

**Meeting of the Board of Fire Commissioners  
Of the Manhasset-Lakeville Fire District  
In the Town of North Hempstead  
In the County of Nassau, New York  
June 18, 2024**

\* \* \*

At a regular meeting of the Board of Fire Commissioners of the Manhasset-Lakeville Fire District, in the Town of North Hempstead, in the County of Nassau, New York, held at the Fire District Office, 170 East Shore Road, Great Neck, New York, on June 18, 2024 at 5:00 p.m. (Prevailing time),

There were present:  
Commissioner(s):

Honorable, Brian J. Morris Chairman of the  
Board of Fire Commissioners

Honorable, Mark S. Sauvigne Fire District  
Treasurer

Honorable, Steven Flynn Fire District  
Secretary

Also present:

Business Manager Hilary Grossman

\* \* \*

Meeting called to order by the Chairman at 5:00 p.m.

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

Incoming and outgoing communications were considered by the Board.

**RESOLUTION OF THE MANHASSET-LAKEVILLE FIRE 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, 6/18/2024 have been found to be properly acknowledged as requested expenditures, according to the Procurement Policy of the Manhasset-Lakeville Fire 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
Firematic Supply	2-Hydra Rams	\$5,067.36	3410 479	VQ
TOTAL	REQUESTED	\$5,067.36		

The adoption of the foregoing Resolution (#F99-24) 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 FIRE 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 FIRE District on 6/18/2024 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 Fire District

Date: 6/18/2024

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, 6/18/2024, 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 FIRE 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 (#100-24) was duly put to a vote on roll call, which resulted as follows:

Ayes: Commissioner Morris, Commissioner Sauvigne, Commissioner Flynn

Nays: None

WHEREAS, the Board has determined that the activity of, and services provided by, its Business Office staff is reduced during the summer season in relation to other times of the year, in light of summer being the height of vacation season; and

WHEREAS, the Board has determined that the interests of the District and its residents are served by closing the District business office at 1:00 p.m., on Fridays during the summer, as office activity is reduced, and the attractiveness of the District to applicants for office employment is enhanced; and

WHEREAS, the Board notes that the need for functions of the District other than its Business Office remain unchanged and so the District, other than business office staff, should remain open for business on a regular schedule;

**NOW, THEREFORE:**

1. The hours during which the business office of the Fire District at 170 East Shore Road, Great Neck, New York (the "Business Office"), shall be open shall continue to be from 7:00 a.m., to 3:00 p.m., except that such hours shall be from 7:00 a.m., to 1:00 p.m., on Fridays during the period commencing June 21, 2024 through Labor Day 2024
2. The hours during which all other functions of the Fire District are open shall continue without change.
3. All salaried full-time, non-union employees of the Fire District who work in the Business Office shall be paid for a full day notwithstanding the shortened summer Friday work day.
4. Any such employee who works also for the Manhasset-Lakeville Fire District shall be eligible for such shortened summer Friday workday, notwithstanding his or her dual employment by both Districts.
5. All seasonal or other non-union employees of the Fire District who work in the Business Office and who are paid on an hourly basis shall continue to be paid only for hours or portions thereof actually worked.

The adoption of the foregoing Resolution (#F101-24) was duly put to a vote on roll call, which resulted as follows:

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

The Board of Commissioners discussed with Business Manager Hilary Grossman transferring funds from the Manhasset Lakeville Fire District General Fund bank account to the Employee Benefit Reserve Fund.

After discussion, upon motion duly made by Commissioner Morris and seconded by Commissioner Sauvigne, the Board of Commissioners adopted the following resolution:

BE IT RESOLVED monies in the amount of \$175,000.00 from the Manhasset Lakeville General Fund will be transferred to the Employee Benefit Reserve Fund.

The adoption of the foregoing Resolution (#F102-24) was duly put to a vote on roll call, which resulted as follows:

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

The Board acknowledged receipt of and discussed the information contained in the Charles Schwab and Ameriprise statement.

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 June 18, 2024.

---

Steven Flynn, Secretary

:ap