

**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
December 22, 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 December 22, 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
Business Manager Hilary Grossman

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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.
251 Searingtown (Toll Bros)	Received release agreement from surety, waiting for Palace to sign off.
Spruce Pond	Letter acknowledged, attorneys are in contact.
Univerus	Continue to work on dispatch/service orders.
Searingtown AOP	Received NCDOH comment letter on plans.
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. Gave CP AT&T contact info.
Campbell Well #1 PFAS	Building construction continues.
Eden GACs	Punch list and Final payment remain.
Propel NY	Waiting on a form of agreement for any needed water main offset work.

WHEREAS the Board recognizes that the new Accountant and Auditing Assistant require assistance with accounts payable / auditing functions, capital project functions, banking and general accounting functions, due to the retirement of the current Treasurer, it is hereby

RESOLVED that the Board approves entering into an agreement to hire Clare Panarese as a consultant, during the timeframe of 1/5/26 – 4/2/26, at a rate of \$62.00/hour max 25 hours per pay period including IRS 2026 rate mileage reimbursement to and from office.

The adoption of the foregoing Resolution (#W232-25) 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 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 12/22/2025 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: 12/22/2025

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, 12/22/2025, 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 (#W233-25) was duly put to a vote on roll call, which resulted as follows:

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

Resolution to Extend Provisions of CBA addressing Accrual of Paid Time off during final year of Employment to Full-time Non-Union Employees

IT IS HEREBY RESOLVED AS FOLLOWS:

WHEREAS, the Board and Civil Service Employees Association, Inc., Local 1000, AFSCME, AFL-CIO (“CSEA”), have entered into a collective bargaining agreement dated as of January 1, 2024 (the “CBA”), with respect to ‘covered employees,’ as defined thereunder; and

WHEREAS, non-union, full-time employees (“NUFTEES”) are not ‘covered employees,’ and so the provisions of the CBA do not apply to NUFTEES unless the Board elects by Board resolution to extend applicability thereof to the NUFTEES; and

WHEREAS, the Board has determined that the interests of the District and its residents are served by extending to NUFTEES the provision contained in Article XLI of the CBA that addresses the accrual of certain paid time off during the year in which a NUFTEE’s employment with the District terminates;

NOW, THEREFORE:

With respect to the year in which any non-union, full time employee’s employment with the District terminates, including retirement, resignation and termination, such employee shall be deemed to earn 25% of the sick, vacation and personal reasons days that he would have earned for the entire year, for each calendar quarter that is completed prior to the date his employment terminates.

The adoption of the foregoing Resolution (#W234-25) 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, 12/22/2025 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
Core & Main	20- ½" Omni Register Heads	\$8,500.00	8310 250	AC
SmartSights	WIN911 software renewal, 3-year term. ESR & Munsey	\$14,000.00	8310 250	PS
TOTAL	REQUESTED	\$22,500.00		

The adoption of the foregoing Resolution (#W235-25) 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 Brian Morris, as Secretary of the Board of Commissioners of the Manhasset-Lakeville Water District, is authorized to sign the 2026 proposal with Ultimate Pest Control for 2026 services on behalf of the Board.

The adoption of the foregoing Resolution (#W236-25) was duly put to a vote on roll call, which resulted as follows:

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

**Meeting #52-25W
December 22, 2025**

It is hereby RESOLVED that the Board of Commissioners Brian Morris, and Steven Flynn as Secretary and Chairman of the Board of Commissioners of the Manhasset-Lakeville Water District, are authorized to sign the Accumulated Leave Alternative Master Defined Contribution Plan pursuant to Code Section 401 (a)on behalf of the Board.

The adoption of the foregoing Resolution (#W237-25) 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 5:00 p.m. I hereby certify the aforementioned is a true and exact copy of the Minutes of Meeting held on December 22, 2025.

Brian J. Morris, Secretary

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