

**Meeting of the Board of Water Commissioners  
Of the Manhasset-Lakeville Water District  
In the Town of North Hempstead  
In the County of Nassau, New York  
November 25, 2025  
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At a regular meeting of the Board of Water Commissioners of the Manhasset-Lakeville Water District, in the Town of North Hempstead, in the County of Nassau, New York, held at the Water District Office, 170 East Shore Road, Great Neck, New York, on November 25, 2025 at 4:00 p.m. (Prevailing time),

There were present:

Commissioner(s):                      Honorable Steven Flynn, Chairman of the  
Board of Water Commissioners

Honorable Mark Sauvigne, Water District  
Treasurer

Honorable Brian Morris, Water District  
Secretary

Also present:                              Superintendent Paul J. Schrader

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Meeting called to order by the Chairman at 4:00 p.m.

Minutes of the previous meeting to stand approved by the Board.

Incoming and outgoing communications were considered by the Board.

Superintendent Schrader provided documentation with the activities of the Water District for the current week. General discussions were held relating to the operation of the District as follows. Discussions were held on each project.

Shelter Rock AOP	The sewer application is under review by the NCDPW. H2M
251 Searingtown (Toll Bros)	Waiting a release agreement regarding Palace. CP
Spruce Pond	Letter acknowledged, attorneys are in contact. Board of Directors
Univerus	Continue to work on Dispatch/Service Orders. New Ipad minis for field crew.
Searingtown AOP	Waiting on final DOH plan approvals.
Evans Street Water Main	Paving not scheduled yet, not complete.
Thomaston Tank Rehabilitation	Waiting for countersigned IMA from NCPD. T-Mobile & AT&T seeking renewals.
Campbell Well #1 PFAS	Concrete block walls started, electrical conduits going in.
Eden GACs	Final payment remains.
Lead Line Inventory	Annual letters sent, Inventory submitted to the NYSDOH, certifications sent to NCDOH. This will be an annual process until all services have been replaced.
Propel NY	waiting on a form of agreement for any needed water main offset work.
401-a Plan	MOA for Board approval

It is hereby RESOLVED that the Board of Commissioners Brian Morris, as Secretary of the Board of Commissioners of the Manhasset-Lakeville Water District, is authorized to sign Life and AD&D from Lincoln Financial renewal on behalf of the Board.

The adoption of the foregoing Resolution (#W211-25) was duly put to a vote on roll call, which resulted as follows:

Ayes: Commissioner Flynn, Commissioner Sauvigne, Commissioner Morris  
Nays: None

WHEREAS the Business Manager requested appointing Deniqua Murray as Accountant from current title of account clerk, it is hereby

RESOLVED, that the Board of Commissioners approved the appointment Deniqua Murray to Accountant effective December 1, 2025.

The adoption of the foregoing Resolution (#W212-25) was duly put to a vote on roll call, which resulted as follows:

Ayes: Commissioner Flynn, Commissioner Sauvigne, Commissioner Morris  
Nays: None

It is hereby RESOLVED that the Board of Commissioners Steven Flynn, as Chairman of the Board of Commissioners of the Manhasset-Lakeville Water District, is authorized to sign Engagement letter with Craig, Fitzsimmons & Meyer as auditors.  
on behalf of the Board.

The adoption of the foregoing Resolution (#W213-25) was duly put to a vote on roll call, which resulted as follows:

Ayes: Commissioner Flynn, Commissioner Sauvigne, Commissioner Morris  
Nays: None

**RESOLUTION OF THE MANHASSET-LAKEVILLE WATER DISTRICT  
RELATING TO APPROVAL OF CLAIMS  
ORGANIZATION NUMBER 1**

To the Treasurer:

I certify that the claims submitted for approval were audited by the Board of Commissioners of the Manhasset-Lakeville WATER District on 11/25/2025 and are allowed in the amounts shown. You are hereby authorized and directed to pay to each of the claimants the amount indicated.

Commissioner Morris  
Manhasset-Lakeville Water District

Date: 11/25/2025

Commissioner Sauvigne proposed the following motion, seconded by Commissioner Flynn

WHEREAS the purchases for goods and services identified and presented to the Board of Commissioners this date, 11/25/2025, have been found to be properly acknowledged as received or due, and have been audited according to the tenets of Town Law §176 (4a) and in compliance with the Procurement Policy of the Manhasset-Lakeville WATER District and,

WHEREAS, the audit of claims by the Board of Commissioners is a deliberate process to determine that the proposed payment is proper and just and satisfies the following criteria:

The proposed payment is for a valid and legal purpose.  
The obligation was incurred by an authorized official.  
The goods or commodities for which payment is claimed were actually rendered.  
The obligation does not exceed the available appropriation.  
The claim is in proper form; it is mathematically correct; it meets legal requirements; it does not include any charges for taxes from which the organization is exempt; it includes discounts to which the organization is entitled it does not include charges previously claimed and paid; and it is in agreement with an attached invoice.

NOW, THEREFORE, it is hereby

RESOLVED to approve payment to the vendors identified based upon the board approval on this date.

The adoption of the foregoing Resolution (#W214-25) was duly put to a vote on roll call, which resulted as follows:

Ayes: Commissioner Morris, Commissioner Sauvigne, Commissioner Flynn  
Nays: None

The District Superintendent requested approval for the following new blanket purchase order and the amendment of the following to cover anticipated costs that arise during the year

- USA Bluebook (Existing Blanket PO 345- 8310 474 increase allocation from \$300.00 to \$1,000)
- Grainger (Existing Blanket PO 334- 8310 474 increase allocation from \$27,00.00 to \$27,500.00)
- Autochem-Campbell (Existing Blanket PO 343- 8330 468 increase allocation from \$24,325 to \$25,325)
- Autochem-IU Willets (Existing Blanket PO 343- 8330 468 increase allocation from \$6,875 to \$7,875)
- Home Depot (Existing Blanket PO 336- 8310 474 decrease allocation from \$6,750 to \$5,550)
- Autochem-Searingtown (Existing Blanket PO 343- 8330 468 decrease allocation from \$3,575 to \$1,575)

The adoption of the foregoing Resolution (#F215-25) was duly put to a vote on roll call, which resulted as follows:

Ayes: Commissioner Morris, Commissioner Sauvigne, Commissioner Flynn  
Nays: None

#### MEMORANDUM OF AGREEMENT

Memorandum of Agreement dated as of the 25 day of November, 2025, by and between the Board of Commissioners of the Manhasset-Lakeville Water District, with its principal place of business at 170 East Shore Road, Great Neck, New York 11023 (hereinafter, the “District” or “Employer”), and the Civil Service Employees Association, Inc., Local 1000, AFSCME, AFL-CIO, Manhasset-Lakeville Water District Unit of Nassau Municipal Local 882, with its principal place of business at 143 Washington Ave., Albany, New York 12210 (hereinafter, “CSEA” or “Association”).

#### WITNESSETH

WHEREAS, the District and the CSEA are parties to a collective bargaining agreement dated as of January 1, 2024 (the “CBA”); and

WHEREAS, the CBA establishes when a covered employee is entitled to paid time off; and

WHEREAS, Thomas Waldron, a covered employee, was the victim of a criminal assault that has caused him to be hospitalized and seriously injured; and

WHEREAS, prior to that incident, Waldron notified the Board of his intention to retire effective as of December 31, 2025 (the “Scheduled Retirement Date”); and

WHEREAS, Waldron, in deciding to retire, took into account the accumulated but unused paid time for which, pursuant to the CBA, he would be entitled to a compensatory payment at the time of retirement (“Waldron’s PTO at Retirement”); and

WHEREAS, absent the action contemplated herein, the extraordinary, unfortunate and not reasonably foreseeable incident would require that Waldron consume a significant portion of Waldron’s PTO at Retirement, reducing the amount of the compensatory payment to which he would otherwise be entitled at retirement; and

WHEREAS, the District and CSEA desire that the Board award to Waldron paid administrative leave, not presently authorized under the CBA with respect to these circumstances, in order to enable Waldron to be paid during the period commencing on the day immediately following the date of the incident, through his Scheduled Retirement Date, without having to consume other accrued but unused paid time off;

NOW, THEREFORE, it is mutually agreed by and between the representatives of the undersigned parties as follows:

1. Notwithstanding any provision in the CBA that authorizes Waldron to receive paid time off with respect to his inability to work as the result of the incident, the District shall grant to Waldron paid administrative leave for the period commencing [November 5, 2025], and ending on December 31, 2025 (the “Administrative Paid Leave Period”), as to those days during such Period that Waldron is unable to work.
2. The foregoing accommodation is made due to the extraordinary, unfortunate and not reasonably foreseeable circumstances that have impacted Waldron through no fault of his own, in order to enable Waldron to be paid by the District during the Administrative Paid Leave Period without reducing any other accrued but unused paid time off to which Waldron is entitled under the CBA.

The adoption of the foregoing Resolution (#F216-25) was duly put to a vote on roll call, which resulted as follows:

Ayes:	Commissioner Morris, Commissioner Sauvigne, Commissioner Flynn
Nays:	None

Memorandum of Agreement dated as of the 25 day of November 2025, by and between the Board of Commissioners of the Manhasset-Lakeville Water District, with its principal place of business at 170 East Shore Road, Great Neck, New York 11023 (hereinafter, the “District” or “Employer”), and the Civil Service Employees Association, Inc., Local 1000, AFSCME, AFL-CIO, Manhasset-Lakeville Water District Unit of Nassau Municipal Local 882, with its principal place of business at 143 Washington Ave., Albany, New York 12210 (hereinafter, “CSEA” or “Association”).

WITNESSETH

WHEREAS, the District and the CSEA are parties to a collective bargaining agreement dated as of January 1, 2024 (the “CBA”); and

WHEREAS, the District, through third party provider US Bencor MidAmerica (“Bencor”), sponsors a 401(a) plan under Internal Revenue Code Section 401-a, providing certain District employees an additional program to save for retirement (the “MLWD 401-a Plan”); and

WHEREAS, currently, the MLWD 401-a Plan is available for the District’s employees who are not covered employees under the CBA; and

WHEREAS, according to Bencor, the plan creates a significant tax savings to a retiring employee who has accrued sick and vacation time, which is conditioned upon direct deposit by the District into the employee’s account in the MLWD 401-a Plan of the amount of accrued but unused and unpaid paid time off (“PTO at Retirement”), otherwise payable directly to the retiring employee;

WHEREAS, Bencor advises that the MLWD 401-a Plan enables the retiring employee to avoid having to pay the Federal Insurance Contributions Act (FICA) tax that ordinarily would apply with respect to the employee’s direct receipt of the PTO at Retirement, and to avoid having to pay federal and state income tax on the PTO at Retirement until the employee withdraws his funds from the MLWD 401-a Plan, all of which FICA and income taxes otherwise would be payable by the employee at retirement if the District paid the accrued PTO directly to the employee; and

WHEREAS, Bencor also advises that the employee can leave the funds invested with the plan provider indefinitely, or withdraw the funds in whole or in part immediately after the employee’s account is established (assuming the employee has reached retirement age under the NYS&LRS); and

WHEREAS, the District, in order to maximize the benefits available to its employees under the MLWD 401-a Plan, is presently working with Bencor to amend the MLWD 401-a Plan to

extend the employee's obligation to make direct deposit at retirement to include any payments payable to a retiring employee under any early retirement incentive program offered from time to time by the District; and

WHEREAS, the District and the CSEA desire to extend the MLWD 401-a Plan to its employees who are covered by the CBA (the "Union Employees"); and

NOW, THEREFORE, it is mutually agreed by and between the representatives of the undersigned parties as follows:

3. Notwithstanding any contrary provision contained in the CBA, all Union Employees who qualify for participation in the MLWD 401-a Plan shall be participants therein, entitled to all rights of and subject to all obligations of participants therein, as the MLWD 401-a Plan may be amended or replaced from time to time consistent with applicable provisions of law, including, without limitation, any amendment to extend the obligation of a retiring employee to deposit directly into the MLWD 401-a Plan at retirement any payments to which he is entitled under any early retirement incentive program that may be offered by the District from time to time.
4. Section "B." of Article XXXIX, "Sick Leave," of the CBA is hereby amended to read in its entirety as follows (with all deletions and additions reflected by redlining):

"B. The District will pay to an employee, at retirement or voluntary resignation (not termination for cause), 75% of the cash value of all unused sick days accumulated by that employee at the employee's current rate of pay. Notwithstanding the foregoing, if the aggregate amount payable to such employee hereunder exceeds the maximum amount permitted under applicable laws, rules and regulations to be deposited into the MLWD 401-a Plan at the time of retirement or resignation (the "Maximum 401-a Contribution") then the amount of the payment at retirement or resignation shall equal the Maximum 401-a Contribution and the portion of the aggregate amount in excess thereof shall be payable on the first anniversary of the date of retirement or resignation."

The adoption of the foregoing Resolution (#F217-25) was duly put to a vote on roll call, which resulted as follows:

Ayes:	Commissioner Morris, Commissioner Sauvigne, Commissioner Flynn
Nays:	None

**RESOLUTION OF THE MANHASSET-LAKEVILLE WATER DISTRICT RELATING TO  
APPROVAL OF EXPENDITURES**

Commissioner Morris proposed the following motion, seconded by Commissioner Sauvigne

WHEREAS, the purchase of goods and services identified and presented to the Board of Commissioners this date, 11/25/2025 have been found to be properly acknowledged as requested expenditures, according to the Procurement Policy of the Manhasset-Lakeville Water District,

NOW, THEREFORE, it is hereby

RESOLVED to approve purchase to the vendors identified on Board of Commissioners Expenditure Request form submitted to the Board by the Superintendent as follows:

Approval of Expenditures:

VENDOR	DESCRIPTION	AMOUNT	BUDGET NUMBER	PURCHASE SUPPORT
Olathe Fleet	2026 GMC Sierra 2500HD	\$74,508.00	8310 220	GC
LI Proliner	2026 GMC Sierra 2500 HD, light package. (Authorized Factory fitter)	\$18,478.00	8310 220	EP
TOTAL	REQUESTED	\$92,986.00		

The adoption of the foregoing Resolution (#W218-25) was duly put to a vote on roll call, which resulted as follows:

Ayes: Commissioner Flynn, Commissioner Sauvigne, Commissioner Morris

Nays: None

Commissioner Flynn made a motion, seconded by Commissioner Sauvigne to go into an Executive Session at 5:20 pm. All in favor.

The adoption of the foregoing Resolution (#W219-25) was duly put to a vote on roll call, which resulted as follows:

Ayes: Commissioner Flynn, Commissioner Sauvigne, Commissioner Morris

Nays: None

**Meeting #48-25W**  
**November 25, 2025**

Commissioner Flynn made motion, seconded by Commissioner Sauvigne that the Board terminate the Executive Session and return to regular session at 5:30 pm. Employee Matters. No action taken.

The adoption of the foregoing Resolution (#W220-25) was duly put to a vote on roll call, which resulted as follows:

Ayes: Commissioner Flynn, Commissioner Sauvigne, Commissioner Morris  
Nays: None

There was no board correspondence.

Meeting adjourned at 5:30 p.m. I hereby certify the aforementioned is a true and exact copy of the Minutes of Meeting held on November 25, 2025.

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Brian J. Morris, Secretary

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