

CITY OF GLEN COVE
MINUTES
CITY COUNCIL
JANUARY 22, 2019

Mayor Tenke called the meeting to order at 7:30 p.m. and asked Martin Carmody to lead those assembled in the Pledge of Allegiance.

PRESENT: Mayor Tenke, Councilpersons DiLeo, Panzenbeck, Maccarone, Silverman, McNaughton and Capobianco

ABSENT: None

ALSO PRESENT: City Attorney, Charles McQuair and City Clerk, Tina Pemberton

PUBLIC HEARING:

A To amend Youth Bureau Glen Cove After 3 Program fees

Mayor Tenke stated:
“I move to close tonight’s Public Hearing A.”
Councilwoman Silverman seconded the motion.
Motion was unanimously adopted.

B To amend Glen Cove Golf Fees

Mayor Tenke stated:
“I move to close tonight’s Public Hearing B.”
Councilwoman Silverman seconded the motion.
Motion was unanimously adopted.

Mayor Tenke moved that the Minutes of January 8, 2019 be approved and adopted.
Councilwoman Panzenbeck seconded the motion.
Motion was unanimously adopted.

REPORT OF THE CONTROLLER FOR THE MONTH ENDING DECEMBER 31, 2018

(See Attached)

Mayor Tenke moved that the following 2018 Warrants be approved as paid:

Payroll Warrant	1/10/2019	General Fund	\$205,792.50
		Recreation Fund	\$23,228.62
		Water Fund	\$8,954.00
		Police Fund	\$173,217.62
	1822	General Fund	\$397,158.54
		Recreation Fund	\$43,755.06

Water Fund	\$22,701.80
Capital Fund	\$87,189.74
insurance	\$35,451.48
Police Fund	\$235,260.03
Agency	
Trust	\$250.00
Prepaid invoice	\$101,158.64

Councilman DiLeo seconded the motion.
Voucher Numbers 93264 and 93223 were adopted by a vote of six (6) ayes, one (1) abstention, with Councilwoman Silverman abstaining.
Voucher Numbers 93012, 93013, 93014, 93015, 93016,9 3017 and 93053 were adopted by a vote of six (6) ayes and one (1) nay, with Councilwoman Silverman voting nay.
All remaining Vouchers were unanimously adopted.

Mayor Tenke moved that the following 2019 Warrants be approved as paid:

1901	General Fund	\$666,553.07
	Water Fund	\$12,715.32
	Capital Fund	
	insurance	
	Agency	
	Trust	
	Prepaid invoice	

Councilman Maccarone seconded the motion.
Motion was unanimously adopted.

Mayor Tenke offered Resolutions 6A, 6B, 6C, 6D, 6E, 6F, 6G, 6H, 6I, 6J, 6K, 6L, 6M, 6N and 6O, and moved for their adoption.

Resolution 6A

BE IT RESOLVED, that the City Council hereby amend the Youth Bureau Glen Cove After 3 Program fees, effective January 1, 2019, as indicated:

Current:
\$150 per month

Proposed:
\$125 per month

Resolution 6B

BE IT RESOLVED, that the City Council hereby amend Glen Cove Golf fees, effective January 23, 2019, as indicated:

Cart Fees:

<u>Permit Holders</u>	<u>Current Weekday</u>	<u>Amended Weekday</u>	<u>Current Weekend</u>	<u>Amended Weekend</u>
18 Holes	\$31.00	\$32.00	\$35.00	\$36.00
9 Holes	\$21.00	\$22.00	\$23.00	\$24.00
Seniors 18 Holes	\$25.00	\$26.00	\$35.00	\$36.00

Seniors 9 Holes	\$15.00	\$16.00	\$23.00	\$24.00
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REMOVE:

Outings:

Minimum 72 golfers (includes cart for two)

AM - \$55.00 Per Player*

PM - \$60.00 Per Player*

60-71 golfers (includes cart for two)

AM - \$57.50 Per Player*

PM - \$62.50 Per Player*

Less than 60 golfers (includes cart for two)

AM - \$60.00 Per Player*

PM - \$65.00 Per Player*

ADD:

All golf outings: \$60 per golfer

Twilight Golf:

	<u>Current Tuesday – Friday</u>	<u>Amended Tuesday – Friday</u>	<u>Current Saturday/Sunday</u>	<u>Amended Saturday/Sunday</u>
18 Holes including shared golf cart	\$42.00	\$45.00	\$62.00	\$65.00
9 Holes including shared golf cart	\$30.00	\$33.00	\$34.00	\$37.00

Tee Times:

Five (5) days advanced call in tee times available

Current

\$4.00

Amended

\$5.00

Resolution 6C

Resolution authorizing the City Council to accept the Brownfield Opportunity Area (BOA) Step III Implementation Strategy for the Orchard Neighborhood and Sea Cliff Avenue Corridor as revised January 2019

WHEREAS, the City of Glen Cove (the “City”) received a grant through the New York State (“NYS”) Department of State (“DOS”) Brownfields Opportunity Area Program to further the goals established by the Step II Nomination Study and Coles School Addendum completed in 2012 and 2013; and

WHEREAS, the environmental planning firm Nelson, Pope & Voorhis (“NP&V”) and a team of subconsultants was retained by the City of Glen Cove in November 2015 to assist with implementation related to the adopted BOA Step II Nomination and Coles School Addendum (adopted in 2012 and 2013 respectively); and

WHEREAS, NP&V worked with the City and Glen Cove Community Development Agency (“CDA”) Working Group and the BOA Steering Committee on

development of a series of recommendations as well as on projects that resulted in implementation; and

WHEREAS, NP&V has compiled a document entitled the BOA Step III Implementation Strategy for the Orchard Neighborhood & Sea Cliff Avenue Corridor, a draft of which was circulated to the City Council in November 2018, after which the draft was posted publically via a link on the City website and the opportunity to provide input was afforded in writing; and

WHEREAS, a public open house was held on December 6, 2018 that provided an opportunity for the public to provide input on the recommendations verbally to facilitators and via a written questionnaire in English and Spanish; and

WHEREAS, the materials from the open house were made available on the City website with a link to the same questions provided in the participation packet distributed at the public open house; and

WHEREAS, the BOA Step III Implementation Strategy for the Orchard Neighborhood & Sea Cliff Avenue Corridor has been revised as of January 2019 to address public comments received, which are described in a memorandum provided to the City Council prepared by NP&V and the CDA dated January 11, 2019 and;

WHEREAS, the City Council finds that the BOA Step III Implementation Strategy for the Orchard Neighborhood & Sea Cliff Avenue Corridor is consistent with the goals of the Step II Nomination Study and has been revised to be responsive to the public input received to date; and

WHEREAS, the City Council finds the BOA Step III Implementation Strategy for the Orchard Neighborhood & Sea Cliff Avenue Corridor to be in a state that is acceptable to allow the Council and its consultant team led by NP&V to commence review under the State Environmental Quality Review Act;

NOW, THEREFORE, BE IT RESOLVED, that the City Council accepts the BOA Step III Implementation Strategy for the Orchard Neighborhood & Sea Cliff Avenue Corridor, last revised January 2019.

Resolution 6D

Resolution authorizing the City Council to commence the SEQRA process for the Brownfield Opportunity Area (BOA) Step III Implementation Strategy for the Orchard Neighborhood and Sea Cliff Avenue Corridor by acknowledging the letter from the NYS Department of State dated January 10, 2019 and declaring the City Council Lead Agency; and adopting a Positive Declaration per SEQRA indicating that a GEIS must be prepared

WHEREAS, the City of Glen Cove (the “City”) has accepted the BOA Step III Implementation Strategy for the Orchard Neighborhood & Sea Cliff Avenue Corridor as complete for the purpose of review under the State Environmental Quality Review Act (“SEQRA”); and

WHEREAS, the adoption of the BOA Step III Implementation Strategy for the Orchard Neighborhood & Sea Cliff Avenue Corridor is considered a Type I Action under SEQRA which involves coordination with other involved agencies; and

WHEREAS, the City intends to assume Lead Agency status under SEQRA; and

WHEREAS, the New York State (“NYS”) Department of State (“DOS”) is the only other involved agency and by letter of January 10, 2019 has indicated no objection to the City acting as Lead Agency under SEQRA; and

WHEREAS, the City’s BOA consultant Nelson, Pope & Voorhis (“NP&V”) has prepared a Long Environmental Assessment Form (“EAF”) Parts I, II and III as required by SEQRA for Type I actions; and

WHEREAS, the EAF identified one or more potential moderate and/or large environmental impacts that must be further assessed and mitigated to the maximum extent possible including possible impacts relating to possible moderate and/or large impacts associated with land resources, surface waters, wetlands, groundwater, historic and archaeological resources, transportation and parking systems, noise, community character, land use and zoning, and human health;

NOW, THEREFORE, BE IT RESOLVED, that the City of will act as the Lead Agency under SEQRA for the matter of the BOA Step III Implementation Strategy for the Orchard Neighborhood & Sea Cliff Avenue Corridor; and

BE IT FURTHER RESOLVED, that based upon the EAF, the City Council hereby adopts a Positive Declaration pursuant to SEQRA thereby requiring and authorizing that a Generic Environmental Impact Statement (“GEIS”) be prepared to further identify, assess, prevent and/or mitigate potential environmental impacts to the maximum extent practicable; and,

BE IT FURTHER RESOLVED, that the City Council hereby authorizes that a notice be filed with the NYS Department of Environmental Conservation (“DEC”) Environmental Notice Bulletin (“ENB”) indicating that a Positive Declaration has been adopted.

Resolution 6E

Resolution authorizing the City Council to accept the draft GEIS scope for the Brownfield Opportunity Area (BOA) Step III Implementation Strategy for the Orchard Neighborhood and Sea Cliff Avenue Corridor for public review and establish a written comment period through February 15, 2019

WHEREAS, the City of Glen Cove (the “City”) BOA consultant Nelson, Pope & Voorhis (“NP&V”) has prepared a Draft Scope for the required scope and contents of a Generic Environmental Impact Statement (“GEIS”) based on the review and conclusions of the Long Environmental Assessment Form (“EAF”) and adopted Positive Declaration; and

WHEREAS, the purpose of the Draft Scope is to provide an outline of the required scope and contents of the Draft GEIS;

WHEREAS, the full EAF, revised Step III Implementation Strategy and Draft Scope will be provided to the New York State (“NYS”) Department of State (“DOS”) as it is an involved agency and these documents will be made available to the public and all interested agencies at the City Clerk’s office, located at 9 Glen Street, Glen Cove, and online at the City’s website; and

WHEREAS, a Notice will be filed online, in a local newspaper of general circulation and in the NYS Department of Environmental Conservation (“DEC”) Environmental Notice Bulletin (“ENB”) indicating that a Draft Scope has been filed and that the City is requesting written comments on the scope of work necessary to evaluate potential impacts; and

WHEREAS, written comments will be accepted from the public and all involved and interested agencies from the time the Draft Scope is accepted until the close of business on Friday February 15th which is 24 days from acceptance and at least two weeks from the posting on the ENB;

THEREFORE, BE IT RESOLVED, that the City Council hereby accepts the Draft Scope for the purpose of receiving written input, and will accept public comments until the close of business on February 15, 2019; and

BE IT FURTHER RESOLVED, that the City Council authorizes the circulation of materials to the NYS DOS, posting of the Draft Scope on the City’s website, publishing of a Notice in the local newspaper, and posting to the NYS DEC ENB on January 23, 2019.

Resolution 6F

**AUTHORIZING THE MAYOR OF THE CITY OF GLEN COVE
TO ENTER INTO A TEMPORARY CONSTRUCTION EASEMENT
AGREEMENT**

WHEREAS, the City of Glen Cove (“City”) owns and operates a Department of Public Works facility located on the south side of Glen Cove Creek, on a lot located at 100 Morris Avenue, Glen Cove, New York, which is known and designated on the Nassau County Tax Map as Section 21, Block A, Lots 485 and 680 (“GCDPW Property”); and

WHEREAS, RXR Glen Isle Partners LLC (“Redeveloper”) is the developer of a mixed-use waterfront redevelopment known as Garvies Point, encompassing approximately 56-acres on the north side of Glen Cove Creek, in the City of Glen Cove, that was previously approved by the Glen Cove Planning Board (“Waterfront Project”); and

WHEREAS, the City is desirous of entering into a Temporary Construction Easement Agreement with the Redeveloper with respect to accessing the GCDPW Property for the installation of certain sewer improvements for the Waterfront Project; and

WHEREAS, a form of a Temporary Construction Easement Agreement has been presented to the members of the Glen Cove City Council for their consideration.

**NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS OF THE
GLEN COVE CITY COUNCIL, AS FOLLOWS:**

Section 1. The Temporary Construction Easement Agreement, in the form presented to the Members of the Glen Cove City Council at this meeting, together with such non-material changes as the Mayor may hereafter deem necessary or appropriate, is hereby approved.

Section 2. The Mayor of the City of Glen Cove is hereby authorized, on behalf of the City of Glen Cove, to execute the Temporary Construction Easement Agreement and deliver any documentation necessary to effectuate the acts authorized by this Resolution.

Section 3. The execution of the Temporary Construction Easement Agreement by the Mayor shall evidence the Council’s approval of the terms thereof.

Section 4. The City Council determines that the proposed action for a previously approved project is a Type II Action pursuant to SEQRA, involving “continuing agency administration,” which does not involve “new programs or major reordering of priorities that may affect the environment” (6 N.Y.C.R.R. §617.5(c)(20)), and therefore no findings or determination of significance are required under SEQRA.

Section 5. This Resolution shall take effect immediately.

Resolution 6G

**RESOLUTION AUTHORIZING THE USE OF A VENDOR
QUESTIONNAIRE**

WHEREAS, the City of Glen Cove contracts with many different vendors for a variety of different services; and

WHEREAS, the City of Glen Cove would like to receive full disclosure with

regard to the contracting vendor and the procurement process; and

WHEREAS, the City of Glen Cove would like to enhance the procurement process by the use of a vendor questionnaire in order to review and assist the City of Glen Cove in determining the continued suitability of its vendors; and

NOW, THEREFORE, BE IT RESOLVED, the City Council hereby does adopt the following:

1. The attached vendor questionnaire, as it may be amended from time to time, is hereby adopted and shall be mailed to all vendors or parties who contract with the City of Glen Cove; and
2. All vendors of City who are approved by the City annually shall return a completed vendor questionnaire with execution of all contracts or within sixty (60) days of its receipt, including all vendors which were approved by resolution dated December 27, 2018; and
3. The City reserves the right to disqualify any vendor whose contract was previously approved by the City in the event the vendor fails to timely return a vendor questionnaire;
4. All completed vendor questionnaires shall be maintained by the department head responsible for monitoring the contract and a copy shall be maintained in the office of the City Clerk; and
5. All vendors shall be required to submit a vendor questionnaire each year and submit an updated vendor questionnaire upon a material change in any of the responses to the information contained in the questionnaire on file with the City therein; and
6. The City reserves the right to refuse to enter into a contract with any party who fails to return a completed vendor questionnaire or fails to update such questionnaire upon a material change; and
7. The City reserves the right to dispense with the requirement of the vendor questionnaire when any County, New York State or Federal requirements impose a greater responsibility of disclosure on the vendor therein.

Resolution 6H

RESOLUTION AUTHORIZING THE CITY OF GLEN COVE TO ACCEPT A GRANT FROM THE DEPARTMENT OF CRIMINAL JUSTICE SERVICES FOR A YOUTH COURT (Project LG18-1171-D00)

WHEREAS, the City of Glen Cove has been awarded a grant from the Department of Criminal Justice Services(DCJS) to have a youth court program in the Glen Cove City Court under GMS - Project LG18-1171-D00; and

WHEREAS, the City Council finds that educating the youth of our city on the functions of the criminal justice system is an important gateway to good citizenship; and

WHEREAS, Department of Criminal Justice Services (DCJS) has awarded a grant in the amount of \$35,000.00 to the City of Glen Cove without any requirement of contribution or matching funds from the City therein; and

NOW, HEREBY BE IT RESOLVED:

1. The City of Glen Cove is hereby authorized to accept the grant from Department of Criminal Justice Services (DCJS) Project LG18-1171-D00 in the amount of \$35,000 in order to maintain a youth court;
2. The Mayor or his designee is hereby authorized to enter and execute a grant distribution agreement or execute any documents necessary to effectuate the grant therein.

Resolution 6I

BE IT RESOLVED, that the City Council hereby authorize an addendum to the combined 2018/2019 Road Program service agreement with LiRo Engineering, Inc., increasing the total amount due by \$36,000, for the survey design and inspection of the roadway extension from the former Coles School Property beyond the Athletic Complex building.

Funding: H5110-52260-1811

Resolution 6J

BE IT RESOLVED, that the City Council hereby amend Resolution 6R, adopted December 27, 2018, accepting an additional \$10,498 from County of Nassau Department of Human Services Office of the Aging, for Title III-E of the Older Americans Act for the funding period of January 1, 2019 through December 31, 2019.

Resolution 6K

BE IT RESOLVED, that the City Council approve Budget Transfers and Amendments as submitted and reviewed by the City Controller.

(See Attached)

Resolution 6L

BE IT RESOLVED, that the City Council hereby authorized the Mayor to accept the proposal of and enter into an agreement with Tel-One to install Cloud One UC for Glen Cove Youth Bureau Door Entry system, in the amount of \$3,675 for equipment and installation, and \$39.95 monthly subscription, effective through January 31, 2022.

Funding: A7050-55450

Resolution 6M

BE IT RESOLVED, that the City Council hereby authorize the Purchasing Agent to extend the contract of Eagle Control, through December 31, 2019, in accordance with the terms of the 2018 contract for furnishing and delivering calcium hypochlorite, at an annual cost of \$27,993.60.

Funding: F8300-54309

Resolution 6N

BE IT RESOLVED, that the City Council hereby authorize the annual budgeted payment, in the amount of \$60,000, to SAFE Inc. be released January 23, 2019.

Funding: A1210-55552

Resolution 6O

BE IT RESOLVED, that the City Council hereby authorize Jason Heller to attend Pre-Hospital Trauma Life Support (PHTLS) and Advanced Medical Life Support (AMLS) training given by Long Island Rescue Services, February 9 and 10, 2019, at a cost of \$350.

Funding: A4540-55442

Councilwoman Panzenbeck seconded the motion.

Resolutions 6A, 6B, 6F, 6G, 6I, 6J, 6K, 6L, 6M, 6N and 6O were unanimously adopted.

Resolutions 6C, 6D and 6E were adopted by a vote of six (6) ayes and one (1) nay, with Councilwoman Silverman voting nay.

Resolution 6H was adopted by a vote of six (6) ayes and one (1) abstention, with Councilman Maccarone abstaining.

Mayor Tenke stated:

“I move to table Resolution 7F from tonight’s agenda.”

Resolution 7F

BE IT RESOLVED, that the City Council hereby appoints Patricia Antoniotti as part-time Clerk, in the Finance Department, at \$16.00 per hour, effective January 23, 2019.

Councilwoman Silverman seconded the motion.

Motion was unanimously adopted.

Mayor Tenke offered Resolutions 7A, 7B, 7C, 7D, 7E-1 and 7E-2.

Resolution 7A

WHEREAS, Section 4-2 (G) of the City Charter directs the Mayor, with the approval of the City Council, to appoint the Associate City Judge for the City of Glen Cove;

NOW, THEREFORE, BE IT RESOLVED, that Joseph McCann is hereby appointed to the position of Associate City Judge for a term of six years, effective January 23, 2019 through December 31, 2025, at a salary to be determined by the Office of Court Administration.

Resolution 7B

BE IT RESOLVED, that the City Council hereby appoints Ilario C. Fazzolari as full-time Water Plant Operator, with the Water Department, at an annual salary of \$49,413 (Grade 12 Step 0) effective January 28, 2019.

Budget Line F8300-51101

Resolution 7C

BE IT RESOLVED, that the City Council hereby amends Resolution 7B, adopted January 8, 2019, to reflect hourly salary of Maria Pita from \$10 per hour to \$10.50 per hour.

Resolution 7D

BE IT RESOLVED, that the City Council hereby appoints Tina Pemberton as Registrar, with the City Clerk’s Office, retroactive to January 1, 2019 and ending December 31, 2019, with no additional compensation.

Resolution 7E-1

January 22, 2019

BE IT RESOLVED, that the City Council hereby appoints Jason R. Heller as part-time Emergency Medical Technician (Advanced), with EMS, at \$20.50 per hour effective February 1, 2019.

Budget Line A4540-51120
Resolution 7E-2

BE IT RESOLVED, that the City Council hereby appoints Connor M. Lynch as part-time Emergency Medical Technician (Basic) at \$18.00 per hour effective February 1, 2019.

Budget Line A4540-51120

Councilwoman Silverman seconded the motion.

Resolution 7A was defeated by a vote of (2) ayes and five (5) nays, with Councilpersons DiLeo, Panzenbeck, Maccarone, McNaughton and Capobianco voting nay.

Resolutions 7B, 7C, 7D, 7E-1 and 7E-2 were unanimously adopted.

There being no further business before the City Council, Mayor Tenke adjourned the meeting at 9:17 p.m.

Tina Pemberton
City Clerk

**CITY OF GLEN COVE
CONTROLLER'S CASH REPORT
For The Month Ended December 31,**

	<u>2017</u>	<u>2018</u>
<u>OPERATING FUNDS</u>		
Balance per books, Beginning of month:		
General Fund	\$6,149,592.88	\$3,758,820.12
Water Fund	(37,367.06)	(196,180.01)
Recreation Fund	126,635.63	150,089.23
Self-Insurance Fund	230,938.77	373,521.78
Police Fund	(1,364,463.29)	(1,799,107.42)
Debt Service	358,898.12	(441,814.24)
Total Opening Balances All Funds	\$5,464,235.05	\$1,845,329.46
Receipts:		
Real Estate Taxes	9,942,411.76	8,191,017.84
Water receipts	268,708.81	228,426.90
Deposits	2,089,919.45	457,626.09
State Aid	1,265,759.00	2,565,759.00
Nassau County Mortgage Tax	358,015.85	375,335.06
Nassau County Local Govt Asst	351,271.00	335,667.90
Interest & Premium on Obligations	0.00	0.00
Grants Received	27,224.88	33,115.41
Total receipts	14,303,310.75	12,186,948.20
Total opening balance plus receipts	19,767,545.80	14,032,277.66
Less disbursements:		
Cash disbursements	1,565,107.13	581,709.97
Payroll	1,612,277.64	1,597,292.68
Debt service	26,528.13	14,359.38
MTA Tax	5,134.79	5,084.31
Repayment of Advance from Capital	0.00	0.00
Total Disbursements	3,209,047.69	2,198,446.34
Balance per books, End of month		
General Fund	16,173,482.21	12,637,439.86
Water Fund	15,008.41	(176,983.70)
Recreation Fund	117,896.77	187,935.24
Self-Insurance Fund	242,344.47	358,100.30
Police Fund	(1,157,591.66)	(1,325,058.43)
Debt Service	1,167,357.91	152,398.05
Balance Per Books - Operating Funds, End of Month	16,558,498.11	11,833,831.32
Add back checks drawn but not issued	<u>0.00</u>	<u>0.00</u>
Adjusted balance per books at End of Month	<u>\$16,558,498.11</u>	<u>\$11,833,831.32</u>



City of Glen Cove
9 Glen Street
Glen Cove, NY 11542

BUDGET TRANSFER FORM

DEPARTMENT: Mayor

BUDGET YEAR 2018

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	INCREASE BUDGET	DECREASE BUDGET
A1990-55940	Contingency		5650.00
A1420-55492	Legal Fees	5650.00	

Reason for Transfer:

Legal fees to cover fees
owed to Dougherty, Ryan, Giuffra,
Zambito & Hession

Department Head Signature:

Timothy Jenke

Date:

12/21/18

City Controller Approval:

Linda Claus

Date:

1-2-19

City Council Approval – Resolution Number: _____

Date: _____



City of Glen Cove
9 Glen Street
Glen Cove, NY 11542

BUDGET AMENDMENT FORM

GCF-1 (7/08)

Department: Finance

BUDGET YEAR 2019

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	EST. REVENUE INCREASE (DECREASE)	APPROPRIATION INCREASE (DECREASE)
A1990-54406	Contingency	(\$13,500.00)	
A7050-42080	Youth Bureau After 3 Fees		(\$13,500.00)

Reason for Amendment:

To Amend the 2019 Budget to reduce the approved fee increase of
\$50.00 to \$25.00. Contingency will fund the expected
shortfall of \$13,500.00

Department Head Signature: India Clarke Date: _____

City Controller Approval: India Clarke Date: 12-6-18

City Council Approval-Resolution Number: _____ Date: _____



City of Glen Cove
9 Glen Street
Glen Cove, NY 11542

BUDGET TRANSFER FORM

DEPARTMENT: Harbor Patrol

BUDGET YEAR 2019

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	INCREASE BUDGET	DECREASE BUDGET
A5720-52230	Equipment Replacement		\$5000.00
A5720-55855	Uniform	\$5000.00	

Reason for Transfer:

New Uniform fundline added to budget

Department Head Signature: _____

Date: 1/8/19

City Controller Approval: _____

Date: 1-16-19

City Council Approval – Resolution Number: _____

Date: _____

STATEMENT OF VENDOR QUALIFICATIONS

<u>BUSINESS ENTITY INFORMATION</u>				
<u>Legal Business Name</u>		<u>EIN</u>		
Address of the <u>Principal Place of Business</u> (street, city, state, ZIP)		<u>New York State Vendor Identification Number</u>		
		Telephone ext.		Fax
		Website		
Authorized Contact for this Questionnaire				
Name		Telephone ext.		Fax
Title		Email		
<p>Please note: Persons or firms submitting bids must be engaged in the lines of work required in these specifications, or shall be able to refer to work of similar character performed by them. Proposers must present satisfactory evidence of experience, ability, and financial standing, and also a statement as to their plant and machinery.</p>				
<p><i>Additional <u>Business Entity Identities</u>: If applicable, list any other <u>DBA</u>, <u>Trade Name</u>, <u>Former Name</u>, <u>Other Identity</u>, or <u>EIN</u> used in the last five (5) years, the state and county where filed, and the status (active or inactive).</i></p>				
Type	Name	EIN	State or County where filed	Status

I. BUSINESS CHARACTERISTICS

1.0 Business Entity Type – Check appropriate box and provide additional information:

- | | |
|---|-----------------------------|
| a) <input type="checkbox"/> <u>Corporation</u> | Date of incorporation |
| b) <input type="checkbox"/> <u>Public Corporation</u> | Date of incorporation |
| c) <input type="checkbox"/> <u>Sub-chapter "S" Corporation</u> | Date of incorporation |
| d) <input type="checkbox"/> <u>Limited Liability Company</u>
(LLC or PLLC) | Date Organized |
| e) <input type="checkbox"/> <u>Limited Liability Partnership</u> | Date of Registration |
| f) <input type="checkbox"/> <u>Limited Partnership</u> | Date Established |
| g) <input type="checkbox"/> <u>General Partnership</u> | Date Established |
| h) <input type="checkbox"/> <u>Sole Proprietor</u> | How many years in business? |
| i) <input type="checkbox"/> <u>Other</u> | Date Established |

If Other, explain:

The Contractor's federal employer identification number is: _____

DUNS Number: _____

1.1 Was the Business Entity formed in New York State?

☐ Yes ☐ No

If "No," indicate jurisdiction where the Business Entity was formed:

☐ United States

State

☐ Other

Country

1.2 If the Legal Business Entity's Principal Place of Business is not in New York State, does the Legal Business Entity maintain an office in New York State?

(Select N/A if Principal Place of Business is in New York State.)

☐ Yes ☐ No

☐ N/A

If "Yes," provide the address and telephone number for one office located in New York State.

I. BUSINESS CHARACTERISTICS (continued)																				
<p>1.3 Is the <u>Legal Business Entity</u> a New York State certified <u>Minority-Owned Business Enterprise (MBE)</u>, <u>Women-Owned Business Enterprise (WBE)</u>, <u>New York State Small Business (SB)</u>, or a federally certified <u>Disadvantaged Business Enterprise (DBE)</u>?</p> <p>If "Yes," check all that apply:</p> <p><input type="checkbox"/> New York State certified <u>Minority-Owned Business (MBE)</u></p> <p><input type="checkbox"/> New York State certified <u>Women-Owned Business Enterprise (WBE)</u></p> <p><input type="checkbox"/> <u>New York State Small Business (SB)</u></p> <p><input type="checkbox"/> Federally certified <u>Disadvantaged Business Enterprise (DBE)</u></p>		<p>[] Yes [] No</p>																		
<p>1.4 Identify <u>Officials</u> and <u>Principal Owners</u>, if applicable. For each person, include name, title, and percentage of ownership. Attach additional pages if necessary. If applicable, reference to relevant SEC filing(s) containing the required information is optional.</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Title</th> <th>Percentage of Ownership (Enter 0% if not applicable)</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>			Name	Title	Percentage of Ownership (Enter 0% if not applicable)															
Name	Title	Percentage of Ownership (Enter 0% if not applicable)																		

2. **LEADERSHIP INTEGRITY**

Within the past five (5) years, has any current or former reporting entity official or any individual currently or formerly having the authority to sign, execute, or approve bids, proposals, contracts, or supporting documentation on behalf of the reporting entity with any government entity been:

2.0 Sanctioned relative to any business or professional permit and or license? ☐ Yes ☐ No ☐ Other

2.1 Suspended, debarred, or disqualified from any government-contracting process? ☐ Yes ☐ No ☐ Other

2.2 The subject of an investigation, whether open or closed, by any government entity that resulted in findings of civil or criminal violation for any business-related conduct? ☐ Yes ☐ No ☐ Other

2.3 Indicted, granted immunity, or convicted of a felony or misdemeanor crime, or subject to a judgment for:
a. Any business-related activity; or
b. Any crime, whether or not business-related, the underlying conduct of which was related to truthfulness? ☐ Yes ☐ No ☐ Other

For each "Yes" or "Other" explain:

3. INTEGRITY – CONTRACT BIDDING

Within the past five (5) years, has the reporting entity:

3.0 Been <u>suspended</u> or <u>debarred</u> from any <u>government-contracting process</u> or been <u>disqualified</u> on any government procurement, permit, license, concession, franchise or lease, including but not limited to, <u>debarment</u> for violation of New York State Workers' Compensation or Prevailing Wage laws, or New York State Procurement Lobbying Law?	[] Yes [] No
3.1 Been subject to a denial or revocation of a government prequalification?	[] Yes [] No
3.2 Been denied a contract award or had a bid rejected based upon a <u>non-responsibility finding</u> by a <u>government entity</u> ?	[] Yes [] No
3.3 Had a low bid rejected on a <u>government contract</u> for failure to <u>make good-faith efforts</u> on any <u>Minority-Owned Business Enterprise</u> , <u>Women-Owned Business Enterprise</u> , or <u>Disadvantaged Business Enterprise</u> goal or <u>statutory affirmative-action requirements</u> on a previously held contract?	[] Yes [] No
3.4 Agreed to a voluntary exclusion from bidding/contracting with a <u>government entity</u> ?	[] Yes [] No
3.5 Initiated a request to withdraw a bid submitted to a <u>government entity</u> in lieu of responding to an information request or subsequent to a formal request to appear before the <u>government entity</u> ?	[] Yes [] No
For each "Yes" explain:	

4. INTEGRITY – CONTRACT AWARD

Within the past five (5) years, has the reporting entity:

4.0 Been <u>suspended</u> or <u>terminated for cause</u> on any <u>government contract</u> including, but not limited to, a <u>non-responsibility finding</u> ?	[] Yes [] No
4.1 Been subject to an <u>administration proceeding</u> or civil action seeking specific performance or restitution in connection with any <u>government entity</u> ?	[] Yes [] No
4.2 Entered into a formal monitoring agreement as a condition of a contract award from a <u>government entity</u> ?	
For each "Yes," explain:	

5. CERTIFICATIONS/LICENSES

Within the past five (5) years, has the reporting entity:

5.0 Had a revocation, <u>suspension</u> , or <u>disbarment</u> of any business or professional permit and/or license?	[] Yes [] No
5.1 Had a denial, decertification, revocation, or forfeiture of New York State certification of <u>Minority-Owned Business Enterprise</u> , <u>Women-Owned Business Enterprise</u> , or federal certification of <u>Disadvantaged Business Enterprise</u> status for other than change of ownership?	[] Yes [] No
<p>For each "Yes," explain and be sure to <u>attach all relevant licenses and certifications related to this bid</u>, regardless of whether or not there has a problem:</p>	
5.2 Does the <u>Reporting Entity</u> carry the following insurances:	
- Workers Compensation	[] Yes [] No
- Disability Benefits Insurance	[] Yes [] No
- General Liability	[] Yes [] No
- Comprehensive Automobile Liability	[] Yes [] No
5.3 Attach any and all related insurance certificates appropriate to the services offered (i.e.: professional malpractice, workers compensation, property coverage, general liability, data breach, etc.) and/or as requested by the purchasing office.	

6. LEGAL PROCEEDINGS

Within the past five (5) years, has the reporting entity:

6.0	Been the subject of an <u>investigation</u> , whether open or closed, by any <u>government entity</u> for a civil or criminal violation?	[<input type="checkbox"/>] Yes [<input type="checkbox"/>] No
6.1	Been the subject of an indictment, grant of immunity, <u>judgment</u> , or conviction (including entering into a plea bargain) for conduct constituting a crime?	[<input type="checkbox"/>] Yes [<input type="checkbox"/>] No
6.2	Received an OSHA citation and Notification of Penalty containing a violation classified as <u>serious or willful</u> ?	[<input type="checkbox"/>] Yes [<input type="checkbox"/>] No
6.3	Had a <u>government entity</u> find a willful prevailing-wage or supplemental-payment violation or any other willful violation of New York State Labor Law?	[<input type="checkbox"/>] Yes [<input type="checkbox"/>] No
6.4	Entered into a consent order with the New York State Department of Environmental Conservation, or received an enforcement determination by any <u>government entity</u> involving a violation of federal, state, or local environmental laws?	[<input type="checkbox"/>] Yes [<input type="checkbox"/>] No
6.5	Other than previously disclosed: a) Been subject to fines or penalties imposed by <u>government entities</u> , which in the aggregate total \$25,000 or more, or; b) Been convicted of a criminal offense pursuant to any administrative and/or regulatory action taken by any <u>governmental entity</u> ?	[<input type="checkbox"/>] Yes [<input type="checkbox"/>] No
For each "Yes," explain:		

7. FINANCIAL AND ORGANIZATIONAL CAPACITY

<p>7.0 Within the past five (5) years has the <u>Reporting Entity</u> received any <u>formal unsatisfactory-performance assessment(s)</u> from any <u>government entity</u> on any contract?</p>	<p>[] Yes [] No</p>
<p>If "Yes," provide and explanation of the issue(s), relevant dates, the <u>government entity</u> involved, any remedial or corrective action(s) taken and the current status of the issue(s). Provide answer below or attach additional sheets with numbered responses.</p>	
<p>7.1 Within the past five (5) years, has the <u>Reporting Entity</u> had any liquidated damages assessed over \$25,000?</p>	<p>[] Yes [] No</p>
<p>If "Yes," provide an explanation of the issue(s), relevant dates, contracting party involved, the amount assessed, and the current state of the issue(s). Provide answer below or attach additional sheets with numbered responses.</p>	
<p>7.2 Within the past five (5) years, have any <u>liens</u> or <u>judgments</u> (not including UCC filings) over \$25,000 been filed against the <u>Reporting Entity</u> that remain undischarged?</p>	<p>[] Yes [] No</p>
<p>If "Yes," provide and explanation of the issue(s), relevant dates, the Lien Holder or Claimant's names(s), the amount of the lien(s), and the current status of the issue(s). Provide answer below or attach additional sheets with numbered responses.</p>	
<p>7.3 In the last seven (7) years, has the <u>Reporting Entity</u> initiated or been the subject of any bankruptcy proceedings, whether or not closed, or is any bankruptcy proceeding pending?</p>	<p>[] Yes [] No</p>
<p>If "Yes," provide the bankruptcy chapter number, the court name, and the docket number. Indicate the current status of the proceedings as "Initiated," "Pending," or "Closed." Provide answer below or attach additional sheets with numbered responses.</p>	

7. FINANCIAL AND ORGANIZATIONAL CAPACITY (continued)	
7.4 During the past three (3) years, has the <u>Reporting Entity</u> failed to file any tax returns required by <u>federal</u> , state, or local laws?	[] Yes [] No
If "Yes," provide the taxing jurisdiction, the type of tax, the liability year(s), the tax liability amount the <u>Reporting Entity</u> failed to file/pay and the current status of the tax liability. Provide answer below or attach additional sheets with numbered responses.	
7.5 During the past three (3) years, has the <u>Reporting Entity</u> failed to file any New York State unemployment insurance returns?	[] Yes [] No
If "Yes," provide the years the <u>Reporting Entity</u> failed to file/pay the insurance, explain the situation and any remedial or corrective action(s) taken, and the current status of the issue(s). Provide answer below or attach additional sheets with numbered responses.	
7.6 During the past three (3) years, has the <u>Reporting Entity</u> had any <u>government audit(s)</u> completed?	[] Yes [] No
a) If "Yes," did any audit of the <u>Reporting Entity</u> identify any reported significant deficiencies in internal control, fraud, illegal acts, significant violations of provisions of contracts or grant agreements, significant abuse, or any <u>material disallowance</u> ?	[] Yes [] No
If "Yes," to 7.6 a), provide an explanation of the issue(s), relevant dates, the <u>government entity</u> involved, any remedial or corrective action(s) taken, and the current status of the issue(s). Provide answer below or attach additional sheets with numbered responses.	

8. ASSOCIATED ENTITIES

This section pertains to any entity(ies) that either control, or is controlled by, the reporting entity.

8.0 Does the Reporting Entity have any Associated Entities? [☐] Yes [☐] No

Note: All questions in this section must be answered if the Reporting Entity is either:

- An Organizational Unit; or
- The entire Legal Business Entity that controls, or is controlled by, any other entity(ies).

If "No," SKIP THE REMAINDER OF SECTION 8.

8.1 Within the past five (5) years, has any Associated Entity Official or Principal Owner been charged with a misdemeanor or felony, been indicted, granted immunity, convicted of a crime, or subject to a judgment for: [☐] Yes [☐] No

a) Any business-related activity; or
b) Any crime, whether or not business related, the underlying conduct of which was related to truthfulness?

If "Yes," provide an explanation of the issue(s), the individual involved, his/her role in the Associated Entity, his/her relationship to the Reporting Entity, relevant dates, the government entity involved, any remedial or corrective action(s) taken, and the current status of the issue(s). Provide answer below or attach additional sheets with numbered responses.

8.2 Does any Associated Entity have any currently undischarged [☐] Yes [☐] No

Federal, New York State, New York City, or other New York local government liens or judgments (not including UCC filings) over \$50,000?

If "Yes," provide an explanation of the issue(s), identify the Associated Entity's name(s), EIN(s), primary business activity, relationship to the Reporting Entity, relevant dates, the Lien holder or Claimant's name(s), the amount of the lien(s) and the current status of the issue(s). Provide answer below or attach additional sheets with numbered responses.

8. ASSOCIATED ENTITIES (continued)

8.3 Within the past five (5) years, has any Associated Entity:

a) Been <u>disqualified</u> , <u>suspended</u> , or <u>debarred</u> from any <u>federal</u> , New York State, New York City, or other New York local <u>government- contracting process</u> ?	[] Yes [] No
b) Been denied a contract award, or had a bid rejected, based upon a <u>non-responsibility finding</u> by any <u>federal</u> , New York State, New York City, or other New York local <u>government entity</u> ?	[] Yes [] No
c) Been <u>suspended</u> , <u>cancelled</u> , or <u>terminated for cause</u> (including <u>non-responsibility</u>) on any <u>federal</u> , New York State, New York City, or New York local <u>government contract</u> ?	[] Yes [] No
d) Been the subject of an investigation, whether open or closed, by any <u>federal</u> , New York State, New York City, or New York local government entity for a civil or criminal violation with a penalty in excess of \$500,000?	[] Yes [] No
e) Been the subject of an indictment, grant of immunity, <u>judgment</u> , or conviction (including entering into a plea bargain) for conduct constituting a crime?	[] Yes [] No
f) Been convicted of a criminal offense pursuant to any administrative and/or regulatory action taken by any <u>federal</u> , New York State, New York City, or other New York local <u>government entity</u> ?	[] Yes [] No
g) Initiated, or been subject of, any bankruptcy proceedings, whether or not closed, or is any bankruptcy proceeding pending?	[] Yes [] No
For each "Yes," provide an explanation of the issue(s), identify the <u>Associated Entity's</u> name(s), EIN(s), primary business activity, relationship to the <u>Reporting Entity</u> , relevant date(s), the <u>government entity</u> involved, any remedial or corrective action(s) taken, and the current status of the issue(s). Provide answer below or attach additional sheets with numbered responses.	

9. REFERENCES AND PROFESSIONAL MEMBERSHIPS

9.0 Bank References

A. _____

B. _____

C. _____

D. _____

E. _____

F. _____

G. _____

9.1 Trade Association Memberships

A. _____

B. _____

C. _____

D. _____

10. CERTIFICATION

10.0 Attach state of financial conditions, including vendor's latest regulated dated financial statement or balance sheet.

Date of current statement or balance sheet: _____

Name and address of firm preparing statement: _____

Dated at _____ This _____ Day of _____ 20 _____

Name of Organization: _____

By:

Title:

State of: _____)
:ss

County of: _____)

I _____ being duly sworn deposes and says that
he/she is the _____ of _____ contractor and that
answers to the forgoing questions and all statements therein contained are true and correct.

Sworn to before me this _____ day of _____ 20 _____

Notary Public: _____

My Commission expires: _____

Notary Seal/Stamp