

**TOWN OF NORTH HEMPSTEAD
SOLID WASTE MANAGEMENT AUTHORITY
AGENDA**



November 19, 2019

7:00 PM

RESOLUTIONS:

1. A RESOLUTION AUTHORIZING THE EXECUTION OF AN AGREEMENT FOR A FEASIBILITY STUDY AND DESIGN SERVICES FOR A GRAY WATER MANAGEMENT SYSTEM (TNH219-2019).
2. A RESOLUTION AMENDING THE TOWN OF NORTH HEMPSTEAD SOLID WASTE MANAGEMENT AUTHORITY INVESTMENT POLICY.
3. A RESOLUTION AUTHORIZING THE EMPLOYMENT, APPOINTMENT, TRANSFER, ADJUSTMENT, CORRECTION, CHANGE IN GRADE OR SALARY AND/OR TERMINATION OF EMPLOYEES AND/OR OFFICIALS WITHIN THE AUTHORITY.

PROPOSED RESOLUTION

Chairperson Bosworth offered the following resolution and moved its adoption, which resolution was declared adopted after a poll of the members of this Board:

RESOLUTION NO. s30 - 2019

A RESOLUTION AUTHORIZING THE EXECUTION OF AN AGREEMENT FOR A FEASIBILITY STUDY AND DESIGN SERVICES FOR A GRAY WATER MANAGEMENT SYSTEM (TNH219-2019).

WHEREAS, the Acting Executive Director (the “Acting Executive Director”) for the Town of North Hempstead Solid Waste Management Authority (the “Authority”) has recommended that this Board authorize the retention of an engineering consulting firm to conduct a feasibility study and provide design services for a gray water management system (the “Services”); and

WHEREAS, after reviewing proposals received in response to a Request for Proposals (the “RFP”) issued by the Authority, the Acting Executive Director of the Authority has recommended that this Board authorize the execution of an agreement with Cameron Engineering & Associates, LLP 177 Crossways Park Drive, Woodbury, New York 11797 (the “Consultant”) to perform the Services in consideration of an amount not to exceed Four Hundred Thirty-Seven Thousand Five Hundred Ninety-Two and 00/100 Dollars (\$437,592.00) (the “Agreement”); and

WHEREAS, the Acting Executive Director has requested that this Board authorize the Agreement.

NOW, THEREFORE, BE IT

RESOLVED that the Agreement as recommended by the Acting Executive Director is hereby authorized; and be it further

RESOLVED that the Chair of the Board of the Authority be and hereby is authorized and directed to execute, on behalf of the Authority, the Agreement, a copy of which Agreement which shall be on file in the Office of the Town Clerk; and be it further

RESOLVED that the Office of the Town Attorney, as counsel to the Authority, is hereby authorized and directed to negotiate and supervise the execution of the Agreement and to take such further action as may be necessary to effectuate the foregoing; and be it further

RESOLVED that the Assistant Treasurer is hereby authorized and directed to pay the cost thereof upon receipt of duly executed Agreement and certified claims therefor.

Dated: Manhasset, New York

November 19, 2019

The vote on the foregoing resolution was recorded as recorded as follows:

Ayes: Chairperson Bosworth, Member Russell, Member DeGiorgio, Member Ferrara, Member Zuckerman, Member Lurvey

Nays: None

Absent: Member Seeman

cc: Town Attorney Comptroller SWMA

PROPOSED RESOLUTION

Chairperson Bosworth offered the following resolution and moved its adoption, which resolution was declared adopted after a poll of the members of this Board:

RESOLUTION NO. s31 - 2019

A RESOLUTION AMENDING THE TOWN OF NORTH HEMPSTEAD SOLID WASTE MANAGEMENT AUTHORITY INVESTMENT POLICY.

WHEREAS, the Board of the Town of North Hempstead Solid Waste Management Authority (the “Authority”) has heretofore adopted, and authorized amendments to, an investment policy for the Authority; and

WHEREAS, the Assistant Treasurer of the Authority has recommended that this Board adopt a revised investment policy, which revised policy is annexed hereto as Schedule A (the “Amended Investment Policy”); and

WHEREAS, the Board wishes to authorize the amendment and adopt the Amended Investment Policy.

NOW, THEREFORE, BE IT

RESOLVED that the Town Board does hereby adopt the Amended Investment Policy, a copy of which shall be filed in the offices of the Assistant Treasurer of the Authority and Counsel to the Authority; and be it further

RESOLVED that the Assistant Treasurer shall annually provide a copy of the Amended Investment Policy to each designated depository institution.

Dated: Manhasset, New York

November 19, 2019

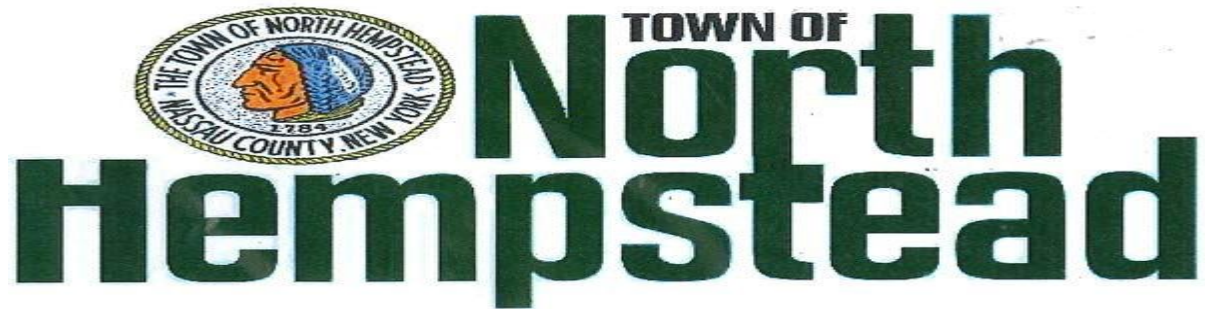
The vote on the foregoing resolution was recorded as follows:

Ayes: Chairperson Bosworth, Member Russell, Member DeGiorgio, Member Ferrara, Member Zuckerman, Member Lurvey

Nays: None

Absent: Member Seeman

cc: Town Attorney Comptroller



**SOLID WASTE MANAGEMENT
AUTHORITY**

Investment Policy
November 19, 2019

Town of North Hempstead Solid Waste Management Authority

Investment Policy

I. SCOPE

This investment policy applies to all moneys and other financial resources available for deposit and investment by the Town of North Hempstead Solid Waste Management Authority on its own behalf or on behalf of any other entity or individual.

II. OBJECTIVES

The primary objectives of the investment activities of the Town of North Hempstead Solid Waste Management Authority, in the county of Nassau, state of New York (the "Authority"), are in priority order,

- To conform with all applicable federal, State and other legal requirements (legality);
- To adequately safeguard principal (safety);
- To provide sufficient liquidity to meet all operating requirements (liquidity) ;
and
- To obtain a reasonable rate of return (yield).

III. DELEGATION OF AUTHORITY

The responsibility of the Board of the Authority for administration of the investment program is delegated to the Chairperson, Treasurer, or other such officer designated under the direction and oversight of the Board of the Authority who shall establish written procedures for the operation of the investment program consistent with these investment policies. Such procedures shall include internal controls to provide a satisfactory level of accountability based upon records incorporating the description and amounts of investments, the fund(s) for which they are held, the place(s) where kept, and other relevant information, including dates of sale or other dispositions and amounts realized. In addition, the internal control procedures shall describe the responsibilities and levels of authority for key individuals involved in the investment program.

IV. PRUDENCE

Town of North Hempstead Solid Waste Management Authority

Investment Policy

All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the Authority to govern effectively.

Investments shall be made with prudence, diligence, skill, judgment and care, under circumstances then prevailing, which knowledgeable and prudent persons acting in like capacity would use, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

V. DIVERSIFICATION

It is the policy of the Authority to diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling.

The Board of the Authority shall establish appropriate limits for the amount of investments which can be made with each financial institution or dealer, and shall evaluate this listing at least annually.

As financial conditions change, subject to due consideration for safeguarding investments, the objective of obtaining higher yields may, from time to time, dictate a reduction in diversification of deposits and investments.

VI. INTERNAL CONTROLS

Under the direction and oversight of the Board of the Authority, the Chairperson, Treasurer, or other such officer so designated shall establish a written system of internal control procedures to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization properly recorded, and managed in compliance with applicable laws and regulations.

VII. DESIGNATION OF DEPOSITORIES

The banks and trust companies that are authorized for the deposit of moneys,

Town of North Hempstead Solid Waste Management Authority

Investment Policy

and the maximum amount which may be kept on deposit at any time, are:

Depository Name	Maximum Amount
J. P. Morgan Chase	\$10,000,000
TD Bank	\$10,000,000

Each year a resolution establishing the list of designated depositories for Authority funds is approved by the Board of the Authority.

VIII. SECURING DEPOSITS AND INVESTMENTS

In order to ensure that in the event of a bank or trust company failure or other events of default the amount of deposits and investments in excess of FDIC insurance will not be lost in the event of a bank or trust company failure or other events of default, all deposits and investments at a bank or trust company, including demand deposits, certificates of deposit and special time deposits (hereinafter, collectively, "deposits") made by officers of the Authority that are in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured by:

1. A pledge of "eligible securities" with an aggregate "market value" (as provided by the General Municipal Law Section 10) that is at least equal to 102 percent of the aggregate amount of deposits by the officers. See Schedule A of this policy for a listing of "eligible securities" for both deposits and investments.
2. An "irrevocable letter of credit" issued in favor of the Authority by a Federal Home Loan Bank whose commercial paper and other unsecured short term debt obligations are rated in the highest rating category by at least one nationally recognized statistical rating organization, as security for the payment of 100 percent of the aggregate amount of deposits and agreed upon interest, if any.

IX. COLLATERALIZATION AND SAFEKEEPING

Eligible securities used for collateralizing deposits made by officers of the Authority shall be held by (the depository or a third party) bank or trust company subject to security and custodial agreements.

The security agreement shall provide that eligible securities are being pledged to secure such deposits together with agreed-upon interest, if any, and any costs or

Town of North Hempstead Solid Waste Management Authority

Investment Policy

expenses arising out of the collection of such deposits upon a default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the events which will enable the Authority to exercise its rights against the pledged securities.

In the event that the pledged securities are not registered or inscribed in the name of the Authority, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the Authority or the custodial bank or trust company. Whenever eligible securities delivered to the custodial bank or trust company are transferred by entries on the books of a federal reserve bank or other book-entry operated by a federally regulated entity without physical delivery of the evidence of the obligations, then the records of the custodial bank or trust company shall be required to show, at all times, the interest of the government in the securities as set forth in the security agreement.

The custodial agreement shall provide that pledged securities will be held by the bank or trust company as agent of, and custodian for, the Authority, will be kept separate and apart from the general assets of the custodial bank or trust company and will not be commingled with or become part of the backing of any other deposit or other bank liability. The agreement shall also describe how the custodian shall confirm the receipt, substitution, or release of the collateral and it shall provide for the frequency of revaluation of collateral by the custodial bank or trust company and for the substitution of collateral when a change in the rating of a security causes ineligibility. The security and custodial agreements shall also include all other provisions necessary to provide the Authority with a perfected security interest in the eligible securities and to otherwise secure the Authority's interest in the collateral, and may contain other provisions that the Board of the Authority deems necessary.

X. PERMITTED INVESTMENTS

As provided by General Municipal Law Section 11, the Board of the Authority authorizes the Chairperson, Treasurer, or other officer having custody of money to invest moneys not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

- Special time deposit accounts in or certificates of deposit issued by a bank or trust company located and authorized to do business in the State of New York;
- Obligations of the United States of America;

Town of North Hempstead Solid Waste Management Authority

Investment Policy

- Obligations guaranteed by agencies of the United States of America where the payment of principal and interest are guaranteed by the full faith and credit of the United States of America;
- Obligations of the State of New York;
- With approval of the State Comptroller, obligations issued pursuant to Local Finance Law Section 24.00 or 25.00 (i.e., Tax Anticipation Notes and Revenue Anticipation Notes) by any municipality, school district or fire district in the State of New York other than the Town or Authority.
- Obligation of this Authority, but only with any moneys in a reserve fund established pursuant to General Municipal Law Section 6-c,6-d,6-e,6-f, 6-g,6-h,6-j,6-k,6-l,6-m or 6-n.

All investment obligations shall be payable or redeemable at the option of the Authority within such times as the proceeds will be needed to meet expenditures for purposes for which the moneys were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable in any event at the option of the Authority within two years of the date of purchase. Time deposit accounts and certificates of deposit shall be payable within such times as the proceeds will be needed to meet expenditures for which the moneys were obtained, and shall be secured as provided in Sections VIII and IX herein.

Except as may otherwise be provided in a contract with bondholders or noteholders, any moneys of the Authority authorized to be invested may be commingled for investment purposes, provided that any investment of commingled moneys shall be payable or redeemable at the option of the Authority within such time as the proceeds shall be needed to meet expenditures for which such moneys were obtained, or as otherwise specifically provided in General Municipal Law Section 11. The separate identity of the sources of these funds shall be maintained at all times and income received shall be credited on a pro rata basis to the fund or account from which the moneys were invested.

Any obligation that provides for the adjustment of its interest rate on set dates is deemed to be payable or redeemable on the date of which the principal amount can be recovered through demand by the holder.

XI. AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

All financial institutions and dealers with which the Authority transacts business shall be creditworthy, and have an appropriate level of experience, capitalization,

Town of North Hempstead Solid Waste Management Authority

Investment Policy

size and other factors that make the financial institution or the dealer capable and qualified to transact business with the Authority. The Chairperson, Treasurer, or other officer having custody of money shall evaluate the financial position and maintain a listing of proposed depositories, trading partners, and custodians. Recent Reports of Condition and Income (call reports) shall be obtained for proposed banks, and security dealers that are not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank, as primary dealers.

The Authority shall maintain a list of institutions and dealers approved for investment purposes, and establish appropriate limits to the amounts of investments that can be made with each financial institution or dealer.

XII. PURCHASE OF INVESTMENTS

The Chairperson, Treasurer, or other officers so designated, having custody of money as authorized by the Board of the Authority, is authorized to contract for the purchase of investments:

1. Directly, from an authorized trading partner pursuant to a contract authorized by the Board of the Authority
2. By participation in a cooperative investment agreement with other authorized municipal corporations pursuant to Article 5-G of General Municipal Law and in accordance with Article 3-A of the General Municipal Law and the specific program has been authorized by the Board of the Authority.

All purchased obligations, unless registered or inscribed in the name of the Authority, shall be purchased through, delivered to and held in the custody of a bank or trust company. Such obligations shall be purchased, sold or presented for redemption or payment by such bank or trust company only in accordance with prior written authorization from the officer authorized to make the investment. All such transactions shall be confirmed in writing to the Authority by the bank or trust company.

Any obligation held in the custody of a bank or trust company shall be held pursuant to a written custodial agreement as described in General Municipal Law Section 10(3)(a) and shall be secured in the same manner as deposits of the Authority as stated in this policy. The agreement shall provide that securities held by the bank or trust company, as agent of, and custodian for, the Authority will be kept separate and apart from the general assets of the custodial bank or trust company and will not be commingled with or become part of the backing of any

Town of North Hempstead Solid Waste Management Authority

Investment Policy

other deposit or other bank liability. The agreement shall also describe how the custodian shall confirm the receipt and release of the securities. Such agreement shall include all provisions necessary to secure the Authority's perfected interest in the securities, and the agreement may also contain other provisions that the governing board deems necessary. The security and custodial agreements shall also include all other provisions necessary to provide the Authority with a perfected interest in the securities.

The Chairperson, Treasurer, or other officers having custody of money, can direct the bank or trust company to register and hold the evidences of investments in the name of its nominee, or may deposit or authorize the bank or trust company to deposit, or arrange for their deposit with a federal reserve bank or other book-entry transfer system operated by a federally regulated entity. The records of the bank or trust company shall show, at all times, the ownership of such evidences of investments, and they shall be, when held in the possession of the bank or trust company, at all times, kept separate from the assets of the bank or trust company. All evidences of investments delivered to a bank or trust company shall be held by the bank or trust company pursuant to a written custodial agreement as set forth in General Municipal Law Section 10(3)(a), and as described earlier in this section. When any such evidences of investments are so registered in the name of a nominee, the bank or trust company shall be absolutely liable for any loss occasioned by the acts of such nominees with respect to such evidences of investments.

XIII. COURIER SERVICE

The Chairperson, Treasurer, or other officers authorized by law to make deposits, may, subject to the approval of the governing board by resolution, enter into a contract with a courier service for the purpose of causing the deposit of public funds with a bank or trust company. The courier service shall be required to obtain a surety bond for the full amount entrusted to the courier, payable to the Authority and executed by an insurance company authorized to do business in the State of New York, with a claims-paying ability that is rated in the highest rating category by at least two nationally recognized statistical rating organizations, to insure against any loss of public deposits entrusted to the courier service for deposit or failure to deposit the full amount entrusted to the courier service.

The Authority may agree with the depository bank or trust company that the bank or trust company will reimburse all or part of, but not more than, the actual cost incurred by the Authority in transporting items for deposit through a courier service. Any such reimbursement agreement shall apply only to a specified deposit transaction, and may be subject to such terms, conditions and limitations as the bank or trust company deems necessary to ensure sound banking

Town of North Hempstead Solid Waste Management Authority

Investment Policy

practices, including, but limited to, any terms, conditions or limitations that may be required by the banking department or other federal or State of authority.

XIV. ANNUAL REVIEW AND AMENDMENTS

The Authority shall review this investment policy annually, and it shall have the power to amend this policy at any time.

XV. DEFINITIONS

The terms “public funds,” “public deposits,” “bank,” “trust company,” “eligible securities,” “eligible surety bond,” and “eligible letter of credit” shall have the same meanings as set forth in General Municipal Law Section 10.

**Town of North Hempstead Solid Waste Management Authority
Investment Policy**

Appendix A – Schedule of Eligible Securities

<p align="center">“Eligible Securities” for Collateral</p>	<p align="center">For purposes of determining aggregate “market value,” eligible securities shall be valued at these percentages of “market value”:</p>
<p>i. Obligations issued, or fully insured or guaranteed as to the payment of principal and interest, by the United States of America, an agency thereof or a United States government-sponsored corporation.</p>	<p align="center">100%</p>
<p>ii. Obligations issued or fully insured or guaranteed by the State of New York or the Town</p>	<p align="center">100%</p>

PROPOSED RESOLUTION

Chairperson Bosworth offered the following resolution and moved its-adoption, which resolution was declared adopted after a poll of the members of this Board:

RESOLUTION NO. s32 - 2019

A RESOLUTION AUTHORIZING THE EMPLOYMENT, APPOINTMENT, TRANSFER, ADJUSTMENT, CORRECTION, CHANGE IN GRADE OR SALARY AND/OR TERMINATION OF EMPLOYEES AND/OR OFFICIALS WITHIN THE AUTHORITY.

WHEREAS, the approval of the members of the Town of North Hempstead Solid Waste Management Authority (the "Authority") has been requested for the employment, appointment, transfer, adjustment, correction, change in grade or salary and/or termination of certain employees and/or officials.

NOW, THEREFORE, BE IT

RESOLVED that the following employment, appointment, transfer, adjustment, corrections, changes in grade or salary, and/or terminations are hereby adopted and approved:

SEE EXHIBITS A AND B ATTACHED

;and be it further

RESOLVED that the above listed employments, appointments, transfers, adjustments, corrections, and/or changes in grade or salary are hereby appointed to the respective positions at a rate of compensation shown next to their names; and be it further

RESOLVED that the appointments and employments are subject to the satisfactory completion of a physical examination by a physician; and be it further

RESOLVED that the term of appointment and employment of any person to an exempt position shall be at the pleasure of the Board; and be it further

RESOLVED that the effective date of the foregoing employments, appointments, transfers, adjustments, corrections, and/or changes in grade or salary of said individuals, employees and/or officials of the Authority shall be that date certified by the Secretary of the Authority; and be it further

RESOLVED that the foregoing appointments, employments and terminations are subject to the rules and regulations of the Nassau County Civil Service Commission and New York State Civil Service Law.

Dated: Manhasset, New York

November 19, 2019

The vote on the foregoing resolution was recorded as follows:

Ayes: Chairperson Bosworth, Member Russell, Member DeGiorgio, Member Ferrara, Member Zuckerman, Member Lurvey

Nays: None

Absent: Member Seeman

cc: Counsel to SWMA, Assistant Treasurer, SWMA



HUMAN RESOURCES DEPARTMENT

Please prepare a resolution effectuating the following appointments and/or changes for the 11/19/19 Town Board Meeting

From: Bob Weitzner-Commissioner of Human Resources

To: Supervisor Judi Bosworth

ALL APPOINTMENTS PENDING COMPLETION OF PAPERWORK & CIVIL SERVICE APPROVAL. ALL CHANGES WILL TAKE PLACE NO EARLIER THAN THE PAY PERIOD BEGINNING 11/30/19

UNLESS OTHERWISE NOTED. **ALL SEASONAL EMPLOYMENT COMMENCES 05/01/2019 AND ENDS 09/30/2019.**

*****An X in the Relationship Disclosure Form ("RDF") column signifies that the prospective hire has completed and filed the RDF with the HR department.**

Type	RDF SIGNED	Fr/To	Department #	Department Name	Budget Code	Employee Name	FT / PT / Seasonal	Employee Title	Employee Rate	Grade/Step	Effective Date
Change of Title & Salary		From	415000	Public Works	SM.017.1000	Joseph Geraci	FT	Dep. Comm Public Wrks	\$122,124 ann/\$4,697.08 bi-wk		
		To	104000	SWMA	CL.08.8161.1000		FT	Acting Executive Director	\$145,000 ann/\$5,576.92 bi-wk		
Resignation		From	104000	SWMA	CL.08.8161.1000	Robert Lange	FT	Executor Director	\$152,026 ann/\$5847.15 bi/wk		11/8/2019
		To									
Resignation		From	108000	SWMA	CL.08.8167.1000	Thomas O'Brien	FT	Laborer	\$47,256 ann/\$22.72	Gr 11/ St 1.0	11/1/2019
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HUMAN RESOURCES DEPARTMENT

Type	RDF SIGNED	Fr/To	Department #	Department Name	Budget Code	Employee Name	FT / PT / Seasonal	Employee Title	Employee Rate	Grade/Step	Effective Date
		To									

SWMA**Exempt Employee Payments**

File #	Name	Current Salary	Hire Date	Salary as of 3/23/19 (Retro to 1/1)	Check Amount
100151	Quinn, Jennifer	55,974	07/30/2018	55,974	839.61
					839.61