

**VILLAGE OF MATINECOCK  
REGULAR BOARD OF TRUSTEES' MEETING  
SEPTEMBER 19, 2023**

A regular meeting of the Board of Trustees of the Incorporated Village of Matinecock, Nassau County, New York, was held at the Portledge School on Duck Pond Road in the Village, on Tuesday, September 19, 2023, at 6:30 P.M.

Present:	Kenneth J. Goodman, MD Linda Berke William I. Hollingsworth Robert Marmorale	Mayor Trustee Trustee Trustee
Absent:	Albert Kalimian William R. Denslow, Jr. Carol E. Large	Trustee Trustee Trustee
Also Present:	Douglas Johnson - Village Resident Jennifer A. Zoufaly, Village Clerk/Treasurer Peter P. MacKinnon, Esq., of Humes & Wagner, LLP Attorneys for the Village	

The Mayor called to order the regular meeting of the Board of Trustees. He requested that the affidavits of mailing and posting of the Public Information Notice in compliance with the Open Meetings Law, which were presented, be annexed to the minutes of this meeting.

**MINUTES**

The Mayor called for approval of the minutes of the Trustees' meeting held on July 18, 2023 and August 29, 2023, which, on motion duly made and seconded, were unanimously approved.

**CLERK/TREASURER'S REPORT**

**BILLS**

The Village Clerk presented revised Warrant No.710 dated July 1-31, 2023, in the amount \$370,580.00; Warrant No. 711 dated August 1 -31, 2023 in the amount of \$170, 122.94; and Warrant No.712 dated September 1-19, 2023 in the amount of \$319,797.95. The Village Clerk also presented for the Trustees review, all vouchers with supporting documentation for said claims which are listed on Warrants 710, 711 and 712. After discussion and an opportunity to review all claims, the Board on duly motion made and seconded, approved all claims on Warrants 710, 711 and 712 and directed the Village Clerk/Treasurer to make payment.

**TREASURER'S REPORT**

The amended Treasurer's Report for the month ending May 31, 2023 and Treasurer's Reports for July 31, 2023 and August 31, 2023, with Budget Transfers, were presented, examined, approved and ordered filed, subject to audit. The Village Clerk/Treasurer requested approval to transfer \$450,000 from the General Savings to the Checking Account to cover the second payment to the Brookville Police Department and to maintain the Collateral Balance of \$600,000 as required by

FNBLI. After discussion, on motion duly made and seconded, the Board approved the requested transfers.

### **ANNUAL TRAINING FOR SEXUAL HARASSMENT**

The Village Attorney noted that in September 2018, New York State implemented a Sexual Harassment Prevention mandate for all New York employers, including Incorporated Villages. The Village adopted a Sexual Harassment Policy in October 2018 in compliance with this mandate. The Village Attorney explained that as part of this NYS mandate, that all employers (including the Mayor and all Trustees) and all employees (including Clerks, Building Inspectors, Code Enforcement, etc.) complete sexual harassment prevention training by October 20, 2023. It was noted that Salerno Brokerage has provided the link via email for the online course.

### **VILLAGE JUSTICE COURT AUDIT**

The Village Clerk circulated to the Board the audit and management letter from Skinnon & Faber, CPA, dated August 23, 2023, which reported its findings on the Village's Justice Court financial affairs for the fiscal period July 1, 2022, through June 30, 2023. After discussion, and on motion duly made and seconded, the Board unanimously

**RESOLVED**, that the Village's Justice Court audit prepared by Skinnon & Faber for the period June 1, 2022, through May 31, 2023, be, and it hereby is, accepted, and ordered filed; and

**FURTHER RESOLVED**, that the Village Clerk be, and she hereby is, directed to file the audit report and publish a notice of its availability for inspection in the Village's official newspaper as required by law.

### **PUBLIC WORKS REPORT**

In the absence of Commissioner of Public Works Wellington, the Mayor reported that John McGowan and Sons have started the road re-paving of Planting Fields Road and is anticipated that the work will be completed by Friday, weather permitting.

The Mayor reported that after one year of coordinating with the Nassau County Department of Public Works, the stop sign at Buckram Road and Town Cocks Lane has been installed by the Village.

Lastly, the Mayor reported on the status of the Locust Valley Waster District pump building replacement and site improvements.

### **BUILDING DEPARTMENT**

The Building Inspector's July and August Reports on the status of current building permits and projects in the Village, along with the revenue reports for the month of July and August were reviewed and discussed, copies are annexed.

## **BUILDING INSPECTOR - RETIREMENT**

The Mayor reported that Karl Bicknese submitted to the Village his letter of retirement dated September 18, 2023, copy attached. Mr. Bicknese noted that he was relocating with his family to South Carolina and his last day serving the Village on behalf of Harbor's Edge Consultants as Village Building Inspector/Consultant will be Friday, October 20, 2023. After discussion, the Board accepted Mr. Bicknese's retirement letter on behalf of Harbor's Edge Consultants. Thereafter, the Board express their thanks and appreciation for Mr. Bicknese 17 years of service to the Village as Building Inspector and wish him well in his retirement.

## **ESTABLISHMENT OF THE OFFICE OF BUILDING INSPECTOR**

The Mayor recommended that the Village consider establishing the office of Building Inspector to allow for the appointment of an individual to replace the firm of Harbor's Edge Consultants, which had previously served the Village. After discussion, the Board, on motion duly made,

**RESOLVED** that pursuant to Public Officers Law section 3 and Village Law sections 3-300 and 3-301 the Village of Matinecock hereby establishes the public office of Building Inspector, and

**FURTHER RESOLVED** that on behalf of the Village, the office of Building Inspector is hereby vested with and delegated all authority required to perform the administration and enforcement of the NYS Building Code, Village Code, Village Zoning Regulations and all other local, State and Federal regulations concerning real property within the Village, and

**FURTHER RESOLVED** that the office of Building Inspector is further vested with and delegated all authority required for the issuance of all building permits and certificates of occupancy and all enforcement documentation, including but not limited to violation notifications, appearance tickets and summons, and

**FURTHER RESOLVED** that the office of Building Inspector may be filled by a Village resident or a resident of Nassau County.

The Mayor stated that the Village of Matinecock and Cove Neck are working together to retain a single person to provide joint Building Inspector services for both Villages. The Mayor noted that Jon Babinski, the Mill Neck Inspector has expressed an interest in the filling the Village's position of Building Inspector.

## **POLICE**

The Mayor reported that crime is low. He noted that the officers are writing more traffic summons than in the past with the prior police Department. He also reported that the Brookville Police Department has secured grants to outfit the officers with body cameras, and to equip the patrol cars with license plate readers.

## **MAYOR'S REPORT**

The Mayor reported that the Matinecock Neighborhood Association planted a tree at the Piping Rock Road triangle, which is at the entrance to the Village, near the rail road crossing. M&A Landscaping has agreed to maintain the plantings in the triangle, provided the Village installs a sprinkler system. The Mayor noted that the Village will provide water to the triangle and install a sprinkler system early next Spring.

## **11 HIGH RIDGE LANE/LITIGATION**

The Village Attorney reported that a motion to reargue has been submitted by the defendant's attorney and briefs have been filed by both sides.

## **EXECUTIVE SESSION**

The Mayor requested the Board enter into Executive Session to discuss pending personnel matters. On motion duly made and seconded, the Board unanimously resolved to enter into Executive Session. After the conclusion of the Executive Session, the Board re-entered the public session.

## **NEXT MEETING**

The next meeting of the Board of Trustees is scheduled for October 17, 2023.

There being no further business, the meeting was closed.

  
Village Clerk