood, Kessler & Bartlett, Inc. dated May 15, 2020, concerning a funding authorization request in the amount of \$114,000.00. As explained by the consultant, services to be performed include gas monitoring, groundwater monitoring, and inspection of the landfill cap and drainage system, reporting to the United States Environmental Protection Agency as necessary, and oversight of any repairs and improvements necessary on or near the site, as per the Town's Consent Decree No. CV-90-4183. The fees described in the attached letter will provide for services performed in the 2020 calendar year.

Funds are available for this purpose in Account No. HWY H 5197 20000 000 2003 008.

It is hereby requested that the Town Board approve, by Resolution, the above-noted authorization for the continuation of engineering services in the amount of \$114,000.00 relative to Syosset Landfill Remediation, Contract No. DPW91-560A, and that the Office the Comptroller issue a new encumbrance for this purpose.

  
RICHARD W. LENZ, P.E.  
COMMISSIONER

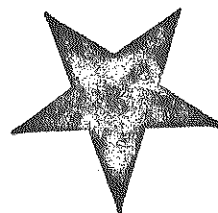
DEPARTMENT OF PUBLIC WORKS/HIGHWAY

RWL/jct/mk/ik

Attachments

cc: Office of the Town Attorney (w/9 copies)  
Steven Ballas, Comptroller  
John Bishop, Deputy Commissioner

DPW91-560A DOCKET 2020 FEES





Lockwood, Kessler & Bartlett, Inc.  
One Aerial Way · Syosset, NY 11791  
516.938.0600 www.lkbinc.com

May 15, 2020  
LKB No. 2019-0065

Richard W. Lenz, P.E., Commissioner  
Town of Oyster Bay  
Department of Public Works  
150 Miller Place  
Syosset, NY 11791

Attn: John Tassone, Deputy Commissioner  
Division of Engineering

Re: Syosset Landfill Remediation  
Contract No. DPW 91-560A

Dear Commissioner Lenz,

In accordance with previous conversations with the Department of Public Works (DPW), Lockwood, Kessler and Bartlett, Inc. (LKB) has prepared this letter to report on the Town's continued obligations required by the Syosset Landfill Consent Decree No. CV-90-4183 with the United States Environmental Protection Agency (USEPA) and to provide a fee estimate for the engineering services necessary to assist the Town in fulfilling these obligations in 2020.

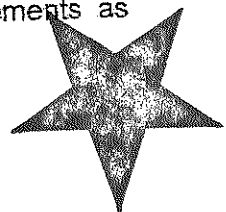
The current USEPA and New York State Department of Environmental Conservation (NYSDEC) approved frequency for performing post-closure closure inspection and monitoring at the site is as follows:

- inspection of the final cover and stormwater drainage systems semi-annually, and after major rainfall events;
- inspection and monitoring of the perimeter and property line passive gas vent wells semi-annually; and
- inspection and monitoring of the on-site and off-site post-closure groundwater monitoring well network once every five quarters so that monitoring will be performed once every season/quarter in a five-year review period.

LKB has been providing the Post-Closure Management services to the Town at the Syosset Landfill authorized under Town Board Resolution No. 297-2019 for Contract No. DPW 91-560A. Our records through the end of our April 2020 billing cycle indicate that we have approximately \$30,000 remaining in our prior authorization. This remaining authorization will be utilized to provide services related to a well repair service order preparation, solicitation and inspection as well as finalizing various reporting requirements for 2019.

LKB has estimated our fee to continue to provide post-closure monitoring and inspection services for the remainder of 2020 to meet the USEPA and NYSDEC requirements as identified in the paragraphs below.

AN EQUAL OPPORTUNITY EMPLOYER



The effort for performing the 2020 semi-annual inspection and monitoring events (including after a major rainfall event, if necessary) for the landfill cover system, stormwater drainage system and landfill gas venting system, evaluating data and preparing summary documentation to be \$22,000. The 2020 groundwater monitoring event will be conducted in the third quarter of 2020 (i.e., between July 1 and September 30, 2020). LKB will perform the sampling work and will continue to use the certified laboratory, data validator and subcontractor (to collect/dispose of purge water) previously authorized by the Town. LKB estimates the fee necessary to complete the 2020 groundwater monitoring program to be \$55,000. Following the completion of these tasks, LKB will prepare the Annual 2020 Summary Report (including Volume 2, Groundwater Monitoring Program Report) summarizing the monitoring and maintenance activities performed. LKB estimates the fee for preparing the Annual Summary Report to be \$17,000.

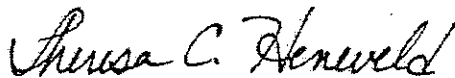
In addition, LKB will continue to assist the Town with other issues related to the Town's obligations under the Consent Decree, review of various USEPA and NYSDEC correspondence and site documentation generated, the review of periodic USEPA oversight bills which the Town is required to pay in accordance with the requirements of the Consent Decree, as well as other ongoing issues related to site uses. LKB estimates the fee to provide services of this nature at \$20,000.

In summary, LKB estimates our fee to perform the above-referenced engineering services related to the 2020 post-closure year to be \$114,000. LKB therefore respectfully requests the Town consider an increase to our previous authorization under Town Board Resolution No. 297-2019 for Contract No. DPW 91-560A in the amount of \$114,000 to perform the above referenced tasks. LKB will perform this work under our existing agreement for engineering services related to the Syosset Landfill Remediation.

We appreciate the opportunity to serve the Town on this project, and if you require further information please contact me at your earliest convenience.

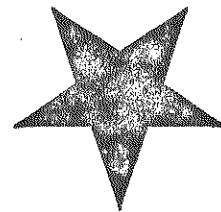
Very truly yours,

LOCKWOOD, KESSLER & BARTLETT, INC.



Theresa C. Heneveld, P.E.  
Director of Environmental Engineering

Cc: M. Russo, PE - TOBDPW



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Lockwood, Kessler & Bartlett, Inc.  
One Aerial Way, Syosset, NY 11791  
Phone: 516.938.0600 Fax: 516.931.6344

WHEREAS, by Resolution No. 786-2013, adopted on March 21, 2013, as amended by Resolution No. 152-2017, adopted on March 12, 2017, the Town Board the Town Board authorized the retention of the law firm of Covington and Burling, LLP, 1201 Pennsylvania Avenue, N.W., Washington, D.C., for the purpose of representing the Town's interests in litigation relative to the Town's housing programs; and

WHEREAS, Frank M. Scalera, Chief Deputy Town Attorney, by memorandum dated June 3, 2020, requested that Resolution No. 786-2013, be further amended to provide an additional amount not to exceed \$2,706.85 to satisfy one outstanding invoice from Covington and Burling, LLP,

NOW, THEREFORE BE IT RESOLVED, That Town Board Resolution No. 786-2013 be amended to increase the authorized fees of Covington and Burling, LLP in an amount not to exceed \$2,706.85, including expenses and disbursements; and be it further

RESOLVED, That the Comptroller is hereby authorized and directed to make payment from Account No. OTA A 1420 44110 000 0000, upon submission of a duly certified claim, after audit.

-#-

The foregoing resolution was declared adopted after a poll of the members of the Board; the vote being recorded as follows:

Supervisor Saladino	Aye
Councilwoman Johnson	Aye
Councilman Imbroto	Aye
Councilman Hand	Aye
Councilman Labriola	Aye
Councilwoman Maier	Aye
Councilwoman Walsh	Aye



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## Town of Oyster Bay Inter-Departmental Memo

**TO:** Memorandum Docket  
**FROM:** Office of the Town Attorney  
**DATE:** June 3, 2020  
**SUBJECT:** Covington and Burling, LLP  
Outside Counsel to the Town of Oyster Bay

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By Town Board Resolution No. 786-2013, adopted on March 21, 2013, as amended by Resolution No. 152-2017, adopted on March 12, 2017, the Town Board authorized the retention of the law firm of Covington and Burling, LLP, 1201 Pennsylvania Avenue, N.W., Washington, D.C. for the purpose of representing the Town's interests in litigation relative to the Town's housing programs.

As the Town Board is aware, the Town retained replacement counsel in 2019 to represent the Town in connection with the litigation. While closing their file, Covington and Burling identified an unpaid invoice totaling \$2,706.85. Parenthetically, by retaining replacement counsel, the Town will realize a substantial savings in hourly rates.

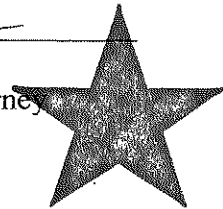
In order to satisfy the invoice, this Office requests that the Town Board further amend Resolution No. 786-2013 to authorize additional funds in the amount of \$2,706.85. Funds are available in Account No. OTA A 1420 44110 000 0000.

Submitted herewith is a proposed resolution for the foregoing request. Kindly place this matter on the June 16, 2020 Town Board Action Calendar.

OFFICE OF THE TOWN ATTORNEY



By: Frank M. Scalera  
Chief Deputy Town Attorney



FMS:mmr  
Attachment

cc: Town Attorney (with 9 copies)

WHEREAS, Frank V. Sammartano, Commissioner, Department of Intergovernmental Affairs, by memorandum dated June 5, 2020, advised that a request for proposals (RFP) was issued by the Division of Community Development to procure Lead Paint Testing services relative to the Division of Community Development, in accordance with the Town's procurement policy, was forwarded to five (5) firms, and was advertised on the Town website and the Division of Community Development received five (5) responses; and

WHEREAS, following a review and evaluation of said five (5) responses by a selection committee, based on the technical merits of said responses, and in compliance with the requirements of Guidelines 6 and 9 of the Town's Procurement Policy, Commissioner Sammartano by said memorandum, requested and recommended that the Town Board authorize J.C. Broderick & Associates, Inc., to provide Lead Testing Services for the Division of Community Development, for a total fee of \$20,000.00 per year, beginning June 1, 2020 and ending May 31, 2021, with the option of two (2) one (1) year extensions. Further authorization is requested for the Office of the Town Attorney to negotiate and approve any agreement and the Supervisor and/or his designee to be authorized to execute an agreement for same; and

WHEREAS, Commissioner Sammartano, by said memorandum, advised that funds for payment for these services is available from Account No. IGA CD 8668 48250 731 CD19,

RESOLVED, That the request and recommendation as hereinabove set forth are accepted and approved, and that J.C. Broderick & Associates, Inc., is hereby authorized to provide the above-referenced Lead Paint Testing services, beginning June 1, 2020, nunc pro tunc, and ending May 31, 2021, with the option of two (2) one (1) year extensions, in a total amount not to exceed \$20,000.00 per year, and the Office of the Town Attorney is authorized to negotiate and approve said agreement and the Supervisor and/or his designee are authorized to execute said agreement, and be it further

RESOLVED, That the Comptroller is hereby authorized and directed to make payment for same, upon presentation of a duly certified claim, after audit, and that the funds for said payment are to be drawn from Account No. IGA CD 8668 48250 731 CD19.

-#-

The foregoing resolution was declared adopted after a poll of the members of the Board; the vote being recorded as follows:

Supervisor Saladino	Aye
Councilwoman Johnson	Aye
Councilman Imbroto	Aye
Councilman Hand	Aye
Councilman Labriola	Aye
Councilwoman Maier	Aye
Councilwoman Walsh	Aye

Reviewed By  
Office of Town Attorney

**TOWN OF OYSTER BAY**  
**INTER-DEPARTMENTAL MEMO**

**TO:** MEMORANDUM DOCKET

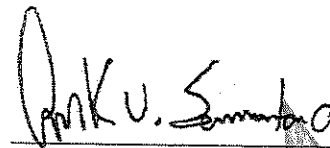
**FROM:** FRANK V. SAMMARTANO, COMMISSIONER  
INTERGOVERNMENTAL AFFAIRS

**DATE:** JUNE 1, 2020

**SUBJECT:** COMMUNITY DEVELOPMENT BLOCK GRANT  
LEAD PAINT TESTING SERVICES

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In connection with the above referenced matter, kindly reserve a space on the Town Board Action Calendar for the meeting of June 16, 2020. Details will follow by supplemental memorandum.



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Frank V. Sammartano  
Commissioner

By Colin Bell



cc: Town Attorney w/9 copies

RESOLVED, That a public hearing will be held before the Town Board, in the Hearing Room, Town Hall, East Building, Audrey Avenue, Oyster Bay, New York, on the 14<sup>th</sup> day of July, 2020, at 10:00 o'clock a.m., prevailing time, or as soon thereafter as practicable, to consider the following amendment to the Code of the Town of Oyster Bay, in the manner set forth hereinafter: "A LOCAL LAW TO AUTHORIZE A LOCAL RETIREMENT INCENTIVE PROGRAM FOR THE ELIGIBLE EMPLOYEES OF THE TOWN OF OYSTER BAY;" and be it further

RESOLVED, that in light of current emergency restrictions and conditions, in accordance with Executive Order 202.1, et seq., signed by New York State Governor Andrew Cuomo on March 12, 2020, such meeting will be held remotely by conference call or similar service, and the public will have the ability to view or listen to such proceeding on the Town website [www.oysterbaytown.com](http://www.oysterbaytown.com), and such proceeding shall be recorded and later transcribed; and be it further

RESOLVED, That the Town Clerk shall publish a notice of said hearing in the newspapers of general circulation in the Town of Oyster Bay pursuant to the provisions of law.

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The foregoing resolution was declared adopted after a poll of the members of the Board; the vote being recorded as follows:

Supervisor Saladino	Aye
Councilwoman Johnson	Aye
Councilman Imbroto	Aye
Councilman Hand	Aye
Councilman Labriola	Aye
Councilwoman Maier	Aye
Councilwoman Walsh	Aye

Reviewed By  
Office of Town Attorney  
*Thomas M. Heltzer*

**PUBLIC NOTICE**

PLEASE TAKE NOTICE, that pursuant to law, a public hearing will be held before the Town Board, in the Hearing Room, Town Hall, East Building, Audrey Avenue, Oyster Bay, New York, on the 14<sup>th</sup> day of July, 2020, at 10:00 o'clock a.m., prevailing time, or as soon thereafter as practicable, to consider the following amendment to the Code of the Town of Oyster Bay, in the manner set forth hereinafter: "A LOCAL LAW TO AUTHORIZE A LOCAL RETIREMENT INCENTIVE PROGRAM FOR THE ELIGIBLE EMPLOYEES OF THE TOWN OF OYSTER BAY."

PLEASE TAKE FURTHER NOTICE that in light of current emergency restrictions and conditions, in accordance with Executive Order 202.1, et seq., signed by New York State Governor Andrew Cuomo on March 12, 2020, such meeting will be held remotely by conference call or similar service, and the public will have the ability to view or listen to such proceeding on the Town website [www.oysterbaytown.com](http://www.oysterbaytown.com), and such proceeding shall be recorded and later transcribed.

The abovementioned proposed Local Law is on file and may be viewed on the Town website ([oysterbaytown.com](http://oysterbaytown.com)) or by contacting the Office of the Town Clerk by telephone (516-624-6333) daily (except Saturday, Sunday and Holidays) between the hours of 9:00 a.m. and 4:45 p.m., prevailing time.

All persons interested in the subject matter of said hearing shall have an opportunity to be heard in connection with the aforementioned proposed Local Law by submitting comments either prior to the scheduled hearing, or thereafter, until the end of business on August 14, 2020, by mailing or delivering same to the Office of the Town Attorney, 54 Audrey Avenue, Oyster Bay, New York 11771, or by submitting comments to [publiccomment@oysterbay-ny.gov](mailto:publiccomment@oysterbay-ny.gov). Any comments received will form part of the public record with respect to said hearing.

TOWN BOARD OF TOWN OF OYSTER BAY. JOSEPH S. SALADINO, Supervisor.  
RICHARD LaMARCA, Town Clerk.

Dated: Oyster Bay, New York  
June 16, 2020

Town of Oyster Bay  
Inter-Departmental Memo

TO : MEMORANDUM DOCKET

FROM : Office of the Town Attorney

DATE : June 8, 2020

SUBJECT: Proposed Local Law  
Retirement Incentive for Town of Oyster Bay Employees

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The Supervisor has requested the Office of the Town Attorney to prepare a proposed Local Law to authorize a Retirement Incentive for Town of Oyster Bay employees. In order for a hearing to be held at the July 14, 2020 Town Board meeting, it is requested and recommended that the rules be suspended so that at the June 16, 2020 Town Board meeting the Town Board may adopt a resolution to publish a Public Notice in the form attached.

OFFICE OF THE TOWN ATTORNEY

  
Thomas M. Sabellico

Special Counsel



TMS:nb

Attachment

cc: Town Attorney (w/9 copies)

S:\Attorney\LOCAL LAWS\2020 Retirement Incentive\MD RESO PN.docx

## ***Local Law Filing***

Text of law should be given as amended. Do not include matter being eliminated and do not use italics or underlining to indicate new matter.

### **TOWN OF OYSTER BAY**

Local Law No. \_\_\_\_\_ of the year 2020

A local law entitled "A LOCAL LAW TO AUTHORIZE A LOCAL RETIREMENT INCENTIVE PROGRAM FOR THE ELIGIBLE EMPLOYEES OF THE TOWN OF OYSTER BAY."

Be it enacted by the Town Board of the Town of OYSTER BAY as follows:

**Section 1. Legislative Findings.** The Town Board of the Town of Oyster Bay finds and declares that the retirement benefits provided for in this local law are designed to achieve cost-savings for the Town. Nothing in this local law shall be construed to create an expectation of a future or continuing retirement benefit for any Town employee.

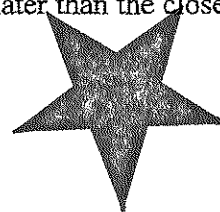
**Section 2.** The Town of Oyster Bay hereby elects to provide all its eligible employees, as defined herein, with a retirement incentive program from the effective date of this local law through January 31, 2021.

**Section 3. Definitions.** As used in this local law, unless the context clearly requires otherwise:

- a. "Retirement System" shall mean the New York State and Local Employees' Retirement System;
- b. "Eligible Employee" shall mean a person who is a full-time employee of the Town of Oyster Bay and a member of the Retirement System, who:
  - i. has been continuously in the active service of the Town from no later than January 1, 2016 to the date immediately prior to retirement;
  - ii. is eligible for a service retirement (with or without penalty) as of the effective date of this local law or who first becomes eligible on or before December 31, 2020; and
  - iii. files an application for service retirement that is effective during the applicable period, as set forth in Section 5 hereof; and
- c. "Service retirement" shall mean retirement from public employment having the requisite age and/or years of service in the Retirement System making the employee eligible to retire with a pension under the rules of the Retirement System.

**Section 4.** In order for an Eligible Employee to qualify to receive the retirement benefit under this local law he or she must file:

- i. on or before September 30, 2020, an Irrevocable Letter of Voluntary Retirement with the Department of Human Resources, which tenders the employee's retirement, with his or her last day of work no later than the close



- of business on January 31, 2021, with his or her retirement being effective commencing no later than February 1, 2021; and
- ii. an application for service retirement with the Retirement System which states that the employee's last day of work must be no later than the close of business on January 31, 2021, with his or her retirement being effective commencing no later than February 1, 2021.

**Section 5.** Notwithstanding any other provision of law, an Eligible Employee who is a member of the Retirement System, who complies with the requirements of Section 4 of this local law, shall receive a retirement incentive of the sum of \$1,000.00 for each completed year of retirement service credit in the Retirement System as of the date of his or her retirement.

In addition, the Town shall provide the retirees who retire under this incentive with individual health insurance coverage, including optical and dental insurance, (in the manner currently provided to Town employees) for life, at no cost to the retiree, and shall provide such insurance coverage to those individuals covered under the retiree's family coverage, if applicable, during retiree's life, at no cost.

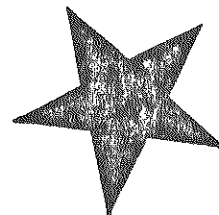
**Section 6.** Notwithstanding any other provision of law, if an Eligible Employee who is a member of the Retirement System and who is entitled to a retirement incentive under this local law, has at least ten (10) years of active service in the Retirement System at the date of his/her retirement, the health insurance to be provided by the Town under Section 5 shall extend to cover those individuals covered under the retiree's family coverage, if applicable, during retiree's life and for a period of five (5) years after the retiree's date of death.

**Section 7.** In addition to the retirement incentives set forth in Section 5 and Section 6 of this local law, any Eligible Employee who retires pursuant to this local law shall receive his or her termination pay arising from accrued sick leave and/or accrued annual leave, to the date of retirement, as set forth in the collective bargaining agreement between the Town and CSEA Local 881, for the period January 1, 2017 to December 31, 2021.

**Section 8.** The amounts due under Section 5 and Section 7 to any Eligible Employee who has complied with this local law and who retires pursuant to this local law shall be paid, at the employee's option, to be exercised prior to the effective date of his or her retirement, either:

- a. In one lump sum seventy-five (75) days after the effective date of retirement; or
- b. In three equal payments, the first payment to be made within seventy-five (75) days after the effective date of the employee's retirement, the second payment to be made on the first anniversary of the effective date of the retirement, and the third payment to be made on the second anniversary of the effective date of the retirement, all without interest.

**Section 9.** Nothing contained herein shall diminish any benefits or rights to which any retiree is entitled to receive pursuant to the collective bargaining agreement by and between the Town of Oyster Bay and CSEA Local 881, for the period January 1, 2017 to December 31, 2021, or under the New York State Retirement System.





**Section 10.** Participation in the incentive is voluntary and no employee shall be required to participate in the incentive.

**Section 11. SEQRA Determination.** It is hereby determined pursuant to the provisions of the State Environmental Quality Review Act, 8 N.Y.E.C.L. Section 101 et seq. and its implementing regulations, Part 617 of 6 N.Y.C.R.R., that the adoption of this local law is a "Type II" Action within the meaning of Section 617.5 (c)(20) of 6 N.Y.C.R.R., pertaining to "routine or continuing agency administration and management, not including new programs or major reordering of priorities that may affect the environment" and, accordingly, is of a class of actions which do not have a significant effect on the environment and no further review is required.

**Section 12 Severability.** If any section, subdivision or provision of this local law or the application thereof to any person or circumstance be adjudged invalid by a court of competent jurisdiction, such judgment shall be confined in its operation to the section, subdivision or provision of or application directly involved in the controversy in which such judgment shall have been rendered and shall not affect or impair the validity of the remainder of this local law, or the application thereof to other persons or circumstances.

**Section 13. Effective Date.** This local law shall take effect immediately upon its adoption and filing with the Office of the Secretary of State.

**CERTIFICATION:**

I hereby certify that the local law annexed hereto, designated as local law No. \_\_\_\_\_ of 2020 of the Town of Oyster Bay was duly passed by the Town Board on \_\_\_\_\_, 2020, in accordance with the applicable provisions of law.

I further certify that I have compared the preceding local law with the original on file in this office and that the same is a correct transcript therefrom and of the whole of such original local law, and was finally adopted in the manner indicated in paragraph 1, above.

\_\_\_\_\_  
Clerk of the Town of Oyster Bay

(Seal)

Date: \_\_\_\_\_, 2020

STATE OF NEW YORK  
COUNTY OF NASSAU

I, the undersigned, hereby certify that the foregoing local law contains the correct text and that all proper proceedings have been had or taken for the enactment of the local law annexed hereto.

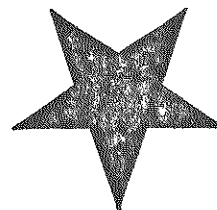
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Town Attorney

\_\_\_\_\_  
Title

\_\_\_\_\_  
Town of Oyster Bay

\_\_\_\_\_  
Date: \_\_\_\_\_ 2020



WHEREAS, safety measures in response to the COVID-19 pandemic have forced the cancellation or postponement of scores of events important to, and eagerly anticipated by, the residents of the Town Of Oyster Bay. School graduation ceremonies, earned by our children, and other significant community events sponsored by our schools and our not-for-profit institutions have been put on hold and or will otherwise be affected by pandemic-related precautions. The Town of Oyster Bay, through its Department of Parks, is able to assist our schools and not-for-profit community organizations with graduations and similar ceremonies by providing use of its portable free standing bleachers, portable light towers, generators, PVC chairs, showmobile and sound system, as well as its podium with flags and stands, and:

WHEREAS, Joseph G. Pinto, Commissioner, Department of Parks, by memorandum dated, May 26, 2020, requested and recommended Town Board authorization to waive the fees for the use of the above mentioned Town equipment by the Town's school districts and/or not-for-profit institutions for graduations and similar ceremonies. Use of the equipment would be subject to a Hold Harmless Agreement acceptable to the Office of the Town Attorney. The allocation and scheduling of equipment would be subject to the discretion and approval of the Commissioner Pinto or his designee; and

WHEREAS, the Town Board deems such waiver to be a worthwhile endeavor, which will benefit the residents of the Town of Oyster Bay,

NOW, THEREFORE, BE IT RESOLVED, That the recommendation and request as hereinabove set forth is hereby accepted and approved, and the Department of Parks is authorized to waive fees for the use of the Town equipment specified above by Town school districts and not-for-profit organizations in the Town for graduations and similar ceremonies, subject to the conditions listed hereinabove.

-#-

The foregoing resolution was declared adopted after a poll of the members of the Board; the vote being recorded as follows:

Supervisor Saladino	Aye
Councilwoman Johnson	Aye
Councilman Imbroto	Aye
Councilman Hand	Aye
Councilman Labriola	Aye
Councilwoman Maier	Aye
Councilwoman Walsh	Aye

Reviewed By  
Office of Town Attorney

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## TOWN OF OYSTER BAY Inter-Department Memo

TO: MEMORANDUM DOCKET  
FROM: JOSEPH G. PINTO, COMMISSIONER OF PARKS  
DATE: May 28, 2020  
SUBJECT: PANDEMIC ASSOCIATED CEREMONY ASSISTANCE

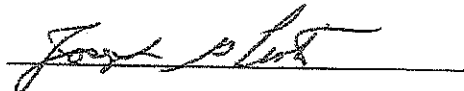
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The Department of Parks requests Town Board approval to assist with graduation and similar ceremonies conducted by school districts and other not for profit institutions within the Town of Oyster Bay, affected by the pandemic. Town of Oyster Bay assistance may include, but is not limited to: providing portable free standing bleachers, portable light towers, generators, PVC chairs, showmobile and sound system, podium with flags and stands.

The Department recommends and requests that the Town Board waive any fees from school districts and/or not-for-profit institutions for the use of equipment as stated above for graduation and similar ceremonies. Those organizations who will be provided with equipment will be required to provide the Town with a hold harmless agreement as approved by the Office of the Town Attorney.

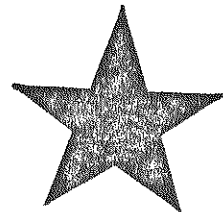
Dates, locations and allocation of equipment shall be approved and provided under the discretion of the Commissioner Parks and/or his designee.

The Department of Parks recommends Town Board approval.



Joseph G. Pinto  
Commissioner of Parks

JGP/ew  
Town Attorney (+9 copies)



WHEREAS, Maureen A. Fitzgerald, Commissioner, Department of Community and Youth Services, by memorandum dated June 11, 2020, requested Town Board authorization to enter into contracts with various performers, and/or their agents, for a series of drive-in concerts and movies to be held on the dates and at the locations set forth on Grid A attached hereto and made a part thereof, in connection with the "2020 Music Under the Stars" concert series including "Movies by Moonlight", for a total fee of \$75,767.00, to be drawn from Account No. CYS A 7020 47660 000 0000 Special Events, and said Commissioner Fitzgerald, by said memorandum, further requested authorization for her and/or her designee to make changes, as necessary, to the date, time and location of said events,

NOW, THEREFORE, BE IT RESOLVED, That the Town Board hereby authorizes the Department of Community and Youth Services to enter into contracts to be executed by the Supervisor or his designee, with various performers, and/or their agents, for the programs located on Grid A attached hereto, in connection with the "2020 Music Under the Stars" series including "Movies by Moonlight", for a total fee of \$75,767.00 to be drawn from Account No. CYS A 7020 47660 000 0000 Special Events, and the Commissioner, Department of Community and Youth Services and/or her designee is authorized to make changes, as necessary, to the date, time and location of said events; and be it further

RESOLVED, That the Comptroller is hereby authorized and directed to make payment from Account No. CYS A 7020 47660 000 0000, Special Events, upon presentation of a duly certified claim, after audit.

-#-

The foregoing resolution was declared adopted after a poll of the members of the Board; the vote being recorded as follows:

Supervisor Saladino	Aye
Councilwoman Johnson	Aye
Councilman Imbroto	Aye
Councilman Hand	Aye
Councilman Labriola	Aye
Councilwoman Maier	Aye
Councilwoman Walsh	Aye

6-9-20

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# TOWN OF OYSTER BAY

## Inter-Departmental Memorandum

June 11, 2020

TO: Memorandum Docket

FROM: Maureen A. Fitzgerald, Commissioner  
Department of Community and Youth Services

SUBJECT: Drive-in Concerts and Movies

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The Department of Community & Youth Services requests Town Board authorization to sign contracts with various performers, and/or their agents for a series of drive-in concerts and movies for the 2020 "*Music Under the Stars*" concert series including *Movies by Moonlight*. All activities will be held at TOBAY Beach, however, if physical distancing regulations permit the activities may resume at the locations specified on the attached grid.

The grid, details fees for the performances and services that will be paid by the Town of Oyster Bay. The fees total \$75,767 and will be paid from Account No. CYS A 7020 47660 000 0000, *Special Events*. In accordance with Guideline 5B of the Town's Procurement Policy, these musicians are exempt from the solicitation, written proposal or requirements of the policy. The Office of the Inspector General is satisfied that the Procurement Policy has been fulfilled. Any additional purchase and/or service orders related to these events shall be pursuant to the Town's Procurement Policy and charged to an appropriate account.

Therefore, it is respectfully requested that the Town be permitted to sign contracts and that the Supervisor or his designee be authorized to execute said contracts for said purpose. The Department also requests authorization for the Commissioner of The Department and/or her designee to make changes, as necessary, to the date, time and location of said events as physical distancing regulations permit.

The Department of Community & Youth Services requests that the rules be suspended and this matter be included on the June 16, 2020 Town Board Action Calendar.



  
Maureen A. Fitzgerald  
Commissioner

MAF:iw  
cc: Town Attorney (+9 copies)  
Attachments

**MUSIC UNDER THE STARS**

Performance Date	Location	Check made payable to	Amount
7/1/2020	Syosset-Woodbury Community Park	Joe Salucci	\$2,800
7/7/2020	John J. Burns Town Park	Roseann LeBlanc	\$2,500
7/8/2020	Ellsworth W. Allen Town Park	Swank Motion Pictures, Inc.	\$435
7/9/2020	Plainview-Old Bethpage Community Park	Dr. K's Motown Revue	\$3,000
7/11/2020	Syosset-Woodbury Community Park	Lucilu Productions, Inc.	\$3,750
7/14/2020	Ellsworth W. Allen Town Park	Patrick Montefusco	\$3,000
7/15/2020	Harry Tappen Beach	Swank Motion Pictures, Inc.	\$435
7/16/2020	Theodore Roosevelt Memorial Park & Beach	Disco Unlimited, Inc.	\$3,500
7/18/2020	John J. Burns Town Park	Big Eyed Phish	\$5,500
7/21/2020	John J. Burns Town Park	Big Shot Tribute Band, Inc.	\$10,950
7/21/2020	John J. Burns Town Park	Cathy SantoPietro	\$500
7/22/2020	Plainview-Old Bethpage Community Park	Swank Motion Pictures, Inc.	\$425
7/23/2020	Harry Tappen Beach	Michael Breier	\$1,800
7/25/2020	Ellsworth W. Allen Town Park	Jim Maloney	\$2,500
7/28/2020	John J. Burns Town Park	Dreamkast, Inc	\$2,800
7/29/2020	Theodore Roosevelt Memorial Park & Beach	Swank Motion Pictures, Inc.	\$386
7/30/2020	Ellsworth W. Allen Town Park	Michael DeLuca	\$3,500
8/1/2020	John J. Burns Town Park	Lucilu Productions, Inc.	\$9,800
8/4/2020	Syosset-Woodbury Community Park	Backstage Media Productions, Inc.	\$6,000
8/5/2020	Ellsworth W. Allen Town Park	Swank Motion Pictures, Inc.	\$386
8/6/2020	John J. Burns Town Park	Lucilu Productions, Inc.	\$4,300
8/8/2020	John J. Burns Town Park	NJ Star Productions, Inc	\$7,500
Total			\$75,767

## CONTRACT

This Contract, made the \_\_\_\_ day of \_\_\_\_\_, 2020 by and between the Town of Oyster Bay, by and through its Department of Community & Youth Services, having its principal offices at Town Hall, Audrey Avenue, Oyster Bay, New York 11771 (hereinafter referred to as TOWN) and XXX, having its principal office at XXX (hereinafter referred to as CONTRACTOR) will be in accordance with the following mutually agreed upon terms and conditions:

1. CONTRACTOR agrees to provide a performance by:

XXX

a. Type of performance: Music Under the Stars 2020

b. Contract Amount: XXX

c. Date, time and place of performance:

DATE: XXX

TIME: XXX

DURATION: XXX

PLACE: XXXX

2. Performances are as indicated above. Any request for changes in scheduling by CONTRACTOR must be submitted in writing and shall be subject to approval by TOWN. TOWN also reserves the right to make schedule changes pertaining to dates, times and locations as may be deemed in the best interest of the TOWN.
3. For all its services hereunder, including all salaries, costs and expenses, TOWN agrees to pay CONTRACTOR the sum of XXX Payment to CONTRACTOR shall be made only after execution of this agreement and completion of all performances. Two weeks prior to the performance, CONTRACTOR must submit a duly certified *Town of Oyster Bay Claim Form* and CONTRACTOR's invoice to be filed in the Office of the Comptroller of the TOWN.
4. CONTRACTOR agrees that it is, and at all times shall be deemed to be, an independent contractor, and shall not at any time or for any purpose be deemed an employee of TOWN. CONTRACTOR shall not in any manner whatsoever, by its actions or deed, commit TOWN to any obligation irrespective of the nature thereof. It is further understood and agreed that no agent, servant, nor employee of CONTRACTOR, or any participant in this performance shall, at any time or under any circumstance be deemed to be an agent, servant or employee of TOWN. CONTRACTOR affirms that it will pay and compensate all persons participating in this performance, and agrees to hold TOWN harmless from liability for payment of such services.
5. It is mutually acknowledged between the parties that no admission fee will be charged to the performance.
6. With respect to insurance, the CONTRACTOR is responsible for his or her liabilities and the liabilities of his or her Performer. The TOWN affirms its self-insured status for its own liabilities.

7. In addition to that which is set forth above, the CONTRACTOR agrees to *Exhibit A: Contract Terms & Conditions*, which is attached hereto and made a part hereof by reference.
8. CONTRACTOR shall not assign, transfer, sublet, or otherwise dispose of any part of this agreement without prior written consent of the TOWN.
9. **FORCE MAJEURE**

Neither party shall be held liable or responsible to the other party nor be deemed to have defaulted under or breached this Contract for failure or delay in fulfilling or performing any term of this Contract to the extent, and for so long as, such failure or delay is caused by or results from causes beyond the reasonable control of the affected party including but not limited to fire, floods, embargoes, war, acts of war (whether war be declared or not), acts of terrorism, epidemics, pandemics, insurrections, riots, civil commotions, strikes, lockouts or other labor disturbances, acts of God or acts, omissions or delays in acting by any governmental authority or the other party.

The parties agree that the COVID-19 pandemic is impacting economic transactions. There is a possibility that government offices may be providing limited services as a result of the COVID-19 pandemic, including, but not limited to, government shutdowns, stay in place orders, other travel restrictions, mandatory closures and quarantine. In the event issues related to the COVID-19 pandemic make compliance with the terms and conditions of this Contract between the Contractor and the Town of Oyster Bay impossible or improbable, the parties agree that the Town may terminate the Contract without any further obligation, costs and/or damages between the parties.

IN WITNESS WHEREOF, CONTRACTOR has executed this agreement the day and year first written above and TOWN has executed this agreement the \_\_\_\_\_ day of \_\_\_\_\_, 2020.

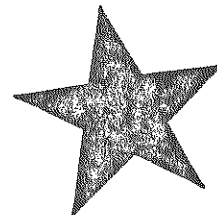
PAYMENT FOR ALL SERVICES MADE PAYABLE TO: XXX

XXXX

\_\_\_\_\_  
CONTRACTOR

\_\_\_\_\_  
DATE: \_\_\_\_\_, 2020

TOWN OF OYSTER BAY



Reviewed By  
Office of Town Attorney  
*[Signature]*

\_\_\_\_\_  
COMMISSIONER

DATE: \_\_\_\_\_, 2020



EXHIBIT A

CONTRACT TERMS & CONDITIONS

It is agreed upon by both parties that the services to be provided will include, but not be limited to, the following:

1. The scheduling of all performances shall be determined by the Commissioner of the Department of Community & Youth Services.
2. If the scheduled Performers are contracted through a separate agreement with CONTRACTOR, then CONTRACTOR is considered the Performers Agent and expressly warrants that he/she is authorized by Performer to execute this contract on behalf of the Performer.
3. All "Riders" imposed on CONTRACTOR by the Performer shall be satisfied by CONTRACTOR without any additional cost to the TOWN.
4. Any cancellation by a Performer will be the responsibility of CONTRACTOR to replace with a performer of equal or better rating, approved by the Commissioner of the Department of Community and Youth Services and at no additional cost to TOWN.
5. A separate contract between CONTRACTOR and TOWN shall be executed for each performance agreed to by TOWN.
6. Payment for performances shall be made after satisfactory completion of paperwork in accordance with the procedures set forth by the TOWN Comptroller and approved by the Commissioner of the Department of Community & Youth Services.
7. The performers for all "Opening Acts", where required, shall be agreed to by the Commissioner of Community & Youth Services no later than two weeks prior to their scheduled performance. Any change of "Opening Act" must be agreed to by the Commissioner of Community and Youth Services and will be considered only at no additional cost to the "Town".
8. The event shall start at 8:00 p.m. and all performances shall start after the opening announcements. To fulfill the requirements of the contract, the performance must be ninety (90) minutes long.
9. All Performers must be available for public relations photographs (if applicable) 30 minutes prior to show time.
10. All performers must arrive at the performance location no later than one (1) hour prior to show time.
11. Rehearsal requirements must be identified at contract signing.
12. CONTRACTOR shall be present on site at each performance provided by them.
13. If CONTRACTOR requires any services, other than those stipulated in this contract, the request must be made to the Commissioner of the Department of Community & Youth Services or the Program Coordinator.
14. Town shall not be liable for any loss, liability for property, its officials, agents, or employees, damage or injury to properties of any kind that are shipped or otherwise delivered to or stored in or on the premises. Properties shall not be received until Contractor has made proper arrangements for receiving, handling and storage of such materials with the TOWN.
15. No sale of any items by the CONTRACTOR shall be permitted without prior approval by the Commissioner of the Department of Community & Youth Services or her designee.

## CONTRACT

This Contract, made the \_\_\_\_\_ day of \_\_\_\_\_, 2020 by and between the Town of Oyster Bay, by and through its Department of Community & Youth Services, having its principal offices at Town Hall, Audrey Avenue, Oyster Bay, New York 11771 (hereinafter referred to as TOWN) and XXX, having its principal office at XXX (hereinafter referred to as CONTRACTOR) will be in accordance with the following mutually agreed upon terms and conditions:

1. CONTRACTOR agrees to provide a performance by:

XXX

a. Type of performance: Music Under the Stars 2020

b. Contract Amount: XXX

c. Date, time and place of performance:

DATE: XXX

TIME: XXX

DURATION: XXX

PLACE: XXXX

2. Performances are as indicated above. Any request for changes in scheduling by CONTRACTOR must be submitted in writing and shall be subject to approval by TOWN. TOWN also reserves the right to make schedule changes pertaining to dates, times and locations as may be deemed in the best interest of the TOWN.
3. For all its services hereunder, including all salaries, costs and expenses, TOWN agrees to pay CONTRACTOR the sum of XXX. Payment to CONTRACTOR shall be made only after execution of this agreement and completion of all performances. Two weeks prior to the performance, CONTRACTOR must submit a duly certified *Town of Oyster Bay Claim Form* and CONTRACTOR's Invoice to be filed in the Office of the Comptroller of the TOWN.
4. CONTRACTOR agrees that it is, and at all times shall be deemed to be, an independent contractor, and shall not at any time or for any purpose be deemed an employee of TOWN. CONTRACTOR shall not in any manner whatsoever, by its actions or deed, commit TOWN to any obligation irrespective of the nature thereof. It is further understood and agreed that no agent, servant, nor employee of CONTRACTOR, or any participant in this performance shall, at any time or under any circumstance be deemed to be an agent, servant or employee of TOWN. CONTRACTOR affirms that it will pay and compensate all persons participating in this performance, and agrees to hold TOWN harmless from liability for payment of such services.
5. It is mutually acknowledged between the parties that no admission fee will be charged to the performance.
6. With respect to insurance, the CONTRACTOR is responsible for his or her liabilities and the liabilities of his or her Performer. The TOWN affirms its self-insured status for its own liabilities.

7. In addition to that which is set forth above, the CONTRACTOR agrees to *Exhibit A: Contract Terms & Conditions*, which is attached hereto and made a part hereof by reference.
8. CONTRACTOR shall not assign, transfer, sublet, or otherwise dispose of any part of this agreement without prior written consent of the TOWN.
9. FORCE MAJEURE

Neither party shall be held liable or responsible to the other party nor be deemed to have defaulted under or breached this Contract for failure or delay in fulfilling or performing any term of this Contract to the extent, and for so long as, such failure or delay is caused by or results from causes beyond the reasonable control of the affected party including but not limited to fire, floods, embargoes, war, acts of war (whether war be declared or not), acts of terrorism, epidemics, pandemics, insurrections, riots, civil commotions, strikes, lockouts or other labor disturbances, acts of God or acts, omissions or delays in acting by any governmental authority or the other party.

The parties agree that the COVID-19 pandemic is impacting economic transactions. There is a possibility that government offices may be providing limited services as a result of the COVID-19 pandemic, including, but not limited to, government shutdowns, stay in place orders, other travel restrictions, mandatory closures and quarantine. In the event issues related to the COVID-19 pandemic make compliance with the terms and conditions of this Contract between the Contractor and the Town of Oyster Bay impossible or improbable, the parties agree that the Town may terminate the Contract without any further obligation, costs and/or damages between the parties.

IN WITNESS WHEREOF, CONTRACTOR has executed this agreement the day and year first written above and TOWN has executed this agreement the \_\_\_\_\_ day of \_\_\_\_\_, 2020.

PAYMENT FOR ALL SERVICES MADE PAYABLE TO: XXX

XXXX

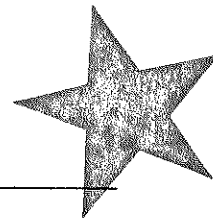
\_\_\_\_\_  
CONTRACTOR

\_\_\_\_\_  
DATE: \_\_\_\_\_, 2020

Reviewed By  
Office of Town Attorney

*[Signature]*

TOWN OF OYSTER BAY



\_\_\_\_\_  
COMMISSIONER

DATE: \_\_\_\_\_, 2020

EXHIBIT A

CONTRACT TERMS & CONDITIONS

It is agreed upon by both parties that the services to be provided will include, but not be limited to, the following:

1. The scheduling of all performances shall be determined by the Commissioner of the Department of Community & Youth Services.
2. If the scheduled Performers are contracted through a separate agreement with CONTRACTOR, then CONTRACTOR is considered the Performers Agent and expressly warrants that he/she is authorized by Performer to execute this contract on behalf of the Performer.
3. All "Riders" imposed on CONTRACTOR by the Performer shall be satisfied by CONTRACTOR without any additional cost to the TOWN.
4. Any cancellation by a Performer will be the responsibility of CONTRACTOR to replace with a performer of equal or better rating, approved by the Commissioner of the Department of Community and Youth Services and at no additional cost to TOWN.
5. A separate contract between CONTRACTOR and TOWN shall be executed for each performance agreed to by TOWN.
6. Payment for performances shall be made after satisfactory completion of paperwork in accordance with the procedures set forth by the TOWN Comptroller and approved by the Commissioner of the Department of Community & Youth Services.
7. The performers for all "Opening Acts", where required, shall be agreed to by the Commissioner of Community & Youth Services no later than two weeks prior to their scheduled performance. Any change of "Opening Act" must be agreed to by the Commissioner of Community and Youth Services and will be considered only at no additional cost to the "Town".
8. The event shall start at 8:00 p.m. and all performances shall start after the opening announcements. To fulfill the requirements of the contract, the performance must be ninety (90) minutes long.
9. All Performers must be available for public relations photographs (if applicable) 30 minutes prior to show time.
10. All performers must arrive at the performance location no later than one (1) hour prior to show time.
11. Rehearsal requirements must be identified at contract signing.
12. CONTRACTOR shall be present on site at each performance provided by them.
13. If CONTRACTOR requires any services, other than those stipulated in this contract, the request must be made to the Commissioner of the Department of Community & Youth Services or the Program Coordinator.
14. Town shall not be liable for any loss, liability for property, its officials, agents, or employees, damage or injury to properties of any kind that are shipped or otherwise delivered to or stored in or on the premises. Properties shall not be received until Contractor has made proper arrangements for receiving, handling and storage of such materials with the TOWN.
15. No sale of any items by the CONTRACTOR shall be permitted without prior approval by the Commissioner of the Department of Community & Youth Services or her designee.

WHEREAS, Matthew M. Rozea, Deputy Town Attorney, by memorandum dated June 16, 2020, advised that the Town of Oyster Bay will host an American Spirit Contest to encourage residents to decorate their homes in red, white, and blue with lights, flags, or other decorations for the period beginning July 1, 2020 through July 14, 2020; and

WHEREAS, residents will be able to submit photographs of their homes, and all residents will be invited to vote for their favorite display, with three (3) contest winners to be selected; and

WHEREAS, each winner will receive a Town of Oyster Bay seasonal beach pass for the 2020 beach season if they have not yet purchased a beach pass or will be entitled to one beach pass for the 2021 beach season if they have already purchased a beach pass; and

WHEREAS, Supervisor Joseph S. Saladino has offered to donate the three (3) beach passes, collectively valued at \$180.00; and

WHEREAS, to facilitate the American Spirit Contest, the Office of the Town Attorney, by the aforementioned memorandum, requested that the Town Board accept the Supervisor's monetary donation, which will be used to supply the three (3) beach passes to contest winners,

NOW, THEREFORE, BE IT RESOLVED, That the request as hereinabove set forth is accepted and approved, and the Town hereby authorizes the Department of Parks to accept the above stated donation, with funds to be deposited in Account No. TWN A 0001 02705 000 0000.

- # -

The foregoing resolution was declared adopted after a poll of the members of the Board; the vote being recorded as follows:

Supervisor Saladino	Aye
Councilwoman Johnson	Aye
Councilman Imbroto	Aye
Councilman Hand	Aye
Councilman Labriola	Aye
Councilwoman Maier	Aye
Councilwoman Walsh	Aye

WHEREAS, Matthew M. Rozea, Deputy Town Attorney, by memorandum dated June 16, 2020, advised that due to a malfunction in the HVAC system at the Town Animal Shelter, a significant flood occurred that caused substantial property damage to the facility, causing the Town to open a claim with its insurer, Zurich American Insurance Company ("Zurich"); and

WHEREAS, a scope of work was developed (including replacement of the HVAC system), the insurer assigned a contractor to the project (Victory Restoration and Cleaning, Inc. ["Victory"]), and work commenced; and

WHEREAS, Zurich has failed to approve work and payments for the replacement of the HVAC system because it has taken the position that it will not pay for any further work until it determines whether the HVAC system must be replaced or can be repaired, which determination requires a laborious inspection of the system; and

WHEREAS, the Town advised Zurich on June 11, 2020 that time was of the essence given the onset of summer and the need for appropriate environmental controls at the Shelter, and further advised Zurich that the Town would advance the project utilizing the existing contractor; and

WHEREAS, because Zurich has not moved off of its position, the Office of the Town Attorney, by the aforementioned memorandum, recommended and requested that the Town Board authorize the retention of Victory to complete the repairs at the Animal Shelter and approve an expenditure of an amount not to exceed \$200,000.00, which will cover all materials and labor for the outstanding work items which are detailed in the attached schedule, with funds to be drawn from Account No. TWN AMS 1910 43010 602 0000 000; and

WHEREAS, the Office of the Town Attorney, by said memorandum, has rendered its opinion that based on the emergency nature of the necessary repairs and Victory's knowledge of the job, that the Town may proceed to procure Victory to complete the work detailed in the attached schedule without the solicitations, written proposals or quotations normally required under the Town's procurement policy,

NOW, THEREFORE, BE IT RESOLVED, That the recommendations and requests as hereinabove set forth is accepted and approved, and Victory Restoration and Cleaning, Inc. is hereby authorized to perform work at the Town Animal Shelter, and be it further

Reviewed By  
Office of Town Attorney  
Matthew M. Rozea

RESOLVED, That the Comptroller is hereby authorized and directed to issue an encumbrance order in an amount not to exceed \$200,000.00, with funds to be drawn from Account No. TWN AMS 1910 43010 602 0000 000, and be it further

RESOLVED, That the Office of the Town Attorney is hereby directed to seek reimbursement of all costs incurred in completing the work.

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The foregoing resolution was declared adopted after a poll of the members of the Board; the vote being recorded as follows:

Supervisor Saladino	Aye
Councilwoman Johnson	Aye
Councilman Imbroto	Aye
Councilman Hand	Aye
Councilman Labriola	Aye
Councilwoman Maier	Aye
Councilwoman Walsh	Aye