

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
013-20	PKS	\$6,620.02	PKS A 7110 44900 000 0000
			TO
		\$6,620.02	PKS A 7110 46410 000 0000
014-20	DPS	\$15,000.00	FROM DPS A 3010 47900 000 0000
			TO
		\$15,000.00	DPS A 3010 41600 000 0000
015-20	HWY	\$20,000.00	FROM HWY DB 5142 48900 000 0000
			TO
		\$20,000.00	HWY DB 5110 41710 000 0000
016-20	DER	\$1,100.00	FROM DER A 8090 46350 000 0000
			TO
		\$1,100.00	DER A 8090 23000 000 0000
017-20	HWY	\$12,000.00	FROM HWY DB 5110 25000 000 0000
			TO
		\$12,000.00	HWY DB 5110 41600 000 0000
018-20	DPW	\$150.00	FROM DPW A 1490 47900 000 0000
			TO
		\$150.00	DPW A 1490 46100 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

2A

# TOWN OF OYSTER BAY

## Inter-Departmental Memorandum

TO: Memorandum Docket

FROM: Joseph G. Pinto, Commissioner  
Department of Parks

DATE: March 4, 2020

SUBJECT: 2020 Transfer of Funds

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

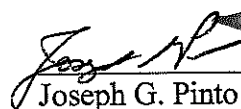
**FROM:**

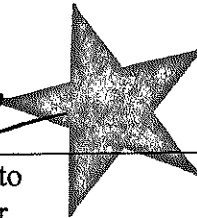
PKS-A-7110-44900-000-0000	Other Contract	\$6,630.02
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**TO:**

PKS-A-7110-46410-000-0000	IT Maintenance	\$6,630.02
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This transfer is being requested to provide funds necessary for IT Maintenance.

  
Joseph G. Pinto  
Commissioner



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

2B

# TOWN OF OYSTER BAY

## Inter-Departmental Memo

March 5, 2020


**TO:** MEMORANDUM DOCKET  
**FROM:** JUSTIN McCaffrey, COMMISSIONER, PUBLIC SAFETY  
**Subject:** TRANSFER OF FUNDS


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Town Board authorization is hereby requested for the following transfer of funds:

<b>FROM:</b>	<b>TO:</b>
DPS A 3010 47900 000 0000	DPS A 3010 41600 000 0000
OTHER EXPENSES	MATERIALS & SUPPLIES
\$15,000	\$15,000

This transfer is necessary to use the DPS A 3010 41600 000 0000 account for the purchase of Public Safety Pay Constable Equipment needed.

  
Justin McCaffrey  
Commissioner Public Safety



C: Town Attorney (9)  
Comptroller's Office

20

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

March 2, 2020

**TO: MEMORANDUM DOCKET**

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

**SUBJECT: TRANSFER OF FUNDS**

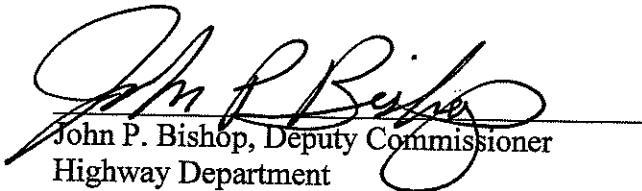
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Town Board authorization is requested to transfer the following funds:

<u>Account No.</u>	<u>Object Description</u>	<u>Amount</u>
<u>From:</u> HWY DB 5142 48900 000 0000	SNOW REMOVAL	\$20,000.00
<u>To:</u> HWY DB 5110 41710 000 0000	SIGN SUPPLIES	\$20,000.00



This transfer is necessary to purchase sign supplies.

  
John P. Bishop, Deputy Commissioner  
Highway Department

JPB/dp

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

2D

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

TO: Memorandum Docket

FROM: George Baptista, Jr., Deputy Commissioner  
Department of Environmental Resources

DATE: March 10, 2020


SUBJECT: Transfer of Funds

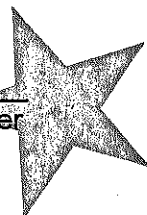
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Town Board authorization is requested to transfer the following funds:

<u>Account No.</u>	<u>Object Description:</u>	<u>Amount:</u>
From: DER A 8090 46350 000 0000	Bay Management Program	\$1,100.00
To: DER A 8090 23000 000 0000	Other Equipment	\$1,100.00

This transfer is necessary replenish monies spent on equipment for the Shellfish Hatchery.

  
George Baptista, Jr., Deputy Commissioner  
Department of Environmental Resources



GB/lc

cc: Town Attorney (Original + 9 copies)  
Steven Ballas, Comptroller  
Richard Lenz, P.E., Commissioner of DPW/HWY

2A

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

March 12, 2020

**TO: MEMORANDUM DOCKET**

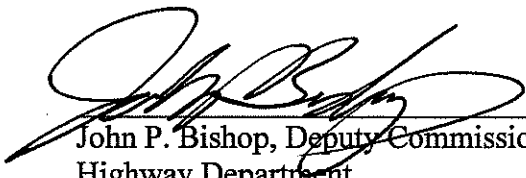
**FROM: JOHN P. BISHOP, DEPUTY COMMISSIONER**  
**HIGHWAY DEPARTMENT**

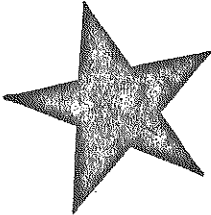
**SUBJECT: TRANSFER OF FUNDS**

Town Board authorization is requested to transfer the following funds:

Account No.	Object Description	Amount
<u>From:</u> HWY DB 5110 25000 000 0000	GENERAL EQUIPMENT	\$12,000.00
<u>To:</u> HWY DB 5110 41600 000 0000	MATERIALS & SUPPLIES	\$12,000.00

This transfer is necessary to purchase traffic barricades.

  
John P. Bishop, Deputy Commissioner  
Highway Department



JPB/dp

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

2b

TOWN OF OYSTER BAY

INTER-DEPARTMENTAL MEMO

MARCH 13, 2020

TO: MEMORANDUM DOCKET

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


SUBJECT: TRANSFER OF FUNDS


Kindly arrange to transfer funds for the Administration Division as indicated below:

ACCOUNT #	OBJECT DESCRIPTION	AMOUNT
FROM:		
DPW A 1490 47900 000 0000	OTHER EXPENSES	\$150.00
TO:		
DPW A 1490 46100 000 0000	EQUIPMENT MAINTENANCE	\$150.00

This transfer is necessary to cover the maintenance repair fee on our office typewriter.

Thank you for your immediate attention to this matter.

  
Richard W. Lenz, P.E.  
Commissioner of Public Works/Highway



RWL/jb  
cc: Town Attorney 9 copies  
Steven Ballas, Comptroller

WHEREAS, Maureen A. Fitzgerald, Commissioner, Department of Community and Youth Services, by memorandum dated February 27, 2020, requested Town Board authorization to employ performers and a caterer to provide entertainment and food for GAP Program participants, as follows:

Edu Music Inc.  
920 Riverside Drive, #7  
Manhattan, New York, 10032  
Performance Date: Tuesday, April 7, 2020  
Location: North Massapequa Community Center  
Fee: \$500.00

A Floating Affair  
166-20 Pidgeon Meadow Road  
Flushing, New York, 11358  
Performance Dates: Friday, April 24, 2020 & Saturday May 9, 2020  
Locations: North Massapequa Community Center & Syosset-Woodbury Community Center  
Fee: \$350.00 & \$388.00

Fun Stuff Express  
1779 Route 106  
Syosset, New York, 11791  
Performance Date: Friday, May 1, 2020  
Location: Syosset-Woodbury Community Center  
Fee: \$16.00 per enrollee

Jester Jim, Inc.  
56 Candido Avenue  
Shirley, New York, 11967  
Performance Date: Saturday, May 9, 2020  
Location: Syosset-Woodbury Community Center  
Fee: \$400.00

Timothy Aldridge  
38 Constable Lane  
Levittown, New York, 11756  
Performance Date: Tuesday, May 12, 2020  
Location: Hicksville Community Center  
Fee: \$300.00

Skalberg Caterers  
603A Montauk Highway  
Lindenhurst, New York, 11757  
Date: Tuesday, May 12, 2020  
Location: Hicksville Community Center  
Fee: \$10.50 per enrollee

NOW, THEREFORE, BE IT RESOLVED, That the request as hereinabove set forth is accepted and approved, and the Supervisor, or his designee, is authorized to execute an agreement to employ the aforementioned performers, for the purposes of providing entertainment, and the aforementioned caterer, for the purpose of providing food, to GAP Program participants, on the dates set forth above, with all fees to be paid by Friends of the Community Services Dept., Inc.

-#-

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 Memorandum

February 27, 2020

TO: Memorandum Docket


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

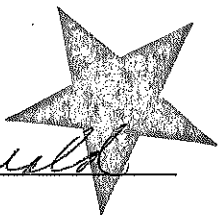
SUBJECT: Services for GAP

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The Department of Community & Youth Services requests Town Board authorization to employ the services of the performers and caterer listed on the attached sheet for the dates and locations noted. They will be providing entertainment and food for GAP Program participants. These services will be paid by Friends of the Community Services Department, Inc.

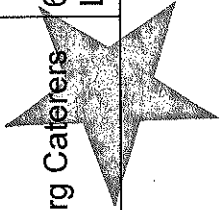
Therefore, it is respectfully requested that the Town Board authorize the Town to enter into agreements as negotiated and approved by the Town Attorney's Office and further authorize the Commissioner of Community and Youth Services to execute said agreements.

  
Maureen A. Fitzgerald  
Commissioner



MAF:jd  
Attachments  
cc: Town Attorney (Original +9 copies)

<b>Name / Check Made Payable To</b>	<b>Address</b>	<b>Performance Date</b>	<b>Performance Location</b>	<b>Fee</b>
Edu Music Inc.	920 Riverside Drive, #7 Manhattan, NY 10032	Tuesday, 4/7/20	North Massapequa Community Center	\$500.00
A Floating Affair	166-20 Pidgeon Meadow Road Flushing, NY 11358	Friday, 4/24/20 Saturday, 5/9/20	North Massapequa Community Center Syosset-Woodbury Community Center	\$350.00 \$388.00
Fun Stuff Express	1779 Route 106 Syosset, N.Y. 11791	Friday, 5/1/20	Syosset-Woodbury Community Center	\$16.00 per enrollee
Jester Jim Inc.	56 Candido Avenue Shirley, N.Y. 11967	Saturday, 5/9/20	Syosset-Woodbury Community Center	\$400.00
Timothy Aldridge	38 Constable Lane Levittown, NY 11756	Tuesday, 5/12/20	Hicksville Community Center	\$300.00
Skalberg Caterers	603A Montauk Highway Lindenhurst, NY 11757	Tuesday, 5/12/20	Hicksville Community Center	\$10.50 per enrollee



**Contract**

This Contract, made by and between the Town of Oyster Bay's Department of Community and Youth Services, located at 977 Hicksville Road, Massapequa, New York 11758 (hereinafter referred to as "TOWN") and XXX, located at XXX, XXXX (hereinafter referred to as "CONTRACTOR") in consideration of mutual interests provided for hereby, the parties herein agree as follows:

Performance by: xxx

Date: xxx

Time: xxx

Location: xxx

Amount: xxx

In consideration of these services, the Friends of the Community Services Department, Inc. agrees to pay CONTRACTOR the sum of xxx dollars and 00/100. If CONTRACTOR fails to appear, or is incapacitated from rendering a performance through sickness or otherwise, CONTRACTOR shall not receive any compensation. Payment for the above services shall be made upon submission of CONTRACTOR'S invoice and the claim form provided by TOWN.

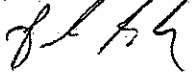
XXX

→ \_\_\_\_\_  
CONTRACTOR

← DATE: \_\_\_\_\_, 20xx

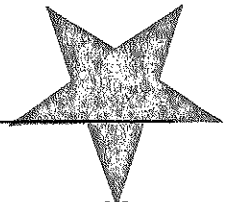
TOWN OF OYSTER BAY

Reviewed By  
Office of Town Attorney



\_\_\_\_\_  
COMMISSIONER

DATE: \_\_\_\_\_, 20xx



WHEREAS, by Resolution No. 723-2018, adopted November 20, 2018, the Town Board authorized the Supervisor to enter into a License Agreement with J&T Beach Corp. d/b/a Blu Iguana for the operation of a food and beverage concession service at Harry Tappen Beach concession facility, for the initial contract period of January 1, 2019 through December 31, 2019, with an option for two (2) one (1) year extensions on the same terms as the original License Agreement; and

WHEREAS, Roy Monaco, J&T Beach Corp. d/b/a Blu Iguana, by letter dated October 19, 2019, requested that the License Agreement be extended for one (1) year from January 1, 2020 through December 31, 2020,

WHEREAS, Joseph G. Pinto, Commissioner, Department of Parks, by memorandum dated February 28, 2020, requested Town Board authorization, or the Supervisor or his designee, to exercise the first option to extend the Agreement for a one year term, *nunc pro tunc*, from January 1, 2020 through December 31, 2020, at a rate of \$30,000.00 per year plus an additional payment to the Town of seven percent (7%) of the gross revenues for the 2020 contract year, and otherwise under the same terms and conditions as the current License Agreement,

NOW, THEREFORE, BE IT RESOLVED, That the recommendations as hereinabove set forth are hereby accepted and approved, and the Supervisor or his designee is authorized to extend the said License Agreement for a one year term, *nunc pro tunc*, from January 1, 2020 through December 31, 2020 at a rate of \$30,000.00 per year plus an additional payment to the Town of seven percent (7%) of the gross revenues for the 2020 contract year, and otherwise under the same terms and conditions of the existing agreement.

-#-

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

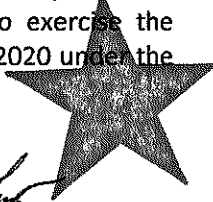
DATE: February 28, 2020


SUBJECT: License Agreement – Harry Tappen Beach and Food Concession Agreement

By Resolution No. 723-2018, adopted on November 20, 2018, the Town Board authorized the Supervisor to enter into a license agreement ("Agreement") with J&T Beach Corp. d/b/a Blu Iguana for the operation of a food and beverage concession service at the Harry Tappen Beach concession facility. The Agreement ran from January 1, 2019 through December 31, 2019, with the Town having the option of two, one-year extensions.

By letter dated October 19, 2019, (attached) Roy Monaco of the J&T Beach Corp. d/b/a/ Blu Iguana has requested that the Agreement be extended for one (1) year through December 31, 2020 under the terms and conditions of the current agreement.

J&T Beach Corp. d/b/a Blu Iguana has successfully provided food and beverage services at the Harry Tappen Beach Concession facility. At this time the vendor is current in its monetary obligations to the Town and it is the determination of this Department that the Town would benefit from the continuity of services if the Town were to exercise the first of its two (2) one (1) year extension options at a rate of \$30,000 per year plus an additional payment to the Town of seven (7) percent of gross revenue for the 2020 contract year. This Department requests and recommends that the Town Board authorize the Supervisor or his designee to exercise the contract provision to extend the Agreement nunc pro tunc through December 31, 2020 under the same terms and conditions as the current Agreement.



  
Joseph G. Pinto  
Commissioner

JGP:KC  
Attachment  
CC: Town Attorney (original with 9 copies)

# J & T Beach Corp

dba Blu Iguana  
39 Doane Ave.  
Bellport, NY 11713

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October 19, 2019

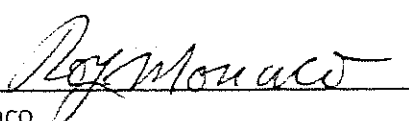
Joseph G. Pinto  
Commissioner Parks Department  
Town of Oyster Bay  
977 Hicksville Rd  
Massapequa, NY 11758

RE: Lease Agreement for 2020

Dear Mr. Pinto,

I would like to exercise my option as per lease agreement 2019 of occupying the concession at Harry Tappen Beach. As of January 1, 2020 through December 31, 2020. The information contained in the financial disclosure form on file with the Town has not changed. Please use the same documentation.

Thank you,

  
\_\_\_\_\_  
Roy Monaco  
(631) 872-6840

WHEREAS, by Resolution No. 251-2015, adopted on April 28, 2015, the Town Board authorized the Town to enter into an agreement with D&J Refreshments, Inc., for the operation of food and beverage concession services at various Town parks and beaches, for the period from May 1, 2015 through April 30, 2020, with five one-year extension options; and

WHEREAS, John Parks, President, D&J Refreshments, Inc., by letter dated February 3, 2020, requested that the Town exercise the first one-year extension option of said agreement, for the period from May 1, 2020 through April 30, 2021; and

WHEREAS, Joseph G. Pinto, Commissioner, Department of Parks, by memorandum dated February 28, 2020, requested Town Board authorization for exercising the first one-year extension option of the Town's agreement with D&J Refreshments, Inc., for the period from May 1, 2020 through April 30, 2021 under the same terms, conditions, and fee payable to the Town,

NOW, THEREFORE, BE IT RESOLVED, That the request as hereinabove set forth is hereby accepted and approved, and the Town Board hereby authorizes the Supervisor or his designee to exercise the first one-year extension option under the agreement with D&J Refreshments, Inc., to provide the food and beverage concession services at various Town parks and beaches, for the period from May 1, 2020 through April 30, 2021, under the same terms, conditions, and fee payable to the Town.

-#-

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: February 28, 2020

SUBJECT: Contract Extension License Agreement:  
Food and Beverage Services – D&J Refreshments Inc.

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By Resolution No. 251-2015, adopted on April 28, 2015, the Town Board authorized the Supervisor to enter into a license agreement ("Agreement") with D&J Refreshments, Inc. for the operation of a food and beverage concession service at various Town of Oyster Bay parks and beaches. The Agreement ran for a five year period from May 1, 2015 through April 30, 2020 with the Town having the option of five (5) one (1) year extensions.

By letter dated February 3, 2020, (attached) John Parks of D&J Refreshments Inc. has requested that the Agreement be extended for one (1) year through April 30, 2021 under the terms and conditions of the current agreement. A Town Disclosure Form approved by the Office of the Town Attorney, is also attached.

D&J Refreshments Inc., has successfully provided food and beverage services at each of its designated park and beach locations. At this time the vendor is current in its monetary obligations to the Town. It is the determination of this Department that the Town would benefit from the continuity of this service if the Town were to exercise the first of its five (5) one (1) year extension options at a rate of \$42,000 per year plus the concessionaire's obligation to provide capital improvements for a total approximate value of \$8,000 for the 2021 contract year. This Department requests and recommends that the Town Board authorize the Supervisor or his designee to exercise the contract provision to extend the Agreement through April 30, 2021 under the same terms and conditions as the current Agreement.



Joseph G. Pinto  
Commissioner

JGP:KC  
Attachments  
CC: Town Attorney (original with 9 copies)

P: (516) 826-4540  
F: (516) 826-6410

## D & J Refreshments, Inc.

2600 Newbridge Road  
Bellmore, NY 11710  
djrefresh@aol.com



February 3, 2020

Joseph Pinto  
Town of Oyster Bay  
Commissioner of Parks

Dear Commissioner Pinto,

As per D&J Refreshments contract with the Town of Oyster Bay, I would like to request that the Town offer me the opportunity to extend D&J Refreshments Inc. current contract. The current term expires on May 1, 2020 with the option for five one-year extensions at the Town's discretion. I am requesting the first of the five extensions.

As always, I will work with Town officials and park personnel to bring the best food service possible to the residents of the Town of Oyster Bay. We will continue to supply high quality products and service at each of the town's facilities. We will continue to make our financial obligation to the town as outlined in the current contract including the mandate of eight thousand a year in capital improvements.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

*John G. Parks*

John Parks, President

D&J Refreshments Inc.



CERTIFICATE OF LIABILITY INSURANCE

D&JRE-1 OP ID: TS

DATE (MM/DD/YYYY)

02/20/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER NYMCO Associates, Inc. 350 Old Country Rd., Suite 201 Garden City, NY 11530	CONTACT NAME:	
	PHONE (A/C, No, Ext): 516-877-9600	FAX (A/C, No): 516-741-9567
INSURED D & J Refreshments Inc. 2600 Newbridge Road Bellmore, NY 11710	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A : Nautilus Insurance Company	
	INSURER B : The State Insurance Fund	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC OTHER:		NC1029343	01/07/2020	01/07/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10000		AN079740	01/07/2020	01/07/2021	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A	8711590	06/01/2019	06/01/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	LIQUOR LIABILITY		RENEWAL OF NC456392	01/07/2020	01/07/2021	LIQUOR 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

AS RESPECTS TO THEODORE ROOSEVELT BEACH, MARJORIE POST PARK, SYOSSET WOODBURY COMMUNITY PARK, PLAINVIEW OLD BETHPAGE COMMUNITY PARK ARE INCLUDED AS ADDITIONAL INSURED, AS INTERESTS MAY APPEAR

CERTIFICATE HOLDER

CANCELLATION

TOWN OF OYSTER BAY 977 HICKSVILLE ROAD MASSAPEQUA, NY 11758	TWNOYST Reviewed By Office of Town Attorney 	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
		AUTHORIZED REPRESENTATIVE 

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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED - STATE OR GOVERNMENTAL  
AGENCY OR SUBDIVISION OR POLITICAL  
SUBDIVISION - PERMITS OR AUTHORIZATIONS**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

**SCHEDULE**

**State Or Governmental Agency Or Subdivision Or Political Subdivision:**

Town of Oyster Bay  
977 Hicksville Road  
Massapequa, NY 11758

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

**A. Section II - Who Is An Insured** is amended to include as an additional insured any state or governmental agency or subdivision or political subdivision shown in the Schedule, subject to the following provisions:

1. This insurance applies only with respect to operations performed by you or on your behalf for which the state or governmental agency or subdivision or political subdivision has issued a permit or authorization.

However:

- a. The insurance afforded to such additional insured only applies to the extent permitted by law; and
- b. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

2. This insurance does not apply to:

- a. "Bodily injury", "property damage" or "personal and advertising injury" arising out of operations performed for the federal government, state or municipality; or
- b. "Bodily injury" or "property damage" included within the "products-completed operations hazard".

- B. With respect to the insurance afforded to these additional insureds, the following is added to Section III - Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

Reviewed By  
Office of Town Attorney





New York State Insurance Fund

8 CORPORATE CENTER DR, 2ND FLR, MELVILLE, NEW YORK 11747-3166

| nysif.com

## CERTIFICATE OF WORKERS' COMPENSATION INSURANCE

AAAAAA 112690016

NYMCO ASSOCIATES INC  
350 OLD COUNTRY RD SUITE 201  
GARDEN CITY NY 11530



SCAN TO VALIDATE  
AND SUBSCRIBE

POLICYHOLDER D & J REFRESHMENTS INC NEWBRIDGE ARENA 2600 NEWBRIDGE RD BELLMORE NY 11710		CERTIFICATE HOLDER TOWN OF OYSTER BAY AUDREY AVENUE OYSTER BAY NY 11771	
POLICY NUMBER H 871 159-0	CERTIFICATE NUMBER 815117	POLICY PERIOD 06/01/2019 TO 06/01/2020	DATE 2/19/2020

THIS IS TO CERTIFY THAT THE POLICYHOLDER NAMED ABOVE IS INSURED WITH THE NEW YORK STATE INSURANCE FUND UNDER POLICY NO. 871159-0, COVERING THE ENTIRE OBLIGATION OF THIS POLICYHOLDER FOR WORKERS' COMPENSATION UNDER THE NEW YORK WORKERS' COMPENSATION LAW WITH RESPECT TO ALL OPERATIONS IN THE STATE OF NEW YORK, EXCEPT AS INDICATED BELOW, AND, WITH RESPECT TO OPERATIONS OUTSIDE OF NEW YORK, TO THE POLICYHOLDER'S REGULAR NEW YORK STATE EMPLOYEES ONLY.

IF YOU WISH TO RECEIVE NOTIFICATIONS REGARDING SAID POLICY, INCLUDING ANY NOTIFICATION OF CANCELLATIONS, OR TO VALIDATE THIS CERTIFICATE, VISIT OUR WEBSITE AT [HTTPS://WWW.NYSIF.COM/CERT/CERTVAL.ASP](https://www.nysif.com/cert/certval.asp). THE NEW YORK STATE INSURANCE FUND IS NOT LIABLE IN THE EVENT OF FAILURE TO GIVE SUCH NOTIFICATIONS.

THIS POLICY DOES NOT COVER CLAIMS OR SUITS THAT ARISE FROM BODILY INJURY SUFFERED BY THE OFFICERS OF THE INSURED CORPORATION.

D & J REFRESHMENTS INC.  
JOHN J. PARKS-PRESIDENT

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS NOR INSURANCE COVERAGE UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICY.

Reviewed By  
Office of Town Attorney

NEW YORK STATE INSURANCE FUND

DIRECTOR, INSURANCE FUND UNDERWRITING

VALIDATION NUMBER: 572292139

WHEREAS, Richard W. Lenz, P.E., Commissioner, Department of Public Works/Highways, by memorandum dated February 28, 2020, advised that the Department of Public Works had authorized a team of Town personnel and outside consultants to analyze the Town's current solid waste and recycling contracts, practices and facilities, the contracts and practices of neighboring municipalities, and current market conditions in order to determine the solid waste and recyclable contracts that would be in the best interests of the Town; and

WHEREAS, Commissioner Lenz, by said memorandum, further advised that it had been determined that the contract for the hauling and disposal of the Town's solid wastes and recyclables would best be procured utilizing the Request for Proposals (RFP) process, in accordance with New York State General Municipal Law (NYS GML) Section 120-w, which would allow the Town to select a bidder based upon not only price, but method of performing the contract, and the bidder's experience and financial capabilities and potential for the redevelopment or construction of facilities for the handling of solid wastes and recyclables at the Old Bethpage Solid Waste Disposal Complex; and

WHEREAS, Commissioner Lenz, by said memorandum, further advised that in order to conform with the requirements of NYS GML Section 120, the Town must first issue a Draft RFP in order to obtain comments from perspective bidders and the public on the proposed contract document prior to the issuance of a Final RFP and that a Public Notice must be published to solicit comments on the Draft RFP and a deadline be set to receive comments; and

WHEREAS, Commissioner Lenz, by said memorandum, requested Town Board authorization for the Department of Public Works, through the Office of the Town Clerk, to proceed with the advertisement of the Draft RFP by authorizing the publication and distribution of a Public Notice , including a deadline for receiving comments,

NOW, THEREFORE, BE IT RESOLVED, That the request as hereinabove set forth is accepted and approved, and the Town Board authorizes the Department of Public Works to proceed with the advertisement of the Draft RFP; and be it further

RESOLVED, That the Town Clerk shall publish notice of said Draft RFP in newspapers of general circulation within the Town of Oyster Bay.

#

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  
3/31/20

13

TOWN OF OYSTER BAY  
INTER-DEPARTMENTAL MEMO

FEBRUARY 28, 2020

TO : MEMORANDUM DOCKET

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

SUBJECT : ADVERTISEMENT OF DRAFT REQUEST FOR PROPOSALS  
TRANSFER, HAUL AND DISPOSAL OF SOLID WASTES AND RECYCLABLES  
FROM THE TOWN OF OYSTER BAY SOLID WASTE DISPOSAL DISTRICT  
CONTRACT NO. DPW20-205

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The Department of Public Works has authorized a team of Town personnel and outside consultants to analyze the Town's current solid waste and recycling contracts, practices and facilities, the contracts and practices of neighboring municipalities, and current market conditions in order to determine the solid waste and recyclables contracts that would be in the best interests of the Town.

It has been determined that the contract for the hauling and disposal of the Town's solid wastes and recyclables would best be procured utilizing a Request for Proposals (RFP) process, in accordance with New York State General Municipal Law (GML) Section 120-w. This method allows for the Town to select the bidder based upon not only price, but method of performing the contract, and the bidder's experience and financial capabilities, and potential for the redevelopment or construction of facilities for the handling of solid wastes and recyclables at the Old Bethpage Solid Waste Disposal Complex.

In order to conform to the requirements of GML 120-w, the Town must issue the Draft RFP in order to obtain comments from prospective bidders and the public on the proposed contract document prior to the issuance of the Final RFP. An advertisement must be made to solicit comments on the Draft RFP and a deadline must be set to receive comments. A final Public Notice for publication will be provided to the Office of the Town Clerk once the specific date for the release of the draft RFP and commencement of the comment period is finalized.

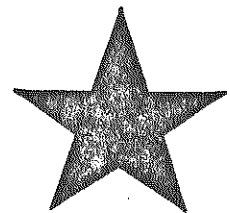
It is hereby requested that the Town Board authorize, by Resolution, the Department of Public Works, through the Office of the Town Clerk, to proceed with the advertisement of this Draft RFP and set a date for receiving comments.

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

RWL/JCT/MR/lk

Attachment

c: Town Attorney (w/9 copies)  
Stephen Ballas, Comptroller  
George Baptista, Deputy Commissioner/Environmental Resources  
Daniel Pearl, Deputy Commissioner/Public Works  
DPW20-205 DOCKET DRAFT RFP



PUBLIC NOTICE

DRAFT REQUEST FOR PROPOSALS

**TRANSFER, HAUL AND DISPOSAL OF SOLID WASTES AND RECYCLABLES  
FROM THE TOWN OF OYSTER BAY SOLID WASTE DISPOSAL DISTRICT**

**CONTRACT NO. DPW20-205**

PLEASE TAKE NOTICE, That pursuant to, and in accordance with, Section 120-(w)(4)(e)(2)(i) of the New York State General Municipal Law, the Town of Oyster Bay has issued a Draft Request for Proposals (DRFP) for the purpose of soliciting comments from prospective proposers and the public, with respect to the above specified Contract, prior to the issuance of a Final Request for Proposals. Said comments are to be made in writing and submitted to the Engineering Division of the Department of Public Works, 150 Miller Place, Syosset, New York 11791, no later than the close of business on \_\_\_\_\_. Upon receipt of all comments, the Town of Oyster Bay may issue a Final Request for Proposals. Do not submit costs with the comments on this Draft Request for Proposals.

The Draft Request for Proposals is on file, and may be obtained daily (except Saturday, Sunday and Holidays) on or after \_\_\_\_\_, between the hours of 9:00 a.m. and 4:45 p.m., at the Engineering Division of the Department of Public Works, 150 Miller Place, Syosset, New York 11791, by any interested persons. There is no fee associated with obtaining this document.

A copy of the Draft Request for Proposals is also on file, and may be viewed daily (except Saturday, Sunday and Holidays) between the hours of 9:00 a.m. and 4:45 p.m., at the Office of the Town Clerk, 54 Audrey Avenue, Oyster Bay, New York 11771, in addition to the Town website at [www.oysterbaytown.com](http://www.oysterbaytown.com).

A Group Site Visit and Comments Conference for prospective proposers is tentatively scheduled for \_\_\_\_\_ at the Old Bethpage Solid Waste Disposal Complex,

BY ORDER OF THE TOWN BOARD OF THE TOWN OF OYSTER BAY JOSEPH S. SALADINO,  
Supervisor; RICHARD LaMARCA, Town Clerk; RICHARD W. LENZ, P.E., Commissioner of the  
Department of Public Works/Highway.

Dated: March 10, 2020, Oyster Bay, New York.

WHEREAS, by Resolution No. 804-2019, adopted on December 10, 2019, the Town Board authorized the Department of Public Works to enter into Contract No. PWC23-20, On-Call Engineering Services Relative to Environmental Engineering, with P.W. Grosser Consulting Engineer and Hydrogeologist, P.C., 630 Johnson Avenue Suite No. 7, Bohemia, New York 11716, for a two (2) year contract term, commencing on January 1, 2020 through December 31, 2021; and

WHEREAS, Gerry Rosen, P.E., Vice-President, P.W. Grosser Consulting Engineer and Hydrogeologist, P.C., by letter dated February 10, 2020, requested approval to use Delta Well and Pump Co., Inc., 97 Union Avenue Ronkonkoma, New York 11779, as a sub-consultant, for the TOBAY Beach Potable Water Treatment System Upgrade, to perform work related to the cleaning, logging and repairs of Well No. 4 at TOBAY Beach, in connection with the aforesaid Contract; and

WHEREAS, Richard W. Lenz, P.E., Commissioner, Department of Public Works/Highways, by memorandum dated February 27, 2020, requested Town Board authorization to use Delta Well and Pump Co., Inc., as a sub-consultant, for the TOBAY Beach Potable Water System Upgrade, to perform work related to the cleaning, logging and repairs of Well No. 4 at TOBAY Beach, in connection with the with the aforesaid Contract; and

WHEREAS, Commissioner Lenz, by said memorandum, further requested that the Town Board authorize and direct the Town Comptroller to issue an encumbrance order, in the amount of \$28,576.00, to pay for work done by Delta Well and Pump Co., Inc., as a sub-consultant, for the TOBAY Beach Potable Water System Upgrade, to perform work related to the cleaning, logging and repairs of Well No. 4 at TOBAY Beach, in connection with the aforesaid Contract,

NOW, THEREFORE, BE IT RESOLVED, that the requests as hereinabove set forth are hereby accepted and approved, and the use of Delta Well and Pump Co., Inc., by P.W. Grosser Consulting Engineer and Hydrogeologist, P.C., as a sub-consultant, for the TOBAY Beach Potable Water System Upgrade, to perform work related to the cleaning, logging and repairs of Well No. 4 at TOBAY Beach, in connection with Contract No. PWC23-20, On-Call Engineering Services Relative to Environmental Engineering, is hereby authorized; and be it further

RESOLVED, that in connection with Contract No. PWC23-20, the Town Comptroller is hereby authorized and directed to issue an encumbrance order in the amount of \$28,576.00, to pay for work done by Delta Well and Pump Co., Inc., as a sub-consultant, for the TOBAY Beach Potable Water System Upgrade, to perform work related to the cleaning, logging and repairs of Well No. 4 at TOBAY Beach, in connection with the aforesaid Contract; and be it further

RESOLVED, that the funds for said payment shall be drawn from Account No. PKS H 7197 20000 000 1902 001; and be it further

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

-#-

Reviewed By  
Office of Town Attorney

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**

February 27, 2020

TO: MEMORANDUM DOCKET

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

SUBJECT: ON-CALL ENGINEERING SERVICE REQUEST & USE OF SUB-CONSULTANT  
RELATIVE TO ENVIRONMENTAL ENGINEERING  
CONTRACT NO. PWC23-20  
ACCOUNT NO.: PKS H 7197 20000 000 1902 001  
PROJECT ID NO. 1902PKSA-02


The consultant, P.W. Grosser Consulting Engineer & Hydrogeologist, P.C., has been approved by the Commissioner of Public Works to provide engineering services under On-Call Contract No. PWC23-20 by Resolution No. 804-2019 for the subject project.

Attached is a letter dated February 10, 2020 from P.W. Grosser Consulting Engineer & Hydrogeologist, P.C., regarding the scope of work performed in an amount not to exceed \$28,576.00. Services performed include cleaning, video logging, and repairs made to Well No. 4 at Tobay Beach as described in the attached letter from P.W. Grosser Consulting Engineer & Hydrogeologist, P.C.

Attached is an availability of funds in the amount of \$28,576.00 to satisfy said engineering costs from the Director of Finance indicating that funds are available in Account No. PKS H 7197 20000 000 1902 001.

The office of P.W. Grosser Consulting Engineer & Hydrogeologist, P.C. also requests to be authorized to use, as a sub-consultant, Delta Well And Pump Co. Inc., for the investigation and repairing of Well No. 4 at Tobay Beach as per the attached letter dated February 10, 2020. Regarding the use of this sub-consultant, it is requested that the services of Delta Well And Pump Co. Inc. be permitted to begin as of February 18, 2020.

It is hereby requested that the Town Board authorize by Resolution: P.W. Grosser Consulting Engineer & Hydrogeologist, P.C. under Contract No. PWC23-20 for On-Call Engineering Services Relative to Environmental Engineering, the use of Delta Well & Pump Co. Inc., as a sub-consultant, and requests that the Comptroller be directed to issue an encumbrance order for this purpose.

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

  
RWL/JCT/MR/BK/lk

Attachment

cc: Office of the Town Attorney (w/9 copies)  
Steve C. Ballas, Comptroller  
Joseph Pinto, Commissioner/Parks  
Kathy Stefanich, Administrative Division/DPW



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



Requesting Division/Department

Parks

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

Contract Number PWC23-20

Contract Period January 1, 2020 Through December 31, 2021

Consultant/Contractor P.W. Grosser Consulting Engineer & Hydrogeologist, P.C.

Discipline Environmental Engineering

Total Authorization \$ 28,576.00

Resolution No. 804-2019 Date 12/10/2019

Funded To Date \$ 0.00

Amount Requested \$28,576.00

Account To Be Used PKS-H-7197-20000-000-1902-001 1902 PKSA-02

If Capital Account, State The Related Contract Number: DP19-202

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 the cleaning, video logging, and reparations of Well No. 4 at Tobay Beach

as described in the attached letter from P.W. Grosser Consulting Engineer & Hydrogeologist, P.C.

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

Signature Joyce S. Star

Title Commissioner of Parks

Date                     

DPW Approval

Only To Be Executed By The Commissioner

Signature Paul D. O'Leary

Title Commissioner of Public Works

Date 2/27/20

THIS SECTION TO BE COMPLETED BY THE DIRECTOR OF FINANCE

Amount Requested 28,576.00

Unencumbered Balance 181,575.67

Is The Account To Be Used Consistent With The Nature Of Work Listed Above? Yes ☒ No ☐

Signature [Signature]

Date 2/26/20



# 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. PWC23-20

Contract End 12/31/2021

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

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

Vendor Name and Address

P.W. Grosser Consulting Engineer & Hydrogeologist, P.C.

630 Johnson Ave, Suite 7

Bohemia, NY 11716

Requesting Town Department Parks

Contact Brian Kunzig Phone 677-5741

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

Funds are required for the cleaning, video logging, and reparations of Well No. 4 at Tobay Beach

as described in the attached letter from P.W. Grosser Consulting Engineer & Hydrogeologist, P.C.

**This work order shall not exceed \$ 28,576.00**

*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 Joyce Sh

Signature Paul J. Cery

Title Commissioner of Parks

**Commissioner of Public Works**

Date \_\_\_\_\_

Date 2/29/20

Reviewed By  
Office of Town Attorney

WHEREAS, Richard W. Lenz, P.E., Commissioner, Department of Public Works/Highway, by memorandum dated November 22, 2019, advised that a Request for Proposals for On-Call Engineering Services relative to Environmental Engineering, in the Town of Oyster Bay, Nassau County, New York, in accordance with the specifications contained in Contract No. PWC23-20, for a two (2) year term contract commencing January 1, 2020 through December 31, 2021 was issued to five (5) firms, and was placed on the Town of Oyster Bay website; and

WHEREAS, in response to that Request for Proposals, nine (9) responses were timely received by the Division of Engineering; and

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

WHEREAS, the Department of Public Works requested that the Town Board authorize the Department of Public Works to enter into an agreement with AECOM USA, Inc., D&B Engineers & Architects, P.C., H2M Engineers, Architects, Land Surveying & Landscape Architecture, D.P.C., LiRo Engineers, Inc., Lockwood, Kessler & Bartlett, Inc., and P.W. Grosser Consulting Engineer & Hydrogeologist, P.C., to provide On-Call Engineering Services relative to Environmental Engineering, in accordance with the specifications contained in Contract No. PWC23-20, 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. PWC23-20 with AECOM USA, Inc., D&B Engineers & Architects, P.C., H2M Engineers, Architects, Land Surveying & Landscape Architecture, D.P.C., LiRo Engineers, Inc., Lockwood, Kessler & Bartlett, Inc., and P.W. Grosser Consulting Engineer & Hydrogeologist, P.C., 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

# P.W. GROSSER CONSULTING



February 10, 2020

Brian Kunzig  
Town of Oyster Bay Department of Public Works  
150 Miller Place  
Syosset, NY 11791

**RE: TOBAY Beach Potable Water Treatment System Upgrade  
PWGC LP# 20LP102**

Mr. Kunzig,

P.W. Grosser Consulting Engineer and Hydrogeologist, P.C. (PWGC) is pleased to present this proposal to provide professional engineering services to repair Well 4 at the Town of Oyster Bay's (Town) Potable Water Treatment Facility at TOBAY Beach.

## SCOPE OF SERVICES

### TASK 1 -Well No. 4 Cleaning, Video Logging and Repairs

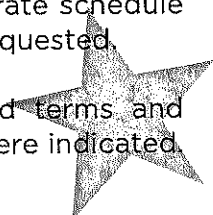
PWGC and their sub consultant Delta Well and Pump will attempt to remove the existing sediment and turbidity in the well by purging and brushing the existing well casing. A video log will be performed when purging and brushing is complete. New lineshaft couplings will be also be installed when the pump is reset within the well. A letter report will be prepared after the video log is performed with recommendations and estimated costs for the repairs.

## Costs

**Task 1 - Well 4 Cleaning, Video Logging and Repairs- \$28,576.**

Services outside the above scope of work will be considered additional services and billed at hourly rates of reimbursement in accordance with the attached rate schedule or, performed for a negotiated fee should they become necessary or are requested.

Services provided by PWGC would be performed as per the enclosed terms and conditions. Should you find this proposal acceptable kindly sign below where indicated. Work will commence upon receipt of this signed proposal.



P.W. Grosser Consulting, Inc. • P.W. Grosser Consulting Engineer & Hydrogeologist, PC  
630 Johnson Ave., Suite 7 • Bohemia, NY 11716  
PH 631.589.6353 • FX 631.589.8705 • www.pwgrosser.com  
New York, NY • Syracuse, NY • Seattle, WA • Shelton, CT

**ACEC**  
AMERICAN COUNCIL OF ENGINEERING CONSULTANTS  
Peer Reviewed Member

We appreciate the opportunity to propose on these engineering services and look forward to working with you. Should you have any questions or wish to discuss this proposal in further detail please do not hesitate to contact me, [gerryr@pwgrossex.com](mailto:gerryr@pwgrossex.com), at any time.

Regards,  
P.W. GROSSER CONSULTING



Gerry Rosen, PE  
Vice President

WHEREAS, by Resolution No. 804-2019, adopted on December 10, 2019, the Town Board authorized the Department of Public Works to enter into Contract No. PWC23-20, On-Call Engineering Services Relative to Environmental Engineering, with P.W. Grosser Consulting Engineer and Hydrogeologist, P.C., 630 Johnson Avenue Suite No. 7, Bohemia, New York 11716, for a two (2) year contract term, commencing on January 1, 2020 through December 31, 2021; and

WHEREAS, Richard W. Lenz, P.E., Commissioner, Department of Public Works/Highways, by memorandum dated February 27, 2020, requested that the Town Board authorize and direct the Town Comptroller to issue an encumbrance order, in the amount of \$70,060.00, to pay for the work done by P.W. Grosser Consulting Engineer & Hydrogeologist, P.C., with respect to the completion of designs and the provision of bid and inspection services related to the TOBAY Potable Water System Upgrade, in connection with the aforesaid Contract,

NOW, THEREFORE, BE IT RESOLVED, that the request as hereinabove set forth is hereby accepted and approved, and that in connection with Contract No. PWC23-20, the Town Comptroller is hereby authorized and directed to issue an encumbrance order in the amount of \$70,060.00, to pay for the work done by P.W. Grosser Consulting Engineer & Hydrogeologist, P.C., with respect to the completion of designs and the provision of bid and inspection services related to the TOBAY Potable Water System Upgrade; and be it further

RESOLVED, that the funds for said payment shall be drawn from Account No. PKS H 7197 20000 000 1902 001; and be it further

RESOLVED, that the Town Comptroller is hereby authorized and directed to make payment for same, upon the 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

Reviewed By  
Office of Town Attorney  
*[Signature]*

15

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

March 2, 2020

TO: MEMORANDUM DOCKET

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

SUBJECT: ON-CALL ENGINEERING SERVICE REQUEST  
RELATIVE TO ENVIRONMENTAL ENGINEERING  
CONTRACT NO. PWC23-20  
ACCOUNT NO.: PKS H 7197 20000 000 1902 001  
PROJECT ID NO. 1902PKSA-02


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The consultant, P.W. Grosser Consulting Engineer & Hydrogeologist, P.C., has been approved by the Commissioner of Public Works to provide engineering services under On-Call Contract No. PWC23-20 by Resolution No. 804-2019 for the subject project.

Attached is a letter dated February 10, 2020 from P.W. Grosser Consulting Engineer & Hydrogeologist, P.C., regarding the scope of work performed in an amount not to exceed \$70,060.00. Services to be performed include the completion of designs and the provision of bid and inspection services related to the Tobay Beach Potable Water Treatment System Upgrade as described in the attached letter from P.W. Grosser Consulting Engineer & Hydrogeologist, P.C.

Attached is an availability of funds in the amount of \$70,060.00 to satisfy said engineering costs from the Director of Finance indicating that funds are available in Account No. PKS H 7197 20000 000 1902 001.

It is hereby requested that the Town Board authorize by Resolution, P.W. Grosser Consulting Engineer & Hydrogeologist, P.C. under Contract No. PWC23-20 for On-Call Engineering Services Relative to Environmental Engineering and requests that the Comptroller be directed to issue an encumbrance order for this purpose.

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

  
RWL/CT/MR/BK/ik

Attachment

cc: Office of the Town Attorney (w/9 copies)  
Steve C. Ballas, Comptroller  
Joseph Pinto, Commissioner Parks  
Kathy Stefanich, Administrative Division/DPW

PWC23-20 Docket Funding 70060



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



Requesting Division/Department

Parks

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

Contract Number PWC23-20

Contract Period January 1, 2020 Through December 31, 2021

Consultant/Contractor P.W. Grosser Consulting Engineer & Hydrogeologist, P.C.

Discipline Environmental Engineering

Total Authorization \$ 98,636.00

Resolution No. 804-2019 Date 12/10/2019

Funded To Date \$ 28,576.00

Amount Requested \$70,060.00

Account To Be Used PKS-H-7197-20000-000-1902-001 1902 PKSA-02

If Capital Account, State The Related Contract Number: DP19-202

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 the completion of designs and the provision of bid and inspection

services related to the Tobay Potable Water Treatment System Upgrade.

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

Signature Joseph B. Lutz  
Title Commissioner of Parks  
Date                     

DPW Approval

Only To Be Executed By The Commissioner

Signature Matthew J. Lenz  
Title Commissioner of Public Works  
Date                     

THIS SECTION TO BE COMPLETED BY THE DIRECTOR OF FINANCE

Amount Requested 70,060.00

Unencumbered Balance 181,575.67

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

Signature [Signature]

Yes ☒ No ☐  
Date 3/2/2020



# 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. PWC23-20

Contract End 12/31/2021

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

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

Vendor Name and Address

P.W. Grosser Consulting Engineer & Hydrogeologist, P.C.

630 Johnson Ave, Suite 7

Bohemia, NY 11716

Requesting Town Department Parks

Contact Brian Kunzig Phone 677-5741

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

Funds are required for the completion of designs and the provision of bid and inspection

services related to the Tobay Potable Water Treatment System Upgrade.

**This work order shall not exceed \$ 70,060.00**

*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]

Signature [Signature]

Title Commissioner of Parks

**Commissioner of Public Works**

Date \_\_\_\_\_

Date \_\_\_\_\_

Reviewed By  
Office of Town Attorney

WHEREAS, Richard W. Lenz, P.E., Commissioner, Department of Public Works/Highway, by memorandum dated November 22, 2019, advised that a Request for Proposals for On-Call Engineering Services relative to Environmental Engineering, in the Town of Oyster Bay, Nassau County, New York, in accordance with the specifications contained in Contract No. PWC23-20, for a two (2) year term contract commencing January 1, 2020 through December 31, 2021 was issued to five (5) firms, and was placed on the Town of Oyster Bay website; and

WHEREAS, in response to that Request for Proposals, nine (9) responses were timely received by the Division of Engineering; and

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

WHEREAS, the Department of Public Works requested that the Town Board authorize the Department of Public Works to enter into an agreement with AECOM USA, Inc., D&B Engineers & Architects, P.C., H2M Engineers, Architects, Land Surveying & Landscape Architecture, D.P.C., LiRo Engineers, Inc., Lockwood, Kessler & Bartlett, Inc., and P.W. Grosser Consulting Engineer & Hydrogeologist, P.C., to provide On-Call Engineering Services relative to Environmental Engineering, in accordance with the specifications contained in Contract No. PWC23-20, 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. PWC23-20 with AECOM USA, Inc., D&B Engineers & Architects, P.C., H2M Engineers, Architects, Land Surveying & Landscape Architecture, D.P.C., LiRo Engineers, Inc., Lockwood, Kessler & Bartlett, Inc., and P.W. Grosser Consulting Engineer & Hydrogeologist, P.C., 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

# P.W. GROSSER CONSULTING



February 10, 2020

Brian Kunzig  
Town of Oyster Bay Department of Public Works  
150 Miller Place  
Syosset, NY 11791

**RE: TOBAY Beach Potable Water Treatment System Upgrade  
PWGC LP# 20LP034**

Mr. Kunzig,

P.W. Grosser Consulting Engineer and Hydrogeologist, P.C. (PWGC) is pleased to present this proposal to provide professional engineering services to upgrade the Town of Oyster Bay's (Town) Potable Water Treatment Facility at TOBAY Beach.

## SCOPE OF SERVICES

### TASK 1 - ENGINEERING DESIGN SERVICES FOR THE POTABLE WATER TREATMENT SYSTEM UPGRADE PROJECT

This work is for the completion of the design services. In 2019, the Town authorized \$81,700 in design services for PWGC and their subcontractor. The cost to complete the design comprised of a design report, plans, specifications and re-installation of the Well 4 pump will be \$37,360.

### TASK 2 - CONSTRUCTION PHASE SERVICES FOR THE POTABLE WATER TREATMENT SYSTEM UPGRADE PROJECT

PWGC plans will provide the following construction phase services.

- Deliver (10) ten sets of plans and specifications to the Town.
- Prepare the notice to bidders, advertise the bid and obtain the affidavit of the advertisement.
- Attend a pre-bid meeting.
- Answer contractor questions during the bidding, prepare and issue addenda as required.
- Review the bids and check the contractor's qualifications.
- Make a recommendation of award.
- Prepare conformed contracts and issue to the Town attorney.
- Preparation of a notice of award and notice to proceed.
- Attend a preconstruction conference.
- Review submittals.
- Periodically visit the site to ensure the work is in compliance with contract documents.
- Process change orders and credits.



P.W. Grosser Consulting, Inc. • P.W. Grosser Consulting Engineer & Hydrogeologist, PC  
630 Johnson Ave., Suite 7 • Bohemia, NY 11716  
PH 631.589.6353 • FX 631.589.8705 • www.pwgrosser.com  
New York, NY • Syracuse, NY • Seattle, WA • Shelton, CT

**ACEC**  
AMERICAN COUNCIL OF ENGINEERING CONSULTANTS  
Peer Reviewed Member

- Prepare written correspondences for items not in compliance with the contract documents and prescribe ways to remedy the problems.
- Process payment requisitions.
- Prepare punch list items.
- Oversee startup and testing of new equipment.
- Review operation and maintenance manuals.
- Attend inspections with NCDOH officials.
- Coordinate monthly meetings and prepare meeting minutes.

Prepare closeout documents.

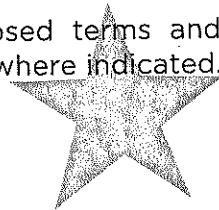
### **Costs**

**Task 1 - Design Engineering Services for the Potable Water Treatment System Upgrades - \$37,360**

**Task 2 - Construction Phase Services for the Potable Water Treatment System Upgrades - \$32,700**

Services outside the above scope of work will be considered additional services and billed at hourly rates of reimbursement in accordance with the attached rate schedule or, performed for a negotiated fee should they become necessary or are requested.

Services provided by PWGC would be performed as per the enclosed terms and conditions. Should you find this proposal acceptable kindly sign below where indicated. Work will commence upon receipt of this signed proposal.



We appreciate the opportunity to propose on these engineering services and look forward to working with you. Should you have any questions or wish to discuss this proposal in further detail please do not hesitate to contact me, [gerryr@pwgrossex.com](mailto:gerryr@pwgrossex.com), at any time.

Regards,  
P.W. GROSSER CONSULTING



Gerry Rosen, PE  
Vice President



WHEREAS, by Resolution No. 162-2018, adopted March 13, 2018, the Town Board awarded Contract No. HTR17-163, Requirements Contract for Tree Trimming and Tree Removal Throughout the Town of Oyster Bay, to Looks Great Services, Inc., 7 Lawrence Hill Road, Huntington, New York 11743, for the initial contract period of March 13, 2018 through March 12, 2019, with an option for four (4) one (1) year extensions upon the same terms of the original contract, with funds available as per Town Board Resolution No. 809-2018; and

WHEREAS, by Resolution 255-2019, adopted April 16, 2019, the Town Board authorized and directed the Supervisor, or his designee, to exercise the first one (1) year extension option of the Agreement with Looks Great Services, Inc., from March 13, 2019 through March 12, 2020; and

WHEREAS, Richard W. Lenz, P.E., Commissioner, Department of Public Works/Highways, by memorandum dated February 27, 2020, requested Town Board authorization to exercise the option to extend the Agreement for a second one year term, *nunc pro tunc*, from March 13, 2020 through March 12, 2021, upon the same prices, conditions and terms, provided for in the original contract; and

WHEREAS, Commissioner Lenz by said memorandum, informed the Board that, to date, Looks Great Services, Inc.'s work under Contract No. HTR17-163 has been satisfactorily completed in a timely manner,

NOW, THEREFORE, BE IT RESOLVED, That the request as hereinabove set forth is accepted and approved, and Contract No. HTR17-163 with Looks Great Services, Inc. is hereby extended, *nunc pro tunc*, for the period from March 13, 2020 through March 12, 2021, upon the same prices, conditions, and terms as provided in the original contract;

AND IT IS FURTHER RESOLVED, that the Comptroller is hereby authorized to make payment for same, in accordance with the applicable terms and provisions of said agreement, 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

100

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

February 27, 2020

**TO:** MEMORANDUM DOCKET

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

**SUBJECT:** REQUEST APPROVAL FOR EXTENSION  
NUNC-PRO-TUNC  
TREE REMOVAL REQUIREMENTS CONTRACT HTR17-163  
LOOKS GREAT SERVICES, INC.

---

The Highway Department has reviewed the work performed by Looks Great Services, Inc. with respect to Tree Removal Requirements Contract under contract number HTR17-163 which was awarded by Town Board Resolution Number 255-2019 on April 16, 2019. This will be the second extension of a four year extension option.

The work performed by Looks Great Services, Inc. was satisfactory and completed in a timely manner. Therefore, it is hereby requested by the Highway Department contract HTR17-163 be extended, Nunc-Pro-Tunc from March 13, 2020 through March 12, 2021.

Also funds are available for this purpose as per Town Board Resolution No. 809-2018 for the Highway Department to use these funds for the Highway Department Requirement Contracts as needed throughout the year within the Town of Oyster Bay.


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

RWL/lb

Cc: Office of Town Attorney (w/9 copies)

Steve C. Ballas, Comptroller

John P. Bishop, Deputy Commissioner/HWY

John Tassone, Deputy Commissioner, DPW, Division of Engineering

Grace Santamaria, Highway Administration

Looks  
Great  
Services, Inc.

Licensed & Insured

J.B.

John C. Tassone  
Deputy Commissioner  
Department of Public Works  
150 Miller Pl. Syosset, NY 11791  
(516) 677-5722  
[jtassone@oysterbay-ny.gov](mailto:jtassone@oysterbay-ny.gov)

February 26, 2020

RE: TREE TRIMMING AND TREE REMOVAL

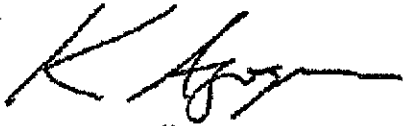
THROUGHOUT THE TOWN OF OYSTER BAY, NASSAU COUNTY, NY

CONTRACT NO. HTR17-163

Dear Mr. Tassone:

We are requesting an extension of the requirements contract (NO. HTR 17-163). We will honor the same terms and conditions from last year. Thank you for working with us and we look forward to our partnership.

Sincerely,



Kristian Agoglia  
President  
Looks Great Services, Inc.  
200e 2<sup>nd</sup> Street Unit#28  
Huntington Station, NY 11746  
[kristian@looksgreatservices.com](mailto:kristian@looksgreatservices.com)  
(631) 367-2200

200E 2<sup>nd</sup> Street Unit 28, Huntington Station, New York 11746  
Office 631-367-2200 • Fax 631-367-2276  
[Looksgreatservices.com](http://Looksgreatservices.com)

REC'D BY HIGHWAY DEPT  
FEB 27 '20 AM 11:14

Meeting of March 31, 2020

Resolution No. 208-2020

WHEREAS, Laurie Scarpa, Deputy Commissioner, Department of Environmental Resources, by memorandum dated March 2, 2020, requested Town Board authorization for the Town of Oyster Bay Animal Shelter to accept a donation of \$25.00 from Susan Muller, which gift would benefit the Town by providing funds needed to purchase materials and supplies for the Animal Shelter,

NOW, THEREFORE, BE IT RESOLVED, That the request as hereinabove set forth is approved, and the Town Board hereby authorizes the Department of Environmental Resources to accept the above stated donation, and that said donation 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

Reviewed By  
Office of Town Attorney

17

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

March 2, 2020

**TO:** The Memorandum Docket

**FROM:** Laurie Scarpa, Deputy Commissioner of Environmental Resources

**SUBJECT:** **ACCEPTANCE OF A GIFT TO THE ANIMAL SHELTER:**  
Donation to the Animal Shelter

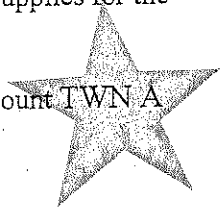
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The Department of Environmental Resources requests the Town Board approval to accept the following donation presented to the Animal Shelter:

\$25.00 donated by Susan Muller.

This gift would benefit the Town by adding to the funds needed to purchase materials and supplies for the shelter.

We respectfully request that the Town approve this donation, and that it be deposited in account TWN A 0001 02705 000 0000.



  
Laurie Scarpa  
Deputy Commissioner of Environmental Resources

LS/tml  
Attachment  
Copy: Town Attorney - w/ 9 copies  
Steven Ballas, Comptroller  
Docket Memo Acceptance of Muller Gift to Animal Shelter March 2020.doc

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TOWN OF OYSTER BAY - CASH RECEIPT TRANSMITTAL

DER201008

Line #	Deposit Date	BANK	Dept.	Fund	Function	Main Acct.	Sub Acct.	Auth.	Source	OYS	Description	AMOUNT	ARC
1	2/25/20	7867	TWN	A	0001	02705	000	0000			Susan Muller	25.00	
2													
3													
4													
5													
6													
7													
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9													
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19													
20													
21													
22													
23													
24													
Total												25.00	

Department

DER/Animal Shelter

Prepared By

Thomas Licata

Date

2/25/20

TOWN OF OYSTER BAY  
74 AUDREY AVENUE  
OYSTER BAY, NY 11771



DATE	DOLLARS	CENTS
2/27/00		
CURRENCY		
COIN		
CHECKS (List each separately)		
1 153	25	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		
29		
TOTAL FROM OTHER SOURCES		

PLEASE RE-ENTER  
AMOUNT

DEPOSITED, UNLESS OTHERWISE NOTED, IN FULL. A HOLD FOR UNCOLLECTED FUNDS MAY BE PLACED ON FUNDS DEPOSITED IN THIS ACCOUNT. THE BANK ASSUMES NO LIABILITY FOR YOUR FUNDS IF YOU DO NOT WITHDRAW THEM WITHIN THE DEADLINE. FUNDS MAY BE USED TO PAY CHECKS OR OTHER DEBITED FUNDS.

⑆5210⑆1020⑆7914857867⑆

25.00

1 DELUXE dcluxe.com/locally

For Order of  
The Town of Oyster Bay  
Five put five  
\$25.00  
SHEKES  
JP Morgan Chase Bank, N.A.  
www.Chase.com

Susan G. Miller  
[REDACTED]  
Oyster Bay 11791  
1-2/2/00  
Ms. 153  
Ms. Miller

CHASE

JP Morgan Chase Bank, N.A.  
www.Chase.com

### ADDITIONAL CHEMICAL LISTING

CHECKS	DOLLARS	CENTS
30		
31		
32		
33		
34		
35		
36		
37		
38		
39		
40		
41		
42		
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44		
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48		
49		
50		

TOTAL (LIKES 30-50)  
 FORWARD TO OTHER SIDE

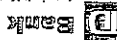
CURRENCY AND COIN FOR OFFICE USE ONLY

CURRENCY QUANTITY	VALUE	DOLLARS	CENTS
X 100			
X 50			
X 20			
X 10			
X 5			
X 2			
X 1			
TOTAL CURRENCY FORWARD TO OTHER SIDE			
COIN QUANTITY	VALUE	DOLLARS	CENTS
X 1.00			
X .50			
X .25			
X .10			
X .05			
X .01			
TOTAL COIN FORWARD TO OTHER SIDE			

DISPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL  
HOLD FOR UNCOLLECTED FUNDS MAY BE PLACED ON FUND  
REPORTED AS CHECK OR SIMILAR INSTRUMENTS. THIS COULD  
LEAVE YOUR ABILITY TO WITHDRAW SUCH FUNDS. THE DEADLINE  
YOU WOULD NOT EXCEED THE PERIOD OF THE FUND'S CLOSURE.

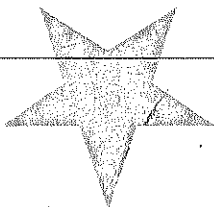
[illegible]

América's Most Convenient Bank



TOWN OF OYSTER BAY  
74 AUDREY AVENUE  
OYSTER BAY, NY 11771

INVESTED IN US



WHEREAS, Maureen A. Fitzgerald, Commissioner, Department of Community and Youth Services, by memorandum dated March 6, 2020, requested that the Town Board authorize Town Wide Senior Trips for June 2020, as listed below, and authorize the Commissioner of the Department of Community and Youth Services to make adjustments, deletions or changes, as needed, provided that in the event of change, participants are permitted to receive a full refund if the change is not to his or her preference:

<u>Date</u>	<u>Place/Event and Cost</u>	<u>Cost Includes</u>
Wednesday, June 10, 2020	Theatre Three Port Jefferson "Grease" \$37.00	Ticket to Show Town or School Bus Transportation
Wednesday June 24, 2020	Long Island Ducks \$35.00	Picnic & Box Seat Ticket Town or School Bus Transportation

NOW, THEREFORE, BE IT RESOLVED, That the requests as hereinabove set forth are accepted and approved, and the abovementioned Town Wide Senior Trips for June 2020 are hereby authorized, and are to be conducted pursuant to the Department of Community and Youth Service's procedures for self-sustaining accounts; and be it further

RESOLVED, That the Commissioner of the Department of Community and Youth Services, or her designee, is authorized to make any adjustments, deletions, or changes, as needed, to the above schedule, provided that in the event of any change, each participant is permitted to receive a full refund if the change is not to his or her preference.

-#-

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

7

# TOWN OF OYSTER BAY

## Inter-Departmental Memorandum

March 6, 2020

TO: Memorandum Docket

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


SUBJECT: Town Wide Senior Trips for June


---

The Department of Community & Youth Services is requesting Town Board authorization to provide Town Wide Senior Trips for June 2020 (see attachment).

The Department also requests authorization for the Commissioner of Community and Youth Services to make adjustments, deletions or changes, as needed, provided that in the event of change, participants are permitted to receive a full refund if the change is not to his or her preference.

The Town Wide Senior Trips are to be conducted pursuant to the Department of Community and Youth Service's procedures for self-sustaining accounts.

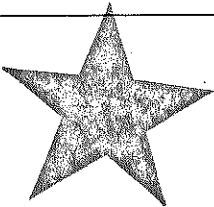
  
Maureen A. Fitzgerald  
Commissioner



MAF:dw  
Attachment  
cc: Town Attorney (Original +9 copies)

**JUNE 2020**  
**TOWN WIDE SENIOR TRIPS**

Date	Place & Cost	Includes
Wednesday, June 10 <sup>th</sup>	Theatre Three Port Jefferson, NY <i>"Grease"</i> \$37.00	<ul style="list-style-type: none"><li>• Transportation by Town Bus or School Bus, if required</li><li>• Ticket to show</li></ul>
Wednesday, June 24 <sup>th</sup>	Long Island Ducks \$35.00	<ul style="list-style-type: none"><li>• Picnic &amp; Box Seat Ticket</li><li>• Transportation by Town or School Bus, if required</li></ul>



WHEREAS, Arthur Lih, founder of Life Vac USA, and inventor of a device to assist choking victims, has requested to donate \$3,000.00 to go towards a handicapped swing, to be installed at Marjorie Post Park, Massapequa; and

WHEREAS, Joseph G. Pinto, Commissioner, Department of Parks, by memorandum dated March 10, 2020, has recommended that the Town accept said donation, to be deposited in Account No. TWN H 0001 02705 000 1901 000,

NOW, THEREFORE, BE IT RESOLVED, That the recommendation as hereinabove set forth is accepted, and the Town hereby accepts the donation of \$3,000.00 from Arthur Lih, to go towards a handicapped swing, to be installed at Marjorie Post Park, Massapequa, with the funds to be deposited in Account No. TWN H 0001 02705 000 1901 000

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: March 10, 2020

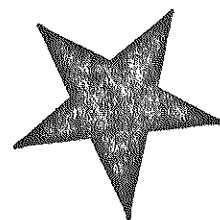
SUBJECT: Acceptance of Donation for Handicap Swing

The Department of Parks respectfully request Town Board authorization to accept the generous offer of \$3,000.00 (Three Thousand Dollars) from Mr. Arthur Lih, inventor and founder of LifeVac USA. LifeVac is a device which assists choking victims and has helped save many lives. Mr. Lih would like his gift to go towards a handicapped swing, to be installed at Marjorie Post Park. The swing will be accessible for those in wheel chairs.

We respectfully request that the Town approve this donation, and it shall be deposited in account TWN-H-0001-02705-000-1901-000

  
Joseph G. Pinto  
Commissioner

JGP/lb  
Attachment  
Cc: Town Attorney (original with 9 copies)

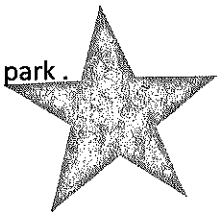


Joseph Pinto

---

**From:** Arthur Lih <[REDACTED]>  
**Sent:** Friday, February 21, 2020 12:12 PM  
**To:** Joseph Pinto  
**Subject:** Swing at Marjorie post park

It would be my honor to donate 3000.00 for a handicapped accessible swing at the park .  
Sent from my iPhone







LifeVac Named Company of the Year by MedTech Magazine

**LIFEVAC**



[Read News Release](#)



# LIFEVAC

Protect your loved ones.  
Get your LifeVac today!

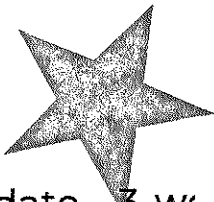
[LEARN MORE](#)

39th  
LIFE SAVED

51<sup>ST</sup>  
LIFE  
SAVED

## NEWS:

LifeVac Registers 39th Life Saved – Youngest life saved to date – 3-week-old



<https://lifevac.net/>

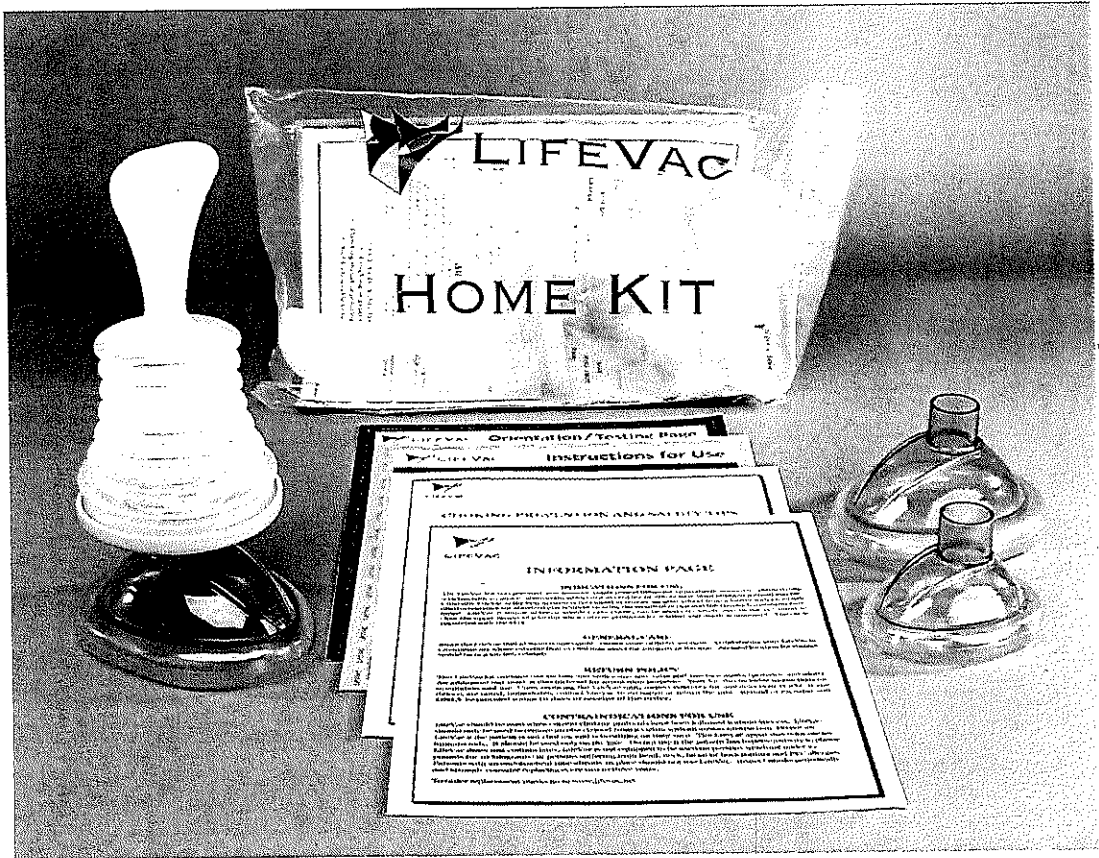
3/3/2020



★★★★★

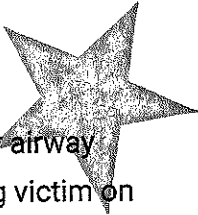
*"I am trained in CPR, I did the Heimlich, it did not work, my daughter was dying in front of me. LifeVac saved her life. Please have a LifeVac. It is priceless!"*

Claire Duvall, Mother



# LIFEVAC HOME KIT

LifeVac is a non-powered, non-invasive, portable suction device used to clear an upper airway obstruction. LifeVac has a one-way valve that does not allow any air to enter a choking victim on the downward motion. LifeVac comes fully equipped with an adult mask, a pediatric mask, and a practice mask. The duration of the suction is minimal which makes LifeVac safe and effective.

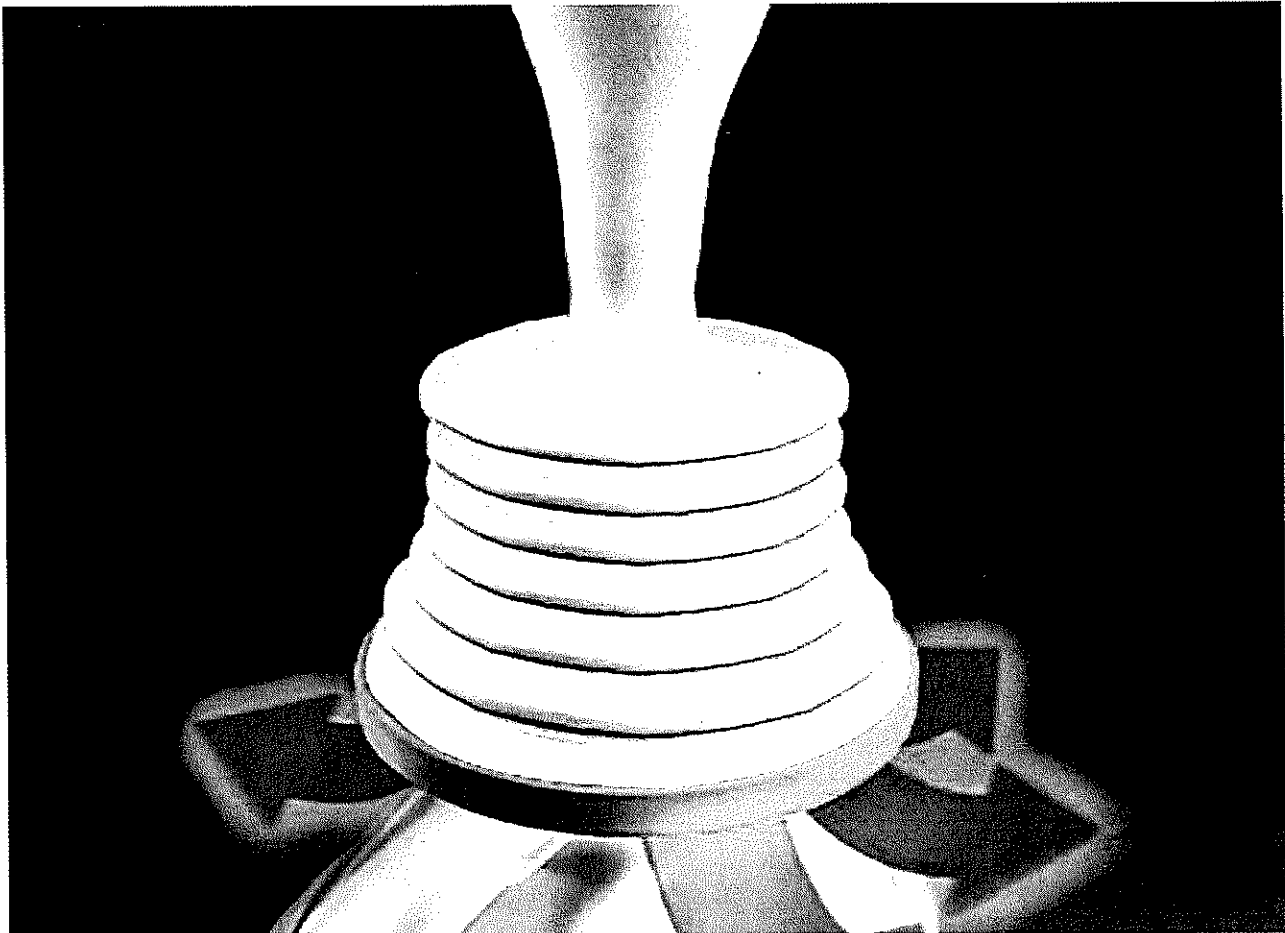


## HOW LIFEVAC WORKS

### LIFEVAC CAN SAVE A LIFE

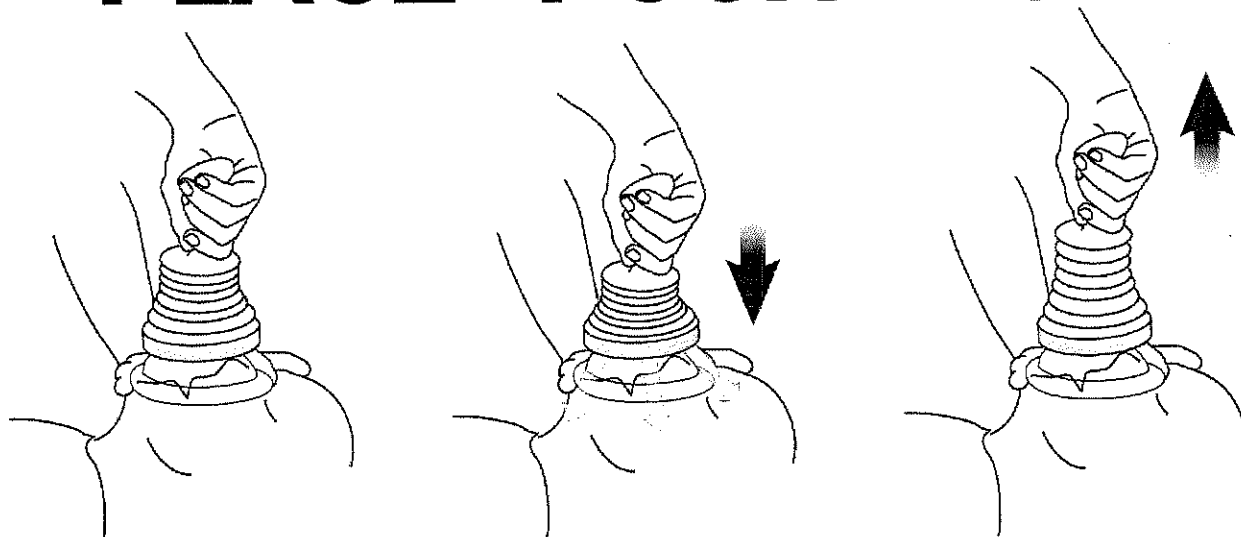
LifeVac is designed with a patented valve to prevent any air from exiting through the mask. This patented designed valve prevents air from pushing food or objects downward. This creates a one-way suction to remove the lodged food or object.

- Capable of generating over 300 mmhg of suction
- No prescription required



EASY AS

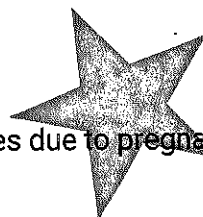
① **PLACE** ② **PUSH** ③ **PULL**



DON'T BECOME A STATISTIC

#### STATISTICS

- A leading cause of death in children
- 5,000 deaths yearly
- One child dies every 5 days from *choking*
- Leads to 100,000 visits to the ER yearly
- Over 100 million Americans have no defense against aspiration emergencies due to pregnancy, disability, obesity, or being alone
- More people die from aspirating than die in fires, drowning or accidental shootings
- A leading cause of accidental deaths in persons over the age of 65



TIME IS OF THE ESSENCE

**PROTECT YOURSELF, PROTECT YOUR FAMILY, ACT NOW.**

OUR CHARITABLE PARTNERS

Donate \$5 to CP of Nassau and LifeVac will make a \$15 donation

<https://lifevac.net/>

3/3/2020



Not all heroes  
wear capes.  
Be a hero. Donate today.



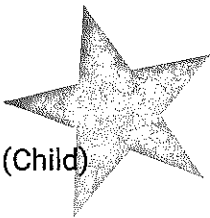
CONTACT

1-877-LIFEVAC

- FDA Registered
- MHRA Registered
- Health Canada Registered
- Registered in Australia ARTG Number 285082
- No Prescription Required

SHOP

- LifeVac Home Kit
- LifeVac Travel Kit
- LifeVac EMS Kit
- Replacement Mask - Adult
- Replacement Mask - Pediatric (Child)



WHEREAS, Peter Kreinbihl has requested to donate a memorial plaque for an existing bench located in Theodore Roosevelt Memorial Park and Beach, Town of Oyster Bay, in memory of Dolores Kreinbihl; and

WHEREAS, the value of the plaque is estimated to be \$380.00, and the monies donated will be deposited into Account No. PKS A 0001 02705 000 0000; and

WHEREAS, Joseph G. Pinto, Commissioner, Department of Parks, by memorandum dated February 27, 2020, has recommended that the Town accept said donation,

NOW, THEREFORE, BE IT RESOLVED, That the recommendation as hereinabove set forth is accepted, and the Town hereby accepts the donation of \$380.00 from Peter Kreinbihl to be deposited into Account No. PKS A 0001 02705 000 0000, to purchase a plaque for an existing bench located in Theodore Roosevelt Memorial Park and Beach, Town of Oyster Bay, in memory of Dolores Kreinbihl.

-#-

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

9

Town of Oyster Bay  
Inter-Departmental Memo

TO: Memorandum Docket

FROM: Joseph G. Pinto, Commissioner of Parks

SUBJECT: Memorial Plaque


DATE: February 27, 2020


---

The Department of Parks has received a request from Peter Kreinbihl (letter attached) requesting to donate a memorial plaque to be placed on an existing bench in Theodore Roosevelt Memorial Park and Beach in memory of Dolores Kreinbihl.

The Department of Parks has reviewed this request and concurs this will be a fitting tribute.

The plaque will be purchased by Peter Kreinbihl and donated to the Parks Department. The value of the plaque is estimated to be \$380.00. Town Board approval is requested on behalf of Peter Kreinbihl. The monies will be collected in account PKS A 0001 02705 000 0000.

  
\_\_\_\_\_  
Joseph G. Pinto  
COMMISSIONER OF PARKS



JGP/dc  
C: Town Attorney (original +9 copies)  
ATTACHMENT

Diann Codispodo

---

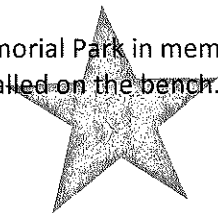
**From:** Peter Kreinbihl <[REDACTED]@mccormick.edu>  
**Sent:** Thursday, February 27, 2020 2:24 PM  
**To:** Diann Codispodo  
**Subject:** Donate Plaque for Dolores Kreinbihl

>  
> Hi Diann,

> I am requesting to donate a 8x6 plaque for an existing bench at Theodore Roosevelt Memorial Park in memory of my mother Dolores Kreinbihl. Please let me know the next steps I need to get the plaque installed on the bench.

> Sincerely, Peter Kreinbihl

>  
>



WHEREAS, Patricia Schneider has requested to donate a memorial plaque and a tree, to be placed in Marjorie R. Post Community Park, Massapequa, in memory of Ricky Carl Schneider; and

WHEREAS, the value of the plaque is estimated to be \$380.00, the tree will be purchased separately by Patricia Schneider, and the monies donated will be deposited into Account No. PKS A 0001 02705 000 0000; and

WHEREAS, Joseph G. Pinto, Commissioner, Department of Parks, by memorandum dated March 3, 2020, recommended that the Town accept said donation,

NOW, THEREFORE, BE IT RESOLVED, That the recommendation as hereinabove set forth is accepted, and the Town hereby accepts the donation of \$380.00 from Patricia Schneider to be deposited into Account No. PKS A 0001 02705 000 0000, to purchase a memorial plaque, and a tree, to be placed in Marjorie R. Post Community Park, Massapequa, in memory of Ricky Carl Schneider.

-#-

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

10

Town of Oyster Bay  
Inter-Departmental Memo

**TO:** Memorandum Docket

**FROM:** Joseph G. Pinto, Commissioner of Parks

**SUBJECT:** Memorial Plaque and Tree

**DATE:** March 3, 2020

---

The Department of Parks has received a request from Patricia Schneider (letter attached) requesting to donate a memorial plaque and a tree to be placed in Marjorie R. Post Community Park in memory of Ricky Carl Schneider.

The Department of Parks has reviewed this request and concurs this will be a fitting tribute.

The plaque and tree will be purchased by Patricia Schneider and donated to the Parks Department. The value of the plaque is estimated to be \$380.00 and the tree will be purchased separately by Patricia Schneider. Town Board approval is requested on behalf of Patricia Schneider. The monies will be collected in account PKS A 0001 02705 000 0000.

  
\_\_\_\_\_  
Joseph G. Pinto  
COMMISSIONER OF PARKS



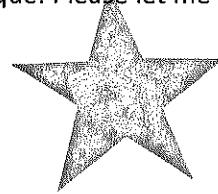
JGP/dc  
C: Town Attorney (original +9 copies)  
ATTACHMENT

To Whom it May Concern,

1/20/20

My name is Patricia Schneider. I would like to formally request a plaque for Marjorie Post Park in Massapequa. The plaque I would like is the 8 x 6 (\$380) that allows five lines of wording from top to bottom. The tree I would like to request is an evergreen tree. The name I would like put on the plaque is Ricky Carl Schneider. I am aware that I have to purchase the tree and pick a spot to plant it as soon as the weather gets warmer. I am currently deciding on wording for the plaque. Please let me know anything else you need from me. Thank you for all of your help.

Sincerely,  
Patricia Schneider



WHEREAS, the Town Board of the Town of Oyster Bay, by Resolution No. 542-2016, adopted on September 27, 2016, granted the Petition of BOLLA EM REALTY, LLC, fee owner and BOLLA OPERATING L.I. CORP., lessee, for a Special Use Permit and Site Plan Approval to allow the existing four-pump service station (with canopy) to be demolished and redeveloped with a six-pump service station (with new canopy, pumps and associated appurtenances), and to allow the existing 1,817 square foot, one-story, three-bay garage building to be converted for retail sales use ancillary to the gasoline service station on the approximately 0.395 acre parcel located at 620 Old Country Road, Hicksville, Town of Oyster Bay, County of Nassau, State of New York 11801, which premises is located in a General Business (GB) Zone, and described as Section 11, Block 484, Lot 39, on the Land and Tax Map of Nassau County; and

WHEREAS, the applicants, through their engineer, Chris Tartaglia, P.E., of High Point Engineering, by letter dated March 5, 2020, requested an extension of time from the current expiration date of October 6, 2019, nunc pro tunc, to obtain a Certificate of Occupancy; and

WHEREAS, Elizabeth L. Maccarone, Commissioner of the Department of Planning and Development, by memorandum dated March 5, 2020, recommended that a one (1) year extension of time be granted from the current expiration date of October 6, 2019 to October 6, 2020, nunc pro tunc, to obtain a Certificate of Occupancy, and that the same terms and conditions effective pursuant to Town Board Resolution No. 542-2016, adopted on September 27, 2016, should prevail,

NOW, THEREFORE, BE IT RESOLVED, That the request of High Point Engineering, engineer for Petitioner, for a one (1) year extension of time from the current expiration date of October 6, 2019, to obtain a Certificate of Occupancy, is hereby GRANTED, nunc pro tunc, and the same terms and conditions effective pursuant to Town Board Resolution No. 542-2016, adopted on September 27, 2016, shall prevail.

-#-

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**

March 5, 2020

*[Handwritten signature]*

To : MEMORANDUM DOCKET

From : ELIZABETH MACCARONE, COMMISSIONER  
DEPARTMENT OF PLANNING & DEVELOPMENT

Subject : **REQUEST FOR EXTENSION OF TIME FOR APPROVED SITE PLAN  
GRANTED PURSUANT TO TOWN BOARD RESOLUTION # 542-2016  
PETITION OF BOLLA EM REALTY, LLC  
620 OLD COUNTRY ROAD, HICKSVILLE, NEW YORK 11801  
SECTION 11 BLOCK 484 LOT 39**

---

This Department is in receipt of correspondence, dated March 5, 2020, from Chris Tartaglia, P.E. of High Point Engineering requesting an extension of time for the above captioned properties' approved Site Plan in order to obtain a certificate of occupancy (see attached).

During this Department's final site inspection it was observed that bollards installed to protect a gas meter were located on a handicapped parking space's required access aisle, thus reducing the required width. This Department failed the inspection for non-compliance with the approved Site Plan and the applicant was required to make a minor modification to the approved Site Plan to correct this as-built condition.

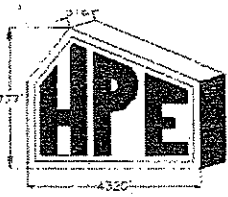
It is my recommendation that a one (1) year extension of time should be granted from the current expiration date of, October 6, 2019 (date the plans were stamped and signed approved by the Department of Planning and Development) to October 6, 2020, nunc pro tunc.

The same terms and conditions should prevail as contained in Town Board Resolution No. 542-2016, dated September 27, 2016.

*[Handwritten signature: Elizabeth L. MacCarone]*  
ELIZABETH L. MACCARONE  
COMMISSIONER

ELM/dg  
Enclosure  
cc: Legislative Affairs (9 copies w/att.)

---



# High Point Engineering

521 Conklin Street  
Farmingdale, NY 11735  
Website: [www.HPEng.com](http://www.HPEng.com)

Phone: (516) 777-4320  
Fax: (516) 777-4321  
Email: [info@HPEng.com](mailto:info@HPEng.com)

March 5, 2020

Via email ([Sbyrne@OysterBay-NY.Gov](mailto:Sbyrne@OysterBay-NY.Gov)) and Overnight Delivery

Town of Oyster Bay  
Department of Planning and Development  
74 Audrey Avenue  
Oyster Bay, NY 11771

Attn: Scott Byrne

Re: Request for Town Board Site Plan Extension  
Bolla Market w/ Filling Station  
620 West Old Country Road  
Hicksville, NY 11801  
**Town Board Resolution Number No. 542-2016**

Dear Mr. Byrne:

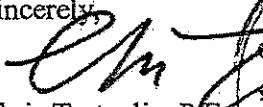
Our office represents Bolla in connection with the above-referenced matter. In accordance with Section 246-6.8.1 of the Town Code, Bolla respectfully requests a one (1) year extension of the October 6th, 2016 Town Board Approved Site Plan.

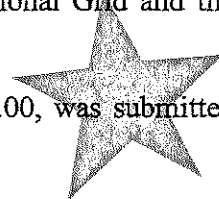
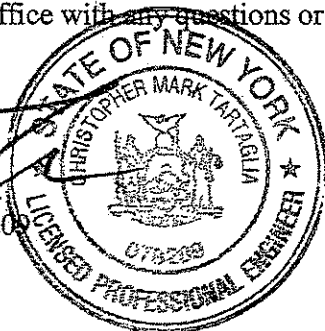
The on-site work for the above referenced Town Board approved Site Plan was completed, inspected, and failed inspection, due to an unforeseen circumstance with National Grid and the location of the gas meter.

A check made payable to the "Town of Oyster Bay" in the amount of \$250.00, was submitted under separate cover.

Please contact our office with any questions or concerns you may have.

Sincerely,

  
Chris Tartaglia, P.E.  
NYS License #078209



Meeting of September 27, 2016

Resolution No. 542-2016

WHEREAS, BOLLA EM REALTY, LLC, fee owner and BOLLA OPERATING L.I. CORP., lessee, have petitioned the Town Board of the Town of Oyster Bay ("Town Board") for a Special Use Permit and Site Plan Approval to allow the existing four-pump service station (with canopy) to be demolished and redeveloped with a six-pump service station (with new canopy, pumps and associated appurtenances), and to allow the existing 1,817 square foot, one-story, three-bay garage building to be converted for retail sales use ancillary to the gasoline service station on the approximately 0.395 acre parcel located at 620 Old Country Road, Hicksville, Town of Oyster Bay, County of Nassau, State of New York 11801, which premises is located in a General Business (GB) Zone, and described as Section 11, Block 484, Lot 39, on the Land and Tax Map of Nassau County; and

WHEREAS, a duly advertised public hearing on said Petition was held by the Town Board of the Town of Oyster Bay on February 2, 2016, at which hearing all parties interested in the subject matter and desiring to be heard were heard; and

WHEREAS, the Town Board of the Town of Oyster Bay, after having reviewed the recommendations of the Department of Environmental Resources, did, by Resolution No. 358-16, adopted on July 12, 2016, declare and find that the subject application will not have a significant effect on the environment, and the proposed actions in the Petition constitute a Negative Declaration, in accordance with Article 8 of the New York State Environmental Conservation Law, State Environmental Quality Review Act (SEQRA) and is applicable regulations thereon; and

WHEREAS, the Nassau County Planning Commission, by Resolution No. 10105-16, adopted on August 18, 2016, recommended local determination of said application; and

WHEREAS, the Town Board of the Town of Oyster Bay, based upon the relevant facts and circumstances presented at the public hearing, and based upon the facts and information within the personal knowledge of the members of the Town Board, finds the following: that because of the area, location, nature and character of the subject property, the below described premises are adequate and suitable for the requested use; that the granting of this application, subject to the imposition of certain covenants, restrictions and provisions, will not adversely affect the present character of the area; and the granting of this application will be compatible with the purposes and objectives of the comprehensive zoning plan of the Town of Oyster Bay; and

WHEREAS, Frederick P. Ippolito, Commissioner of the Department of Planning and Development, by memorandum dated May 20, 2015, has advised that the Department of Planning and Development has reviewed the following seven (7) plans prepared by Christopher Mark Tartaglia, P.E., High Point Engineering, Farmingdale, NY, and recommended that the Town Board approve said plans:

SHEET NO.	TITLE	DATE
A-1	PROPOSED FLOOR PLAN	Christopher Mark Tartaglia, P.E. 02/10/14
A-2	PROPOSED ELEVATIONS	Christopher Mark Tartaglia, P.E. 02/10/14
SP-1	SITE PLAN	Christopher Mark Tartaglia, P.E. 01/28/15
SP-2	GRADING/DRAINAGE & UTILITY PLAN	Christopher Mark Tartaglia, P.E. 01/28/15

SP-3	LANDSCAPE/EROSION CONTROL PLAN	Christopher Mark Tartaglia, P.E. 01/28/15
SP-4	LIGHTING PLAN	Christopher Mark Tartaglia, P.E. 02/10/14
SP-5	DETAIL SHEET	Christopher Mark Tartaglia, P.E. 01/28/15

NOW, THEREFORE, BE IT RESOLVED, That the Petition of BOLLA EM REALTY, LLC, fee owner, and BOLLA OPERATING L.I. CORP., lessee, have petitioned the Town Board of the Town of Oyster Bay ("Town Board") for a Special Use Permit and Site Plan Approval to allow the existing four-pump service station (with canopy) to be demolished and redeveloped with a six-pump service station (with new canopy, pumps and associated appurtenances), and to allow the existing 1,817 square foot, one-story, three-bay garage building to be converted for retail sales use ancillary to the gasoline service station on the approximately 0.395 acre parcel located at 620 Old Country Road, Hicksville, Town of Oyster Bay, County of Nassau, State of New York 11801, which premises is located in a General Business (GB) Zone, and described as Section 11, Block 484, Lot 39, on the Land and Tax Map of Nassau, is hereby GRANTED, on the premises described as follows:

#### SCHEDULE A

ALL that certain plot, piece or parcel of land, with the buildings and improvements thereon erected, situate, lying and being in Hicksville, Town of Oyster Bay, County of Nassau and State of New York, and more particularly bounded and described as follows:

BEGINNING at a point on the northerly side of Old Country Road, said point being the beginning of a curve connecting said northerly side of Old Country Road with the easterly side of Duffy's Lane (a/k/a Duffy's Avenue) as shown on a map entitled "Department of Public Works, Nassau County, New York, Map Showing Real Property to be Acquired for the Alteration of Alignment of Old Country Road", dated March 1965, and filed in the Office of the Nassau County Clerk on July 29, 1965, as Map H-1678, from said BEGINNING point;

RUNNING THENCE along a curve to the right, having a radius of 45.00 feet, and arc length of 79.75 feet, a central angle of 101 degrees 32 minutes 35 seconds, bearing a chord of North 43 degrees 28 minutes 20 seconds West, a chord distance of 69.72 feet to a point on the aforementioned easterly side of Duffy's Lane (a/k/a Duffy's Avenue), as shown on a map entitled, "Department of Public Works, Nassau County, New York, Map Showing Real Property to be Acquired for the Alteration of Alignment of Duffy's Avenue," dated October 1960, and filed in the Office of the Nassau County Clerk on April 6, 1961 as Map H-1561;

THENCE along said easterly side of Duffy's Lane, North 07 degrees 17 minutes 57 seconds East, a distance of 61.64 feet to a

pk nail found on the south line of lands now or formerly of  
CONGEM CORP., Tax Lot 41 of Block 484, of Section 11;

THENCE along said south line of lands now or formerly of  
CONGEM CORP., North 85 degrees 50 minutes 27 seconds East,  
a distance of 145.09 feet to a point on the westerly line of other  
lands now or formerly of AVIS A. BOND, as Trustee, Tax Lot 40  
of Block 484, of Section 11;

THENCE along said westerly line of other lands now or formerly  
of AVIS A. BOND, as Trustee, South 04 degrees 09 minutes 33  
seconds East, a distance of 114.18 feet to a point on the  
aforementioned northerly side of Old Country Road;

THENCE along said northerly side of Old Country Road, South 85  
degrees 45 minutes 22 seconds West, a distance of 113.17 feet, to  
the point or place of BEGINNING.

SAID PREMISES being known as and by Street Number 600-648  
Old Country Road, Hicksville, NY, Nassau County – Section 11,  
Block 484, Lot 39 (formerly known as Lot 19) on the Land and  
Tax Map of Nassau County;

RESOLVED, That the Petition herein granted is subject to voluntary covenants  
and restrictions imposed upon the subject premises, as modified by a Declaration of Restrictive  
Covenants imposed by the Petitioners, as set forth in the written instrument attached herewith, to  
be duly recorded in the Office of the Clerk of Nassau County within one year of this Resolution,  
and the subject Petition may only become effective upon such recording; and be it further

RESOLVED, That in accordance with the memorandum of Frederick P. Ippolito,  
Commissioner of the Department of Planning and Development, dated May 20, 2015, the seven  
(7) plans described herein are hereby approved.

-#-

STATE OF NEW YORK. }  
COUNTY OF NASSAU, } ss.:  
TOWN OF OYSTER BAY }

I, ~~Leonard Genova~~, Town Attorney

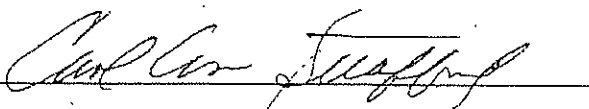
Carol Ann Strafford, Director of Legislative Affairs

DO HEREBY CERTIFY that I have compared the annexed with the original

Resolution No. 542-2016, adopted by the Town Board of the Town of Oyster Bay at their meeting of September 27,  
2016 GRANTING Special Use Permit and Site Plan Approval to BOLLA EM REALTY, LLC, fee owner and  
BOLLA OPERATING L.I. CORP. on the premises of 620 Old Country Road, Hicksville, New York

filed in the Town Attorney's Office Legislative Affairs  
and that the same is true transcript thereof, and of the whole of such original.

In Testimony Whereof, I have hereunto signed  
my name and affixed the seal of said Town  
this 29th day of September, 2016

  
Carol Ann Strafford  
Director, Legislative Affairs



WHEREAS, pursuant to Section 182-22(B) of the Code of the Town of Oyster Bay, the Department of Planning and Development, by memorandum dated November 7, 2019, authorized the Highway Department to clean up the premises located at Old Country Road, Hicksville, New York 11801, also known as Section 45, Block 66, Lot 292 on the Land and Tax Map of the County of Nassau; and

WHEREAS, Frank Scalera, Chief Deputy Town Attorney, and Ralph P. Healey, Special Counsel, by memorandum dated February 20, 2020, pursuant to Section 182-22(C) of the Code of the Town of Oyster Bay, have requested that the cost of cleaning up the aforementioned premises on November 18, 2019. In the total amount of \$2,114.98, be referred to the County of Nassau for assessment,

NOW, THEREFORE, BE IT RESOLVED, That the request of Frank Scalera, Chief Deputy Town Attorney, and Ralph P. Healey, Special Counsel, as set forth in their memorandum dated February 20, 2020, is approved, and the Town Clerk shall file a certified copy of this Resolution with the Clerk of the Legislature of the County of Nassau, so that the amount of \$2,114.98 may be assessed by the Legislature of the County of Nassau against the parcel known as Old Country Road, Hicksville, New York 11801, also known as Section 45, Block 66, Lot 292 on the Land and Tax Map of the County of Nassau, at the same time as other taxes are levied or assessed.

-#-

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. Healey

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## Town of Oyster Bay Inter-Departmental Memo

TO: MEMORANDUM DOCKET

FROM: Office of the Town Attorney

DATE: February 20, 2020

SUBJECT: Property Cleanup Assessment  
Old Country Road, Hicksville, New York 11801  
Section 45, Block 66, Lot 292


---

The Department of Planning and Development by memorandum dated November 7, 2019, directed the Highway Department to clean the premises located at Old Country Road, Hicksville, New York 11801, also known as Section 45, Block 66, Lot 292 on the Land and Tax Map of the County of Nassau. The Highway Department has, by memorandum dated November 26, 2019, advised that the property was cleaned by a crew from the Highway Department on November 18, 2019. The cost incurred by the Town of Oyster Bay was \$2,114.98.

Pursuant to Section 182-22(C) of the Code of the Town of Oyster Bay, which allows the Town to be reimbursed for the cost of the work performed, the Highway Department has requested that the cost of said work be referred to the County of Nassau for placement on the Nassau County Tax Assessment Rolls.

Kindly place this matter on the Town Board Action Calendar.

OFFICE OF THE  
TOWN ATTORNEY

  
Ralph P. Healey  
Special Counsel

RPH:aml  
Attachment

Town Attorney (w/9 copies)

S:\Cleanup MD & Reso\MD Old Country Rd Comm 2.20.2020.doc

## TOWN OF OYSTER BAY

## Inter-Departmental Memo

November 7, 2019

To: JOHN BISHOP: DEPUTY COMMISSIONER/HIGHWAY  
From: MICHAEL ESPOSITO: CODE ENFORCEMENT BUREAU  
Through: ELIZABETH L. MACCARONE: COMMISSIONER  
DEPARTMENT OF PLANNING AND DEVELOPMENT  
Subject: Old Country Rd., Hicksville 11801  
SBL: 45-66-292

Notice of Violation No. 01228 was issued to the owner of the above-referenced premises on 10/31/2019 for property non-maintenance, in violation of Section 135.52 of the Town Code. More than five days have passed since the Notice was served and the condition still remains.

In accordance with the provisions of Section 135.54, I am directing that:

- The grass and vegetation be cut.
- Piles of branches.

Pursuant to the provisions of Section <sup>182-22</sup>~~135.54~~(C) of the code, the Town is entitled to be reimbursed for the cost of the work performed by assessment against the owner. In addition, please notify us by fax, the date and time cleanup is completed. Please proceed accordingly.

ELIZABETH L. MACCARONE  
COMMISSIONER  
BY:

  
MICHAEL ESPOSITO  
CODE ENFORCEMENT BUREAU

ME:tc

cc: Joseph Nocella, Town Attorney



**Town of Oyster Bay**  
Department of Planning and Development  
Town Hall - 74 Audrey Avenue  
Oyster Bay, New York 11771  
(516) 624-6200  
FAX (516) 624-6240  
www.oysterbaytown.com

**ELIZABETH L. MACCARONE**  
COMMISSIONER

**TIMOTHY R. ZIKE**  
DEPUTY COMMISSIONER

**JAMES McCaffrey**  
DEPUTY COMMISSIONER

November 7, 2019

Peter Pekich D/B/A Medcor Holding  
139 Oakland Avenue  
W. Hempstead, New York 11552

RE: PREMISES: Old Country Rd., Hicksville New York 11801  
SECTION 45 BLOCK 66 LOT 292

Dear Property Owner:


Inspections of the above-referenced property have revealed that the premises has not been maintained in accordance with the provisions of Section 135-52 of the Code of the Town of Oyster Bay, based in part from the overgrown grass and weeds on the property.

Please be advised that N.O.V. No. 01228 (copy attached) has been served on 10/31/19. As of this date, the violation has not been rectified and the conditions at the premises continue to endanger the health, safety and welfare of the residents of the Town of Oyster Bay. Please be further advised that I have directed the Highway Department to perform the necessary maintenance, and to take all the necessary steps to recover from you the costs thereof.

Further, the premises will be inspected every ten (10) days thereafter. If the premises continues not to be maintained and the conditions are found to violate the provisions of the code, the Highway Department will be directed to perform subsequent maintenance with no further notice to you concerning the violations, nor additional time to correct such violations.

Very truly yours,

**ELIZABETH L. MACCARONE**  
COMMISSIONER

  
Michael Esposito, Bureau Chief  
Code Compliance Division

  
BLM:ME:tc  
Enclosure

This Indenture, made this 19<sup>th</sup> day of APRIL in the year

Two thousand TEN -- Between STEVEN D. CONKLING, as Treasurer of the County of Nassau, State of New York, party of the first part, and Peter A. Dekich d/b/a Medcoer Holding Co. residing at 139 Oakland Ave.; West Hempstead NY 11552 party of the second part.

Witnesseth that Whereas, by and under the provisions of Chapter 272 of the Laws of 1939 of the State of New York and all amendments thereto, the Treasurer of the County of Nassau is authorized and required to advertise and sell real estate upon which taxes, together with interest, penalties and charges as therein prescribed remain unpaid, and

Whereas, default was so made in the payment of such taxes, interest and charges on sundry parcels of land within Nassau County, and the said Treasurer of the said County of Nassau did cause a list of said lands charged with such taxes, interest and other charges, with the notice required by Chapter 272 of the Laws of 1939 and all amendments thereto, to be published as required by said article, and

Whereas, pursuant to said notice and law, the said County Treasurer did, on the 19<sup>th</sup> day of February, 2008 sell at public auction each of said parcels of land for an amount sufficient to pay such taxes, interest and charges thereon, and

Whereas, the party of the second part purchased at said sale for unpaid taxes of the year(s) 06-07 school district and 2007 general both full or has acquired by assignment the purchase rights from such sale in the property hereinafter described, and

Whereas, the said party of the second part has served notice of election to accept a deed of conveyance of such property as prescribed by Chapter 272 of the Laws of 1939, including all amendments thereto, of the State of New York, and

Whereas, the said party of the second part has filed due proof of the services of each and every notice by said law required, and

Whereas, the said piece or parcel of land has not been redeemed within the time prescribed by law for the redemption thereof, and

Whereas, the said party of the second part has assumed all outstanding prior tax liens upon said premises held by the County of Nassau, and

Now, Therefore, in consideration of the premises and the sum of Twenty-Five dollars

paid into the Treasury of said County by the said party of the second part, the receipt whereof is hereby acknowledged, the said party of the first part has granted, released and conveyed and doth hereby grant, release and convey unto the said party of the second part, its heirs and assigns forever, all that lot, piece or parcel of land situate in the Town/City of Oyster Bay County of Nassau, and State of New York, described as follows:

School District 17

Section 45

(Cert. # 489/07)

Block 66

Lot 292 as shown on the Nassau County Land and Tax Map.

including the right, title and interest of New Realty Corp. et al

in said premises, being the owner thereof so far as appears on the record, together with the hereditaments, and appurtenances thereunto belonging.

Subject to any claims for taxes or for other liens or encumbrances and to any right, title or interest of the County of Nassau founded upon a tax or other lien or encumbrance,

Subject to the provisions of the Federal and State Soldiers and Sailors Civil Relief Acts.

To Have and to Hold the same unto the said party of the second part its heirs and assigns forever.

Braun  
In the Presence of

In Witness Whereof, I have hereunto subscribed my name and affixed my official seal, at Mineola, N. Y., the day and year first above written.

Steven D. Conkling  
Treasurer

OEB AL

Town of Oyster Bay  
Inter- Departmental Memo

November 26, 2019

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

FROM: JOHN P. BISHOP, DEPUTY COMMISSIONER  
HIGHWAY DEPARTMENT

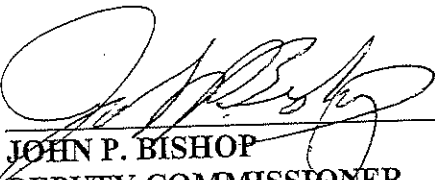
SUBJECT: OLD COUNTRY ROAD, HICKSVILLE  
CLEAN-UP

---

Attached please see "Miscellaneous Highway Cleanup Costs" incurred by the Highway Department. These charges are for the services provided, to rectify the violation by the property owner of the address listed above.

In accordance with the rectification of this violation it is asked that this department be reimbursed in the total amount of \$2,114.98.


If you have any questions pertaining to the above subject, please feel free to contact John P. Bishop at 677-5804.

  
JOHN P. BISHOP  
DEPUTY COMMISSIONER  
HIGHWAY DEPARTMENT

JPB/kjb

Enc. T & M sheet

NOV was mailed  
there is NO  
picture.



CLEAN - UP OLD COUNTRY ROAD, HICKSVILLE TO P & D



MISCELLANEOUS HIGHWAY CLEANUP COSTS NOT COVERED  
UNDER ROAD RESTORATION

Location (45-66-292) OLD COUNTRY RD

Date Nov 18, 2019

Work Order # 65689


Labor Costs		Regular Work Hours	Regular Rate	Overtime Hours	Overtime Rate	Line Cost
Employee's Name						
PETER GADIGIAN	General Maintenance	02:00	\$43.07	00:00	0	\$86.14
JOSEPH SANTANGELO	General Maintenance	02:00	\$42.58	00:00	0	\$85.16
VINCENT PADAVANO	General Maintenance	02:00	\$48.31	00:00	0	\$96.62
RICHARD SANDIFORD II	General Maintenance	02:00	\$29.53	00:00	0	\$59.06
Total Labor						\$326.98

Tools/Vehicle		Description	Rate per Hour	Hours	Line Cost
Tool/Vehicle					
PL091		PAYLOADER 2013 KOMAT WA380 YELLO (HT-2)	\$168.00	02:00	\$336.00
SW190		2018 ELGIN STREET SWEEPER YW	\$115.00	02:00	\$230.00
TD726		TRUCK DUMP 2014 INTER 7300 YELLO (T-171)- 6 Wheeler	\$131.00	02:00	\$262.00
TD752		2019 FORD F450 POWER WAGON	\$105.00	02:00	\$210.00
Total Equipment					\$1038.00

Materials		Material	Cost Per Unit	Units	Line Cost
		Administrative Fee	\$750.00	1	\$750.00
Total Materials					\$750.00

Grand Total \$2114.98

Description of Work:  
CLEAN UP OLD COUNTRY ROAD HV

Signature:   
Name: Peter Brown  
Title: Director of Highway Operations  
Date: Nov 19, 2019

WHEREAS, pursuant to Section 135-54(B) of the Code of the Town of Oyster Bay, the Department of Planning and Development, by memorandum dated October 16, 2019, authorized the Highway Department to clean up the premises located at 14 Fourteenth Street, Locust Valley, New York 11560, also known as Section 30, Block 22, Lots 71 to 73 on the Land and Tax Map of the County of Nassau; and

WHEREAS, Frank Scalera, Chief Deputy Town Attorney, and Ralph P. Healey, Special Counsel, by memorandum dated February 25, 2020, pursuant to Section 135-54(C) of the Code of the Town of Oyster Bay, have requested that the cost of cleaning up the aforementioned premises on December 12, 2019, in the total amount of \$3,096.94, be referred to the County of Nassau for assessment,

NOW, THEREFORE, BE IT RESOLVED, That the request of Frank Scalera, Chief Deputy Town Attorney, and Ralph P. Healey, Special Counsel, as set forth in their memorandum dated February 25, 2020, is approved, and the Town Clerk shall file a certified copy of this Resolution with the Clerk of the Legislature of the County of Nassau, so that the amount of \$3,096.94 may be assessed by the Legislature of the County of Nassau against the parcel known as 14 Fourteenth Street, Locust Valley, New York 11560, also known as Section 30, Block 22, Lots 71 to 73 on the Land and Tax Map of the County of Nassau, at the same time as other taxes are levied or assessed.

- # -

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  
*Frank Scalera*

DRAFT

WHEREAS, pursuant to Section 135-54(B) of the Code of the Town of Oyster Bay, the Department of Planning and Development, by memorandum dated October 16, 2019, authorized the Highway Department to clean up the premises located at 14 Fourteenth Street, Locust Valley, New York 11560, also known as Section 30, Block 22, Lots 71 to 73 on the Land and Tax Map of the County of Nassau; and

WHEREAS, Frank Scalera, Chief Deputy Town Attorney, and Ralph P. Healey, Special Counsel, by memorandum dated February 25, 2020, pursuant to Section 135-54(C) of the Code of the Town of Oyster Bay, have requested that the cost of cleaning up the aforementioned premises on December 12, 2019, in the total amount of \$3,096.94, be referred to the County of Nassau for assessment,

NOW, THEREFORE, BE IT RESOLVED, That the request of Frank Scalera, Chief Deputy Town Attorney, and Ralph P. Healey, Special Counsel, as set forth in their memorandum dated February 25, 2020, is approved, and the Town Clerk shall file a certified copy of this Resolution with the Clerk of the Legislature of the County of Nassau, so that the amount of \$3,096.94 may be assessed by the Legislature of the County of Nassau against the parcel known as 14 Fourteenth Street, Locust Valley, New York 11560, also known as Section 30, Block 22, Lots 71 to 73 on the Land and Tax Map of the County of Nassau, at the same time as other taxes are levied or assessed.

- # -

Reviewed By  
Office of Town Attorney

21

## Town of Oyster Bay Inter-Departmental Memo

TO: MEMORANDUM DOCKET

FROM: Office of the Town Attorney

DATE: February 25, 2020

SUBJECT: Property Cleanup Assessment  
14 Fourteenth Street, Locust Valley, New York 11560  
Section 30, Block 22, Lots 71 to 73

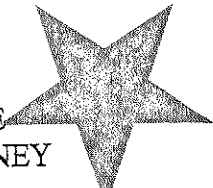
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The Department of Planning and Development, by memorandum dated October 16, 2019, directed the Highway Department to clean the premises located at 14 Fourteenth Street, Locust Valley, New York 11560, also known as Section 30, Block 22, Lots 71 to 73 on the Land and Tax Map of the County of Nassau. (See attached copy of deed). The Highway Department has, by memorandum dated January 13, 2020, advised that the property was cleaned by a crew from the Highway Department on December 12, 2019. The cost incurred by the Town of Oyster Bay was \$3,096.94.

Pursuant to Section 135-54(C) of the Code of the Town of Oyster Bay, which allows the Town to be reimbursed for the cost of the work performed, the Highway Department has requested that the cost of said work be referred to the County of Nassau for placement on the Nassau County Tax Assessment Rolls.

Kindly place this matter on the Town Board Action Calendar.

OFFICE OF THE  
TOWN ATTORNEY



*Ralph P. Healey*  
Ralph P. Healey  
Special Counsel

RPH:aml  
Attachments  
cc: Town Attorney (w/9 copies)

## TOWN OF OYSTER BAY

## Inter-Departmental Memo

October 16, 2019

**To:** JOHN BISHOP: DEPUTY COMMISSIONER/HIGHWAY  
**From:** MICHAEL ESPOSITO: CODE ENFORCEMENT BUREAU  
**Through:** ELIZABETH L. MACCARONE: COMMISSIONER  
DEPARTMENT OF PLANNING AND DEVELOPMENT  
**Subject:** 14 Fourteenth St., Locust Valley NY 11560  
SBL: 30-22-71

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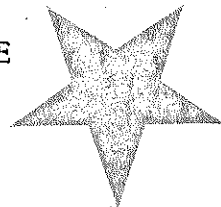
Notice of Violation No. 00874 and 00875 was issued to the owner of the above-referenced premises on 10/03/2019 for property non-maintenance, in violation of Section 135.52 of the Town Code. More than five days have passed since the Notice was served and the condition still remains.

In accordance with the provisions of Section 135.54, I am directing that:

- Litter and Debris

Pursuant to the provisions of Section 135.54(C) of the code, the Town is entitled to be reimbursed for the cost of the work performed by assessment against the owner. In addition, please notify us by fax, the date and time cleanup is completed. Please proceed accordingly.

ELIZABETH L. MACCARONE  
COMMISSIONER  
BY:



  
MICHAEL ESPOSITO  
CODE ENFORCEMENT BUREAU

ME:tc

cc: Joseph Nocella, Town Attorney



**Town of Oyster Bay**  
Department of Planning and Development  
Town Hall - 74 Audrey Avenue  
Oyster Bay, New York 11771  
(516) 624-6200  
FAX (516) 624-6240  
[www.oysterbaytown.com](http://www.oysterbaytown.com)

ELIZABETH L. MACCARONE  
COMMISSIONER

TIMOTHY R. ZIKE  
DEPUTY COMMISSIONER

JAMES McCaffrey  
DEPUTY COMMISSIONER

October 16, 2019

Ms. Lucy Dembowski  
14 14th Street  
Locust Valley, NY 11560

RE: PREMISES: 14 14<sup>th</sup> Street, Locust Valley, NY 11560  
SECTION 30 BLOCK 22 LOT 71

Dear Property Owner:

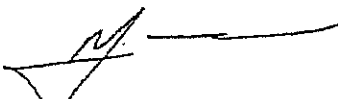
Inspections of the above-referenced property have revealed that the premises has not been maintained in accordance with the provisions of Section 135-52 of the Code of the Town of Oyster Bay, based in part from litter and debris.

Please be advised that N.O.V. No. 00874 (copy attached) has been served on 10/03/19. As of this date, the violation has not been rectified and the conditions at the premises continue to endanger the health, safety and welfare of the residents of the Town of Oyster Bay. Please be further advised that I have directed the Highway Department to perform the necessary maintenance, and to take all the necessary steps to recover from you the costs thereof.

Further, the premises will be inspected every ten (10) days thereafter. If the premises continues not to be maintained and the conditions are found to violate the provisions of the code, the Highway Department will be directed to perform subsequent maintenance with no further notice to you concerning the violations, nor additional time to correct such violations.

Very truly yours,

ELIZABETH L. MACCARONE  
COMMISSIONER

  
Michael Esposito, Bureau Chief  
Code Compliance Division

  
ELM:ME:tc  
Enclosure



Town of Oyster Bay  
Department of Planning and Development  
Town Hall - 74 Audrey Avenue  
Oyster Bay, New York 11771  
(516) 624-6200  
FAX (516) 624-6240  
www.oysterbaytown.com

ELIZABETH L. MACCARONE  
COMMISSIONER

TIMOTHY R. ZIKE  
DEPUTY COMMISSIONER

JAMES McCaffrey  
DEPUTY COMMISSIONER

October 16, 2019

Mr. Stanley Dembowski  
14 14th Street  
Locust Valley, NY 11560

RE: PREMISES: 14 14<sup>th</sup> Street, Locust Valley, NY 11560  
SECTION 30 BLOCK 22 LOT 71

Dear Property Owner:


Inspections of the above-referenced property have revealed that the premises has not been maintained in accordance with the provisions of Section 135-52 of the Code of the Town of Oyster Bay, based in part from litter and debris.

Please be advised that N.O.V. No. 00875 (copy attached) has been served on 10/03/19. As of this date, the violation has not been rectified and the conditions at the premises continue to endanger the health, safety and welfare of the residents of the Town of Oyster Bay. Please be further advised that I have directed the Highway Department to perform the necessary maintenance, and to take all the necessary steps to recover from you the costs thereof.

Further, the premises will be inspected every ten (10) days thereafter. If the premises continues not to be maintained and the conditions are found to violate the provisions of the code, the Highway Department will be directed to perform subsequent maintenance with no further notice to you concerning the violations, nor additional time to correct such violations.

Very truly yours,

ELIZABETH L. MACCARONE  
COMMISSIONER

  
Michael Esposito, Bureau Chief  
Code Compliance Division

(4)  
ELM:ME:tc  
Enclosure

[illegible]

THIS ADVENTURE, made the day of March, nineteen hundred and seventy-two between JOHN E. LEDESKY, residing at No. 63 Woolsey Avenue, Glen Cove, New York; ALBERT LEDESKY, residing at No. 13 Wanser Avenue, Bayville, New York and FRANK M. LEDESKY, residing at No. 167 Prairie Lane, Levittown, New York.

DATE OF THE FIRST MEETING: 2001

STANLEY J. DEMBOWSKI and LUCY S. DEMBOWSKI, his wife, residing at  
No. 20 Fourteenth Street, Locust Valley, New York.

Party of the second part.

~~NOTICE~~ that the body of the first part in consideration of

**ရုပ်စိမ်း**

lawful money of the United States.

1997

by the party of the second part, does hereby grant and release unto the party of the second part, the heirs or successors and assigns of the party of the second part forever.

ALL that certain plot, piece or parcel of land, with the buildings and improvements thereon erected, situate, lying and being in the at Locust Valley, Town of Oyster Bay, County of Nassau and State of New York, known and designated as Lots 71, 72 and 73 on a certain map entitled, "Subdivision plan of Woodland Park, near Locust Valley, Long Island, property of Locust Valley Realty Company, Inc., surveyed March 1914 by R. C. Harrington, C. E." and filed in the Nassau County Clerk's office on April 15, 1914 of Map No. 79, Case No. 965 and which said lots are more particularly bounded and described as follows:

BEGINNING at a point on the Easterly side of 14th Street (Third Street), distant 86.86 feet Northerly from the corner formed by the intersection of the Easterly side of 14th Street with the Northerly side of Forest Avenue and which said point of beginning is where the Southerly boundary line of Lot 73 on said map intersects said Easterly side of 14th Street;

RUNNING THENCE North 2 degrees 21 minutes East and along the Eastern side of 14th Street, 75 feet to the division line between Lots 70 and 71, an said map;

THENCE South 87 degrees 39 minutes East and along said last mentioned  
division line 100 feet;

THENCE South 2<sup>nd</sup> degrees 21 minutes West 75 feet; and

THENCE RUNNING North 87 degrees 59 minutes West, 100 Feet to the Easterly side of 14th Street, the point or place of BEGINNING.

BEING the same premises conveyed to the Parties of the First Party by deed of MARY LEDECKY dated July 1, 1971 - recorded July 6, 1971 in the Nassau County Clerk's Office in Liber 8262 of Deeds at Page 335.

Said premises being known as and by the Street Number 14 - Northeastern Street, Locust Valley, New York.

~~Var. by~~ / ~~posited in.~~ / ~~Gen. No.~~

2008-09-15

ated by

①

WAR i 4 1913

CEB AL

Town of Oyster Bay  
Inter- Departmental Memo

January 13, 2020

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

FROM: JOHN P. BISHOP, DEPUTY COMMISSIONER  
HIGHWAY DEPARTMENT

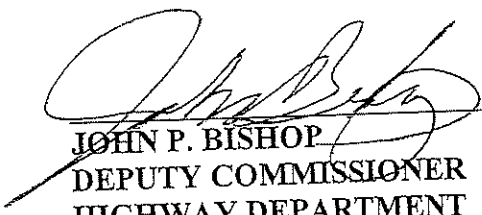
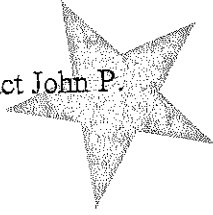
SUBJECT: 14 14<sup>th</sup> STREET, LOCUST VALLEY  
CLEAN-UP

---

Attached please see "Miscellaneous Highway Cleanup Costs" incurred by the Highway Department. These charges are for the services provided, to rectify the violation by the property owner of the address listed above.

In accordance with the rectification of this violation it is asked that this department be reimbursed in the total amount of \$3,096.94.

If you have any questions pertaining to the above subject, please feel free to contact John P. Bishop at 677-5804.



JOHN P. BISHOP  
DEPUTY COMMISSIONER  
HIGHWAY DEPARTMENT

JPB/kjb

Enc. T & M sheet

REC'D TOWN ATTORNEY  
20 JAN 16 PM 1:19

CLEAN - UP 14 14<sup>TH</sup> STREET, LOCUST VALLEY TO P & D



# MISCELLANEOUS HIGHWAY CLEANUP COSTS NOT COVERED UNDER ROAD RESTORATION

Location (30-22-71) 14 14TH ST LOCUST VALLEY 11560

Date Dec 12, 2019

Work Order # 64802

Labor Costs						
Employee's Name		Regular Work Hours	Regular Rate	Overtime Hours	Overtime Rate	Line Cost
MICHAEL BARRY	General Maintenance	01:00	\$30.19	00:00	0	\$30.19
NICHOLAS BENETOS	General Maintenance	02:00	\$42.37	00:00	0	\$84.74
SCOTT DADE	General Maintenance	02:00	\$48.31	00:00	0	\$96.62
JOSEPH LOIODICE	General Maintenance	02:00	\$28.31	00:00	0	\$56.62
RODOLFO MERCADO	General Maintenance	01:00	\$25.11	00:00	0	\$25.11
DORIAN COVEN	General Maintenance	01:00	\$26.29	00:00	0	\$26.29
JOHN SANDIFORD	General Maintenance	01:00	\$29.53	00:00	0	\$29.53
ROBERT SANZOVERINO	General Maintenance	02:00	\$25.66	00:00	0	\$51.32
JOSEPH J LUKETIC	General Maintenance	01:00	\$22.96	00:00	0	\$22.96
TODD FRENCH	General Maintenance	01:00	\$15.00	00:00	0	\$15.00
Total Labor						\$438.38

Tools/Vehicle				
Tool/Vehicle	Description	Rate per Hour	Hours	Line Cost
PU455	2019 FORD F350 YW	\$79.00	02:00	\$158.00
RO025	ROLL-OFF CHASSIS 2006 INTL 7600 YW (T-618)	\$250.00	02:00	\$500.00
SK005	SKID LOADER 2005 KOMAT 1020 YW	\$26.00	01:00	\$26.00
TD638	TRUCK DUMP 2008 INTL 7400 YW (T-159) -10 Wheeler	\$93.00	02:00	\$186.00
TD704	TRUCK DUMP 2011 FORD F350 YELLO (T145 / T-145) - Power Wagons	\$105.00	01:00	\$105.00
TD737	TRUCK DUMP 2016 DODGE RAM 3500 - POWER WAGON (T-155)	\$105.00	01:00	\$105.00
TD750	2019 INT 7400 10 WHEELER YW	\$93.00	02:00	\$186.00
TX014	TOW TRUCK 2013 FORD F550 YW	\$79.00	01:00	\$79.00
Total Equipment				\$1345.00

Materials				
Material	Cost Per Unit	Units	Line Cost	
Administrative Fee	\$750.00	1	\$750.00	
Tipping Fee (per ton)	\$87.51	6.44	\$563.56	
Total Materials			\$1313.56	

Grand Total \$3096.94

Description of Work:  
CLEAN UP 14 FOURTEENTH STREET LV

Signature: 

Name: Peter Brown

Title: Director of Highway Operations

Date: Dec 19, 2019

WHEREAS, pursuant to Sections 96-15 and 96-20 of the Code of the Town of Oyster Bay, the Department of Planning and Development, by its emergency powers, authorized the Highway Department to secure the premises located at 90 Cold Spring Road, Syosset, New York 11791, also known as Section 15, Block 84, Lot 16 on the Land and Tax Map of the County of Nassau; and

WHEREAS, Frank Scalera, Chief Deputy Town Attorney, and Ralph P. Healey, Special Counsel, by memorandum dated February 20, 2020, pursuant to Section 96-19 of the Code of the Town of Oyster Bay, have requested that the cost of securing the premises on December 5, 2019, in the amount of \$893.27, be referred to the County of Nassau for assessment,

NOW, THEREFORE, BE IT RESOLVED, That the request of Frank Scalera, Chief Deputy Town Attorney, and Ralph P. Healey, Special Counsel, as set forth in their memorandum dated February 20, 2020, is approved, and the Town Clerk shall file a certified copy of this Resolution with the Clerk of the Legislature of the County of Nassau, so that the amount of \$893.27 may be assessed by the Legislature of the County of Nassau against the parcel known as 90 Cold Spring Road, Syosset, New York 11791, also known as Section 15, Block 84, Lot 16 on the Land and Tax Map of the County of Nassau, at the same time as other taxes are levied or assessed.

- # -

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. Healey*

22

# Town of Oyster Bay Inter-Departmental Memo

TO: MEMORANDUM DOCKET

FROM: Office of the Town Attorney

DATE: February 20, 2020

SUBJECT: Property Cleanup Assessment  
90 Cold Spring Road, Syosset, New York 11791  
Section 15, Block 84, Lot 16

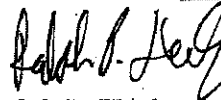
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By the emergency powers granted to the Department of Planning and Development, the Highway Department secured the premises of the house located at 90 Cold Spring Road, Syosset, New York 11791, also known as Section 15, Block 84, Lot 16 on the Land and Tax Map of the County of Nassau. (See attached copy of deed). The Highway Department has, by memorandum dated December 19, 2019, advised that the property was secured by a crew from the Highway Department on December 5, 2019. The cost incurred by the Town of Oyster Bay was \$893.27.

Pursuant to Section 96-19 of the Code of the Town of Oyster Bay, which allows the Town to be reimbursed for the cost of the work performed, the Highway Department has requested that the cost of said work be referred to the County of Nassau for placement on the Nassau County Tax Assessment Rolls.

Kindly place this matter on the Town Board Action Calendar.

OFFICE OF THE  
TOWN ATTORNEY



Ralph P. Healey  
Special Counsel

RPH:aml  
Attachments  
Town Attorney (w/9 copies)

Ken Bishop

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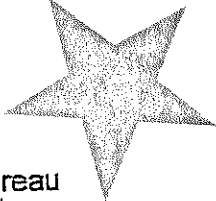
From: Theresa Cipriano  
Sent: Thursday, December 05, 2019 10:31 AM  
To: Ken Bishop  
Cc: Michael Esposito  
Subject: 90 Cold Spring Rd, Syosset 15-84-16

Kenny,

Please have the front door boarded up at subject premises.

Thank You,

*Theresa Cipriano*



Town of Oyster Bay  
Code Enforcement Bureau  
74 Audrey Avenue, 3<sup>rd</sup> Floor  
Oyster Bay, New York 11771  
(516) 624-6215  
Fax: (516) 624-6240

NY CLERK

CONSULT YOUR LANDSCAPE ARCHITECT BEFORE SIGNING THIS INSTRUMENT - THIS INSTRUMENT SHOULD BE USED BY LAWYERS ONLY

THIS INDENTURE, made the 15<sup>th</sup> day of FEBRUARY, 2012

BETWEEN  
ALICE E. BRYANT, 50 COLD SPRING RD, SYOSSET, NY

party of the first part, and  
50 COLD SPRING RD LTD, 50 COLD SPRING RD, SYOSSET, NY

party of the second part,  
WITNESSETH, that the party of the first part, in consideration of TEN dollars  
paid by the party of the second part, does hereby grant and release unto the party of the second part, the heirs  
or successors and assigns of the party of the second part forever,

ALL that certain plot, place or parcel of land, with the buildings and improvements thereon erected, situate,  
lying and being in the  
SCE 15 BLK 24 LT 16  
PREMISES KNOWN AT 50 COLD SPRING ROAD, SYOSSET, NY 11791

TOGETHER with all right, title and interest, if any, of the party of the first part in and to any streets and roads  
abutting the above described premises to the center lines thereof TOGETHER with the appurtenances and all  
the estate and rights of the party of the first part in and to said premises, TO HAVE AND TO HOLD the  
premises herein granted unto the party of the second part, the heirs or successors and assigns of the party of  
the second part forever

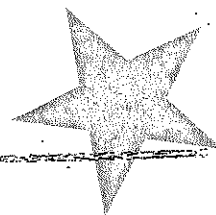
AND the party of the first part covenants that the party of the first part has not done or suffered anything  
whereby the said premises have been encumbered in any way whatever, except as aforesaid

AND the party of the first part, in compliance with Section 13 of the Lien Law, covenants that the party of the  
first part will receive the consideration for this conveyance and will hold the right to receive such consideration  
as a trust fund to be applied first for the purpose of paying the cost of the improvement, and will apply the same  
first to the payment of the cost of the improvement before using any part of the total of the same for any other  
purpose. The word "party" shall be construed as if it read "parties" when ever the sense of the indenture so  
requires.

IN WITNESS WHEREOF, the party of the first part has duly executed this deed the day and year first above  
written.

IN PRESENCE OF

Alice E. Bryant  
ALICE E. BRYANT



DC

Town of Oyster Bay  
Inter- Departmental Memo

December 19, 2019

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

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

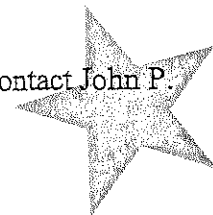
**SUBJECT:** 90 COLD SPRING ROAD, SYOSSET  
BOARD-UP

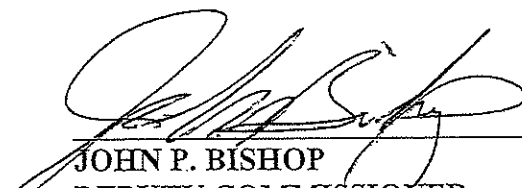
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Attached please see "Miscellaneous Highway Cleanup Costs" incurred by the Highway Department. These charges are for the services provided, to rectify the violation by the property owner of the address listed above.

In accordance with the rectification of this violation it is asked that this department be reimbursed in the total amount of \$893.27.

If you have any questions pertaining to the above subject, please feel free to contact John P. Bishop at 677-5804.



  
\_\_\_\_\_  
JOHN P. BISHOP  
DEPUTY COMMISSIONER  
HIGHWAY DEPARTMENT

JPB/kjb

Enc. T & M sheet

BOARD – UP 90 COLD SPRING ROAD, SYOSSET TO P & D



MISCELLANEOUS HIGHWAY CLEANUP COSTS NOT COVERED  
UNDER ROAD RESTORATION

Location (15-84-16) 90 COLD SPRING RD SYOSSET NY 11791

Date Dec 5, 2019

Work Order # 66243

Labor Costs

Employee's Name		Regular Work Hours	Regular Rate	Overtime Hours	Overtime Rate	Line Cost
JEFFREY VAN NOSTRAND	General Maintenance	01:00	\$44.64	00:00	0	\$44.64
Total Labor						\$44.64

Tools/Vehicle

Tool/Vehicle	Description	Rate per Hour	Hours	Line Cost
TU052	TRUCK UTILITY 2012 FORD F-350 YW (RR911)	\$79.00	01:00	\$79.00
Total Equipment				\$79.00

Materials

Material	Cost Per Unit	Units	Line Cost
Administrative Fee	\$750.00	1	\$750.00
Hasps	\$7.24	1	\$7.24
Locks	\$12.39	1	\$12.39
Total Materials			\$769.63

Grand Total \$893.27

Description of Work:  
BOARD UP 90 COLD SPRING ROAD SY

Signature: Peter Brown  
Name: Peter Brown  
Title: Director of Highway Operations  
Date: Dec 12, 2019



14000546

WHEREAS, John Tassone, Deputy Commissioner, Department of Public Works, by memorandum dated March 5, 2020, advised the Town Board that Consulting Engineer, D&B Engineers and Architects, P.C., has made a final inspection of the work done performed under Contract No. DPW 16-143R, Closure of Tank #31 at 150 Miller Place, Syosset – DPW Complex, and has certified that Contractor, Island Pump & Tank Corp., has completed all work under, and complied with all of the requirements of, the contract; and

WHEREAS, Deputy Commissioner Tassone, by said memorandum, concurred with the Consulting Engineer's recommendation and requested final acceptance for this project; and

WHEREAS, final construction costs were in the amount of \$185,850.65; and

WHEREAS, the Office of the Comptroller and the Office of the Town Attorney, by memoranda dated January 14, 2020 and February 20, 2020, respectively, stated that there are no financial hindrances or legal obstacles of record that would necessitate the withholding of final acceptance of this contract; and

WHEREAS, following an inspection, the Department of Highways, by memorandum dated March 5, 2020, recommended that the project be accepted as complete,

NOW, THEREFORE, BE IT RESOLVED, That, the request as hereinabove set forth, is accepted and approved and Contract No. DPW 16-143R, Closure of Tank #31 at 150 Miller Place, Syosset – DPW Complex, is hereby accepted as complete, for a final construction cost of \$185,850.65, and the Comptroller is hereby authorized and directed to make final payment for same to Island Pump & Tank Corp., in accordance with the applicable terms and provisions of the contract, upon presentation of a duly certified claim, after audit, after the customary review of the engineer's certificate.

#

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

24

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

March 5, 2020

TO: MEMORANDUM DOCKET

FROM: JOHN C. TASSONE, DEPUTY COMMISSIONER  
DEPARTMENT OF PUBLIC WORKS

SUBJECT: QUANTITY ADJUSTMENT, ACCEPTANCE AND FINAL PAYMENT  
CLOSURE OF TANK #31 AT 150 MILLER PLACE, SYOSSET - DPW COMPLEX  
CONTRACT NO.: DPW 16-143R

---


Attached please find the tabulation from D&B Engineers and Architects, P.C. which details adjustments to quantities included in bid price resulting in a net decrease of \$11,139.35. Also attached herewith is:

1. A letter dated January 2, 2020 from D&B Engineers and Architects, P.C. recommending final acceptance by the Town of Oyster Bay.
2. The consultant's final engineer's certificate for Island Pump & Tank Corp. dated January 2, 2020.
3. A statement from the Town Attorney's office indicating there are no legal hindrances.
4. A statement from the Town Comptroller indicating there are no financial hindrances which would delay the acceptance of this contract.
5. A statement from the Department of Highway concurring with final acceptance.

Work under this contract was directed to proceed as of January 28, 2019 to be completed within 60 calendar days on March 28, 2019. Actual work was completed on March 28, 2019.

Final construction costs amount to \$185,850.65.

We hereby concur with D&B Engineers and Architects, P.C. that this project be accepted as being completed and that all final payments be made to the contractor after the customary review of the engineer's certificate and claim by the Comptroller.

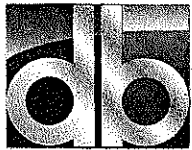
  
\_\_\_\_\_  
JOHN C. TASSONE  
DEPUTY COMMISSIONER  
DEPARTMENT OF PUBLIC WORKS

JCT/MR/SC/lk

Attachments

cc: Town Attorney (w/9 copies)  
Steven C. Ballas, Comptroller  
Eric Tuman, Commissioner/General Services  
John Bishop, Deputy Commissioner/Highway  
Kathy Stefanich, Administration/DPW

DPW 16-143R - Tank#31\_ Final Doc\_netdecrease.



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

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

January 2, 2020

Ms. Sunita Chakraborti  
Town of Oyster Bay  
Department of Public Works  
150 Miller Place  
Syosset, NY 11791

Re: Town of Oyster Bay  
Closure of Tank #31 at 150 Miller Place  
Syosset-DPW Complex  
Payment Requisition #3  
TOB Contract No. DPW 16-143R  
D&B No. 3490

Dear Ms. Chakraborti:

Enclosed please find Island Pump and Tank Corp.'s Requisition No. 3 (final) for the above referenced project. In addition, a Town of Oyster Bay Claim Form, AIA Application and Certificate for Payment, Contractor Affidavits and Contractor's Affidavit of Payment of Debts and Claims/Contractor's Affidavit of Release of Liens and Maintenance Bond for the project are enclosed. We have reviewed the application and find it acceptable. We recommend final acceptance of this project and final payment including retainage in the amount of \$14,052.65 to Island Pump and Tank Corp. be paid.

In addition, enclosed is the final cost tabulation which serves to reconcile the final contract value with the work actually completed.

If you have any questions, please feel free to call me.

Very truly yours,

*Frank Merklin*

Frank Merklin  
Engineer

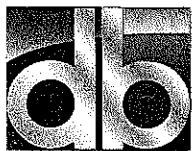
FM/kb

Enclosures

cc: J. Tassone (TOB)  
M. Russo (TOB)  
P. Sachs (D&B)

♦3490\FM20Ltr-01

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



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

TOWN OF OYSTER BAY DEPARTMENT OF PUBLIC WORKS  
CLOSURE OF TANK #31  
FINAL COST TABULATION

Allowance Summary	
Description	Amount
Initial Allowance Value	\$10,000.00
Excess tank gallonage (additional 849 gallons)	\$1,016.45
Excess slurry needed to close tank (additional 5 cubic yards)	\$1,304.00
Larger drywell then on the plans (additional 2 ft diameter)	\$1,180.00
10 ft traffic bearing slab for drywell closure	\$2,010.20
Credit for not testing tanks	\$(500.00)
Remaining Allowance Value	\$4,989.35

Quantity Adjustments	
Description	Amount
Item 2 - Materials Cost for Select Fill	\$(2,000.00)
Item 3 - Placement, Compaction and Testing of Select Fill	\$(1,900.00)
Item 4 - Allowance	\$(4,989.35)
Item 5 - Excavate and Dispose of Unsuitable Soils	\$(2,250.00)
Quantity Adjustment Total	\$(11,139.35)

Contract Price Tabulation	
Description	Amount
Initial Contract Price	\$196,990.00
Net increase (decrease) from Remaining Allowance	\$(4,989.35)
Net increase (decrease) from Changes to Original Contract Price	\$(6,150.00)
Net increase (decrease) from Original Contract Price	\$(11,139.35)
Updated Contract Price	\$185,850.65

APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

TO OWNER: PROJECT: Closure of Tank #31 APPLICATION # 3

Town of Oyster Bay  
150 Miller Place  
Syosset, NY 11791

FROM CONTRACTOR:  
ISLAND PUMP & TANK CORP.  
40 DOYLE CT.  
EAST NORTHPORT, NY 11731

VIA CONSULTANT:  
D&B Engineers  
330 Crossways Park Drive  
Woodbury, NY 11797

Distribution to:

<input type="checkbox"/>	OWNER
<input type="checkbox"/>	ARCHITECT
<input type="checkbox"/>	CONTRACTOR
<input type="checkbox"/>	CONSULTANT

PERIOD TO: 3/28/19

PROJECT NOS:

CONTRACT FOR:

CONTRACT DATE:

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.


1. ORIGINAL CONTRACT SUM	\$	196,990.00
2. Net change by Change Orders	\$	(11,139.35)
3. CONTRACT SUM TO DATE (Line 1 ± 2)	\$	185,850.65
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$	185,850.65
5. RETAINAGE:		
a. 5 % of Completed Work (Column D + E on G703)	\$	0.00
b. 0 % of Stored Material (Column F on G703)	\$	0.00
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$	0.00
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	\$	185,850.65
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	171,798.00
8. CURRENT PAYMENT DUE	\$	14,052.65
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	0.00

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$0.00	\$0.00
Total approved this Month	\$0.00	\$0.00
TOTALS	\$0.00	\$0.00
NET CHANGES by Change Order	\$0.00	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Island Pump and Tank Corporation

By:  Date: 3/28/19

State of New York County of Suffolk  
Subscribed and sworn to before me this 28th day of March, 2019  
Notary Public  My Commission expires 5/4/22

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED .....\$ 14,052.65

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)  
ARCHITECT:

By: Frank Merdin Date: 1/2/20

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

S.C.

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

TO: JOHN C. TASSONE  
DEPUTY COMMISSIONER  
DEPARTMENT OF PUBLIC WORKS

FROM: RAYMOND J. AVERNA  
DEPUTY TOWN ATTORNEY

DATE: February 20, 2020

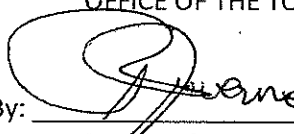
SUBJECT: FINAL ACCEPTANCE  
CLOSURE OF TANK #31 AT 150 MILLER PLACE, SYOSSET- DPW COMPLEX  
CONTRACT NO. DPW16-143R / ISLAND PUMP & TANK CORP.

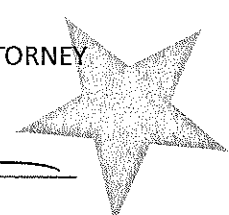
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In reply to your memorandum of January 10, 2020, please be advised that the records of this office disclose no pending litigation or other obstacles which would prevent the final acceptance of the above-referenced project.

In addition, we have reviewed Maintenance Bond No. HICNE 101880298M and have approved same as to form. The original Maintenance Bond was forwarded to the Town Clerk.

OFFICE OF THE TOWN ATTORNEY

By:   
Raymond J. Averna  
Deputy Town Attorney



Cc: Comptroller  
Town Clerk (w/ original Maintenance Bond)

ST  
S.C.

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

JANUARY 14, 2020

**TO: RICHARD W. LENZ, COMMISSIONER OF PUBLIC WORKS/HIGHWAY**

**FROM: STEVEN C. BALLAS, COMPTROLLER**

**SUBJECT: FINAL ACCEPTANCE – CLOSURE OF TANK # 31 AT 150 MILLER  
PLACE, SYOSSET – CONTRACT NO DP16-143R**

---

In response to your memo dated January 10, 2020, copy enclosed, please be advised that there are no financial hindrances that would delay the acceptance of this contract.

  
\_\_\_\_\_  
**STEVEN C. BALLAS**  
**COMPTROLLER**



Enclosure

SCB/jjb:mj

cc: Town Attorney w/enclosure  
Accounts Payable Division  
Reading File

S.C.

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

Thursday, March 05, 2020

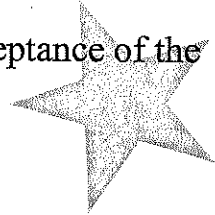
TO: Richard W. Lenz, P.E.  
Commissioner of DPW/Highway

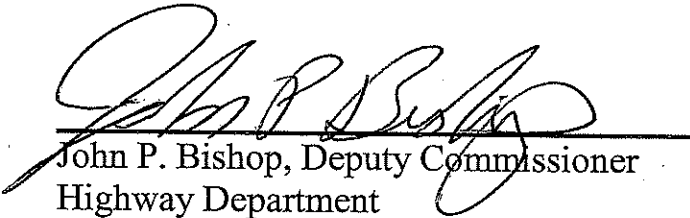
FROM: John P. Bishop, Deputy Commissioner  
Highway Department

SUBJECT: Final Acceptance  
Closure of Tank #31 at 150 Miller Place, Syosset  
DPW Complex Contract no.: DPW 16-143R

---

The Highway Department agrees with the recommendation for final acceptance of the above project.



  
John P. Bishop, Deputy Commissioner  
Highway Department

JPB/SDJ/lp  
CO-T

WHEREAS, by Resolution No. 806-2019, adopted on December 10, 2019, the Town Board authorized the Department of Public Works to enter into Contract No. PWC07-20, On-Call Engineering Services Relative to Civil Engineering, with de Bruin Engineering, P.C., 1400 Old Country Road, Suite No. 106, Westbury, New York 11590, for a two (2) year contract term, commencing on January 1, 2020 through December 31, 2021; and

WHEREAS, Robert W. de Bruin, P.E., de Bruin Engineering, P.C., Consulting Engineers, by letter dated January 29, 2020, requested approval to use Gayron de Bruin Surveying and Engineering, P.C., 88 Duryea Road, Melville, New York 11747, as a sub-consultant, for the installation of a new parking lot at Parklet B-21, Bethpage, including a boundary survey, design drawings and easement descriptions, in connection with the aforesaid project; and

WHEREAS, Richard W. Lenz, P.E., Commissioner, Department of Public Works/Highways, and John C. Tassone, Deputy Commissioner, Department of Public Works/Highways, by memorandum dated March 6, 2020, requested Town Board authorization for deBruin engineering, P.C., to use Gayron de Bruin Surveying and Engineering, P.C. as a sub-consultant, for the installation of a new parking lot at Parklet B-21, Bethpage, including preparation of a boundary survey, design drawings and easement descriptions, in connection with the aforesaid project; and

WHEREAS, Commissioner Lenz, and Deputy Commissioner Tassone, by said memorandum, further requested that the Town Board authorize and direct the Town Comptroller to issue an encumbrance order, in the amount of \$9,314.00, to pay for work done by Gayron de Bruin Surveying and Engineering, P.C., as a sub-consultant, in connection with the aforesaid project,

NOW, THEREFORE, BE IT RESOLVED, That the requests as hereinabove set forth are hereby accepted and approved, and the Department of Public Works/Highways, and de Bruin Engineering, P.C., Consulting Engineers, are hereby authorized to use Gayron de Bruin Surveying and Engineering, P.C., as a sub-consultant, for the for the installation of a new parking lot at Parklet B-21, Bethpage, including preparation of a boundary survey, design drawings and easement descriptions, in connection with the aforesaid project; and be it further

ms  
Reviewed By  
Office of Town Attorney

*Ralph P. Deady*

RESOLVED, That the Comptroller is hereby authorized and directed to issue an encumbrance order in the amount of \$9,314.00, to pay for work done by Gayron de Bruin Surveying and Engineering, P.C., as a sub-consultant, in connection with the aforesaid project, and be it further

RESOLVED, That the funds for said payment shall be drawn from Account No. PKS H 7197 20000 000 1902 001; and be it further

RESOLVED, That the Comptroller is hereby authorized and directed to make payment for same, upon the 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**

MARCH 6, 2020

TO: MEMORANDUM DOCKET

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

SUBJECT: ON – CALL ENGINEERING SERVICES RELATIVE TO CIVIL ENGINEERING  
USE OF SUB-CONSULTANT  
BOUNDARY SURVEYS AND DESIGN DRAWINGS FOR PARKING/ B-21 PARKLET  
CONTRACT NO. PWC 07-20  
ACCOUNT NO. PKS H 7197 20000 000 1902 001  
PROJECT NO. 1902 PKSA-08

---

The consultant, de Bruin Engineering, P. C. has been approved by the Commissioner of Public Works to provide engineering services under On-Call Contract No. PWC 07-20 by Resolution No. 806-2019 for the subject project. Funds have been made available by the Director of Finance.


Attached is a letter dated January 29, 2020 from de Bruin Engineering, P. C. regarding the scope of work to be performed in an amount not to exceed \$9,314.00. Services to be performed include boundary survey, design drawing and easement descriptions for the installation of a new parking lot at Parklet B – 21 located in Bethpage.

Attached is an availability of funds in the amount of \$9,314.00 to satisfy said engineering costs from the Office of the Director of Finance indicating that funds are available in Account No. PKS H 7197 20000 000 1902 001.

In addition, de Bruin Engineering, P. C. requests the following sub-consultant be approved to assist with the surveying of the site:

- Gayron de Bruin Surveying and Engineering, P. C. – Survey and settling bench marks.

It is hereby requested that the Town Board authorize by Resolution de Bruin Engineering, P. C. under Contract No. PWC 07-20, On-Call Engineering Services Relative to Civil Engineering and requests that the Comptroller be directed to issue an encumbrance order for this purpose as well as approval of Gayron de Bruin Surveying and Engineering, P. C. as a sub-consultant.

*Richard W. Lenz by:*  
  
RICHARD W. LENZ, P. E.  
COMMISSIONER  
DEPARTMENT OF PUBLIC WORKS/HIGHWAY

RWL/JCT/MR/nm

cc: Town Attorney (w/9 copies)  
Steven C. Ballas, Comptroller  
Joseph G. Pinto, Commissioner/Parks  
Kathy Stefanich, Administration/DPW

PWC 07-20 DOCKET DEBRUIN B 21 PARKING



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



Requesting Division/Department

PARKS

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

Contract Number PWC07-20

Contract Period JANUARY 1, 2020 THRU DECEMBER 31, 2021

Consultant/Contractor de Bruin Engineering, P. C.

Discipline On-Call Engineering Services / Civil Engineering

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

Resolution No. 806-2019 Date 12/10/2019

Funded To Date \$0.00

Amount Requested \$9,314.00

Account To Be Used PKS-H-7197-20000-000-1902-001 1902 PKSA-08

If Capital Account, State The Related Contract Number: N/A

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.

On-Call Engineering Services for the Boundary Survey and Design Drawings

for Parking at Parklet B - 21, Bethpage

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 \$ n/a

Requesting Division/Department

DPW Approval

Signature [Signature]

Signature [Signature]

Title Commissioner of Parks

Title Commissioner of Public Works

Date 3/6/2020

Date 3/6/2020

THIS SECTION TO BE COMPLETED BY THE DIRECTOR OF FINANCE

Amount Requested 9,314.00

Unencumbered Balance 1,563,168.24

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

Yes ☒ No ☐

Signature [Signature]

Date 2/27/2020



# 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. PWC07-20

Contract End 12/31/2021

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

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

Vendor Name and Address

de Bruin Engineering, P. C.

1400 Old Country Road Suite 106

Westbury, New York 11590

Requesting Town Department Parks

Contact Greg Skupinsky Phone X - 4118

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

On-Call Engineering Services for the Boundary Survey and Design Drawings

for Parking at Parklet B - 21, Bethpage

**This work order shall not exceed \$ \$9,314.00**

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

**Requesting Division/Department**

**Department Of Public Works Approval**

Signature [Signature]

Signature [Signature]

Title Commissioner / Parks

Deputy  
Commissioner of Public Works

Date 3/6/2020

Date 3/6/2020

January 29, 2020

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

Re: On Call Engineering Services / Civil Engineering  
Contract No. PWC 07-20  
Parking for Parklet B21  
de Bruin No. 6244

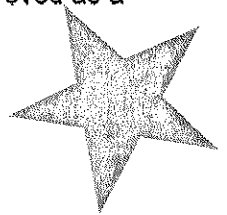
Dear Commissioner,

Our original proposal for this project, under PW 18-07 had a total fee of \$34,930.00. Through December 31, 2019 we have spent and billed \$25,616.00. We respectfully request that the balance of the funds be authorized under PWC 07-20 for a total amount of \$9,314.00.

The work remaining to be completed is as follows:

1. Prepare schematic design of the parking field for review and approval by the Town.
2. Upon approval of Prepare construction drawings for the parking field for construction under a Requirements Contract.
3. Prepare two (2) easement descriptions for use in the transfer of easements between parties.
4. Prepare a cost of the proposed construction work.

We respectfully request that Gayron de Bruin Surveying and Engineering, PC be approved as a sub-consultant for this work.



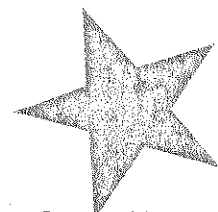
January 29, 2020

Thank you for your consideration in this matter. Please contact me at your convenience with any comments or questions.

Sincerely yours,

A handwritten signature in black ink, appearing to read 'R. W. de Bruin', followed by a horizontal line.

Robert W. de Bruin, P.E.



WHEREAS, Richard W. Lenz, P.E., Commissioner, Department of Public Works/Highway, by memorandum dated November 22, 2019, advised that a Request for Proposals for On-Call Engineering Services relative to Civil Engineering, in the Town of Oyster Bay, Nassau County, New York, in accordance with the specifications contained in Contract No. PWC07-20, for a two (2) year term contract commencing January 1, 2020 through December 31, 2021 was issued to nine (9) firms, and was placed on the Town of Oyster Bay website; and

WHEREAS, in response to that Request for Proposals, sixteen (16) responses were timely received by the Division of Engineering; and

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

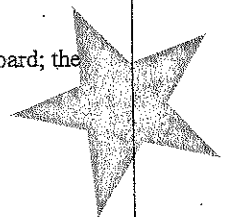
WHEREAS, the Department of Public Works requested that the Town Board authorize the Department of Public Works to enter into an agreement with AECOM USA, Inc., D&B Engineers & Architects, P.C., de Bruin Engineering, P.C., H2M Engineers, Architects, Land Surveying & Landscape Architecture, D.P.C., LiRo Engineers, Inc., Lockwood, Kessler & Bartlett, Inc., and N&P Engineering, Architecture and Land Surveying, PLLC, to provide On-Call Engineering Services relative to Civil Engineering, in accordance with the specifications contained in Contract No. PWC07-20, for a two (2) year term, commencing on January 1, 2020 through December 31, 2021,

NOW, THEREFORE, BE IT RESOLVED, That the recommendations as hereinabove set forth are accepted and approved, and the Department of Public Works is hereby authorized to enter into Contract No. PWC14-20 with AECOM USA, Inc., D&B Engineers & Architects, P.C., de Bruin Engineering, P.C., H2M Engineers, Architects, Land Surveying & Landscape Architecture, D.P.C., LiRo Engineers, Inc., Lockwood, Kessler & Bartlett, Inc., and N&P Engineering, Architecture and Land Surveying, PLLC, 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	Recused
Councilman Imbroto	Aye
Councilman Hand	Aye
Councilman Labriola	Aye



Reviewed By  
Office of Town Attorney

WHEREAS, Richard W. Lenz, P.E., Commissioner, Department of Public Works/Highways, and John C Tassone, Deputy Commissioner of the Department of Public Works, by memorandum dated March 5, 2020, have advised that the Department of Public Works has approved the plans and specifications in connection with Contract No. H20-204, Concrete Replacement at Various Locations Throughout the Town of Oyster Bay, and have requested that the Division of Engineering, Department of Public Works, be authorized to proceed with the Bid and Construction Phases of said Contract, and that the Division of Purchasing, Department of General Services, be authorized and directed to proceed with the establishment of a date for the receipt of bids for said Contract,

NOW, THEREFORE, BE IT RESOLVED, That the recommendations as hereinabove set forth are hereby accepted and approved, and the Division of Engineering, Department of Public Works, is hereby authorized and directed to proceed with the Bid and Construction Phases of Contract No. H20-204, and be it further

RESOLVED, That the Division of Purchasing, Department of General Services, is hereby authorized and directed to proceed with the establishment of a date for the receipt of bids for said Contract.

-#-

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. Deady*

20

TOWN OF OYSTER BAY

INTER-DEPARTMENTAL MEMO

March 5, 2020

TO: MEMORANDUM DOCKET

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


SUBJECT: REQUEST TO ENTER BID & CONSTRUCTION PHASES  
CONCRETE REPLACEMENT AT VARIOUS LOCATIONS THROUGHOUT  
THE TOWN OF OYSTER BAY, NASSAU COUNTY NY  
CONTRACT NO. H20-204

---

At the request of the Department of Highways, the Engineering Division has developed a contract for the provision of concrete restoration and replacement at various locations throughout the Town of Oyster Bay. The Commissioner of Public Works has approved the contract and specifications for the subject project. The estimated construction time for completion of this subject contract is 120 days.

It is hereby requested that the Town Board authorize that the Division of Engineering, by copy of this memorandum, shall proceed with setting a bid date for receiving bids for this contract.

*Richard W. Lenz, by:*  
*John C. Gunn, 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 C. Ballas, Comptroller  
Eric Tuman, Commissioner/General Services  
John P. Bishop, Deputy Commissioner/Highway  
Kathy Stefanich, Administrative Division/DPW

H20-204 Permission To Bid

WHEREAS, by Resolution No. 834-2017, adopted on December 12, 2017, the Town Board authorized the Supervisor or his designee to enter into an agreement with Dr. Laurence H. Blauvelt, DVM, of Carman Avenue Veterinary Office, P.C., 837 Carman Avenue, Westbury, New York 11590, to provide the Town Animal Shelter with veterinary services for basic care of the Animal Shelter's animals, for the period from January 1, 2018 through December 31, 2018, in an amount not to exceed \$140,000.00; and

WHEREAS, by Resolution No. 273-2018, adopted on April 24, 2018, the Town Board authorized the amendment of Resolution No. 834-2017 to add the option for four (4) one (1) year extensions to said agreement, at the same rate, in a dollar amount not to exceed \$140,000.00 per year; and

WHEREAS, by Resolution No. 119-2019, adopted on February 12, 2019, the Town Board authorized the exercise of the first one (1) year extension of said agreement, for the period January 1, 2019 through December 31, 2019, at the same rate, in a dollar amount not to exceed \$140,000.00 per year; and

WHEREAS, by Resolution No. 17-2020, adopted on January 7, 2020, the Town Board authorized the exercise of the second one (1) year extension of said agreement, for the period January 1, 2020 through December 31, 2020, at the same rate, in a dollar amount not to exceed \$140,000.00 per year; and

WHEREAS, Laurie Scarpa, Deputy Commissioner, Department of Environmental Resources, by memorandum dated March 9, 2020, requested that the Town Board amend Resolution No. 119-2019, to increase the prior authorization to \$187,116.87, to pay increased 2019 medical costs of \$47,116.87, due to emergency surgeries performed; and

WHEREAS, funds for the services are available in Account No. DER A 3510 44900 000 0000;

NOW, THEREFORE, BE IT RESOLVED, That the abovementioned request is hereby accepted and approved, and Resolution No. 119-2019, adopted on February 12, 2019, is hereby amended to increase the authorization to \$187,116.87, to pay increased 2019 medical costs of \$47,116.87, due to emergency surgeries performed; 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 shall be drawn from Account No. DER A 3510 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

Reviewed By  
Office of Town Attorney

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

March 9, 2020

**TO:** The Memorandum Docket

**FROM:** Laurie Scarpa, Deputy Commissioner DER/Animal Shelter


**SUBJECT:** Increase of Funds for Emergency Medical Care of Animals  
Carman Avenue Veterinary Hospital

---

Resolution 834-2017 authorized the Department of Environmental Resources, Animal Shelter Division to utilize the services of Carman Ave Veterinary Hospital and enter into an agreement for the period of January 1, 2018 through December 31, 2018. Resolution 273-2018 was an amendment to the original resolution to add the option of four (4) additional one (1) year extensions, at the same rate, with a dollar amount not to exceed \$140,000.00 per year as stated in the contract.

The Department of Environmental Resources, Animal Shelter Division, respectfully requests the Town Board increase the original dollar amount by \$47,116.87 so as to cover medical costs incurred due to emergency surgeries performed.

The fees for these services will be paid from account DER A 3510 44900 000 0000 (Other Contract).



---

Laurie Scarpa  
Deputy Commissioner  
DER/Animal Shelter

---

**Attachments**

LS/tml  
Copy: File  
Town Attorney - w/9 copies  
Steven Ballas, Comptroller

# NOTES ON THE COVER

CLM

AUDREY AVENUE, OYSTER BAY, NEW YORK 11771

TAXPAYER IDENTIFICATION NUMBER

FEDERAL ID #  SOCIAL SECURITY #

CLAIMANT'S NAME Carman Ave Vet	VENDOR #	CONTRACT #	ORDER # 256
CLAIMANT'S ADDRESS 837 Carman Ave Westbury, NY 11590	CONTRACT NAME		
TOWN DEPARTMENT DER/Animal Shelter	CLAIMANT INVOICE # 001912	INVOICE DATE 07/24/19	RESO #

FOLLOW INSTRUCTIONS ON REVERSE SIDE THEN RETURN CLAIM AND INVOICES TO DEPARTMENT RECEIVING MATERIALS OR SERVICES

## DETAILED DESCRIPTION OF MATERIALS OR SERVICES

[illegible]

THE BELOW CERTIFICATION MUST BE PROPERLY FILLED OUT BY THE CLAIMANT

TOTAL AMOUNT	57,960.00
CASH DISCOUNT %	
NET AMOUNT	57,960.00

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 therein stated in the amount of

in the amount of Twenty-Even Thousand Nine Hundred Sixty and 00/100 —  
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.

Signature \_\_\_\_\_ Title \_\_\_\_\_ DVM \_\_\_\_\_ Date \_\_\_\_\_

Print or type name Dr. Lawrence Blauvelt Name of Company Carman Ave Veterinary Hospital

HEREBY APPROVE this claim form for the sum of Eighty seven thousand Nine Sixty for the services, disbursements and materials herein indicated which were actually performed and were for the Town of Oyster Bay.

Signature \_\_\_\_\_ Title Deputy Commissioner Date \_\_\_\_\_

R INTERNAL USE ONLY:

Invoice Date	Vendor #	Invoice #	Dept.	Fund	Function	Main Acc.	Sub Acc.	Auth	Source
			D E R		A 3 5 1 0 4 4 9 0 0	0 0 0 0	0 0 0 0		

Invoice #: 0819-a

Date: 12/02/2019

<b>Client Information</b>
<b>Billing Address:</b>
Town of Oyster Bay
Department of Environmental Resources
Animal Shelter Division
150 Miller Pl.
Syosset, NY 11771
516-677-5787

Invoice Description		
Veterinary Services for the month		
of August 2019		
\$105.00 per hour times 12 days @ 24 hours per day for 190138		
Emergency Trauma Surgery for 190138	\$	30,240.00
Emergency Trauma Surgery for 190337	\$	27,720.00
\$105.00 per hour times 11 days @ 24 hrs per day for 190337		
Total of Invoice for Services:		\$57,960.00
Note: please see supporting documentation.		

Town of Oyster Bay Shelter

Dr. Laurence H. Blauvelt, DVM

Special report for case #190138 and 190337

Case # 190138

8/16/19-8/27/19 Emergency trauma surgery with anastomosis. IV cath started. 24 hour critical care. In hospital medications. IV catheter and fluids.

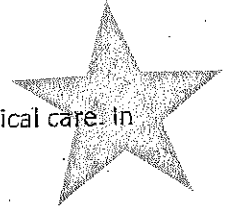
Total fee- \$105.00 per hour X 24 hours X 12 days= \$30,240.00

Case#190337

8/16/19-8/26/19 Emergency trauma surgery with exploratory. IV Cath. 24 hour critical care. In Hospital medications. IV Catheter and fluids

Total fee- \$105.00 per hour X 24 hours X 11 days = \$27,720.00

Total amount due- \$57,960.00



EO 3139	\$ 10,062.22
EO 3064	\$ 10,370.00
EO 3065	\$ 6,110.00
EO 3067	\$ 3,704.82
Total Remaining Available Balance	<u>\$ 30,247.04</u>

Total Bill for Emergency Trauma Surgeries	
Animal # 190138:	\$ 30,240.00
Animal # 190337:	\$ 27,720.00
Total Amount for Surgeries	<u>\$ 57,960.00</u>

Total Shortfall  
This is the amount that is needed to meet  
and satisfy the claim for the surgeries.

\$ 27,712.96
--------------

Invoice Code	Date	Invoice	Vendor	Invoice Amount	Posted Date
EO0003139	1/16/2019	LAB0119	IVCH0050966	\$ 136.58	3/3/2019
EO0003139	1/29/2019	Supplies 0119	IVCH0050963	\$ 139.29	3/3/2019
EO0003139	1/31/2019	0119	IVCH0051075	\$ 10,500.00	3/3/2019
EO0003139	2/20/2019	Supplies 0219-2	IVCH0051174	\$ 61.37	3/31/2019
EO0003139	2/21/2019	LAB0219	IVCH0052564	\$ 214.41	5/1/2019
EO0003139	2/23/2019	Supplies 0219	IVCH0051180	\$ 77.53	3/31/2019
EO0003139	2/26/2019	LAB 0219-2	IVCH0052563	\$ 457.00	5/1/2019
EO0003139	2/27/2019	0219	IVCH0052640	\$ 10,500.00	5/1/2019
EO0003139	3/12/2019	supplies 0319	IVCH0052641	\$ 16.21	5/1/2019
EO0003139	3/30/2019	LAB0319	IVCH0052642	\$ 233.68	5/1/2019
EO0003139	3/30/2019	0319	IVCH0052643	\$ 10,500.00	5/1/2019
EO0003139	4/30/2019	supplies0419	IVCH0054873	\$ 426.90	5/31/2019
EO0003139	5/1/2019	LAB0419	IVCH0055064	\$ 661.37	5/31/2019
EO0003139	5/1/2019	0419	IVCH0055454	\$ 10,500.00	5/31/2019
EO0003139	6/1/2019	LAB0519	IVCH0055073	\$ 508.11	7/1/2019
EO0003139	6/1/2019	Supplies0519	IVCH0055065	\$ 119.54	7/1/2019
EO0003139	7/1/2019	LAB0619	IVCH0055080	\$ 469.74	7/31/2019
EO0003139	8/1/2019	0519	IVCH0055881	\$ 10,500.00	8/31/2019
EO0003139	8/1/2019	0719	IVCH0056588	\$ 10,500.00	8/31/2019
EO0003139	9/1/2019	0819	IVCH0058656	\$ 10,500.00	10/1/2019
EO0003139	9/1/2019	0619	IVCH0056106	\$ 10,500.00	10/1/2019
EO0003139	12/1/2019	0919	IVCH0059117	\$ 10,500.00	12/31/2019
EO0003139	12/1/2019	1019	IVCH0059425	\$ 10,500.00	12/31/2019
EO0003139	12/13/2019	1119	IVCH0059426	\$ 10,500.00	1/12/2020
EO0003139	12/31/2019	LAB1119	IVCH0060483	\$ 74.25	1/30/2020
DER A 3510 44900 000 0000	Pending Claims (Dollar Amount)		\$ 119,095.98		
Beginning Balance			\$ 10,500.00		
Balance Remaining/Available			\$ 341.80		
			\$ 129,937.78		
			\$ 10,062.22		

Order	Date	Invoice	Invoice Amount	Due Date
EO0003064	1/30/2019	TNR0119	IVCH0050965 \$ 765.00	3/3/2019
EO0003064	2/27/2019	TNR 0219	IVCH0051212 \$ 675.00	3/31/2019
EO0003064	3/29/2019	TNR 0319	IVCH0053397 \$ 765.00	5/1/2019
EO0003064	5/1/2019	TNR0419	IVCH0055083 \$ 1,080.00	5/31/2019
EO0003064	6/1/2019	TNR0519	IVCH0055448 \$ 810.00	7/1/2019
EO0003064	8/1/2019	TNR0719	IVCH0055948 \$ 900.00	8/31/2019
EO0003064	9/1/2019	TNR0619	IVCH0056105 \$ 630.00	10/1/2019
EO0003064	11/1/2019	TNR0819	IVCH0058710 \$ 675.00	9/30/2019
EO0003064	12/1/2019	TNR0919	IVCH0059124 \$ 1,035.00	12/31/2019
EO0003064	12/1/2019	TNR1019	IVCH0059125 \$ 1,215.00	12/31/2019
EO0003064	12/13/2019	TNR1119	IVCH0059427 \$ 810.00	1/12/2020
			\$ 9,360.00	
Pending Claims			\$ 270.00	
Total Paid Out			\$ 9,630.00	
Beginning balance			\$ 20,000.00	
Balance Available/Remaining			\$ 10,370.00	

EO0003065	1/26/2019	E0119	IVCH0051066	\$	315.00
EO0003065	2/22/2019	E0219	IVCH0051185	\$	105.00
EO0003065	3/29/2019	E0319	IVCH0052644	\$	210.00
EO0003065	5/1/2019	E0419	IVCH0055084	\$	105.00
EO0003065	6/1/2019	E0519	IVCH0055447	\$	140.00
EO0003065	7/1/2019	E0619	IVCH0056309	\$	140.00
EO0003065	8/1/2019	E0719	IVCH0055947	\$	140.00
EO0003065	11/1/2019	E0819	IVCH0058781	\$	280.00
EO0003065	12/1/2019	E01019	IVCH0059127	\$	140.00
EO0003065	12/13/2019	E0119	IVCH0059429	\$	105.00
Pending Claims				\$	1,680.00
Total Paid				\$	210.00
Beginning Balance				\$	1,890.00
Amount Remaining/Available				\$	8,000.00
				\$	6,110.00

Purchase Order/Invoice	Invoice	Vendor	Invoice Amount	Due Date
EO0003067 7/1/2019	Supplies0619	IVCH0056310	\$ 454.38	7/31/2019
EO0003067 7/31/2019	supplies0719	IVCH0057760	\$ 111.40	10/1/2019
EO0003067 8/1/2019	LAB0719	IVCH0058617	\$ 653.32	8/31/2019
EO0003067 9/1/2019	LAB0819	IVCH0058657	\$ 446.32	10/1/2019
EO0003067 10/1/2019	LAB0919	IVCH0058655	\$ 326.00	10/31/2019
EO0003067 11/26/2019	supplies0819	IVCH0058780	\$ 495.57	9/30/2019
EO0003067 12/6/2019	Lab1019	IVCH0059122	\$ 392.92	1/5/2020
Pending Claims			\$ 2,879.91	
			\$ 134.04	
			\$ 281.23	
Total Paid Out			\$ 3,295.18	
Beginning balance			\$ 7,000.00	
Remaining/Available Balance			\$ 3,704.82	

WHEREAS, Frank V. Sammartano, Commissioner, Department of Intergovernmental Affairs, by memorandum dated March 16, 2020, advised that the Town of Oyster Bay has been approved to receive a grant in an amount up to \$50,000.00 from the New York State and Municipal Facilities Program to purchase and install a new artificial turf playing surface at the Tee-Ball field at John J. Burns Park, Massapequa; and

WHEREAS, Commissioner Sammartano, by said memorandum, advised that receipt of this grant is contingent upon the Town's execution of a Grant Disbursement Agreement with the Dormitory Authority of the State of New York and other documentation as required by the Dormitory Authority of the State of New York and has requested Town Board authorization to accept the grant,

NOW, THEREFORE, BE IT RESOLVED, That the Department of Intergovernmental Affairs is hereby authorized to accept the grant in the amount of up to \$50,000.00 from the New York State and Municipal Facilities Program and that the Supervisor, his authorized designee and Colin Bell as the Supervisor's additional authorized designee are authorized to execute all documents as required by the Dormitory Authority of the State of New York to receive said grant.

-#-

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

APPROVED BY  
OFFICE OF TOWN CLERK  
M. J. [Signature]

27

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

**TO:** MEMORANDUM DOCKET

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

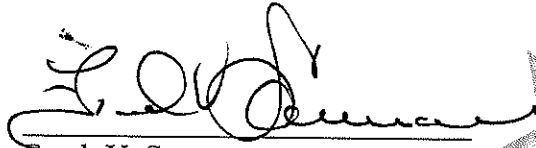
**DATE:** MARCH 16, 2020

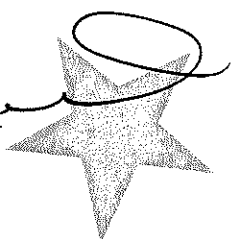
**SUBJECT:** STATE AND MUNICIPAL FACILITIES PROGRAM:  
ARTIFICIAL TURF PLAYING SURFACE REPLACEMENT- JOHN BURNS PARK  
TEE-BALL FIELD

---

The Town of Oyster Bay (Town) has been awarded up to \$50,000 through the New York State and Municipal Facilities (SAM) Program to purchase and install a new artificial turf playing surface at the Tee-Ball field at John J. Burns Park in Massapequa. Grant funding provided through the SAM Program will reimburse the Town for eligible costs incurred in completing the Project. Receipt of this grant funding is contingent upon the Town's execution of a Grant Disbursement Agreement with the Dormitory Authority of the State of New York and other documentation as required by the Dormitory Authority of the State of New York.

We respectfully request a Town Board Resolution authorizing the Supervisor, his authorized designee and Colin Bell as the Supervisor's additional authorized designee to execute all documents in connection with the New York State and Municipal Facilities Program as it pertains to the purchase and installation of an artificial turf playing surface at the Tee-Ball Field at John J. Burns Park, Massapequa, NY.

  
Frank V. Sammartano,  
Commissioner



cc: Town Attorney w/9 copies  
Joseph Pinto, Commissioner, Department of Parks

WHEREAS, in accordance with the provisions of Chapter 30 – Ethics, of the Code of the Town of Oyster Bay and regulations promulgated thereunder, the Town Board must make an annual determination regarding which elected officials, officers and employees must file a financial disclosure form for that year, and such determination must be filed with the Town of Oyster Bay Board of Ethics; and

WHEREAS, Steven Leventhal, Esq., Counsel to the Board of Ethics, by letter dated March 9, 2020, requested that the Town Board consider the following list of individuals file financial disclosure forms for the year ended December 31, 2019:

OFFICE OF THE EXECUTIVE

Joseph S. Saladino, Supervisor  
Gregory W. Carman, Jr., Deputy Supervisor  
Robert Darienzo  
Erin Smith-Kelly  
Ronald Scaglia  
Roy Seter  
Elizabeth Tarpinian  
Samantha Spadaro

INSPECTOR GENERAL

Brian J. Noone

JONES FUND TRUSTEES

Michael Scarpa  
Daniel S. McLane  
Robert McGeever

OFFICE OF THE TOWN BOARD

Michele M. Johnson, Councilwoman  
Louis B. Imbroto, Councilman  
Thomas P. Hand, Councilman  
Steven L. Labriola, Councilman  
Laura Maier, Councilwoman  
Vicki Walsh, Councilwoman  
Karen Romito Solomon  
Nancy Haarstick  
Donna Weiss  
Emma Rosasco  
Meredith Gioeli  
Serafina White  
Brian Nevin  
Marta Kane  
Brian P. DeVine  
Kurt Ludwig  
Michael Schwalje

Reviewed By  
Office of Town Attorney  
Elizabeth A. Laughman

(Office of  
Town Board,  
continued)

Marybeth Krummenacker  
Rich Zyta  
Esther Alter  
James Suozzi  
Maryann Webb  
Dolores Ajello

OFFICE OF THE TOWN ATTORNEY

Frank M. Scalera  
Thomas M. Sabellico  
Ralph P. Healey  
Raymond J. Averna  
Paul Ehrlich  
Elizabeth A. Faughnan  
Matthew Fernando  
Regan Lally  
Jeffrey Lesser  
Harold B. Mayer, Jr.  
Matthew M. Rozea  
Samantha A. Goetz/Scappatici  
Dennis P. Sheehan  
Sheila Tarnowski

OFFICE OF THE TOWN CLERK

Richard LaMarca, Town Clerk  
Raymond T. Spagnuolo, Deputy Town Clerk  
Lawrence Grammer, Deputy Town Clerk  
Raymond Averna  
Carol Fiorenza  
TinaMarie Polito-Roehn  
Sheri Porter  
Jean Aarons

OFFICE OF THE RECEIVER OF TAXES

Jeffrey P. Pravato, Receiver of Taxes  
Maura Fahey  
Kathleen Tobin

OFFICE OF THE COMPTROLLER

Steven C. Ballas, Comptroller  
Christine M. Wiss, Deputy Comptroller  
John J. Bellock  
Joseph E. Carbone  
Richard P. Principe  
Madalena Sabatino

DEPARTMENT OF COMMUNITY AND YOUTH SERVICES

Maureen A. Fitzgerald, Commissioner  
Patricia A. Beckerle, Deputy Commissioner  
Sharon Betz  
Mary E. Hurst  
Maureen Loesch  
Mary T. Ryan  
Joseph Visconti  
Iris Williams

DEPARTMENT OF GENERAL SERVICES

Eric Tuman, Commissioner  
Ralph Raymond, Deputy Commissioner  
Thomas Bradke  
Brian Brown  
Jaime Conologue  
Susan Cowley  
Frank Frost  
Francene Iaizzo  
Ernest Lustenring  
Bradley Panetta  
Robert Scarpa

DEPARTMENT OF HUMAN RESOURCES

John Canning, Commissioner  
Vicki Spinelli, Deputy Commissioner  
Denise Olivieri-Rosner

DEPARTMENT OF INTERGOVERNMENTAL AFFAIRS

Frank Sammartano, Commissioner  
Colin Bell, Deputy Commissioner  
Peter Aiello  
John Sarcone

DEPARTMENT OF PLANNING AND DEVELOPMENT

Elizabeth Maccarone, Commissioner  
Timothy R. Zike, Deputy Commissioner  
James McCaffrey, Deputy Commissioner  
Jill Gartmayer  
Michael Fabrizio  
James Spano  
Scott Byrne  
Gregory Aiello  
Michael Bathie  
James Baudille  
Thomas Burke

(Dept. of Planning  
and Development,  
continued)

Joseph Cangro  
Nicholas Condoleo  
Joseph Disalvo  
Bryan Hardman  
Dennis Hill  
Michael Landman  
David Mercado  
Richard Peters  
Vito Rella  
Michael Esposito  
John Bacigalupo  
Kevin Conway  
Nicholas Domingo  
James Jazwinski  
Margaret Lippolt  
Richard Marino  
Robert Cornicelli  
Joseph Ciambra  
John Rice  
Eileen Cannizzaro  
Michael Dicarlo  
Kenneth Feeley  
Suzanne Fitzgerald  
Kamila Matulik  
Gus Mavroudis  
Emily Monteleone  
Thomas Robinson  
Lynneann Sullivan  
Craig Thomas  
Linda Varricchio  
Luis Zeda  
Liam O'Keefe  
James Nicollet  
Lara Jahchan  
Eileen Katz  
James Whalen  
Alex Chebuske  
Jeffrey Vitale  
John Laruccia  
Rick Fiumara  
Anthony Dichiaro  
Susan Cloninger  
Kaitlyn Pignataro  
Anthony Ciervo  
John Barnett  
John Zebro

ZONING BOARD OF APPEALS

Rita Byrne  
Rebecca Alesia  
Kathleen Mulligan  
Lois Schmitt  
Arlene Van Loan  
Lewis Yevoli  
John Fanning

PLANNING ADVISORY BOARD

Angelo Stanco  
Anthony DiLeonardo  
Louis Warner  
Clifford P. Chabina  
James Castellane

LANDMARKS PRESERVATION COMMITTEE

Michael Dileo  
John Collins  
Denise Gold  
Matthew Lenner  
Patrick Stone

PLUMBERS AND ELECTRICAL BOARDS

Barry Konchinski  
Thomas Bailey, Sr.  
Thomas Blacharski  
Kevin Viteritti  
Albert J. Bruns  
Brian Quinn  
James Lorenzo  
Robert Ceriello  
Michael Silvestri

DEPARTMENT OF PUBLIC WORKS

Richard W. Lenz, P.E., Commissioner  
John Caruso  
Michael Cipriano  
William Fox  
Sunita Chakraborti  
Daniel Haas  
Frank Melillo III  
Daniel Midgette  
Richard Porcelli, Jr.  
Matthew Russo

Robert Spinelli  
Leonard Symons  
John Tassone  
Patrick White  
Brian Kunzig  
Hans Stronstad  
Robert Tassone  
Daniel Pearl  
Thomas Ryan  
Kenneth Hamel

HIGHWAY DEPARTMENT

John P. Bishop, Deputy Commissioner  
Peter Brown  
John Guarino  
Donald Pascucci  
Lenore Booth  
Kenneth Bishop  
Scott Pfeifer  
Douglas Robalino  
Daniel Kornfeld  
Rubina Ussman  
Christopher Gioia

DEPARTMENT OF ENVIRONMENTAL RESOURCES

George Baptista, Deputy Commissioner  
Julia Schneider  
Laurie Scarpa  
Thomas Licata  
Gary Terrell  
Liz Carroll

DEPARTMENT OF PARKS

Joseph Pinto, Commissioner  
Greg Skupinsky, Deputy Commissioner  
Frank Gatto, Deputy Commissioner  
William Zang  
Vincent Saviano  
Anthony Alesi, Jr.  
Donna Antetomaso  
Anthony Curcio  
Bernard Deschamps  
Andrew Gaynor  
Rachelle Gucker  
Chris Keehner  
Kurt Lettal

(Department  
of Parks,  
continued)

Travis McCabe  
Chris Nocella  
Thomas Nunns  
Michael Principe  
Robert Schiff  
Andrew Rothstein  
Susan Macagnone  
Sean Gardner  
Vincent Capuano  
Dan Mendelson  
Gina Valli  
Ernest Weber  
John Petrosante  
Neil Varricchio  
Greg Kolodinski  
Gary Bergenstock  
Jackie Devlin  
Patricia Woodstock  
Gabrielle Pontillo  
Mike Rauff  
Joseph Riley  
Amanda Roberts

DEPARTMENT OF PUBLIC SAFETY

Justin McCaffrey, Commissioner  
Robert Mangano, Deputy Commissioner  
Gregory Mangino

BOARD OF ETHICS

Alfred C. Constants III  
Margaret Eaton  
Rabbi Perry Raphael Rank  
Hal Simon  
Michael Goldberg

NOW, THEREFORE, BE IT RESOLVED, That this Town Board does hereby determine that all individuals contained in the abovementioned list shall complete a Statement of Financial Disclosure for the 2019 calendar year, and file same with the Town of Oyster Bay Board of Ethics on or before May 15, 2020; and be it further

RESOLVED, That the Department of Human Resources is hereby directed to supply the title, social security number, and office address for each individual in the abovementioned list, and forward the completed list to the Town of Oyster Bay Board of Ethics.

-#-

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



**BOARD OF ETHICS**

Alfred C. Constants III

*Chair*

Margaret Eaton

Rabbi Perry Raphael Rank

Hal Simon

**TOWN OF OYSTER BAY**

**BOARD OF ETHICS**

54 Audrey Avenue

Oyster Bay, New York 11771

(516) 624-6860

[boardofethics@oysterbay-ny.gov](mailto:boardofethics@oysterbay-ny.gov)

**OF COUNSEL:**

Steven G. Leventhal, Esq.

Samantha Spadaro

*Secretary*

March 9, 2020

Thomas M. Sabellico, Esq.

54 Audrey Avenue

Oyster Bay, NY 11771

Re: Annual Financial Disclosure- 2020

Dear Mr. Sabellico:

It is respectfully requested that the Town Board adopt the accompanying list of persons required to file annual statements of financial disclosure for the year ended December 31, 2019, pursuant to Town Code 30-22. The annual disclosure statements for the 2019 reporting year must be filed with the Board of Ethics on or before May 15, 2020.

Very truly yours,

*Steven G. Leventhal*

Steven G. Leventhal



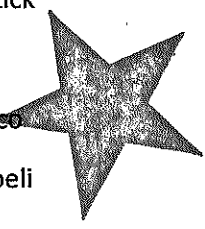
<u>Department</u>	<u>Employee</u>
-------------------	-----------------

Executive	Joseph S. Saladino
Executive	Gregory W. Carman Jr.
Executive	Robert Darienzo
Executive	Erin Smith-Kelly
Executive	Ronald Scaglia
Executive	Roy Seter
Executive	Elizabeth Tarpinian
Executive	Samantha Spadaro

Inspector General	Brian J. Noone
-------------------	----------------

Jones Fund Trustee	Michael Scarpa
Jones Fund Trustee	Daniel S. McLane
Jones Fund Trustee	Robert McGeever

Town Board	Laura Maier
Town Board	Vicki Walsh
Town Board	Michele M. Johnson
Town Board	Louis B. Imbroto
Town Board	Thomas P. Hand
Town Board	Steven L. Labriola
Town Board	Karen Romito Solomon
Town Board	Nancy Haarstick
Town Board	Donna Weiss
Town Board	Emma Rosaseo
Town Board	Meredith Gioeli
Town Board	Serafina White



Town Board/ Public Information Brian Nevin

Town Board/ Public Information Marta Kane

Town Board/ Public Information Brian P. DeVine

Town Board/ Public Information Kurt Ludwig

Town Board/ Public Information Michael Schwalje

Town Board/ Public Information Marybeth Krumenacker

Town Board/ Public Information Rich Zyta

Town Board/ Public Information Esther Alter

Town Board/ Public Information James Suozzi

Town Board/ Public Information Maryann Webb

Town Board/ Public Information Dolores Ajello

Town Attorney Thomas M. Sabellico

Town Attorney Regan Lally

Town Attorney Jeffrey Lesser

Town Attorney Matthew M. Rozea

Town Attorney Frank M. Scalera

Town Attorney Dennis P. Sheehan

Town Attorney Elizabeth A. Faughnan

Town Attorney Paul Ehrlich

Town Attorney Raymond J. Aversa

Town Attorney Samantha A. Goetz/ Scappatici

Town Attorney Ralph P. Healey

Town Attorney/ Legislative Affairs

Town Attorney Matthew Fernando

Town Attorney Harold Mayer



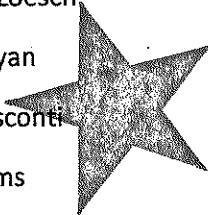
Town Clerk Richard Lamarca

Town Clerk	Raymond T. Spagnuolo
Town Clerk	Lawrence Grammer Jr.
Town Clerk	Raymond Aversa
Town Clerk	Carol Fiorenza
Town Clerk	Sheri Porter
Town Clerk	Jean Aarons
Town Clerk	TinaMarie Polito-Roehn

Reciever of Taxes	Jeffrey P. Pravato
Reciever of Taxes	Maura Fahey
Reciever of Taxes	Kathleen Tobin

Comptroller	Steven C. Ballas
Comptroller	Christine M. Wiss
Comptroller	John J. Bellock
Comptroller	Joseph E. Carbone
Comptroller	Richard P. Principe
Comptroller	Madalena Sabatino

Community and Youth	Maureen A. Fitzgerald
Community and Youth	Patricia A. Beckerle
Community and Youth	Sharon Betz
Community and Youth	Mary E. Hurst
Community and Youth	Maureen Loesch
Community and Youth	Mary T. Ryan
Community and Youth	Joseph Visconti
Community and Youth	Iris Williams



General Services	Eric Tuman
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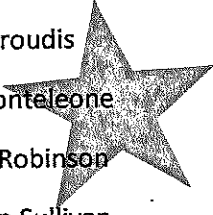
General Services	Ralph Raymond
General Services	Thomas Bradke
General Services	Brian Brown
General Services	Jaime Conologue
General Services	Susan Cowley
General Services	Frank Frost
General Services	Francene Iaizzo
General Services	Ernest Lustenring
General Services	Robert Scarpa
General Services	Bradley Panetta
Human Resources	John Canning
Human Resources	Vicki Spineli
Human Resources	Denise Oliveri-Rosner

Intergovernmental Affairs	Frank Sammartano
Intergovernmental Affairs	Colin Bell
Intergovernmental Affairs	Peter Aiello
Intergovernmental Affairs	John Sarcone

Planning and Development	Elizabeth Maccarone
Planning and Development	Timothy R. Zike
Planning and Development	James McCaffrey
Planning and Development	Jill Gartmayer
Planning and Development	Michael Fabrizio
Planning and Development	James Spano
Planning and Development	Scott Byrne
Planning and Development	Gregory Aiello
Planning and Development	Michael Bathie



Planning and Development	James Baudille
Planning and Development	Thomas Burke
Planning and Development	Joseph Cangro
Planning and Development	Nicholas Condoleo
Planning and Development	Joseph Disalvo
Planning and Development	Bryan Hardman
Planning and Development	Dennis Hill
Planning and Development	Michael Landman
Planning and Development	David Mercado
Planning and Development	Richard Peters
Planning and Development	Vito Rella
Planning and Development	Michael Esposito
Planning and Development	John Bacigalupo
Planning and Development	Kevin Conway
Planning and Development	Nicholas Domingo
Planning and Development	Jim Jazwinski
Planning and Development	Margaret Lippolt
Planning and Development	Richard Marino
Planning and Development	Joseph Ciambra
Planning and Development	John Rice
Planning and Development	Eileen Cannizzaro
Planning and Development	Michael Dicarlo
Planning and Development	Kenneth Feeley
Planning and Development	Suzanne Fitzgerald
Planning and Development	Kamila Matulik
Planning and Development	Gus Mavroudis
Planning and Development	Emily Monteleone
Planning and Development	Thomas Robinson
Planning and Development	Lynneann Sullivan



Planning and Development	Craig Thomas
Planning and Development	Linda Varricchio
Planning and Development	Luis Zeda
Planning and Development	Liam O'Keefe
Planning and Development	James Nicollet
Planning and Development	Lara Jahchan
Planning and Development	Eileen Katz
Planning and Development	James Whalen
Planning and Development	Alex Chebuske
Planning and Development	Jeffrey Vitale
Planning and Development	John Laruccia
Planning and Development	Rick Fiumara
Planning and Development	Anthony Dichiara
Planning and Development	Susan Cloninger
Planning and Development	Anthony Dichiara
Planning and Development	Kaitlyn Pignataro
Planning and Development	Anthony Ciervo
Planning and Development	John Barnett
Planning and Development	John Zebro

Zoning Board of Appeals	Rita Byrne
Zoning Board of Appeals	Rebecca Alesia
Zoning Board of Appeals	Kathleen Mulligan
Zoning Board of Appeals	Lois Schmitt
Zoning Board of Appeals	Arlene Van Loan
Zoning Board of Appeals	Lewis Yevoli
Zoning Board of Appeals	John Fanning

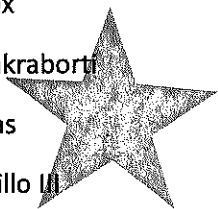
Planning Advisory Board	Angelo Stanco
-------------------------	---------------

Planning Advisory Board	Anthony DiLeonardo
Planning Advisory Board	Louis Warner
Planning Advisory Board	Clifford P. Chabina
Planning Advisory Board	James Castellane

Landmarks Preservation Committee	Michael Dileo
Landmarks Preservation Committee	John Collins
Landmarks Preservation Committee	Denise Gold
Landmarks Preservation Committee	Matthew Lenner
Landmarks Preservation Committee	Patrick Stone

Plumbers and Electrical Board	Barry Konchinski
Plumbers and Electrical Board	Thomas Bailey, Sr.
Plumbers and Electrical Board	Thomas Blacharski
Plumbers and Electrical Board	Kevin Viteritti
Plumbers and Electrical Board	Albert J. Bruns
Plumbers and Electrical Board	Brian Quinn
Plumbers and Electrical Board	James Lorenzo
Plumbers and Electrical Board	Robert Ceriello
Plumbers and Electrical Board	Michael Silvestri

Public Works	Richard W. Lenz
Public Works	John Caruso
Public Works	Michael Cipriano
Public Works	William Fox
Public Works	Sunita Chakraborti
Public Works	Daniel Haas
Public Works	Frank Melillo III
Public Works	Daniel Midgette



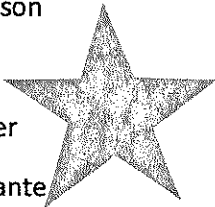
Public Works	Richard Porcelli Jr.
Public Works	Matthew Russo
Public Works	Robert Spinelli
Public Works	Leonard Symons
Public Works	John Tassone
Public Works	Patrick White
Public Works	Brian Kunzig
Public Works	Hans Stronstad
Public Works	Robert Tassone
Public Works	Daniel Pearl
Public Works	Thomas Ryan
Public Works	Kenneth Hamel

Highway	John P. Bishop
Highway	Peter Brown
Highway	John Guarino
Highway	Donald Pascucci
Highway	Lenore Booth
Highway	Kenneth Bishop
Highway	Scott Pfeifer
Highway	Daniel Kornfeld
Highway	Rubina Ussman
Highway	Christopher Gioia

Enviornmental Resources	George Baptista
Enviornmental Resources	Laurie Scarpa
Enviornmental Resources	Julia Schneider
Enviornmental Resources	Thomas Licata
Enviornmental Resources	Gary Terrell



- Parks Joseph Pinto
- Parks Greg Skupinsky
- Parks Frank Gatto
- Parks William Zang
- Parks Vincent Saviano
- Parks Anthony Alesi, Jr.
- Parks Donna Antetomaso
- Parks Anthony Curcio
- Parks Bernard Deschamps
- Parks Andrew Gaynor
- Parks Rachelle Gucker
- Parks Chris Keehner
- Parks Kurt Lettal
- Parks Travis Mccabe
- Parks Chris Nocella
- Parks Thomas Nunns
- Parks Michael Principe
- Parks Robert Schiff
- Parks Andrew Rothstein
- Parks Susan Macagnone
- Parks Sean Gardner
- Parks Vincent Capuano
- Parks Dan Mendelson
- Parks Gina Valli
- Parks Ernest Weber
- Parks John Petrosante
- Parks Neil Varricchio



Parks    Greg Kolodinski  
Parks    Gary Bergenstock  
Parks    Jackie Devlin  
Parks    Patricia Woodstock  
Parks    Gabrielle Pontillo  
Parks    Mike Rauff  
Parks    Joseph Riley  
Parks    Amanda Roberts

Public Safety    Justin Mccaffrey  
Public Safety    Robert Mangano  
Public Safety    Gregory Mangino

Board of Ethics    Alfred C. Constants III  
Board of Ethics    Margaret Eaton  
Board of Ethics    Rabbi Perry Raphael Rank  
Board of Ethics    Hal Simon  
Board of Ethics    Michael Goldberg



WHEREAS, Frank V. Sammartano, Commissioner, Department of Intergovernmental Affairs, by memorandum dated March 16, 2020, informed the Town Board that the Town of Oyster Bay has been awarded up to \$500,000 through the New York State and Municipal Facilities ("SAM") Program for energy efficiency improvements at Town Hall North, Oyster Bay, which grant funding would be in reimbursement to the Town for eligible costs incurred in completing the project; and

WHEREAS, Commissioner Sammartano, by said memorandum, further informed the Town Board that receipt of the aforesaid funding is contingent upon the execution of a Grant Disbursement Agreement with the Dormitory Authority of the State of New York ("DASNY") and other documentation as required by DASNY, and requested Town Board authorization to permit the Supervisor, or Supervisor's designee, including Colin Bell, Deputy Commissioner, Department of Intergovernmental Affairs, to execute all documents in connection with the SAM Program with respect to energy efficiency improvements at Town Hall North, Oyster Bay, including the installation of a new boiler and energy efficient windows,

NOW, THEREFORE, BE IT RESOLVED, That the request as hereinabove set forth is accepted and approved, and the Supervisor and the Supervisor's designee, Colin Bell, Deputy Commissioner, Department of Intergovernmental Affairs, are authorized to execute all documents in connection with the SAM Program, including a Grant Disbursement Agreement, with respect to energy efficiency improvements at Town Hall North, Oyster Bay.

-#-

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 Clerk  
Michael J. Kelly

28

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

**TO:** MEMORANDUM DOCKET

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

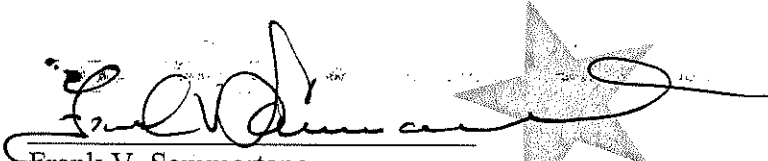
**DATE:** MARCH 16, 2020

**SUBJECT:** STATE AND MUNICIPAL FACILITIES PROGRAM:  
ENERGY EFFICIENCY IMPROVEMENTS AT TOWN HALL

---

The Town of Oyster Bay (Town) has been awarded up to \$500,000 through the New York State and Municipal Facilities (SAM) Program to make energy efficiency improvements at Town Hall, 54 Audrey Avenue, Oyster Bay, NY. These improvements are inclusive of the purchase and installation of a new boiler and energy efficient windows at Town Hall. Grant funding provided through the SAM Program would reimburse the Town for eligible costs incurred in completing the Project. Receipt of this grant funding is contingent upon the Town's execution of a Grant Disbursement Agreement with the Dormitory Authority of the State of New York and other documentation as required by the Dormitory Authority of the State of New York.

We respectfully request a Town Board Resolution authorizing the Supervisor, his authorized designee and Colin Bell as the Supervisor's additional authorized designee to execute all documents in connection with the New York State and Municipal Facilities Program as it pertains to the purchase and installation of a boiler and energy efficient windows at Town Hall, 54 Audrey Avenue, Oyster Bay, NY.

  
Frank V. Sammartano,  
Commissioner

cc: Town Attorney w/9 copies  
Eric Tuman, Commissioner, Department of General Services

WHEREAS, Joseph G. Pinto, Commissioner, Department of Parks, by memorandum dated March 13, 2020, requested Town Board authorization to employ the services of the Nassau County ASA Umpires Association, in connection with the Town of Oyster Bay Senior Citizen Softball League, for one hundred seventy (170) games during the 2020 softball season, at the rate of \$48.00 per seven-inning game, for a total amount not to exceed \$10,000.00, plus a travel fee of \$15.00 per occurrence should a team fail to cancel a game in advance because of field or weather conditions,

NOW, THEREFORE, BE IT RESOLVED, That the request as hereinabove set forth is hereby accepted and approved, and the Department of Parks is hereby authorized to employ the services of the Nassau County ASA Umpires Association, in connection with the Town of Oyster Bay Senior Citizen Softball League, for one hundred seventy (170) games, during the 2020 softball season, at the rate of \$48.00 per seven-inning game, for a total amount not to exceed \$10,000.00, plus a travel fee of \$15.00 per occurrence should a team fail to cancel a game in advance because of field or weather conditions; 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 funds for said payment are to be drawn from Account No. PKS A 7110 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

Reviewed By  
Office of Town Attorney

4

# TOWN OF OYSTER BAY

## Inter-Departmental Memorandum

TO: Memorandum Docket

FROM: Joseph Pinto, Commissioner of Parks

DATE: March 13, 2020

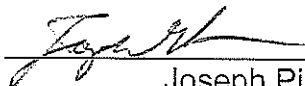
SUBJECT: Umpire Services for Senior Citizen Softball

The Department of Parks requests Town Board authorization to employ the services of the Nassau County ASA Umpires Association to provide officials for the Town's Senior Citizen softball teams for the 2020 season. Town Board Resolution No. 107-2019, dated 2/12/19, authorized the services last year.

The services of the Umpires Association are requesting for 170 games at a rate of \$48.00 per seven-inning game, the total amount not to exceed \$10,000.00. The Association also charges a travel fee of \$15.00 per occurrence, should a team fail to cancel a game in advance due to field or weather conditions.

Attached is a current Certificate of Liability Insurance from Long Island Senior Softball Association that has been reviewed and approved by the Office of the Town Attorney.

Therefore, it is respectfully requested that the Town Board authorize the Department of Parks to employ the services of the Nassau County ASA Umpires. Funds for this purpose are available in account PKS A 7110 44900 000 0000 other contract.



Joseph Pinto  
Commissioner of Parks

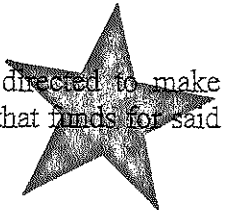
CC: Town Attorney (original + 9 copies)

WHEREAS, Joseph G. Pinto, Commissioner, Department of Parks, by memorandum dated January 23, 2019, requested Town Board authorization to employ the services of the Nassau County ASA Umpires Association, in connection with the Town of Oyster Bay Senior Citizen Softball League, for one hundred seventy (170) games during the 2019 softball season, at the rate of \$44.00 per seven-inning game, for a total amount not to exceed \$10,000.00, plus a travel fee of \$15.00 per occurrence should a team fail to cancel a game in advance because of field or weather conditions,

NOW, THEREFORE, BE IT RESOLVED, That the request as hereinabove set forth is hereby accepted and approved, and the Department of Parks is hereby authorized to employ the services of the Nassau County ASA Umpires Association, in connection with the Town of Oyster Bay Senior Citizen Softball League, for one hundred seventy (170) games, during the 2019 softball season, at the rate of \$44.00 per seven-inning game, for a total amount not to exceed \$10,000.00, plus a travel fee of \$15.00 per occurrence should a team fail to cancel a game in advance because of field or weather conditions; 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 funds for said payment are to be drawn from Account No. PKS A 7110 44900 000 0000.

-#-



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



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
01/24/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER RPS Eslinger 150 JFK PARKWAY 4TH FLOOR PO Box 350 SHORT HILLS, NJ 07078 PHONE: 1-800-446-6311 FAX: 873-921-8474	CONTACT NAME:	
	PHONE	FAX
	[A/C. No. Ext]: 800-446-6311 [A/C. No.]: 873-921-8474	
	E-MAIL	
	ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
INSURED USA Softball Adult Team Registration-Liability Insurance Program 2801 N.E. 50th Street Oklahoma City, OK 73111	INSURER A: Markel Insurance Company	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES POLICY CHANGE NUMBER: ATL20205280 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY			3602AH230069	01/25/2020	01/01/2021	EACH OCCURRENCE
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						\$1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Per occurrence)
	<input checked="" type="checkbox"/> Participants Lib						\$1,000,000
							VED EXP (40% COINSURE)
							\$10,000
							PERSONAL & AD&V INJURY
							\$2,000,000
							GENERAL AGGREGATE
							\$5,000,000
			PRODUCTS - COMP/OP AGG				
			\$2,000,000				
							\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Per occurrence)
	<input type="checkbox"/> ANY AUTO						\$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per person)
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS					\$
							BODILY INJURY (Per occurrence)
							\$
							PROPERTY DAMAGE (Per occurrence)
							\$
							\$
	UMBRELLA LIAB	<input type="checkbox"/> OCCUR					EACH OCCURRENCE
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE					AGGREGATE
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						NO STATUTORY LIMITS
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/OWNER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y/N	N/A				EL EACH ACCIDENT
	Type, describe under DESCRIPTION OF OPERATIONS below						\$
							EL DISEASE - 24 EMPLOYEE
							\$
							EL DISEASE - POLICY LIMIT
							\$
	OTHER						

No Accident Insurance is provided by this certificate

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

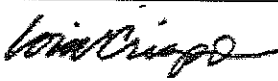
COVERAGE UNDER THIS POLICY SHALL APPLY TO LIABILITY OF LONG ISLAND SENIOR SOFTBALL ASSN (LISSA) ARISING OUT OF THE ADMINISTRATION, PLAY OR PRACTICE OF AMATEUR SOFTBALL/BASEBALL, BUT ONLY FOR INCIDENTS INVOLVING BODILY INJURY, PERSONAL INJURY OR PROPERTY DAMAGE. THE CERTIFICATE HOLDER BELOW IS NAMED AS AN ADDITIONAL INSURED TO THIS POLICY. ALL UMPIRES MUST BE USA SOFTBALL REGISTERED OR THE UMPIRES AND ANY ADDITIONAL INSURED(S) WILL HAVE NO COVERAGE FOR AN UMPIRE LIABILITY CLAIM. 100% REGISTRATION IN USA SOFTBALL FOR TEAMS AND UMPIRES IS REQUIRED.

CERTIFICATE HOLDER	CANCELLATION
TOWN OF OYSTER BAY 977 HICKSVILLE ROAD MASSAPEQUA, NY 11758	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	 AUTHORIZED REPRESENTATIVE

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

## POLICY CHANGES

Policy Change  
Number ATL20205280

POLICY NUMBER 3602AH230069	POLICY CHANGES EFFECTIVE 01/25/2020	COMPANY Markel Insurance Company																								
NAMED INSURED USA Softball, Inc.		 Authorized Representative Signature																								
COVERAGE PARTS AFFECTED: COMMERCIAL GENERAL LIABILITY COVERAGE PART																										
CHANGES																										
CERTIFICATE OF INSURANCE																										
This certificate represents insurance provided in accordance with THE FOLLOWING POLICY NUMBER: 3602AH230069																										
NAMED INSURED LONG ISLAND SENIOR SOFTBALL ASSN (LISSA) JOE PELLECHI 68 SHADY LANE WESTBURY, NY 11590 516-510-8341																										
Effective Date: 01/25/2020 at 12:01 a.m. Standard Time at your mailing address shown above. Expiration Date: 01/01/2021 Termination of the policy does not amend the expiration date of this certificate.																										
Plan Administered By: RPS Bollinger, 150 JFK Parkway Short Hills NJ 07078																										
TO REPORT A CLAIM, CALL 1-800-446-5311																										
Commercial General Liability Limits of Insurance																										
<table><tr><td>General Aggregate Limit</td><td>\$5,000,000</td><td></td></tr><tr><td>Products-Completed Operations Aggregate Limit</td><td>\$2,000,000</td><td></td></tr><tr><td>Personal and Advertising Injury Limit</td><td>\$2,000,000</td><td></td></tr><tr><td>Sexual Abuse and Molestation per Occurrence Limit</td><td>\$2,000,000</td><td></td></tr><tr><td>Sexual Abuse and Molestation Aggregate Limit</td><td>\$2,000,000</td><td></td></tr><tr><td>Each Occurrence Limit</td><td>\$2,000,000</td><td></td></tr><tr><td>Damage to Premises Rented to You Limit</td><td>\$1,000,000</td><td>Any One Premise</td></tr><tr><td>Medical Expense Limit</td><td>\$10,000</td><td>Any One Person - applies to non-participants</td></tr></table>			General Aggregate Limit	\$5,000,000		Products-Completed Operations Aggregate Limit	\$2,000,000		Personal and Advertising Injury Limit	\$2,000,000		Sexual Abuse and Molestation per Occurrence Limit	\$2,000,000		Sexual Abuse and Molestation Aggregate Limit	\$2,000,000		Each Occurrence Limit	\$2,000,000		Damage to Premises Rented to You Limit	\$1,000,000	Any One Premise	Medical Expense Limit	\$10,000	Any One Person - applies to non-participants
General Aggregate Limit	\$5,000,000																									
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Each Occurrence Limit	\$2,000,000																									
Damage to Premises Rented to You Limit	\$1,000,000	Any One Premise																								
Medical Expense Limit	\$10,000	Any One Person - applies to non-participants																								

This Certificate only provides evidence of insurance and does not amend, expand or alter any terms or conditions of the Policy.

WHEREAS, Joseph G. Pinto, Commissioner, Department of Parks, by memorandum dated March 12, 2020, recommended that the Town Board authorize a \$350.00 refund be paid to Chrissy Ma, 18 Chenango Drive, NY 11753, from Account No. PKS A 0001 02001 510 0000, for her son's inability to participate in Town's hockey program due to unforeseen scheduling changes;

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 Chrissy Ma, 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.

—#—

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

5

# TOWN OF OYSTER BAY

## Inter-Departmental Memorandum

TO: Memorandum Docket

FROM: Joseph G. Pinto, Commissioner of Parks

DATE: March 12, 2020

SUBJECT: Refund Request for Ice Hockey

---

The Department of Parks has received correspondence from Chrissy Ma requesting a refund in the amount of \$350.00 for the Ice Hockey Program. Please see attached for pertinent information regarding this refund request.


The refund should be mailed to:

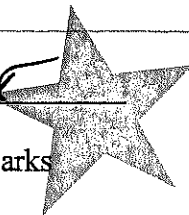
Chrissy Ma  
18 Chenango Drive  
Jericho, NY 11753

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)

TRISH

Hi,

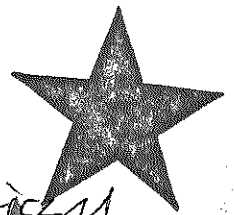
I'm so sorry that my son won't be able to participate in the upcoming hockey program.

Name: Lincoln Ma, 10U

I'd like to have a refund if it's possible.

Thank u so much.

Chrissy



Gabrielle Pontillo

**From:** Jonathan Wing  
**Sent:** Wednesday, March 4, 2020 11:23 AM  
**To:** [REDACTED]  
**Cc:** Bernard Deschamps; oldhckyp@aol.com; LPKOFNOFO@OUTLOOK.COM; John Look (LOOK9@OPTONLINE.NET); Joseph Pinto; Patricia Woodstock; Gabrielle Pontillo  
**Subject:** RE: Refund

Good morning Mrs. Ma

Sorry to hear about your son, Lincoln being unable to participate in our Spring Hockey program. As I have indicated in our conversation, below is the TOB Refund process.

For a resident to request a refund they must write a letter to Commissioner Pinto explaining the circumstances of the refund. After the Commissioner approves the refund. Then the refund is put on a docket and must be approved by Town Board. After it is approved by Town Board then TOB will send the resident a claim form in the mail and once that claim form is returned to the TOB Office signed the the refund will be processed through our system and the Comptroller cuts them a check. The address to mail your refund letter is below.

Mr. Joseph Pinto  
Parks - Commissioner  
977 Hicksville Road  
Massapequa, NY 11758

Thank you

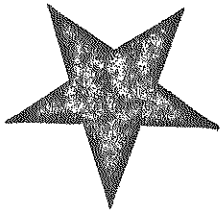
---

**From:** [REDACTED]  
**Sent:** Tuesday, March 03, 2020 5:47 PM  
**To:** Jonathan Wing  
**Subject:** Refund

Hi, John, I'm so sorry that my son won't be able to participate in the upcoming hockey program.  
His name is Lincoln Ma, 10U  
I would like to have a refund if it's possible.  
Thank you so much.  
Chrissy

from Alimail iPhone

-----Original Mail-----  
**From:**Jonathan Wing <jwing@oysterbay-ny.gov>  
**Date:**2020-03-03 17:34:18  
**Recipient:**Bernard Deschamps <BDeschamps@oysterbay-ny.gov>  
**CC:**oldhckyp@aol.com <oldhckyp@aol.com>, LPKOFNOFO@OUTLOOK.COM <LPKOFNOFO@outlook.com>, John Look (LOOK9@OPTONLINE.NET) <LOOK9@OPTONLINE.NET>, Joseph Pinto <jpinto@oysterbay-ny.gov>, Christopher Sabellico <csabellico@oysterbay-ny.gov>, Maura Kirby <mkirby@oysterbay-ny.gov>  
**Subject:**RE: TOB Spring Hockey - 10U Division Evaluation clinic



Hi all

The rain stopped and looks like it will hold off till 930. So the clinics are on.

---

**From:** Jonathan Wing  
**Sent:** Monday, March 02, 2020 6:36 PM  
**To:** Bernard Deschamps  
**Cc:** 'oldhckypro@aol.com'; LPKOFNOFO@OUTLOOK.COM; John Look (LOOK9@OPTONLINE.NET); Joseph Pinto; Christopher Sabellico; Maura Kirby  
**Subject:** RE: TOB Spring Hockey - 10U Division Evaluation clinic

Good afternoon TOB Spring 10U parents

**REMINDER** – There is an evaluation clinic for our 10U skaters tomorrow night

**10U – Syosset/Woodbury Rink - March 3<sup>rd</sup> – 8:15pm-9:15pm**

We are aware there is a possibility that the weather may not cooperate with us and we will have to reschedule the evaluation clinic. We will try to let you know *before* 6pm tomorrow if we will have to reschedule this clinic.

Thank you!

---

**From:** Jonathan Wing  
**Sent:** Wednesday, February 26, 2020 2:38 PM  
**To:** Bernard Deschamps  
**Cc:** oldhckypro@aol.com; LPKOFNOFO@OUTLOOK.COM; John Look (LOOK9@OPTONLINE.NET); Joseph Pinto; Christopher Sabellico; Maura Kirby  
**Subject:** TOB Spring Hockey - 10U Division Evaluation clinic

Good afternoon TOB Spring 10U hockey parents!

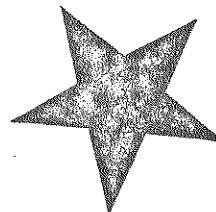
In preparation for our upcoming 2020 TOB Spring hockey season, we are sending you this email.

Being that you have registered your child up for our 10U Division Spring Hockey program and did not participate in our Fall-Winter Hockey program, we are requesting that your child attend the below clinic so we can properly evaluate your child so we can to **TRY** to assemble 4 balanced teams. This is our only opportunity for evaluation so it is *imperative* to attend the below session.

**10U – Syosset/Woodbury Rink - March 3<sup>rd</sup> – 8:15pm-9:15pm**

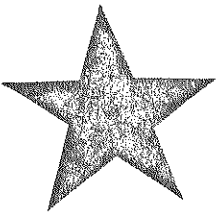
Any questions please contact Buzz Deschamps @ 516-433-7465 ext.8233.

Thank you!



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

PKS201012  
SUMMARY OF BANK DEPOSIT REPORT

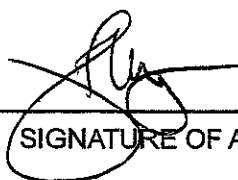
DEPARTMENT: <u>TOB Hockey</u>		LOCATION: <u>Bethpage</u>	
DESCRIPTION OF RECEIPTS: <u>TOB SPRING Hockey 2020</u>		CODE #:	
DATE OF RECEIPTS <u>5/16/19</u>	DATE OF DEPOSITS <u>1/17/20</u>	AMOUNT <u>1200 00</u>	
<u>Max Rade</u>	<u>CIC #</u> <u>947</u>	<u>150</u>	<u>00</u>
<u>Lincoln MA</u>	<u>154</u>	<u>350</u>	<u>00</u>
<u>William Ruch</u>	<u>736</u>	<u>300</u>	<u>00</u>
<u>Daniel Madden</u>	<u>2870</u>	<u>300</u>	<u>00</u>

NAME OF BANK: Chase

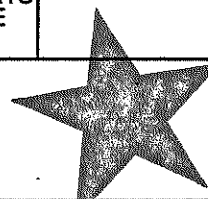
DO NOT WRITE IN SPACE BELOW.  
FOR USE BY DIRECTOR OF FINANCE.

CASH RECEIPT NO.

TOTAL AMOUNT OF DEPOSITS	<u>1200</u>	<u>00</u>
LAST REPORT YEAR TO DATE		
ADJUSTMENTS		
TOTAL DEPOSITS YEAR TO DATE		



SIGNATURE OF AUTHORIZED EMPLOYEE





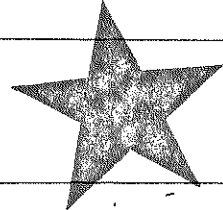
TOWN OF OYSTER BAY  
Department of Parks  
GENERAL RECEIPT

6541

104 #11

Name <i>LINCOLN MA</i>			Phone <i>[REDACTED]</i>	
Street <i>18 CHENANGO DR</i>			Age <i>10</i>	
Town <i>JERICHO NY</i>		Zip <i>11753</i>	Day	Hour
Activity <i>Ice Hockey</i>		Location <i>BETHAGE Ice Center</i>		
Mo./	Day/	Year	Received By <i>BJ [Signature]</i>	
<i>1</i>	<i>16</i>	<i>20</i>	Fee \$ <i>350.00</i>	
			Cash <input type="checkbox"/>	
			Check <input checked="" type="checkbox"/> <i>154</i>	

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





WHEREAS, the Town Board of the Town of Oyster Bay ("Town Board"), has heretofore authorized and directed the implementation of a Self-Insurance Program for the Town's general liability; and

WHEREAS, the Town Board must authorize and approve the settlement of any negligence claims brought against the Town, where the amount of the proposed settlement is in excess of \$10,000.00; and

WHEREAS, Frank Scalera, Chief Deputy Town Attorney, and Jeffrey Lesser, Deputy Town Attorney, by memorandum dated March 11, 2020 advised that Plaintiff, Ivan Cayamcela, brought suit against the Town, alleging that he sustained personal injuries, including a fracture of the left proximal humerus, as a result of a trip and fall at Theodore Roosevelt Park, Oyster Bay, on October 15, 2016, at approximately 2:30 p.m.; and

WHEREAS, after extensive settlement negotiations, this case settled for \$210,000.00, in full resolution of all claims of Plaintiff against the Town of Oyster Bay, which settlement is in the best interests of the Town according to the memorandum of Messrs. Scalera and Lesser,

NOW, THEREFORE, BE IT RESOLVED, That upon the recommendation of the Town Attorney, payment of the sum of \$210,000.00 is hereby authorized and approved by the Town Board, as full settlement to Plaintiff, Ivan Cayamcela, with regard to the action entitled Ivan Cayamcela v. Town of Oyster Bay, Nassau County Index No. 604824/2017, and be it further

RESOLVED, That the Comptroller is hereby authorized and directed to make payment therefor, in accordance with the procedures established under the Town's Self-Insurance Program, by issuing a check made payable to "Ivan Cayamcela and Goidel & Siegel, LLP, as attorneys", in the amount of \$210,000.00 with funds for such payment to be drawn from Account No. TWN AMS 1910 43010 602 0000 000.

-#-

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** : Office of the Town Attorney

**DATE** : March 11, 2020

**SUBJECT:** Settlement of Negligence Claim  
Ivan Cayamcela v. Town of Oyster Bay  
Nassau County Index No. 604824/2017  
Our Matter No. 2016-5760

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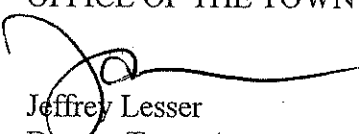
A resolution of the Town Board is required in order for the Town to settle claims, where the amount of the proposed settlement exceeds Ten Thousand (\$10,000.00) Dollars.

The above referenced claim arose as a result of a trip and fall incident on October 15, 2016 at Theodore Roosevelt Park. Plaintiff alleges that he was attending the Oysterfest festival at the Park and was permitted to traverse a water craft launching ramp adjacent to the dock. Plaintiff fell on his left shoulder, resulting in a comminuted fracture of his left proximal humerus. Plaintiff was initially treated at Syosset Hospital. The surgery was not performed immediately, as there existed issues with insurance coverage. Shortly thereafter, plaintiff traveled to Ecuador, where family members resided. Plaintiff obtained surgery in Ecuador. The surgery went very poorly. Subsequent notations of care in the United States indicate that plaintiff will need to have a further procedure, as incorrect and/or shortened screws were used by the doctor in Ecuador, causing instability and pain. The report of the Town's designated physician diagnosed plaintiff with a frozen shoulder and three part proximal humerus fractures, stabilized with plate and screw construction.

After extensive settlement negotiations, this matter was settled for \$210,000.00. It is this Office's opinion that such settlement is just, reasonable, and in the best interests of the Town given the uncertainties associated with litigation and the potential for future surgical intervention.

Accordingly, we have attached a resolution authorizing payment of \$210,000.00, together with copies of the Stipulation of Discontinuance with Prejudice and a General Release in favor of the Town and executed by Plaintiff Ivan Cayamcela. The funds for said payment are to be drawn from Account No. TWN AMS 1910 43010 602 0000 000.

OFFICE OF THE TOWN ATTORNEY

  
Jeffrey Lesser  
Deputy Town Attorney

JAL:jl  
Attachment

cc: Town Attorney (with 9 copies)

GENERAL RELEASE

TO ALL WHOM THESE PRESENTS SHALL COME OR MAY CONCERN, KNOW THAT IVAN CAYAMCELA (the "Releasor"), in consideration of the sum **TWO HUNDRED TEN THOUSAND (\$210,000.00) DOLLARS** 00/100 cents and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledge from **TOWN OF OYSTER BAY**, (the "Releasees"), hereby releases the Releasees, their officers, directors, agents, employees and its and each of their respective successors and assigns from all actions, suits, causes of action, debts, dues, sums of money, accounts, reckonings, bonds, bills, specialties, covenants, contracts, controversies, agreements, promises, variances, trespasses, damages, judgments, extents, executions, claims, and demands whatsoever in law, equity, admiralty or otherwise, upon or by reason of any matter, cause or thing whatsoever from the beginning of time to the day of the date of this release.

Releasor agrees to defend, indemnify and hold harmless, the Releasees against any lien, claim or action by Medicare and/or Medicaid arising from the settlement or asserted against the settlement proceeds. Releasor will have the sole responsibility to satisfy any lien or claim asserted against the settlement proceeds or arising from the settlement.

Releasor agrees not to publish or otherwise publicize the terms of the consideration being paid by Releasee for this release.

Whenever the text hereof requires, the use of the singular shall include the appropriate plural number.

This release may not be changed, waived or modified orally.

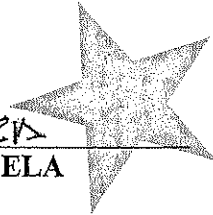
IN WITNESS WHEREOF, the Releasor on the 22<sup>nd</sup> day of Dec, 2019

IN THE PRESENCE OF

Farimah Ghaffari  
witness

RELEASOR

IVAN CAYAMCELA  
IVAN CAYAMCELA



Sworn to before me this  
22<sup>nd</sup> Day of December 2019.

NOTARY PUBLIC

SUPREME COURT OF THE STATE OF NEW YORK  
COUNTY OF NASSAU

\_\_\_\_\_  
IVAN CAYAMCELA,

Index No.: 604824/2017

Plaintiffs,

-against-

**STIPULATION**

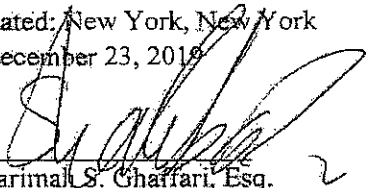
THE TOWN OF OYSTER BAY, THE VILLAGE OF  
OYSTER BAY, THE VILLAGE OF OYSTER BAY COVE  
And THE HAMLET OF OYSTER BAY,

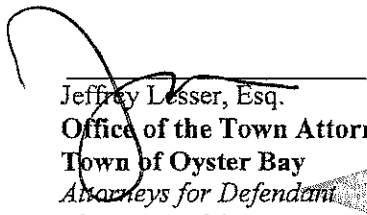
Defendants.  
\_\_\_\_\_X


IT IS HEREBY STIPULATED AND AGREED, by and between the parties to this action, by their attorneys, that whereas no party to this action is an infant or an incompetent for which a committee has been appointed, that the above captioned action shall be, and same hereby is, settled and discontinued with prejudice as between **PLAINTIFF** and **DEFENDANT, THE TOWN OF OYSTER BAY** without costs or disbursement to abide either side.

IT IS FURTHER STIPULATED AND AGREED that this stipulation may be filed without further notice with Clerk of the Court.

Dated: New York, New York  
December 23, 2019

  
Farman S. Ghaffari, Esq.  
**Goidel & Siegel, LLP**  
Attorneys for Plaintiff  
56 West 45<sup>th</sup> Street  
New York, NY 10036  
(212) 840-3737

  
Jeffrey Lesser, Esq.  
**Office of the Town Attorney**  
**Town of Oyster Bay**  
Attorneys for Defendant  
The Town of Oyster Bay  
54 Audrey Avenue  
Oyster Bay, NY 11771  
(516)624-6150



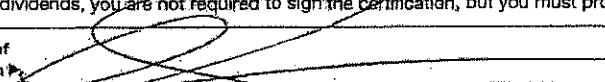
**Request for Taxpayer  
Identification Number and Certification**

► Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Give Form to the  
requester. Do not  
send to the IRS.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above <b>GOIDEL &amp; SIEGEL, LLP</b>	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input checked="" type="checkbox"/> Other (see instructions) ► <b>LLP</b>	
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>	
	5 Address (number, street, and apt. or suite no.) See instructions. <b>56 West 45th Street, 3rd Floor</b>	Requester's name and address (optional)
	6 City, state, and ZIP code <b>New York, NY 10036</b>	
	7 List account number(s) here (optional)	

<b>Part I Taxpayer Identification Number (TIN)</b>											
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> , later.											
<b>Note:</b> If the account is in more than one name, see the instructions for line 1. Also see <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.											
<table><tr><td colspan="2">Social security number</td></tr><tr><td><div></div></td><td><div></div></td></tr><tr><td colspan="2">OR</td></tr><tr><td colspan="2">Employer identification number</td></tr><tr><td colspan="2"><div></div></td></tr></table>		Social security number		<div></div>	<div></div>	OR		Employer identification number		<div></div>	
Social security number											
<div></div>	<div></div>										
OR											
Employer identification number											
<div></div>											

<b>Part II Certification</b>	
Under penalties of perjury, I certify that:	
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and	
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and	
3. I am a U.S. citizen or other U.S. person (defined below); and	
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.	
<b>Certification instructions.</b> You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.	
Sign Here	Signature of U.S. person ► 
	Date ► <b>3/6/19</b>

### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income) prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*

RESOLVED, That a public hearing will be held in the Hearing Room, Town Hall, 54 Audrey Avenue, Oyster Bay, New York on, the 21<sup>st</sup> day of April, 2020, at 10:00 o'clock, a.m. prevailing time on that day, or as soon thereafter as practicable, to consider the application of NASSAU STEEL, LLC d/b/a GOLD COAST STUDIOS, fee owner, for a Special Use Permit to allow for the operation of a television broadcasting studio with live audiences on the premises located in a Light Industry (LI) District, at 999 South Oyster Bay Road, Bethpage, Town of Oyster Bay, County of Nassau, State of New York and described as Section 46, Block G, Lot 98, on the Land and Tax Map of Nassau County; and be it further

RESOLVED, That the Town Clerk shall publish notice of such hearing in

newspapers of general circulation within the Town of Oyster Bay.

-#-

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

PUBLIC NOTICE

NOTICE is hereby given, pursuant to law, that a public hearing will be held by the Town Board of the Town of Oyster Bay, Nassau County, New York, on Tuesday, April 21, 2020, at 10:00 a.m., prevailing time, or as soon thereafter as may be practicable, in the Hearing Room, Town Hall, East Building, 54 Audrey Avenue, Oyster Bay, New York, for the purpose of considering an application from NASSAU STEEL, LLC d/b/a GOLD COAST STUDIOS, fee owner, for a Special Use Permit to allow for the operation of a television broadcasting studio with live audiences on the premises located in a Light Industry (LI) District, at 999 South Oyster Bay Road, Bethpage, Town of Oyster Bay, County of Nassau, State of New York and described as Section 46, Block G, Lot 98, on the Land and Tax Map of Nassau County. The abovementioned application is on file and may be viewed daily (except Saturday, Sunday and Holidays) between the hours of 9:00 a.m. and 4:45 p.m., prevailing time, at the Office of the Town Clerk at Oyster Bay and Massapequa. Any person interested in the subject matter of said hearing will be given an opportunity to be heard with reference thereto, at the time and place above designated. TOWN BOARD OF TOWN OF OYSTER BAY. JOSEPH S. SALADINO, Supervisor. RICHARD LaMARCA, Town Clerk.

Dated: March 31, 2020 , Oyster Bay, New York.

14

# Town of Oyster Bay Inter-Departmental Memo

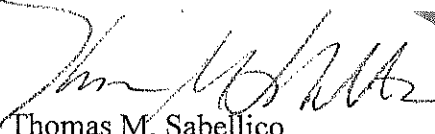
**TO** : MEMORANDUM DOCKET  
**FROM** : OFFICE OF THE TOWN ATTORNEY  
**DATE** : March 10, 2020  
**SUBJECT:** Nassau Steel, LLC d/b/a Gold Coast Studios  
Special Use Permit  
Premises: 999 S. Oyster Bay Road, Bethpage, New York  
Section 46, Block G, Lot 98

---

It is requested that the Town Board authorize the Town Clerk to advertise a Notice of Hearing, for a Public Hearing to be held on April 21, 2020, in connection with the above referenced matter.

It is further requested that the attached Resolution pertaining to this matter be heard at the March 31, 2020 Town Board meeting.

OFFICE OF THE TOWN ATTORNEY

  
Thomas M. Sabellico  
Special Counsel



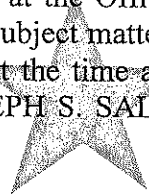
TMS:nb  
Enclosure  
2018-6860  
cc: Town Attorney (w/9 copies)

PUBLIC NOTICE

NOTICE is hereby given, pursuant to law, that a public hearing will be held by the Town Board of the Town of Oyster Bay, Nassau County, New York, on Tuesday, April 21, 2020, at 10:00 a.m., prevailing time, or as soon thereafter as may be practicable, in the Hearing Room, Town Hall, East Building, 54 Audrey Avenue, Oyster Bay, New York, for the purpose of considering an application from NASSAU STEEL, LLC d/b/a GOLD COAST STUDIOS, fee owner, for a Special Use Permit to allow for the operation of a television broadcasting studio with live audiences on the premises located in a Light Industry (LI) District, at 999 South Oyster Bay Road, Bethpage, Town of Oyster Bay, County of Nassau, State of New York and described as Section 46, Block G, Lot 98, on the Land and Tax Map of Nassau County. The abovementioned application is on file and may be viewed daily (except Saturday, Sunday and Holidays) between the hours of 9:00 a.m. and 4:45 p.m., prevailing time, at the Office of the Town Clerk at Oyster Bay and Massapequa. Any person interested in the subject matter of said hearing will be given an opportunity to be heard with reference thereto, at the time and place above designated. TOWN BOARD OF TOWN OF OYSTER BAY. JOSEPH S. SALADINO, Supervisor. RICHARD LaMARCA, Town Clerk.

Dated: \_\_\_\_\_, Oyster Bay, New York.

7/15  
Reviewed By  
Office of Town Attorney



RESOLVED, That a public hearing will be held in the Hearing Room, Town Hall, 54 Audrey Avenue, Oyster Bay, New York on, the 21<sup>st</sup> day of April, 2020, at 10:00 o'clock, a.m. prevailing time on that day, or as soon thereafter as practicable, to consider the application of STAVAN CENTER L.P., fee owner, and KANG LO USA CORP. d/b/a MoCA ASIAN BISTRO, lessee, for a Special Use Permit to allow an existing restaurant with an allowed occupancy of 75 persons to expand their interior space and increase the restaurant's allowed occupancy to 220 persons, on the premises located in a Neighborhood Business (NB) District, at 7967 Jericho Turnpike, Woodbury, Town of Oyster Bay, County of Nassau, State of New York and described as Section 14, Block D, Lots 560, 737 and 738 on the Land and Tax Map of Nassau County; and be it further

RESOLVED, That the Town Clerk shall publish notice of such hearing in newspapers of general circulation within the Town of Oyster Bay.

-#-

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

Elizabeth A. Taughn

PUBLIC NOTICE

NOTICE is hereby given, pursuant to law, that a public hearing will be held by the Town Board of the Town of Oyster Bay, Nassau County, New York, on Tuesday, April 21, 2020, at 10:00 a.m., prevailing time, or as soon thereafter as may be practicable, in the Hearing Room, Town Hall, East Building, 54 Audrey Avenue, Oyster Bay, New York, for the purpose of considering an application from STAVAN CENTER L.P., fee owner, and KANG LO USA CORP. d/b/a MoCA ASIAN BISTRO, lessee, for a Special Use Permit to allow an existing restaurant with an allowed occupancy of 75 persons to expand their interior space and increase the restaurant's allowed occupancy to 220 persons, on the premises located in a Neighborhood Business (NB) District, at 7967 Jericho Turnpike, Woodbury, Town of Oyster Bay, County of Nassau, State of New York and described as Section 14, Block D, Lots 560, 737 and 738 on the Land and Tax Map of Nassau County. The abovementioned application is on file and may be viewed daily (except Saturday, Sunday and Holidays) between the hours of 9:00 a.m. and 4:45 p.m., prevailing time, at the Office of the Town Clerk at Oyster Bay and Massapequa. Any person interested in the subject matter of said hearing will be given an opportunity to be heard with reference thereto, at the time and place above designated. TOWN BOARD OF TOWN OF OYSTER BAY. JOSEPH S. SALADINO, Supervisor. RICHARD LaMARCA, Town Clerk.

Dated: March 31, 2020 , Oyster Bay, New York.



15

# Town of Oyster Bay Inter-Departmental Memo

**TO** : MEMORANDUM DOCKET

**FROM** : OFFICE OF THE TOWN ATTORNEY

**DATE** : March 10, 2020

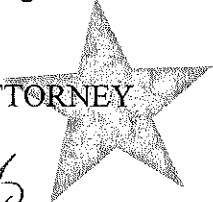

**SUBJECT:** Stavan Center L.P., fee owner and  
Kang Lu USA DCorp. d/b/a MoCA Asian Bistro  
Special Use Permit  
Premises: 7967 Jericho Turnpike, Woodbury, New York  
Section 14, Block D, Lots 560, 737 and 738

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It is requested that the Town Board authorize the Town Clerk to advertise a Notice of Hearing, for a Public Hearing to be held on April 21, 2020, in connection with the above referenced matter.

It is further requested that the attached Resolution pertaining to this matter be heard at the March 31, 2020 Town Board meeting.

OFFICE OF THE TOWN ATTORNEY



Thomas M. Sabellico  
Special Counsel

TMS:nb  
Enclosure  
cc: Town Attorney (w/9 copies)  
2019-7307

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PUBLIC NOTICE

NOTICE is hereby given, pursuant to law, that a public hearing will be held by the Town Board of the Town of Oyster Bay, Nassau County, New York, on Tuesday, April 21, 2020, at 10:00 a.m., prevailing time, or as soon thereafter as may be practicable, in the Hearing Room, Town Hall, East Building, 54 Audrey Avenue, Oyster Bay, New York, for the purpose of considering an application from STAVAN CENTER L.P., fee owner, and KANG LO USA CORP. d/b/a MoCA ASIAN BISTRO, lessee, for a Special Use Permit to allow an existing restaurant with an allowed occupancy of 75 persons to expand their interior space and increase the restaurant's allowed occupancy to 220 persons, on the premises located in a Neighborhood Business (NB) District, at 7967 Jericho Turnpike, Woodbury, Town of Oyster Bay, County of Nassau, State of New York and described as Section 14, Block D, Lots 560, 737 and 738 on the Land and Tax Map of Nassau County. The abovementioned application is on file and may be viewed daily (except Saturday, Sunday and Holidays) between the hours of 9:00 a.m. and 4:45 p.m., prevailing time, at the Office of the Town Clerk at Oyster Bay and Massapequa. Any person interested in the subject matter of said hearing will be given an opportunity to be heard with reference thereto, at the time and place above designated. TOWN BOARD OF TOWN OF OYSTER BAY. JOSEPH S. SALADINO, Supervisor. RICHARD LaMARCA, Town Clerk.

Dated: \_\_\_\_\_, Oyster Bay, New York.

Reviewed By  
Office of Town Attorney

WHEREAS, 62-61 NORTHERN BOULEVARD CORPORATION, fee owner, and CUMBERLAND FARMS, INC., lessee, petitioned the Town Board for a Special Use Permit for property located at 62-61 Northern Boulevard, East Norwich, Town of Oyster Bay, New York; and

WHEREAS, Judy Lynn Simoncic, Esq., of Forchelli Deegan Terrana LLP, by letter dated February 6, 2020, requested, on behalf of its clients, that said application be withdrawn; and

WHEREAS, Resolution No. 480-2005, adopted on June 21, 2005, authorizes the refund of \$100.00 to an applicant for the advance transcript fee and a refund of \$180.00 to an applicant who withdraws its application prior to the Town incurring publication costs; and

WHEREAS, no publication costs have been incurred for the subject application and no hearing was held,

NOW, THEREFORE, BE IT RESOLVED, That the application of NORTHERN BOULEVARD CORPORATION, fee owner, and CUMBERLAND FARMS, INC., lessee, for a Special Use Permit for property located at 62-61 Northern Boulevard, East Norwich, Town of Oyster Bay, New York, is hereby withdrawn; and be it further

RESOLVED, That the Comptroller is hereby authorized to refund the amount of \$280.00 to NORTHERN BOULEVARD CORPORATION and CUMBERLAND FARMS, INC., whose application is hereby withdrawn prior to publication of a public notice, upon the submission of a certified claim, after audit, said funds to be drawn from Account No. TWN A 1989 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

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## Town of Oyster Bay Inter-Departmental Memo

**TO** : MEMORANDUM DOCKET

**FROM** : OFFICE OF THE TOWN ATTORNEY

**DATE** : March 10, 2020

**SUBJECT:** Refund  
62-61 Northern Boulevard Corporation, fee owner and  
Cumberland Farms, Inc., lessee  
Withdrawn Special Use Permit Application

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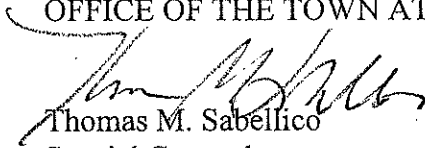
Judy Lynn Simoncic, Esq., of Forchelli Deegan Terrana LLP, by letter dated February 6, 2020, advised the Office of Legislative Affairs that the application of its clients, 62-61 Northern Boulevard Corporation, fee owner and Cumberland Farms, Inc., lessee, for a Special Use Permit at 62-61 Northern Boulevard, East Norwich, NY, be withdrawn.

As the matter has not yet been heard, the applicants are entitled to a refund of fees in the amount of \$280.00, pursuant to Resolution No. 480-2005, adopted on June 21, 2005.

Accordingly, it is requested and recommended that the Town Board authorize the Comptroller to refund the amount of \$280.00 to 62-61 Northern Boulevard Corporation and Cumberland Farms, Inc., c/o Forchelli Deegan Terrana LLP, 333 Earle Ovington Boulevard, Suite 1010, Uniondale, New York 11553.

Funds to pay this refund are available in Account No. TWN A 1989 47900 000 0000.

OFFICE OF THE TOWN ATTORNEY

  
Thomas M. Sabellico  
Special Counsel

TMS:nb

Enclosure

cc: Town Attorney (w/9 copies)

2016-5699

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WHEREAS, Thomas M. Sabellico, Special Counsel, Office of the Town Attorney, by memorandum dated March 10, 2020, requested that the Town Board authorize a \$700.00 refund be paid to Barakah 786 Corp., 166-02 76<sup>th</sup> Avenue, Flushing, NY 11366, from Account No. TWN A 1989 47900 000 0000, for refund of a filing fee for a Petition that was rejected; and

NOW, THEREFORE, BE IT RESOLVED, That the Comptroller is hereby authorized a \$700.00 refund be paid to Barakah 786 Corp., 166-02 76th Avenue, Flushing, NY 11366, whose Petition was rejected, upon the submission of a certified claim, after audit, said funds to be drawn from Account No. TWN A 1989 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

17

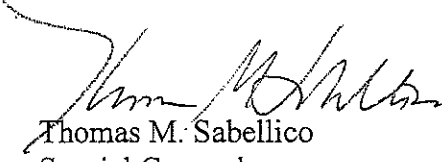
## Town of Oyster Bay Inter-Departmental Memo

**TO** : MEMORANDUM DOCKET  
**FROM** : OFFICE OF THE TOWN ATTORNEY  
**DATE** : March 10, 2020  
**SUBJECT:** Refund  
Barakah 786 Corp.  
Rejected Application

---

On February 3, 2020, the Office of the Town Attorney, rejected a Petition filed by William P. Nolan, Esq., on behalf of his client, Barakah 786 Corp. At the time the Petition was filed the Petitioner paid a filing fee of \$700.00. In light of the rejection, it is requested and recommended that the Town Board authorize the Comptroller to refund the amount of \$700.00 to Barakah 786 Corp., 166-02 76<sup>th</sup> Avenue, Flushing, New York 11366.

Funds to pay this refund are available in Account No. TWN-A-1989-47900-000-0000.



Thomas M. Sabellico  
Special Counsel

TMS:nb  
Enclosure  
cc: Town Attorney (w/9 copies)

January 29, 2020

William P. Nolan Esq.  
1103 Stewart Avenue  
Suite 200  
Garden City, New York 11530

RE: Your clients: Barakah 786 Corp. and  
Manija Ghafoorzada

Dear Mr. Nolan:

In furtherance of our telephone conference of January 28, 2020, this letter shall serve to confirm that the Petition you filed with the Town's Office of Legislative Affairs on behalf of your above-referenced clients, seeking to have the Town Board extend the time limit restriction set forth in Section 173-27(4) of the Code of the Town of Oyster Bay from 10 minutes to 90 minutes to allow your clients' food truck to sell their food in one location has been rejected.

There is no such procedure established to request amendment of the Town Code for individual entities or individuals by way of Petition. Furthermore, neither of your clients would have standing in this matter since neither of them holds a valid Peddler's License issued by the Town Clerk. Your clients' licenses were suspended and then expired on December 31, 2019. Since that time neither has applied for a renewal or new license.

If an individual or entity feels that a provision of the Town Code is unconstitutional, or too broad or vague, or was improperly adopted, they may seek judicial intervention to argue their case.

This office has requested that the fee of \$700 submitted by your office with the Petition be refunded to you, and a check will be mailed to your office once the refund has been approved and processed.

Sincerely,

Office of the Town Attorney

Thomas M. Sabellico  
Special Counsel



TMS/nb

Cc: Richard LaMarca, Town Clerk

Gregory W. Carman, Jr., Esq., Deputy Supervisor

Elizabeth L. Maccarone, Commissioner, P&D

Paul Ehrlich, Esq., Deputy Town Attorney

Office of Legislative Affairs

WHEREAS, by Resolution No. 288-2018, adopted on April 24, 2018, the Town Board awarded Contract No. HGR17-162, General Reconstruction Requirements Contract, to Pratt Brothers, Inc. for the one year period commencing April 24, 2018 through April 23, 2019, with four (4) one-year extensions; and

WHEREAS, by Resolution No. 254-2019, adopted on April 16, 2019, the Town Board authorized the first one-year extension of Contract No. HGR17-162, General Reconstruction Requirements Contract, to Pratt Brothers, Inc. for the period commencing April 24, 2019 through April 23, 2020; and

WHEREAS, Richard W. Lenz, P.E., Commissioner, Department of Public Works/Highways, by memorandum dated March 9, 2020, requested Town Board authorization to exercise the second one-year option to extend Contract No. HGR17-162, General Construction Requirements contract, with Pratt Brothers, Inc., from April 24, 2020 through April 23, 2021, at the same prices, conditions and terms, provided for in the original contract; and

WHEREAS, Commissioner Lenz by said memorandum, informed the Town Board that, to date, Pratt Brothers, Inc.'s work under Contract No. HGR17-162 has been satisfactorily completed in a timely manner,

NOW, THEREFORE, BE IT RESOLVED, That the request as hereinabove set forth is accepted and approved, and Contract No. HGR17-162 with Pratt Brothers, Inc. is hereby extended, for the period from April 24, 2020 through April 23, 2021, at the same prices, conditions, and terms as provided in the original contract.

-#-

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

148-22

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

March 9, 2020

**TO:** MEMORANDUM DOCKET

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

**SUBJECT:** REQUEST APPROVAL FOR EXTENSION  
GENERAL RECONSTRUCTION REQUIREMENTS CONTRACT HGR17-162  
PRATT BROTHERS, INC.

---

The Highway Department has reviewed the work performed by Pratt Brothers, Inc. with respect to General Reconstruction Requirements Contract under contract number HGR17-162 which was awarded by Town Board Resolution Number 254-2019 on April 16, 2019. This will be the second extension of a four year extension option.

The work performed by Pratt Brothers, Inc. was satisfactory and completed in a timely manner. Therefore, it is hereby requested by the Highway Department contract HGR17-162 be extended from April 24, 2020 through April 23, 2021.

Also funds are available for this purpose as per Town Board Resolution No. 809-2018 for the Highway Department to use these funds for the Highway Department Requirement Contracts as needed throughout the year within the Town of Oyster Bay.


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

RWL/lb

Cc: Office of Town Attorney (w/9 copies)

Steve C. Ballas, Comptroller

John P. Bishop, Deputy Commissioner/HWY

John Tassone, Deputy Commissioner, DPW, Division of Engineering

Grace Santamaria, Highway Administration



**PRATT BROTHERS, INC.**

**GENERAL CONTRACTING • HEAVY CONSTRUCTION**

45 S. Fourth Street • Bay Shore, NY 11706-1210 • Phone: 631-667-6800 • Fax: 631-289-3844

HIGHWAY DEPARTMENT

*Lenore*

REC'D BY HIGHWAY DEPT  
MAR 2 2 29 PM 4:38

March 2, 2020

Town of Oyster Bay Department of Public Works  
150 Miller Place  
Syosset, New York 11791

**Attention:**     *Richard W. Lenz, P.E.*  
                         *Commissioner of Public Works/Highways*

**Re:**     *Town of Oyster Bay General Requirements Contract*  
                 *Contract Number HGR17-162*

Gentlemen,

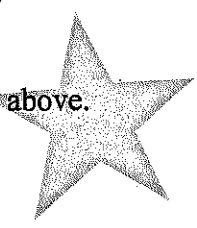
Pratt Brothers, Inc. agrees to extend the above contract for another year with all the prices and contract requirements remaining the same.

Please feel free to contact me should you have any questions on the above.

Very truly yours,

*Joseph M. Williams Jr., P.E.*

Joseph M. Williams Jr., P.E.  
Senior Vice President



WHEREAS, pursuant to public notice, bids were duly and regularly received on February 26, 2020, for the Park Manager's Building at Theodore Roosevelt Memorial Park, Oyster Bay, in accordance with the specifications contained in Contract No. DP19-193; and

WHEREAS, Richard W. Lenz, P.E., Commissioner, Department of Public Works/Highways, by memorandum dated March 12, 2020, informed the Town Board that upon review of the budget requirements for the Park Manager's Building, it has been determined that it is in the best interest of the Town to not move forward with Contract No. DP19-193; and Commissioner Lenz, by said memorandum, requested that the Town Board reject all bids submitted for this Contract, and that bonds held by the Division of Purchasing be released,

NOW, THEREFORE, BE IT RESOLVED, That the request as hereinabove set forth is accepted and approved, and all bids submitted for Contract No. DP19-193 are rejected and that bonds held by the Division of Purchasing are to be released.

-#-

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. J. [Signature]

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## TOWN OF OYSTER BAY

### INTER-DEPARTMENTAL MEMO

MARCH 12, 2020

TO: MEMORANDUM DOCKET


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


SUBJECT: REJECTION OF BIDS  
PARK MANAGER'S BUILDING AT THEODORE ROOSEVELT MEMORIAL PARK  
LOCATED IN OYSTER BAY  
CONTRACT NO. DP19-193

---

On February 26, 2020, the Division of Purchasing received bids for the subject contract. Upon review of the budget requirements for the Park Manager's Building, it has been determined that it is in the best interest of the Town to not move forward with this project.

It is hereby requested that the Town Board reject all bids submitted, and any bonds held by the Division of Purchasing be released.

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



  
RWL/JCT/MR/DJH/lk

cc: Office of the Town Attorney (w/9 copies)  
Steven Ballas, Comptroller  
Joseph G. Pinto, Commissioner/Parks  
Eric Tuman, Commissioner/General Services

DP19-193 DOCKET REJECT BIDS

WHEREAS, Richard W. Lenz, P.E., Commissioner, Departments of Public Works/Highways, by memorandum dated March 12, 2020, advised that a request for proposals ("RFP") was issued to thirteen (13) firms and notice of the RFP was placed on the Town of Oyster Bay website, to procure engineering services relative to highway improvements to the Gary Road Area, Syosset, Contract No. H20-203, and the Division of Engineering received thirteen (13) responses; and

WHEREAS, following a review and evaluation of all of the responses in compliance with the requirements of Guidelines 6 and 9 of the Town's Procurement Policy, Commissioner Lenz, by the aforementioned memorandum, requested and recommended that the Town Board authorize de Bruin Engineering, P.C., Westbury, New York, to first complete a preliminary design report for the project area for which it will perform surveying, site design, and bid work, for a total fee of \$160,000.00, and to monitor the construction phase for a total fee of \$169,000.00; and

WHEREAS, Robert W. de Bruin, P.E., de Bruin Engineering, P.C., by letter dated February 10, 2020, requested the use of Gayron de Bruin Surveying and Engineering, P.C. and Land Air Water Environmental Services, Inc., as sub-consultants, for surveying and soil investigation services, respectively; and

WHEREAS, the requested services to be provided by de Bruin Engineering, P.C., including the use of the above sub-consultants, are to be for a total amount not to exceed \$329,000.00, with funds for said payment available from Account No. HWY H5197 20000 000 1903 008,

NOW, THEREFORE, BE IT RESOLVED, That the requests and recommendations as hereinabove set forth are accepted and approved, and that de Bruin Engineering, P.C., is hereby authorized to provide the above-referenced engineering services relative to highway improvements to the Gary Road Area, Syosset, Contract No. H20-203, and to use Gayron de Bruin Surveying and Engineering, P.C. and Land Air Water Environmental Services, Inc., as sub-consultants, for surveying and soil investigation services, respectively, in a total amount not to exceed \$329,000.00, and be it further

RESOLVED, That the Supervisor, or his designee, is hereby authorized to execute an agreement with de Bruin Engineering, P.C. for the above-referenced professional engineering services, 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. 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  
*[Signature]*

22

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

March 12, 2020

TO: MEMORANDUM DOCKET

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

SUBJECT: AWARD OF ENGINEERING SERVICES  
AND THE USE OF SUB-CONSULTANTS  
HIGHWAY IMPROVEMENTS TO THE GARY ROAD AREA, SYOSSET  
CONTRACT NO. H20-203  
ACCOUNT NO. HWY H5197 20000 000 1903 008  
PROJECT ID NO. 1903HWYDB-03

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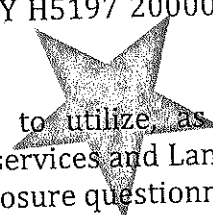
On November 22, 2019, the Department of Public Works issued "Requests for Proposals" to 13 firms in accordance with the approved procurement procedure, in addition to an advertisement on the Town of Oyster Bay website. On December 20, 2019 the Division of Engineering had received thirteen (13) responses which were reviewed and evaluated by a selection committee based on the technical merits of the responses. Related support documentation is on file in the Division of Engineering.

The Commissioner of Public Works, after review of the Division's preliminary recommendations and in conjunction with the current workload, has selected de Bruin Engineering, P.C. to perform the work. The evaluation and selection process was performed in compliance with the requirements of Guideline 6 and Guideline 9 of the Town of Oyster Bay Procurement Policy. Further, the required disclosure questionnaire has been submitted.

The total fee for engineering services, as negotiated and based upon the scope of work as detailed in the RFP document, is \$329,000.00, comprised of \$160,000.00 relative to the Design and Bid Phases and \$169,000.00 for the Construction Phase, as stated in the attached letter from de Bruin Engineering, P.C. dated February 10, 2020. De Bruin Engineering, P.C. has previously executed a Standard Consultant Agreement with the Department of Public Works under which their services are to be provided, which is on file in the Division of Engineering.

Funds are available to satisfy these engineering services in Account No. HWY H5197 20000 000 1903 008.

Further, the office of de Bruin Engineering, P.C. request authorization to utilize, as sub-consultants, Gayron de Bruin Surveying and Engineering, P.C. for surveying services and Land Air Water Environmental Services, Inc. for soil investigations. The required disclosure questionnaires have been submitted.




TO: Memorandum Docket  
Page 2

It is hereby requested that the Town Board authorize, by resolution, de Bruin Engineering, P.C. to perform engineering services and the authorization by resolution to utilize, as sub-consultants, Gayron de Bruin Surveying and Engineering, P.C. and Land Air Water Environmental Services, Inc., relative to Highway Improvements to the Gary Road Area, Syosset, Contract No. H20-203

  
RICHARD W. LENZ, P.E.

COMMISSIONER  
DEPARTMENT OF PUBLIC WORKS/HIGHWAY



  
RWL/JCT/MR/DJH/lk

Attachment

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

H20-203 DOCKET AWARD DE BRUIN 329000

February 10, 2020

Richard Lenz, P.E.  
Commissioner of Public Works  
Town of Oyster Bay Department of Public Works  
150 Miller Place  
Syosset, NY 11791 – 5699

Attn: John Tassone  
Deputy Commissioner

Re: COST PROPOSAL – Design, Bid and Construction Phase Engineering Services  
for Gary Road Area, Syosset Highway Improvements  
Solicitation No. 2019-020  
de Bruin No. 6256

Dear Commissioner:

In accordance with your request, we are pleased to submit our Request for Authorization for Design, Bid and Construction phase services in connection with this project.

Our Request for Authorization is based on the Scope of Services described in our 12/20/2019 proposal. All work will be performed in accordance with the Standard Agreement for Consulting Services.

We proposed to perform Survey, Design and Bid phase services for a Lump Sum Fee of \$160,000.00.

We proposed to perform Construction Phase services based on hourly rates using the standard multiplier of 3.0 times direct salary costs. Our proposed fee for construction phase services is based on an estimated 1,080 manhours of work for the project. Our fee estimate for construction phase is \$169,000.00

The summary of fees is as follows:

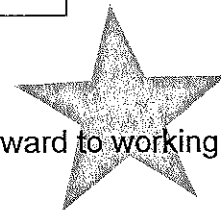
February 10, 2020

Phase	Fee
Survey, Design and Bid (Lump Sum)	\$160,000
Construction Phase (Hourly)	\$169,000
Total	\$329,000

We respectfully request approval of the following sub-consultants in connection with this work:

Sub-Consultant	Service
Gayron de Bruin Surveying and Engineering, PC	Surveying
Land Air Water Environmental Services, Inc	Soil Investigations

Thank you for the opportunity to offer this cost proposal. We look forward to working with you on this project.



Sincerely yours,

A handwritten signature in black ink, appearing to read 'RWB' followed by a flourish.

Robert W. de Bruin, P.E.

Enclosure.

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

FEBRUARY 24, 2020

TO : JOHN P. BISHOP, DEPUTY COMMISSIONER  
DEPARTMENT OF HIGHWAYS

FROM : JOHN C. TASSONE, DEPUTY COMMISSIONER  
DEPARTMENT OF PUBLIC WORKS


SUBJECT : REQUEST FOR FUNDS FOR ENGINEERING SERVICES  
HIGHWAY IMPROVEMENTS FOR GARY ROAD AREA, SYOSSET  
CONTRACT NO. H20-203

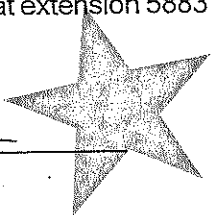
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The Division of Engineering respectfully requests that you make available an account number to be used to satisfy costs related to the above-referenced contract in the amount of \$329,000.00

Funds are required for de Bruin Engineering, P. C. to proceed with the survey, design, bid and construction phases for the Highway Improvements to the Gary Road Area located in Syosset as per the attached letter dated February 10, 2020.

If you have any questions, please contact Daniel J. Haas, Division of Engineering at extension 5883

  
JOHN C. TASSONE  
DEPUTY COMMISSIONER  
DEPARTMENT OF PUBLIC WORKS



JCT/MR/lk  
Attachment

cc: Richard w. Lenz, P. E., Commissioner / DPW/Highway  
Kathy Stefanich, Administration/DPW

H20-203 de bruin Gary road request for funds

# Land, Air, Water Environmental Services, Inc.

## Project References

**PROJECT:** NYCDEP: GI-S Design-1 Design Services and Design Services During Construction for Green Infrastructure

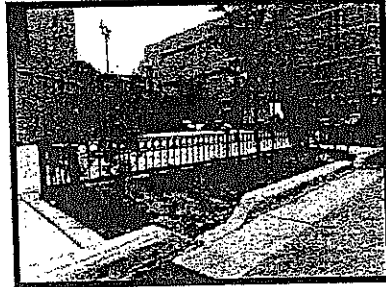
**DATES:** August 2019 – December 2019

**TOTAL PROJECT :** \$ 195,033.14

**CLIENT:** eDesign Dynamics

**CLIENT CONTACT:** Theo Barbagianis, P.E. 646-688-3113

[tbarbagianis@edesigndynamics.com](mailto:tbarbagianis@edesigndynamics.com)



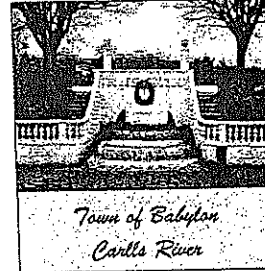
**PROJECT:** Carlls River Babylon – Governors of Storm Recovery Test Boring for Storm Fortification Project

**DATES:** May 2019 Total Project: \$ 39,765.00

**CLIENT:** D & B Engineers and Architects

**CLIENT CONTACT:** Adriana Restrepo, Senior Associate

[arestrepo@db-eng.com](mailto:arestrepo@db-eng.com) 516-840-8191



**PROJECT:** NYC Parks & Recreation Green Infrastructure Test Borings & Permeability Studies

**DATES:** 2018-19:

**TOTAL PROJECT:** \$ 107,670

**CLIENT:** Arcadis Inc.

**CLIENT CONTACT:** Laura Hammerer, PE 718 397- 2377

[laura.hammerer@arcadis.com](mailto:laura.hammerer@arcadis.com)



**PROJECT:** NYCDDC: Green Infrastructure Project GQT110-02, Flushing Creek Geotechnical Soil Borings, Permeability Borings and testing for GI Project

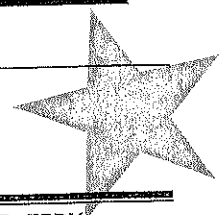
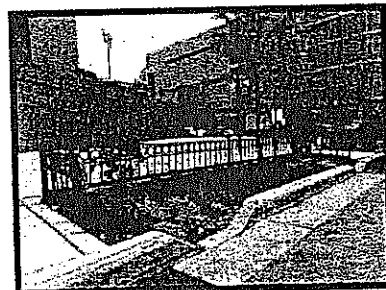
**DATES:** December 2017 – February 2019

**TOTAL PROJECT:** \$ 538,890

**CLIENT:** NV5 Consultants

**CLIENT CONTACT:** Mathew Condiotti PE 646.795.3634

[Matthew.Condiotti@nv5.com](mailto:Matthew.Condiotti@nv5.com)



**Land, Air, Water Environmental Services, Inc.**  
**Project References**

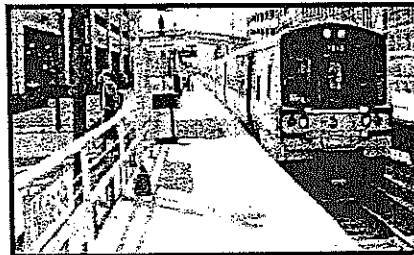
**PROJECT:** LIRR: 3<sup>rd</sup> Track Main Line Expansion Floral Park to Hicksville Geotechnical Soil Borings, Permeability Borings for improvements on the main corridor

**DATES:** July – March 2017 Total Project: \$ 95,997

**CLIENT:** AECOM / Gannet Fleming JV

**CLIENT CONTACT:** Brian Aksman, PE 212-973-3190

[brian.aksman@aecom.com](mailto:brian.aksman@aecom.com)



**PROJECT:** NYC EDC 53320018: Green Infrastructure Project, Jamaica Bay Area 26W5-05

Test Borings, Permeability Borings and Testing

**DATES:** June 2018 – November 2018

**TOTAL PROJECT :** \$ 634,431

**CLIENT:** Hazen and Sawyer Consultants

**CLIENT CONTACT:** Dahlia Thompson, PE Senior Associate

498 Seventh Avenue, 11th Floor, New York, NY 10018

212 539-7151 [dthompson@hazenandsawyer.com](mailto:dthompson@hazenandsawyer.com)



**PROJECT:** Governor's Office of Storm Recovery:

Various projects Nassau County

Test Borings / Soil Sampling

**DATES:** 2016-2019 Total Project: \$ 197,257

**CLIENT:** Tetra Tech

**CLIENT CONTACT:** Will Mather, P.E. 302-283-2249 [will.mather@tetrattech.com](mailto:will.mather@tetrattech.com)



**PROJECT:** Suffolk County DPW

Outflow Cedar Island Great South Bay: Test Borings / Subsurface

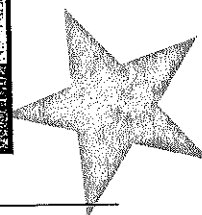
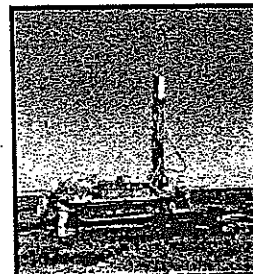
Investigation / Environmental Sampling/ Well Installation

**DATES:** March – April 2016 Billed to Date: \$ 188,276

**CLIENT:** CDM Smith

**CLIENT CONTACTS:** Mary Anne Taylor, P.E.

516-496-8400 [taylormb@cdmsmith.com](mailto:taylormb@cdmsmith.com)



## Land, Air, Water Environmental Services, Inc.

### Project References

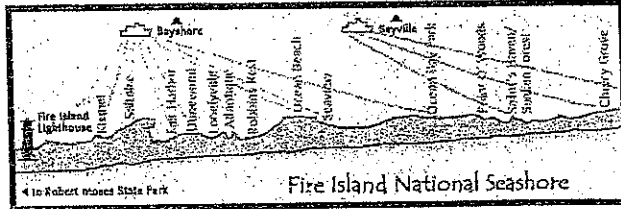
**PROJECT:** Governor's Office of Storm Recovery  
DASY – Fire House Generator Installations Fire  
Island NY 5 Communities

## Geotechnical Soil Borings for foundation design

**DATES:** March 2017 Total Project : \$ 53,754.00

**CLIENT:** H2M Group

**CLIENT CONTACT:** Ernest Iannucci 631-392-5261 [eiannucci@h2m.com](mailto:eiannucci@h2m.com)



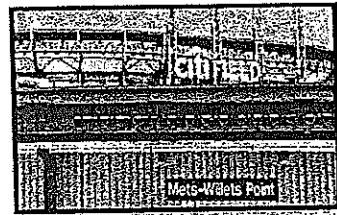
**PROJECT:** MTA Long Island Rail Road Project # 4018217  
Mets / Willets Queens Test Borings / Environmental Investigation

**DATES:** December 2016 - January 2017 Total Project: \$ 87,685

CLIENT: STV Inc.

CLIENT CONTACT: John Pizzi, P.E. (973) 624-3191

John.Pizzi@stvinc.com / Peter S. Helseth, P.E. (212)614-3376 [Peter.Helseth@stvinc.com](mailto:Peter.Helseth@stvinc.com)



**PROJECT:** NYCEDC Green Infrastructure GXHP-2 Bronx River, Bronx

## Geotechnical Soil Borings, Permeability Borings and testing

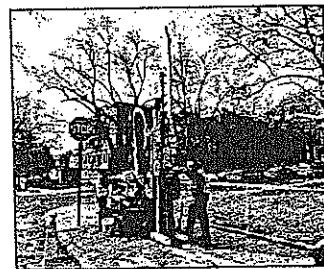
**DATES:** January 2018 – May 2018

TOTAL PROJECT: \$ 441,899

**CLIENT:** Stantec Consulting Services Inc.

**CLIENT CONTACT:** Glenn Castro PE Senior Associate (212) 366-5600

Glenn.Castro@stantec.com

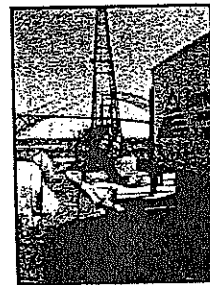


**PROJECT:** Spectra Energy Pipeline NYC & NJ : Test Borings, Geoprobe Services, Environmental Soil Borings Including Hollow Stem Auger / Mud Rotary / and Rock Core work in various locations including industrial areas roadways and shorelines

**DATES:** May 2011 to December 2016 Project Costs: \$2,338,427

**CLIENT:** TRC Solutions

**CLIENT CONTACT:** Marty Ward 201.427.7547 [MWard@trcsolutions.com](mailto:MWard@trcsolutions.com)



Land, Air, Water Environmental Services, Inc.

A CERTIFIED WBE / DBE FIRM

32 Chichester Avenue Center Moriches NY 11934

631 874-2112

Page 3

**Land, Air, Water Environmental Services, Inc.**  
**Project References**

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**PROJECT:** MTA :Long Island Rail Road Second Track Project

17 mile investigation Ronkonkoma to Melville, NY

Test Borings / Soil Sampling / Environmental Sampling

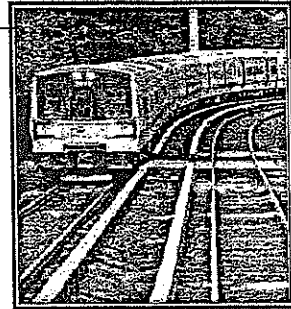
**DATES:** January 2013 – February 2017

**CONTRACT AMOUNT:** \$320,740

**CLIENT:** STV Inc./ AECOM JV

**CLIENT CONTACTS:** Richard Harrington 212 695-8541

Richard.Hanington@STVINC.com John Pizzi PE 973-642-3191 [John.Pizzi@stvinc.com](mailto:John.Pizzi@stvinc.com)



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**PROJECT:** Mid Suffolk Yard: Long Island Rail Road, Ronkonkoma, NY

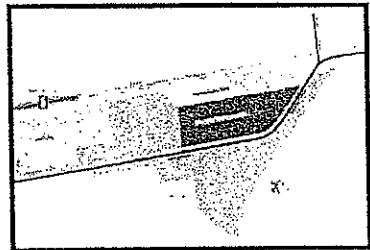
Test Boring / Environmental Sampling / Permeability Testing

**DATES:** February 2018

**CONTRACT AMOUNT:** \$88,964

**CLIENT/ CONTACT:** HNTB, Corporation, Michael A. Wrubel, PE

(973) 434-3118 [mwrubel@HNTB.com](mailto:mwrubel@HNTB.com)



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**PROJECT:** Governor's Office of Storm Recovery Housing Elevations

Geotechnical Soil Borings for elevation design, various locations

**DATES:** 2016-November 2017 Total Project: \$ 51,400

**CLIENT:** The Elevated Studio

**CLIENT CONTACT:** Brian Bear 646-475-9545 [rianbaer@theelevatedstudio.org](mailto:rianbaer@theelevatedstudio.org)



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**PROJECT:** New York City Fire Department, Various Facilities

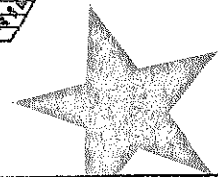
Test Borings, Subsurface Investigation, Well Installation

**DATES:** 2016 -2019 Total Project: \$ 49,450

**CLIENT:** Cameron Engineering

**CLIENT CONTACT:** Michael Hults 516.224.5269

[MHults@cameronengineering.com](mailto:MHults@cameronengineering.com)



August 29, 2019

To Whom it may concern,

Please find below a list of contracts that Gayron de Bruin Land Surveying and Engineering, P.C. has completed with Various local governments and municipalities on Long Island, NY over the past three years. It does not represent ALL projects with these agencies, nor does it represent an exhaustive list of work GdB has accomplished with any local government and municipalities on Long Island, NY.

City of Glen Cove

Contact: James M. Byrne PE – Director Public Works – 516.676.4402  
Address: 9 Glen Street, Glen Cove, NY 11545

- 2017:
- City of Glen Cove Incinerator Abatement

City of Long Beach

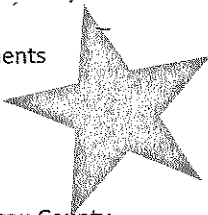
Contact: Joe Febrizio – 516.431.1000 x7232  
Address: 1 West Chester Street, Long Beach, NY 11561

- 2016:
- Edwards Boulevard Topographic Survey
- 2018:
- City of Long Beach Easement Mapping

Nassau County Department of Public Works:

Contact: Kenneth Arnold, PE – Assistant to the Deputy Commissioner – 516.571.9607  
Address: 170 Cantiague Rock Road, Hicksville, NY 11801

- 2016:
- Barnum Island/Harbor Isle Drainage Study (with GOSR)
  - Nassau County Outfall Reconnaissance Inventory (ORI)
  - Austin Blvd. Corridor Design Services
  - On-Call Program Management
- 2017
- NC Pump Station 10G (Sage Lake) Aerial Photography, Lawrence
  - Bayville Bridge Survey and Laser Scan
  - Merrick Road over Milburn Creek Bridge Rehabilitation
  - Nassau County Variable Message Systems
- 2018
- Nassau County Outfall Reconnaissance Inventory (ORI)
  - Bay Park – Village of East Rockaway Drainage Final Design Study (with GOSR)
  - Silver Lane Park Drainage Improvements (with GOSR)
  - LUCA GIS 2020 Census Program
  - Lido Beach Point Lookout Drainage Improvements
- 2019
- Bay Park STP Ocean Outfall Effluent Diversion
  - Priority Resurfacing Design Phase 1, 2, 3, 4, 5
  - Bay Park and East Rockaway Check Valves
  - Substance Abuse Geoprocessing Tool for Nassau County
  - Long Beach Road from Dietz St. to Demott Ave.



- Sewer District 3 – Contract Area 4005 Manhole Survey and Subsurface Investigation
- Patchogue River Watershed Sewer Project
- Sewer District 13 GIS

2018:-

- CR 9 Greenlawn Road CP 3316
- Blue Point Laundry Site Roe Park CP 8244
- Cayuga Avenue Connection Stakeout
- Peconic Dunes Dining Hall
- Sewer District 11 Pump Station 6 Expansion

Town of Hempstead

Contact: Jeffery Tierney – Deputy Commissioner of Engineering – 516.812.3483  
Address: 350 Front Street, Hempstead, NY 11550

2016:

- East Baldwin Road Raising (with GOSR)
- Oceanside Drainage and Outfalls (with GOSR)
- NY Rising Drainage Study (with GOSR)
- Bay Park – East Rockaway Drainage Study (with GOSR)

2017:

- On-Call Surveying
- Seaford Road Raising (with GOSR)
- Parking Field W-3 Survey

2018:

- Engineering Department GIS
- Bellmore Merrick Seaford Wantagh Oceanside Check Valve (with GOSR)
- Neptune Ave South St. Road Raising and Drainage Improvements (with GOSR)
- Hempstead Street Lighting on Sunrise Hwy and Merrick Road)
- Barnum Island and Harbor Isle Drainage Improvements (with GOSR)
- Oceanside Drainage Oceanside Pipes (with GOSR)
- Bellmore and Wantagh Road Raising (with GOSR)
- Merrick Road Raising (with GOSR)
- Oceanside Road Raising Moreland Ave Area and Royal Ave (with GOSR)
- Babylon Potable Water-Fire Protection at Gilgo (with GOSR and Town of Babylon)



**Town of Babylon**

Contact: Ed Badaracco – Highway Division – 631.957.3092  
Address: 1023 N. Indiana Avenue, Lindenhurst, NY 11757

2016:

- American Venice Bridges (with GOSR)

2018:

- Little East Neck Road Shore Stabilization (with GOSR)
- Babylon Check Valves (with GOSR)

**Town of Islip**

Contact: Peter Kletchka – Project Manager – 631.224.5244  
Address: 401 Main Street, Islip, NY 11751

2016:

- Bay Shore Bay-Way Corridor Project

2019:

- Town Housing Concrete Replacement

**Town of North Hempstead:**

Contact: Donna Plante – Engineer DPW – 516.739.6719  
Address: 285 Denton Avenue, New Hyde Park, NY 11040

2018:

- Rehabilitation on Parking Lot at Caemmerer Park

**Town of Oyster Bay:**

Contact: Matthew Russo, PE – Department of Public Works – 516.677.5719  
Address: 150 Miller Place, Syosset, NY 11791

2016:

- Canal Mouths Dredging (2016)
- Smith Street Area, Glenwood Landing

2017:

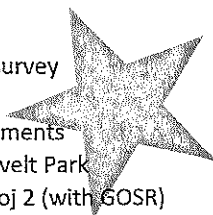
- Motor Avenue Liberty Site Update
- On-Call Surveying Agreement

2018:

- Alhambra Park Massapequa Project
- Massapequa Flood Diversion (Cabot, Harbor) Proj 1 (with GOSR)
- Massapequa Flood Diversion (Village of Massapequa Park) Proj 5 (with GOSR)
- Massapequa Flood Diversion (Brockmeyer, etc) Proj 3 (with GOSR)
- Massapequa Flood Diversion (Division Ave) Proj 4 (with GOSR)
- Canal Mouths Dredging 2018
- Oyster Bay OJT

2019:

- Linden Place Topographic and Drainage Survey
- Locust Valley Commuter Parking
- Southwood Circle Area Highway Improvements
- Park managers Office at Theodore Roosevelt Park
- Massapequa Flood Diversion (Seneca) Proj 2 (with GOSR)
- Orthoimagery and DTM of TOBAY Beach



WHEREAS, by Resolution No. 806-2019, adopted on December 10, 2019, the Town Board authorized and directed Lockwood Kessler & Bartlett, Inc. to provide on-call engineering services in connection with Contract No. PWC 07-20, On-Call Engineering Services Relative to Civil Engineering, for a two-year term, from January 1, 2020 through December 31, 2021; and

WHEREAS, Lockwood Kessler & Bartlett, Inc., by letter dated March 13, 2020, set forth the scope of work to be performed under Contract No. PWC 07-20, in an amount not to exceed \$12,000.00, in connection with providing On-Call Engineering Services related to the remediation of flooding on Linden Place, Glen Head; and

WHEREAS, Richard W. Lenz, P.E., Commissioner, Department of Public Works/Highways, by memorandum dated March 13, 2020, requested Town Board authorization for Lockwood Kessler & Bartlett, Inc. to provide On-Call Engineering Services related to the remediation of flooding on Linden Place, Glen Head, under Contract No. PWC 07-20, and further requested that the Comptroller be directed to issue an encumbrance order in an amount not to exceed \$12,000.00 for this purpose, with available funds to be drawn from Account No. HWY H 5197 20000 000 2003 003, Project ID No. 2003 HWYDB-11,

NOW, THEREFORE, BE IT RESOLVED, that the requests as hereinabove set forth are accepted and approved, and Lockwood Kessler & Bartlett, Inc. is hereby authorized to proceed to provide the aforementioned services in connection with Contract No. PWC 07-20, On-Call Engineering Services related to the remediation of flooding on Linden Place, Glen Head, and the Comptroller is hereby authorized and directed to issue an encumbrance order in an amount not to exceed \$12,000.00, with funds to be drawn from Account No. HWY H 5197 20000 000 2003 003, Project ID No. 2003 HWYDB-11.

-#-

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  
Clerk of Town  
Ms. [Signature]

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

March 13, 2020

TO: MEMORANDUM DOCKET

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

SUBJECT: ON-CALL ENGINEERING SERVICES RELATIVE TO CIVIL ENGINEERING  
CONTRACT NO. PWC 07-20  
ACCOUNT NO.: HWY H 5197 20000 000 2003 008  
PROJECT ID NO. 2003 HWYDB-11


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The consultant, Lockwood, Kessler & Bartlett, Inc. has been approved by the Commissioner of Public Works to provide engineering services under On-Call Contract No. PWC 07-20 by Resolution No. 806-2019 for the subject project.

Attached is a letter dated February 13, 2020 from Lockwood, Kessler & Bartlett, Inc. regarding the scope of work to be performed in the total amount of \$12,000.00. Said engineering services are for be remediation of the flooding on Linden Place, Glen Head.

Attached is an availability of funds in the amount of \$12,000.00 to satisfy said engineering costs from the Director of Finance indicating that funds are available in Account No. HWY H 5197 20000 000 2003, Project Id No. 2003 HWYDB-11.

Therefore, it is hereby requested that Lockwood, Kessler & Bartlett, Inc. be authorized by resolution to provide On-Call Engineering Services Relative to Civil Engineering, Contract No. PWC 07-20.

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



RWL/JCT/MR/nm

Attachment

cc: Office of the Town Attorney (w/9 copies)  
Steve C. Ballas, Comptroller  
John P. Bishop, Deputy Commissioner/HWY  
Kathy Stefanich, Administrative Division/DPW

PWC07-20LKB LINDEN PL GH 2020



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



Requesting Division/Department

Engineering

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

Contract Number PWC 07-20

Contract Period 1/1/20-12/31/21

Consultant/Contractor Lockwood Kessler & Bartlett, Inc

Discipline Civil Engineering

Total Authorization \$12,000.00

Resolution No. 806-2019 Date 12/10/2020

Funded To Date \$ 0.00

Amount Requested \$12,000.00

Account To Be Used HWY H5197 20000 000 2003 008 - 2003 HWY DB-11

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.

Provide engineering services relative to the remediation of flooding on Linden Place Glen Head

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

Signature

Title

Date

[Signature]  
Commissioner  
3-10-2020

DPW Approval

Only To Be Executed By The Commissioner

Signature

Title

Date

[Signature]  
Commissioner of Public Works  
3-12-2020

THIS SECTION TO BE COMPLETED BY THE DIRECTOR OF FINANCE

Amount Requested 12,000.00

Unencumbered Balance 1,500,000.00

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

Yes ☒ No ☐

Signature

Date

[Signature]  
3/12/2020



# 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. PWC 07-20

Contract End 12/31/2021

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

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

Vendor Name and Address

Lockwood kessler & Bartlett, Inc

One Aerial Way

Syosset, NY 11791

Requesting Town Department Engineering

Contact Daniel Midgette Phone 677-5897

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

Provide civil engineering services for the design and construction inspection of

remedial measures at Linden Place Glen Head, NY

**This work order shall not exceed \$ 12,000.00**

*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]

Signature [Signature]

Title DEPUTY COMMISSIONER D.P.W.

Commissioner of Public Works

Date 3-12-2020

Date 3-12-2020



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

February 13, 2020

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

**Re: On-Call Services for Civil Engineering PWC 07-20 - Linden Place Drainage**

Dear Commissioner:

Per your request we are pleased to submit our proposal for engineering services associated with relieving the chronic flooding condition that occurs at Linden Place and Glen Cove Avenue.

LKB's scope for this assignment will be limited to the following:

- Design of a piped connection between the County drainage structure, located at the corner of Linden Place and Glen Cove Avenue, and the Town owned leaching pools located on Linden Place.
- Provide part time construction inspection during the installation of the pipe connection.

The construction of the connection between the drainage systems will be performed under the Town requirements contract and will not require preparation of bid documents. Plans will have sufficient detail to allow for construction and will utilize items of work from the Town's construction requirements contract.

It is our understanding that once the pipe connection between the County and Town drainage systems is constructed it will be tracked to determine its viability in relieving the flooding and reducing the frequency of the need to pump.

As you are aware, LKB is currently under contract with the Nassau County DPW to study and develop plans to alleviate this flooding condition. We feel that this limited scope does not create a conflict of interest, however we will inform the County of these proposed services, and coordinate with them as needed to ensure no conflict or overlap of services occurs.

The total estimated fee for these services is \$12,000.00, to be invoiced monthly, in accordance with our current civil engineering contract with the Town.

It is our pleasure to provide engineering services to the Town and we are prepared to commence work immediately upon your authorization to proceed.

Sincerely,

LOCKWOOD, KESSLER & BARTLETT, INC.

Brian Ednie, P.E.

Vice President

AN EQUAL OPPORTUNITY EMPLOYER

Meeting of December 10, 2019

Resolution No. 806-2019

WHEREAS, Richard W. Lenz, P.E., Commissioner, Department of Public Works/Highway, by memorandum dated November 22, 2019, advised that a Request for Proposals for On-Call Engineering Services relative to Civil Engineering, in the Town of Oyster Bay, Nassau County, New York, in accordance with the specifications contained in Contract No. PWC07-20, for a two (2) year term contract commencing January 1, 2020 through December 31, 2021 was issued to nine (9) firms, and was placed on the Town of Oyster Bay website; and

WHEREAS, in response to that Request for Proposals, sixteen (16) responses were timely received by the Division of Engineering; and

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

WHEREAS, the Department of Public Works requested that the Town Board authorize the Department of Public Works to enter into an agreement with AECOM USA, Inc., D&B Engineers & Architects, P.C., de Bruin Engineering, P.C., H2M Engineers, Architects, Land Surveying & Landscape Architecture, D.P.C., LiRo Engineers, Inc., Lockwood, Kessler & Bartlett, Inc., and N&P Engineering, Architecture and Land Surveying, PLLC, to provide On-Call Engineering Services relative to Civil Engineering, in accordance with the specifications contained in Contract No. PWC07-20, for a two (2) year term, commencing on January 1, 2020 through December 31, 2021,

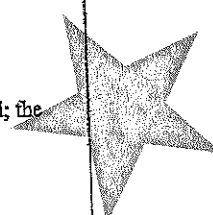
NOW, THEREFORE, BE IT RESOLVED, That the recommendations as hereinabove set forth are accepted and approved, and the Department of Public Works is hereby authorized to enter into Contract No. PWC14-20 with AECOM USA, Inc., D&B Engineers & Architects, P.C., de Bruin Engineering, P.C., H2M Engineers, Architects, Land Surveying & Landscape Architecture, D.P.C., LiRo Engineers, Inc., Lockwood, Kessler & Bartlett, Inc., and N&P Engineering, Architecture and Land Surveying, PLLC, 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	Recused
Councilman Imbroto	Aye
Councilman Hand	Aye
Councilman Labriola	Aye

Reviewed By  
Office of Town Attorney



WHEREAS, by Resolution No. 806-2019, adopted on December 10, 2019, the Town Board authorized and directed Lockwood Kessler & Bartlett, Inc. to provide on-call engineering services in connection with Contract No. PWC 07-20, On-Call Engineering Services Relative to Civil Engineering, for a two-year term, from January 1, 2020 through December 31, 2021; and

WHEREAS, Lockwood Kessler & Bartlett, Inc., by letter dated March 12, 2020, set forth the scope of work to be performed under Contract No. PWC 07-18, in an amount not to exceed \$100,000.00, in connection with providing On-Call Engineering Services related to field inspection of the Town of Oyster Bay Requirements Contract for Road Restoration; and

WHEREAS, Richard W. Lenz, P.E., Commissioner, Department of Public Works/Highways, by memorandum dated March 13, 2020, requested Town Board authorization for Lockwood Kessler & Bartlett, Inc. to provide On-Call Engineering Services related to field inspection of the Town of Oyster Bay Requirements Contract for Road Restoration under Contract No. PWC 07-20 as aforesaid, and further requested that the Comptroller be directed to issue an encumbrance order in an amount not to exceed \$100,000.00 for this purpose; and Commissioner Lenz, by said memorandum, advised that funds in the amount of \$100,000.00, to satisfy said engineering costs are available in Account No. HWY H 5197 20000 000 2003 008,

NOW, THEREFORE, BE IT RESOLVED, that the requests as hereinabove set forth are accepted and approved, and Lockwood Kessler & Bartlett, Inc. is hereby authorized to proceed to provide the aforementioned services in connection with Contract No. PWC 07-20, On-Call Engineering Services related to field inspection of the Town of Oyster Bay Requirements Contract for Road Restoration, and the Comptroller is hereby authorized and directed to issue an encumbrance order in an amount not to exceed \$100,000.00, with 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

MS  
Reviewed By  
Attorney  
Richard W. Lenz

22

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

March 13, 2020

TO: MEMORANDUM DOCKET

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

SUBJECT: ON-CALL ENGINEERING SERVICE REQUEST  
RELATIVE TO CIVIL ENGINEERING  
CONTRACT NO. PWC07-20  
ACCOUNT NO.: HWY H 5197 20000 000 2003 008  
PROJECT ID NO. 2003 HWY DB-11

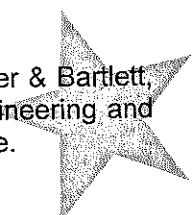
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The consultant, Lockwood, Kessler & Bartlett, Inc., has been approved by the Commissioner of Public Works to provide engineering services under On-Call Contract No. PWC07-20 by Resolution No. 806-2019 for the subject project.

Attached is a letter dated March 12, 2020 from Lockwood, Kessler & Bartlett, Inc., regarding the scope of work performed in an amount not to exceed \$100,000.00. Services to be performed include road rehabilitation work at various locations within the Town of Oyster Bay.

Attached is an availability of funds in the amount of \$100,000.00 to satisfy said engineering costs from the Director of Finance indicating that funds are available in Account No. HWY H 5197 20000 000 2003 008.

It is hereby requested that the Town Board authorize, by Resolution, Lockwood, Kessler & Bartlett, Inc. under Contract No. PWC07-20, On-Call Engineering Services Relative to Civil Engineering and requests that the Comptroller be directed to issue an encumbrance order for this purpose.



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

 JCT/MR/DJH/lk

Attachment

cc: Office of the Town Attorney (w/9 copies)  
Steve C. Ballas, Comptroller  
John Bishop, Deputy Commissioner/HWY  
Kathy Stefanich, Administrative Division/DPW

PWC07-20 LKB Docket Funding \$100,000



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



Requesting Division/Department

Highways

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

Contract Number PWC 07-20

Contract Period January 1, 2020 through December 31, 2021

Consultant/Contractor Lockwood, Kessler & Bartlett, Inc

Discipline Civil Engineering

Total Authorization \$ 112,000.00

Resolution No. 806-2019 Date 12/10/2019

Funded To Date \$12,000.00

Amount Requested \$100,000.00

Account To Be Used Hwy H 5197 2000 000 2003 008-2003 Hwy D6-11

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 road rehabilitation work

at various locations within the Town of Oyster Bay

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

Signature

Title

Date

Deputy Commissioner  
3-13-2020

DPW Approval

Only To Be Executed By The Commissioner

Signature

Title

Date

Commissioner of Public Works  
3/13/20

THIS SECTION TO BE COMPLETED BY THE DIRECTOR OF FINANCE

Amount Requested 100,000.00

Unencumbered Balance 1,500,000.00

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

Yes

No

Signature

Date

3/13/2020



# 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. PWC 07-20

Contract End 12/31/2021

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

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

Vendor Name and Address

Lockwood, Kessler & Bartlett, Inc.

One Aerial Way

Syosset, New York 11791

Requesting Town Department Highways

Contact Daniel Haas Phone 677-5883

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

Funds are required for road rehabilitation work

at various locations within the Town of Oyster Bay

**This work order shall not exceed \$ \$100,000.00**

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

**Requesting Division/Department**

Signature [Signature]

Title Deputy Commissioner

Date 3-13-2020

**Department Of Public Works Approval**  
Only To Be Executed By The Commissioner

Signature [Signature]

**Commissioner of Public Works**

Date 3/13/20



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

March 12, 2020

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

**Re: On-Call Services for Civil Engineering PWC 07-20**  
**Town of Oyster Bay Requirements Contract for Road Restoration**

Dear Commissioner Lenz:

Per your request we are pleased to submit our proposal to provide field inspection for the Town's Requirements Contract for Road Restoration under our Agreement for On-Call Civil Engineering Services. It is understood that the proposed services could include providing field survey at a few roadway locations to verify grades and address potential drainage/ponding issues.

LKB provided these engineering services on the Town Requirements Contract for Road Restoration construction last year and we are therefore familiar with the needs of the Town for proposed execution of this work. According, we are well positioned to undertake this assignment.

We request funds in the amount of \$100,000 be appropriated for these engineering services to proceed for the 2020 construction season.

We appreciate the Department's consideration of this request. Should you have any questions or require any additional information, please do not hesitate to contact us.

Very truly yours,  
Lockwood, Kessler & Bartlett, Inc.

A handwritten signature in black ink, appearing to read 'B. Ednie'.

Brian Ednie, P.E.  
Vice President

AN EQUAL OPPORTUNITY EMPLOYER

WHEREAS, Richard W. Lenz, P.E., Commissioner, Department of Public Works/Highway, by memorandum dated November 22, 2019, advised that a Request for Proposals for On-Call Engineering Services relative to Civil Engineering, in the Town of Oyster Bay, Nassau County, New York, in accordance with the specifications contained in Contract No. PWC07-20, for a two (2) year term commencing January 1, 2020 through December 31, 2021 was issued to nine (9) firms, and was placed on the Town of Oyster Bay website; and

WHEREAS, in response to that Request for Proposals, sixteen (16) responses were timely received by the Division of Engineering; and

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

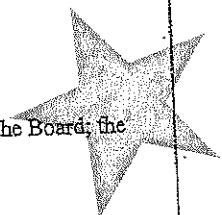
WHEREAS, the Department of Public Works requested that the Town Board authorize the Department of Public Works to enter into an agreement with AECOM USA, Inc., D&B Engineers & Architects, P.C., de Bruin Engineering, P.C., H2M Engineers, Architects, Land Surveying & Landscape Architecture, D.P.C., LiRo Engineers, Inc., Lockwood, Kessler & Bartlett, Inc., and N&P Engineering, Architecture and Land Surveying, PLLC, to provide On-Call Engineering Services relative to Civil Engineering, in accordance with the specifications contained in Contract No. PWC07-20, for a two (2) year term, commencing on January 1, 2020 through December 31, 2021,

NOW, THEREFORE, BE IT RESOLVED, That the recommendations as hereinabove set forth are accepted and approved, and the Department of Public Works is hereby authorized to enter into Contract No. PWC14-20 with AECOM USA, Inc., D&B Engineers & Architects, P.C., de Bruin Engineering, P.C., H2M Engineers, Architects, Land Surveying & Landscape Architecture, D.P.C., LiRo Engineers, Inc., Lockwood, Kessler & Bartlett, Inc., and N&P Engineering, Architecture and Land Surveying, PLLC, 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	Recused
Councilman Imbroto	Aye
Councilman Hand	Aye
Councilman Labriola	Aye



Reviewed By  
TOWN ATTORNEY

#

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

23

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

March 13, 2020

TO: MEMORANDUM DOCKET

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

SUBJECT: ON-CALL ENGINEERING SERVICE REQUEST  
RELATIVE TO CIVIL ENGINEERING  
CONTRACT NO. PWC07-20  
ACCOUNT NO.: DPW H 1997 20000 000 1208 001  
PROJECT I.D. 1208 TWNA-03


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The consultant, LiRo Engineers, Inc., has been approved by the Commissioner of Public Works to provide engineering services under On-Call Contract No. PWC07-20 by Resolution No. 806-2019 for the subject project.

Attached is a letter dated January 31, 2020 from LiRo Engineers, Inc. regarding the scope of work performed in an amount not to exceed \$145,479.68. Services to be performed include contract administration and part time construction inspection services regarding the Lake Avenue C.V.M. Building Extension.

Attached is an availability of funds in the amount of \$145,479.68 to satisfy said engineering costs from the Director of Finance indicating that funds are available in Account No. DPW H 1997 20000 000 1208 001.

It is hereby requested that the Town Board authorize, by Resolution, LiRo Engineers, Inc. under Contract No. PWC07-20, On-Call Engineering Services Relative to Civil Engineering and requests that the Comptroller be directed to issue an encumbrance order for this purpose.



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

RWL/JCT/MR/BK/lk

Attachment

cc: Office of the Town Attorney (w/9 copies)  
Steve C. Ballas, Comptroller  
Michael Cipriano, CVM  
Kathy Stefanich, Administrative Division/DPW

PWC07-20 Docket Funding LiRo 145479



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 PWC07-20

Contract Period January 1, 2020 through December 31, 2021

Consultant/Contractor LiRo Engineers, Inc.

Discipline Civil Engineering

Total Authorization \$145,479.68

Resolution No. 806-2019 Date 12/10/2019

Funded To Date \$0.00

Amount Requested \$145,479.68

Account To Be Used DPW H 1997 20000 000 1208 001

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 contract administration and part time construction inspection services

regarding the Lake Avenue C.V.M. Building Extension.

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

Signature [Signature]

Title Division Head/CVM

Date 2-27-2020

DPW Approval

Only To Be Executed By The Commissioner

Signature [Signature]

Title Commissioner of Public Works

Date 2/29/20

THIS SECTION TO BE COMPLETED BY THE DIRECTOR OF FINANCE

Amount Requested 145,479.68

Unencumbered Balance 495,980.65

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

Yes ☒ No ☐

Signature [Signature]

Date 3/13/



# 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. PWC07-20

Contract End 12/31/2021

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

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

Vendor Name and Address

LiRo Engineers, Inc.

3 Aerial Way

Syosset NY 11791

Requesting Town Department \_\_\_\_\_ C.V.M. \_\_\_\_\_

Contact Brian Kunzig Phone 677-5741

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

Funds are required for contract administration and part time construction inspection services

regarding the Lake Avenue C.V.M. Building Extension.

**This work order shall not exceed \$ 145,479.68**

*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]

Signature [Signature]

Title Division Head CVM

**Commissioner of Public Works**

Date 2-27-2020

Date 2/28/20



## **LiRo Engineers, Inc.**

A LiRo Group Company

Three Aerial Way, Syosset, NY 11791 Telephone 516.938.5476 Facsimile 516.937.5421 www.liro.com

DA

January 31, 2020

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

Re: Lake Ave CVM Garage

Dear Commissioner Lenz,

LiRo Engineers Inc. (LiRo) is pleased to provide the below cost proposal for engineering services related for the above referenced project.

### **Project Understanding:**

It is our understanding that the Town of Oyster Bay will construct the Lake Avenue CVM Garage in 2020. LiRo prepared this proposal to provide inspection and engineering support services during the construction phase.

The project scope includes the demolition of existing concrete and asphalt, the construction of a new 1,500 square foot maintenance garage, a new asphalt parking lot, and concrete work. The new maintenance garage will consist of a prefabricated steel building to be installed adjacent to the existing facility. The prefabricated building will be installed on a new helical pile foundation. The scope of work also includes new infrared heaters, process piping systems, exhaust fans, electrical, gas service, and plumbing. A new fire alarm system will be installed in accordance with the NCFM ordinance.

### **Engineering Oversight:**

LiRo will assist the Town with the contract administration and provide the required construction support services for the duration of construction through the close of the contract. LiRo will provide professional engineering expertise to review all shop drawings, cut sheets, job mix formulas, and materials. We will review and recommend the use of all subcontractors and material suppliers, if required. We will review the documents submitted by the contractor, review the construction schedule, contractor's change orders requests, noncompliance issues, and dispute work documents, as necessary. LiRo will provide approved documents to the Town. We will respond to Request for Information (RFIs) promptly, and provide clarifying documentation as needed. Upon completion of construction, LiRo will review the contractor's record documents and prepare the final closeout for the project.

### **Construction Inspection:**

LiRo will provide a part-time inspector for a duration of 610 hours during construction. Prior to the start of construction, LiRo will develop a meeting agenda and organize a pre-construction meeting, outlining the project scope including the details and milestones. LiRo will continue to complete weekly or biweekly meetings during construction, as required and establish the agenda by reviewing all preceding work and anticipating work to be completed for the following week. LiRo will organize meetings with the necessary parties involved to resolve field conflicts that may arise during construction. Our project manager will review and approve the contractor's project schedule and enforce the contractor's milestone to ensure the project proceeds as scheduled. LiRo will prepare meeting minutes and distribute them to all meeting attendees.

Integrated Construction, Design, and Technology Solutions



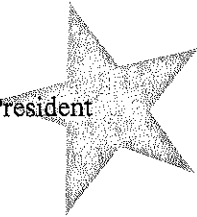
**5. COMPENSATION**

We propose to provide the above base engineering services for the lump sum cost of **\$145,479.68**. The cost breakdown is attached.

LiRo will invoice the project on a monthly basis as per our contract terms. It has been a pleasure to prepare this proposal, and we look forward to working with you on this project. If you find the terms and conditions described above acceptable, please indicate your acceptance and provide the contractual terms for the project for LiRo's review and execution.

Sincerely,

Heather V. Sonnenberg  
Senior Associate Vice President





WHEREAS, Richard W. Lenz, P.E., Commissioner, Department of Public Works/Highway, by memorandum dated November 22, 2019, advised that a Request for Proposals for On-Call Engineering Services relative to Civil Engineering, in the Town of Oyster Bay, Nassau County, New York, in accordance with the specifications contained in Contract No. PWC07-20, for a two (2) year term commencing January 1, 2020 through December 31, 2021 was issued to nine (9) firms, and was placed on the Town of Oyster Bay website; and

WHEREAS, in response to that Request for Proposals, sixteen (16) responses were timely received by the Division of Engineering; and

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

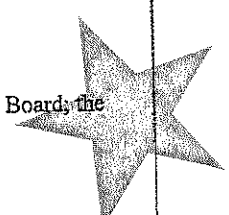
WHEREAS, the Department of Public Works requested that the Town Board authorize the Department of Public Works to enter into an agreement with AECOM USA, Inc., D&B Engineers & Architects, P.C., de Bruin Engineering, P.C., H2M Engineers, Architects, Land Surveying & Landscape Architecture, D.P.C., LiRo Engineers, Inc., Lockwood, Kessler & Bartlett, Inc., and N&P Engineering, Architecture and Land Surveying, PLLC, to provide On-Call Engineering Services relative to Civil Engineering, in accordance with the specifications contained in Contract No. PWC07-20, for a two (2) year term, commencing on January 1, 2020 through December 31, 2021,

NOW, THEREFORE, BE IT RESOLVED, That the recommendations as hereinabove set forth are accepted and approved, and the Department of Public Works is hereby authorized to enter into Contract No. PWC14-20 with AECOM USA, Inc., D&B Engineers & Architects, P.C., de Bruin Engineering, P.C., H2M Engineers, Architects, Land Surveying & Landscape Architecture, D.P.C., LiRo Engineers, Inc., Lockwood, Kessler & Bartlett, Inc., and N&P Engineering, Architecture and Land Surveying, PLLC, 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	Recused
Councilman Imbroto	Aye
Councilman Hand	Aye
Councilman Labriola	Aye



Reviewed By  
Office of Town Attorney

WHEREAS, by Resolution No. 806-2019, 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. PWC07-20, On-Call Engineering Services relative to Civil Engineering, for a two (2) year period, from January 1, 2020 through December 31, 2021; and

WHEREAS, Steven A. Fangman, P.E., President and CEO, D&B Engineers and Architects, P.C., by letter dated March 11, 2020, described the scope of work to be performed under Contract No. PWC07-20, which includes road rehabilitation work at various locations within the Town of Oyster Bay, in an amount not to exceed \$150,000.00; and

WHEREAS, John C. Tassone, Deputy Commissioner, Department of Public Works, by memorandum dated March 12, 2020, requested Town Board authorization for D&B Engineers and Architects, P.C. to perform the aforesaid engineering services under Contract No. PWC07-20, and further requested that the Comptroller be directed to issue an encumbrance order in an amount not to exceed \$150,000.00 for this purpose; and

WHEREAS, funds in the amount of \$150,000.00 to satisfy said engineering costs are available in Account No. HWY H 5197 20000 000 1903 008, Project ID No. 2003 HWY DB-11,

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 perform the aforementioned engineering services in connection with Contract No. PWC07-20, On-Call Engineering Services relative to Civil Engineering, 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, with the funds for said payment to be drawn from Account HWY H 5197 20000 000 1903 008, Project ID No. 2003 HWY DB-11.

-#-

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 CLERK  
M. Tassone

24

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

March 12, 2020

TO: MEMORANDUM DOCKET

FROM: JOHN C. TASSONE, DEPUTY COMMISSIONER  
DEPARTMENT OF PUBLIC WORKS

SUBJECT: ON-CALL ENGINEERING SERVICE REQUEST  
RELATIVE TO CIVIL ENGINEERING  
CONTRACT NO. PWC07-20  
ACCOUNT NO.: HWY H 5197 20000 000 2003 008  
PROJECT ID NO. 2003 HWY DB-11


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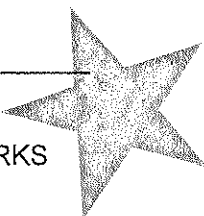
The consultant, D&B Engineers and Architects, P.C., has been approved by the Commissioner of Public Works to provide engineering services under On-Call Contract No. PWC07-20 by Resolution No. 806-2019 for the subject project.

Attached is a letter dated March 11, 2020 from D&B Engineers and Architects, P.C., regarding the scope of work performed in an amount not to exceed \$150,000.00. Services to be performed include road rehabilitation work at various locations within the Town of Oyster Bay.

Attached is an availability of funds in the amount of \$150,000.00 to satisfy said engineering costs from the Director of Finance indicating that funds are available in Account No. HWY H 5197 20000 000 2003 008.

It is hereby requested that the Town Board authorize, by Resolution, D&B Engineers and Architects, P.C., under Contract No. PWC07-20, On-Call Engineering Services Relative to Civil Engineering and requests that the Comptroller be directed to issue an encumbrance order for this purpose.

  
\_\_\_\_\_  
JOHN C. TASSONE  
DEPUTY COMMISSIONER  
DEPARTMENT OF PUBLIC WORKS



JCT/MR/DJH/ik

Attachment

cc: Office of the Town Attorney (w/9 copies)  
Steve C. Ballas, Comptroller  
John Bishop, Deputy Commissioner/HWY  
Kathy Stefanich, Administrative Division/DPW

PWC07-20 D&B Docket Funding \$150,000



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



Requesting Division/Department

Highways

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

Contract Number PWC 07-20

Contract Period January 1, 2020 through December 31, 2021

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

Discipline Civil Engineering

Total Authorization \$210,000.00

Resolution No. 806-2019 Date 12/10/2019

Funded To Date \$0.00

Amount Requested \$150,000.00

Account To Be Used Hwy 45197 20000 000 2003 008 - 2003 HwyDB-11

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 road rehabilitation work

at various locations within the Town of Oyster Bay

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

Signature [Signature]

Signature [Signature]

Title DEPUTY COMMISSIONER  
Department of Highways

Title Deputy  
Commissioner of Public Works

Date 3-12-2020

Date 3-13-2020

THIS SECTION TO BE COMPLETED BY THE DIRECTOR OF FINANCE

Amount Requested 150,000.00

Unencumbered Balance 1,500,000.00

Is The Account To Be Used Consistent With The Nature Of Work Listed Above? Yes ☒ No ☐

Signature [Signature]

Date 3/12/2020



TOWN OF OYSTER BAY

WORK ORDER



This Section To Be Completed By The Department Of Public Works

Work Order No. \_\_\_\_\_ E.O. No. \_\_\_\_\_  
Contract No. PWC 07-20 Contract Start 1/1/2020  
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 and Architects, P.C.  
330 Crossways Park Drive  
Woodbury, New York 11797

Requesting Town Department Highways  
Contact Daniel Haas Phone 677-5883

Description of Work to be Performed (Attach Detail If Necessary)  
Funds are required for road rehabilitation work  
at various locations within the Town of Oyster Bay

This work order shall not exceed \$ \$150,000.00

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

Requesting Division/Department  
Signature [Signature]  
Title DEPUTY COMMISSIONER  
Department of Highways  
Date 3-12-2020

Department Of Public Works Approval  
Signature [Signature]  
Deputy  
Commissioner of Public Works  
Date 3-13-2020



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

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 11, 2020

John Tassone, Deputy Commissioner  
Town of Oyster Bay  
Department of Public Works  
150 Miller Place  
Syosset, NY 11791

Attn: Matthew Russo, P.E.  
Department of Engineering

Re: Town Road Rehabilitation Assistance  
On-Call Civil Engineering Services  
Contract No. PWC07-20

Dear Mr. Tassone:

D&B Engineers and Architects, P.C. (D&B) is pleased to submit this proposal to provide civil engineering services to support road rehabilitation work to be performed under the Town's Requirements Contract for Road Rehabilitation. Based upon discussions with your office, it is understood that the following services are to be provided:

1. Discussion with the Departments of Public Works and Highways to determine which roads are to be resurfaced or reconstructed and the appropriate scheduling and phasing requirements.
2. Perform field investigations to determine if subject roads can be resurfaced or if conditions require full reconstruction.
3. Coordinate scheduling of the work with representatives of the Town and the Town's Requirements Contractor.
4. Ensure that proper pre-construction activities have been accomplished, including utility mark-out, resident notification, and establishment of necessary maintenance and protection of traffic (MPT).
5. Perform inspection of the Contractor's work, ensure the Contractor's compliance with the Work Order and obtain copies of all materials tickets from the Contractor.
6. Coordinate any necessary testing services for materials used in construction.
7. At the completion of each Work Order, prepare a punch list, as necessary for use by the Contractor for any corrective work.

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

Mr. John Tassone, Deputy Commissioner  
Town of Oyster Bay  
Department of Public Works  
March 11, 2020


8. Review and recommend payment of the Requirement Contractor's claims for completed work to the Town.

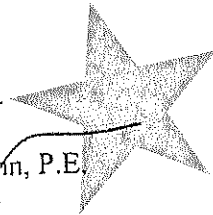
Consistent with our previous work for road restoration oversight, D&B will provide the necessary engineering and inspection staff to accomplish these tasks. D&B has identified several inspectors who will be available to service this contract with varying levels of expertise, with inspectors assigned to a given Work Order depending upon the complexity of the work to be performed, and subject to approval by the Town.

To initiate the anticipated scope of work through the term of this contract, it is requested that the Town authorize an encumbrance value of \$150,000 to address assignments provided by your office and the Department of Highways. Engineering services will be billed on a timecard basis in accordance with the terms of our on-call contract, and laboratory costs, if required by this assignment, will be billed as a pass-through cost without markup to the Town.

If you have any questions, please do not hesitate to call Mr. Philip Sachs of our office at (516) 364-9890, Ext. 3401.

Very truly yours,

  
Steven A. Fangman, P.E.  
President and CEO



SAF/PRSt/kb

Enclosure

cc: Daniel Haas (TOB)  
Philip Sachs (D&B)  
•PX10324PRS031120JT-Ltr

Meeting of December 10, 2019

Resolution No. 806-2019

WHEREAS, Richard W. Lenz, P.E., Commissioner, Department of Public Works/Highway, by memorandum dated November 22, 2019, advised that a Request for Proposals for On-Call Engineering Services relative to Civil Engineering, in the Town of Oyster Bay, Nassau County, New York, in accordance with the specifications contained in Contract No. PWC07-20, for a two (2) year term contract commencing January 1, 2020 through December 31, 2021 was issued to nine (9) firms, and was placed on the Town of Oyster Bay website; and

WHEREAS, in response to that Request for Proposals, sixteen (16) responses were timely received by the Division of Engineering; and

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

WHEREAS, the Department of Public Works requested that the Town Board authorize the Department of Public Works to enter into an agreement with AECOM USA, Inc., D&B Engineers & Architects, P.C., de Bruin Engineering, P.C., H2M Engineers, Architects, Land Surveying & Landscape Architecture, D.P.C., LiRo Engineers, Inc., Lockwood, Kessler & Bartlett, Inc., and N&P Engineering, Architecture and Land Surveying, PLLC, to provide On-Call Engineering Services relative to Civil Engineering, in accordance with the specifications contained in Contract No. PWC07-20, for a two (2) year term, commencing on January 1, 2020 through December 31, 2021,

NOW, THEREFORE, BE IT RESOLVED, That the recommendations as hereinabove set forth are accepted and approved, and the Department of Public Works is hereby authorized to enter into Contract No. PWC14-20 with AECOM USA, Inc., D&B Engineers & Architects, P.C., de Bruin Engineering, P.C., H2M Engineers, Architects, Land Surveying & Landscape Architecture, D.P.C., LiRo Engineers, Inc., Lockwood, Kessler & Bartlett, Inc., and N&P Engineering, Architecture and Land Surveying, PLLC, 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	Recused
Councilman Imbroto	Aye
Councilman Hand	Aye
Councilman Labriola	Aye

WHEREAS, Frank V. Sammartano, Commissioner, Department of Intergovernmental Affairs, by memorandum dated March 16, 2020, advised that the Town has been awarded up to \$500,000.00 through the New York State and Municipal Facilities Program; and

WHEREAS, Program funding will be provided in the form of a reimbursement for eligible expenses incurred in connection with education and outreach efforts relative to the Town's recycling program for the period of January 1, 2020 through and including December 31, 2020; and

WHEREAS, Commissioner Sammartano, by the aforementioned memorandum, requested that the Town Board authorize the Supervisor, or his designee, to execute a New York State Master Contract with the DEC because receipt of Program funding is contingent upon the execution of such Master Contract,

NOW, THEREFORE, BE IT RESOLVED, That the request as hereinabove set forth is accepted and approved, and the Supervisor, or his designee, is authorized to execute all necessary documents, including a New York State Master Contract, in connection with the New York State Department of Environmental Conservation's 2020 Municipal Waste Reduction and Recycling Program.

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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  
*[Signature]*

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

**TO:** MEMORANDUM DOCKET

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


**DATE:** MARCH 16, 2020

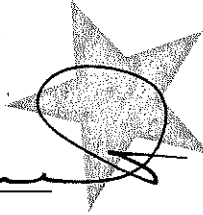
**SUBJECT:** NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL  
CONSERVATION:  
MUNICIPAL WASTE REDUCTION AND RECYCLING PROGRAM

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The Town of Oyster Bay has been approved to receive up to \$86,000 through The New York State Department of Environmental Conservation (NYS DEC) 2020 Municipal Waste Reduction and Recycling Program. Funding through this program will be provided in reimbursement to the Town for eligible expenses incurred towards education and outreach efforts relative to the Town's recycling program for the period of January 1, 2020 through December 31, 2020.

Receipt of 2020 Municipal Waste Reduction and Recycling Program funding is contingent upon the execution of a State of New York Master Contract between the Town and NYS DEC. It is therefore respectfully requested that the Town Board adopt a Resolution authorizing the Supervisor and the Supervisor's authorized designee to execute documents in connection with the New York State Department of Environmental Conservation 2020 Municipal Waste Reduction and Recycling Program.

  
Frank V. Sammartano  
Commissioner



cc: Town Attorney w/ 9 copies

WHEREAS, Frank V. Sammartano, Commissioner, Department of Intergovernmental Affairs, by memorandum dated March 23, 2020, informed the Town Board that the Town of Oyster Bay has been approved to receive up to \$150,000 in federal Community Development Block Grant ("CDBG") funding passed through the County of Nassau to be applied to a Downtown Hicksville Beautification and Pedestrian Safety Enhancement Project; and

WHEREAS, Commissioner Sammartano, by said memorandum, further advised that this CDBG award of up to \$150,000, will be leveraged against \$490,000 in CDBG funding previously secured by the Town and earmarked for Downtown Hicksville, and will provide amenities including decorative street lighting, signage, trash receptacles, flower planters, street trees, benches and bike racks; and

WHEREAS, Commissioner Sammartano, by said memorandum, further advised that receipt of the \$150,000 CDBG grant is contingent upon the Town's execution of a Community Development Block Grant Subrecipient Agreement between the County of Nassau and the Town, and requested Town Board authorization to permit the Supervisor, or Supervisor's designee, to execute a Community Development Block Grant Subrecipient Agreement with the County of Nassau relative to the acceptance of up to \$150,000 in Community Development Block Grant funding to be applied to a Downtown Hicksville Beautification and Pedestrian Safety Enhancement Program,

NOW, THEREFORE, BE IT RESOLVED, that the request as hereinabove set forth is accepted and approved, and the Supervisor, or his designee, are authorized to execute a Community Development Block Grant Subrecipient Agreement with the County of Nassau relative to the acceptance by the Town of up to \$150,000 in Community Development Block Grant funding to be applied to a Downtown Hicksville Beautification and Pedestrian Safety Enhancement Project.

-#-

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  
*[Signature]*

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

**TO:** MEMORANDUM DOCKET

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

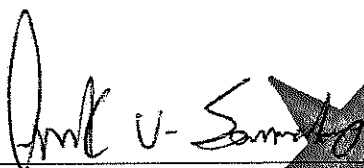
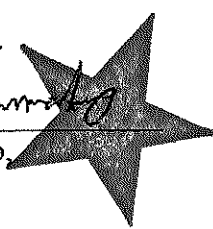
**DATE:** MARCH 23, 2020

**SUBJECT:** SUPPLEMENTAL MEMORANDUM TO MD 3/17/20; ITEM # 25  
COMMUNITY DEVELOPMENT BLOCK GRANT SUBRECIPIENT  
AGREEMENT: DOWNTOWN HICKSVILLE

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The Town of Oyster Bay (Town) has been approved to receive up to \$150,000 in federal Community Development Block Grant (CDBG) funding passed through the County of Nassau to be applied to a Downtown Hicksville Beautification and Pedestrian Safety Enhancement Project (Project). This \$150,000 CDBG award will be leveraged against \$490,000 in CDBG funding previously secured by the Town and earmarked for Downtown Hicksville. Amenities provided through this Project may include decorative street lighting, signage, trash receptacles, flower planters, street trees, benches, bike racks, etc. Specific amenities provided for through this Project and specific locations thereof will be arrived at during the Projects grant funded design phase and as the Project budget allows.

Receipt of the \$150,000 in Community Development Block Grant funding is contingent upon the Town's execution of a Community Development Block Grant Subrecipient Agreement between the County of Nassau and the Town of Oyster Bay. It is therefore respectfully requested that a Town Board Resolution be adopted authorizing the Supervisor and his authorized designee to execute a Community Development Block Grant Subrecipient Agreement with the County of Nassau relative to the acceptance of \$150,000 in Community Development Block Grant funding to be applied to a Downtown Hicksville Beautification and Pedestrian Safety Enhancement Project.

  
Frank V. Sammartano,  
Commissioner  
By Glen Bell 

cc: Town Attorney w/9 copies

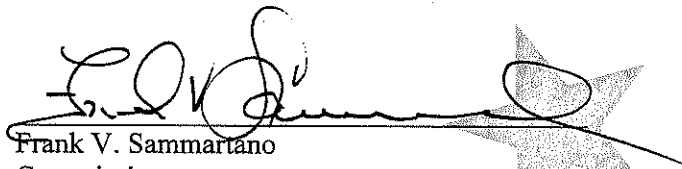
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**TOWN OF OYSTER BAY**  
**INTER-DEPARTMENTAL MEMO**

**TO:** MEMORANDUM DOCKET  
**FROM:** FRANK V. SAMMARTANO, COMMISSIONER  
INTERGOVERNMENTAL AFFAIRS  
**DATE:** MARCH 16, 2020  
**SUBJECT:** COMMUNITY DEVELOPMENT BLOCK GRANT SUBRECIPIENT  
AGREEMENT: DOWNTOWN HICKSVILLE

---

In connection with the above referenced matter, kindly reserve a space on the Town Board Action Calendar for the meeting of March 31, 2020. Details will follow by supplemental memorandum.

  
Frank V. Sammartano  
Commissioner

cc: Town Attorney w/9 copies

WHEREAS, Laurie Scarpa, Deputy Commissioner, Department of Environmental Resources, by memorandum dated March 24, 2020, advised that on February 24, 2020, a Request for Proposals ("RFP") for the purpose of securing the services of a professional to assist the Town's Animal Shelter with its 2020 Canine Assessment and Evaluation Program, in accordance with the specifications contained in the RFP, was issued by the Department of Environmental Resources to five (5) professional trainers and was placed on the Town of Oyster Bay website; in addition, legal notice of the RFP was published in Newsday, a newspaper of general circulation in the Town of Oyster Bay; and

WHEREAS, Deputy Commissioner Scarpa, by said memorandum, further advised that in response to that RFP, one (1) response was timely received by the Department of Environmental Resources, from Gia Savocchi, d/b/a Thinking Canine, 239 Elwood Road, East Northport, New York; and

WHEREAS, Deputy Commissioner Scarpa, by said memorandum, stated that after review and evaluation performed in compliance with the requirements of Guidelines 6 and 9 of the Town of Oyster Bay Procurement Policy, the Department selected the proposal of Gia Savocchi, d/b/a Thinking Canine, and Deputy Commissioner Scarpa further advised that Gia Savocchi had submitted the necessary disclosure documents; and

WHEREAS, the Office of the Town Attorney, by Thomas M. Sabellico, Special Counsel, by memorandum dated March 24, 2020, rendered the opinion of the Office of the Town Attorney that the Department's efforts to obtain proposals, including publication in Newsday and posting on the Town's website, and the number of requests mailed and distributed, were in compliance with the Town's Procurement Policy despite having only received one response; and

WHEREAS, Deputy Commissioner Scarpa, by memorandum dated March 24, 2020, requested that the Town Board authorize the Department of Environmental Resources to enter into an agreement, as negotiated and approved by the Office of the Town Attorney, with Gia Savocchi, d/b/a Thinking Canine, 239 Elwood Road, East Northport, New York, to provide professional services to assist the Town's Animal Shelter with its 2020 Canine Assessment and Evaluation Program, for a nine (9) month term, commencing April 1, 2020 through December 31, 2020, at a rate of \$100.00 per hour, not to exceed \$37,500.00 for the term, with options, to be exercised upon mutual agreement, for two (2) one (1) year extensions of the agreement, at a rate not to exceed \$50,000.00 per year,

NOW, THEREFORE, BE IT RESOLVED, That the recommendation as hereinabove set forth is accepted and approved, and the Department of Environmental Resources is hereby authorized to enter into an agreement, to be signed by the Supervisor or his designee, as negotiated and approved by the Office of the Town Attorney, with Gia Savocchi, d/b/a Thinking Canine, 239 Elwood Road, East Northport, New York, to provide professional services to assist the

Town's Animal Shelter with its 2020 Canine Assessment and Evaluation Program, for a nine (9) month term,, commencing April 1, 2020 through December 31, 2020, at a rate of \$100.00 per hour, not to exceed \$37,500.00 for the term, with options, to be exercised upon mutual agreement, for two (2) one (1) year extensions of the agreement, at a rate not to exceed \$50,000.00 per year,

-#-

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**

March 24, 2020

To: MEMORANDUM DOCKET

FROM: Laurie Scarpa, Deputy Commissioner of Environmental Resources/Animal Shelter

SUBJ.: Procurement of Professional Dog Training Services:  
Gia Savocchi, d/b/a Thinking Canine

---

On February 24, 2020 the Department of Environmental Resources issued a Request for Proposals (Solicitation # 01-2020) for the purpose of securing the services of a professional to assist the Animal Shelter with its 2020 Canine Assessment and Evaluation Program. A legal notice was posted in Newsday on **February 21, 2020** announcing the availability of the detailed specifications and proposal sheets from the office of the Commissioner of the Department of Environmental Resources. In addition we mailed five (5) RFPs to local trainers as well as posted a copy of the RFP on the Town's website which was available to download.

By the response date of **March 24, 2020** we received one (1) proposal. The proposal was from the following vendor:

1. **Gia Savocchi, d/b/a Thinking Canine 239 Elwood Rd. East Northport, NY**

The Department of Environmental Resources, evaluated all of the proposals in compliance with the requirements of Guideline 6 and 9 of the Town's Procurement Policy, and selected Gia Savocchi, d/b/a Thinking Canine who has submitted the necessary disclosure documents.

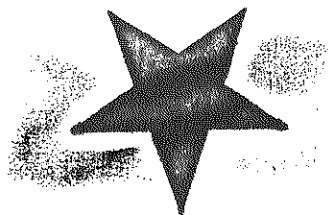
Therefore, it is respectfully requested that the Town Board authorize the Town to enter into an agreement as negotiated and approved by Office of the Town Attorney and further authorize the Supervisor and/or his designee to execute said agreement with **Gia Savocchi, d/b/a Thinking Canine** for a one year term commencing on April 1, 2020 and running through and including December 31, 2020 at an hourly rate of \$100 not to exceed **\$37,500**. Funds are available in account DER A 3510 44900 000 0000 (Other Contract). Under its terms, this agreement may be extended, upon mutual agreement, for up to two (2) additional one (1) year periods at a rate not to exceed \$50,000.00 per year. Kindly suspend the rules and place this matter on the March 31<sup>st</sup>, 2020 Town Board Calendar.



Laurie Scarpa  
Deputy Commissioner  
DER/Animal Shelter

LS/ti  
Attachments  
Copy: Town Attorney - w/ 9 copies  
Steven Ballas, Comptroller  
Richard Lenz, Commissioner of Dept. of Public Works  
Daniel M. Pearl, Deputy Commissioner of Department of Public Works  
Christine Wiss, Deputy Comptroller

DER File no. G500



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

**TO** : Laurie Scarpa, Deputy Commissioner,  
Department of Environmental Resources

**FROM** : Thomas M. Sabellico, Special Counsel  
Office of the Town Attorney

**DATE** : March 24, 2020

**SUBJECT:** Procurement of Trainer for Animal Shelter

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In response to your inquiry, with respect to the above referenced matter, based upon the efforts you made to obtain proposals, including publication in Newsday and posting on the Town's website, and the number of requests mailed and distributed, it is the opinion of this office that you are in compliance with the Town's Procurement Policy despite having only received one response.

Office of the Town Attorney

*Thomas M. Sabellico*

Thomas M. Sabellico  
Special Counsel

TMS:/nb  
cc: Brian Noone, Inspector General

