

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



February 24, 2021

7:00 PM

RESOLUTIONS:

1. A RESOLUTION AUTHORIZING THE EXECUTION OF AN AGREEMENT WITH LOCKWOOD, KESSLER & BARTLETT, INC. FOR PROFESSIONAL ENGINEERING SERVICES FOR DRAINAGE AND SITE IMPROVEMENTS FOR THE NORTH HEMPSTEAD TRANSFER STATION, PORT WASHINGTON, AUTHORITY PROJECT NO. SWMA-0008-2020.

2. A RESOLUTION AUTHORIZING AN AMENDMENT TO THE SWMA EMPLOYMENT MANUAL FOR NON-UNION EMPLOYEES.

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

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

RESOLUTION NO. -2021

A RESOLUTION AUTHORIZING THE EXECUTION OF AN AGREEMENT WITH LOCKWOOD, KESSLER & BARTLETT, INC. FOR PROFESSIONAL ENGINEERING SERVICES FOR DRAINAGE AND SITE IMPROVEMENTS FOR THE NORTH HEMPSTEAD TRANSFER STATION, PORT WASHINGTON, AUTHORITY PROJECT NO. SWMA-0008-2020.

WHEREAS, the Executive Director (the “Executive Director”) of 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 provide professional engineering services, including evaluation, design, bidding and construction management services, for Drainage and Site Improvements at the North Hempstead Transfer Station, 999 West Shore Road, Port Washington, NY, SWMA Project No. SWMA-0008-2020 (the “Services”); and

WHEREAS, following the review and analysis of proposals submitted for the Services, the Executive Director has recommended the retention of Lockwood, Kessler & Bartlett, Inc., 1 Aerial Way, Syosset, New York 11791 to provide the Services in consideration of an amount not to exceed One Hundred Seventy-One Thousand Nine Hundred Ninety-Five and 06/100 Dollars (\$171,995.06) (the “Agreement”); and

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

NOW, THEREFORE, BE IT

RESOLVED that the Agreement be and hereby is 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, be and hereby is 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 be and hereby is authorized and directed to pay the costs of the Services upon receipt of duly executed Agreement and certified claims therefor.

Dated: Manhasset, New York

February 24, 2021

The vote on the foregoing resolution was recorded as follows:

Ayes:

Nays:

PROPOSED RESOLUTION

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

RESOLUTION NO. -2021

A RESOLUTION AUTHORIZING AN AMENDMENT TO THE SWMA EMPLOYMENT MANUAL FOR NON-UNION EMPLOYEES.

WHEREAS, the Town of North Hempstead Solid Waste Management Authority (the “Authority”) has heretofore adopted, and amended, the Employment Manual for Non-Union Employees (the "Employment Manual"); and

WHEREAS, the Employment Manual allows Non-Union Employees to accumulate and carry over a maximum of eighty (80) vacation days as of December 31 of each calendar year; and

WHEREAS, generally under the Employment Manual, earned but unused vacation days above this limit are forfeited; and

WHEREAS, as a result of the stay at home orders issued by the Governor and the Town Supervisor during the months of March into June 2020 to combat the spread of the coronavirus, Non-Union Employees have accumulated vacation days which they were unable to utilize; and

WHEREAS, Counsel to the Authority has requested authorization to amend the Employment Manual to allow Non-Union Employees to carry over up to 88 vacation days from 2020 into 2021 with the additional eight (8) days to be used on or before December 31, 2021 (the “Amendment”); and

WHEREAS, the Board of the Authority wishes to authorize and adopt the Amendment as an addition to the Employment Manual.

NOW, THEREFORE, BE IT

RESOLVED that the Board of the Authority does hereby authorize and adopt the Amendment as an addition to the Employment Manual, copies of the Amendment in the Employment Manual shall be on file in the Office of the Town Attorney and the Department of Human Resources.

Dated: Manhasset, New York

February 24, 2021

The vote on the foregoing resolution was recorded as follows:

Ayes:

Nays:

cc: Town Attorney HR SWMA

PROPOSED RESOLUTION

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

RESOLUTION NO. -2021

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:

ALL APPOINTMENTS PENDING COMPLETION OF PAPERWORK AND CIVIL SERVICE APPROVAL

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

February 24, 2021

The vote on the foregoing resolution was recorded as follows:

Ayes:

Nays:

cc: Counsel to SWMA, Assistant Treasurer, SWMA

PERSONNEL RESOLUTION

Please note that all appointments are pending completion of paperwork and Nassau County Civil Service approval.

Type	Department Name	Employee Name	Employee Title	Employee Rate	Grade/Step	Current Dept #	New Dept #	Current Budget Code #	New Budget Code #	Effective Date
New FT Hire	SWMA	David Biggers	SWMA Laborer	\$23.58 hourly / \$49,045 annually	Grade 11, Step 1	N/A	104000	N/A	CL.08.8167.1000	

Exempt Raises 2% 1/1/2021

CoCDept #	Home Dept	Name	File #	Job Title Description	2020 Yearly	2021 Yearly	\$ Increase	Full- Time Hire Date
	SWMA							
CYT 104000	CL.08.8161.1000 SWA - ADMIN SWMA	Barrett, Marshah-Reaff	100158	DEP EXECUTIVE DIRECTOR	\$ 110,000.02	\$ 112,200.02	\$ 2,200.00	02/03/2020
CYT 104000	CL.08.8161.1000 SWA - ADMIN SWMA	Kelly, Michael	100157	EXECUTIVE DIRECTOR	\$ 149,999.98	\$ 152,999.98	\$ 3,000.00	01/13/2020
CYT 104000	CL.08.8161.1000 SWA - ADMIN SWMA	Benjamin, Donelle M	100159	SECRETARY SWMA	\$ 58,931.08	\$ 60,109.70	\$ 1,178.62	11/07/2015
							\$ 6,378.62	