

**MINUTES OF THE
BOARD OF TRUSTEES MEETING
VILLAGE OF EAST WILLISTON
April 6, 2026**

A business meeting of the Board of Trustees of the Incorporated Village of East Williston was held on Monday, April 6, 2026, at 7:00 pm at the Village Hall, 2 Prospect Street, East Williston, New York. The Board members present were Mayor Parente, Deputy Mayor Anthony Gallo, Trustees Rushi Vaidya, and James Iannone. Also in attendance were Village Counsel Steve Leventhal, Deputy Clerk Elssa Jansen, Treasurer Scott Cunningham and Village Clerk Joanna Palumbo.

At 7:24pm a motion to go into Executive Session to discuss personnel matters was made by Trustee Vaidya and seconded by Mayor Parente. **The motion passed unanimously.**

At 7:31pm a motion to come out of Executive Session was made was made by Trustee Vaidya and seconded by Mayor Parente. **The motion passed unanimously.**

No actions were taken.

The business meeting was then followed by the regular meeting of the Board of Trustees of the Incorporated Village of East Williston commenced. Resident Mitch Pitnick led the Pledge of Allegiance. The meeting commenced at 7:33pm

Mayor Parente indicated that as proposed, the budget would pierce the tax cap by 2.345%. A formal vote of the budget will also be held on April 20, 2026. She further indicated that the NYS Comptroller, Tom Di Naploi, recently made a statement that local governments should consider piercing the tax cap to stay in line with cost-of-living increases.

Mayor Parente made a motion introducing a Local Law Amending Chapter 129 entitled "Taxation" to include a new Article V entitled "Tax Cap Override" to the Village Code with a public hearing date of April 20, 2026. The motion was seconded by Deputy Mayor Gallo. **The motion was passed unanimously.**

She then asked the Village Treasurer to highlight the major points of the FY 26/27 proposed budget. He pointed out that the new budget includes funds to undertake a road repaving project as well as required increases to our sanitation and recycling contract, municipal insurance and NYS pension. Additionally, we have also had to contend with several water main breaks throughout the village as well as significant snow and ice storms which taxed our salt supplies and equipment.

Having no questions from the Board or the audience, Mayor Parente made a motion to close the public hearing on the village's annual budget FY 2026/27 subject to the formal vote that will take place on April 20, 2026, at 7:00pm. The motion was seconded by Trustee Vaidya. **The motion was passed unanimously.**

MOTIONS

A motion that the Board of Trustees approve the Mayoral Appointments of the following positions and names: **(Exhibit A)** was made by Mayor Parente, seconded by Trustee Iannone. **The motion was passed unanimously.**

A motion that the Board of Trustee approve the Pro Forma/Organizational resolutions be approved by Mayor Parente, seconded by Deputy Mayor Gallo. **The motion was passed unanimously.**

Be it Resolved,

1. That in the absence of the mayor or in his/her inability to act, the deputy mayor be and is hereby authorized to assume all the responsibilities and perform all the duties of the mayor of said Village as are provided by law;
2. That the Board of Trustees designates The Mineola-Williston Times as the Official Newspaper of the Village;
3. That the Board of Trustees designates the second Monday of each month as the regular meeting date for the Board of Trustees beginning with a business meeting at 7:00pm and the formal board meeting to begin at 7:30pm;
4. That the Board of Trustees designates the last Monday of every month as the business meeting date for the Board of Trustees to begin at 7:00pm;
5. That the Board of Trustees adopts that Special Meetings may be called by the Mayor or any Trustee with 72 hours' notice by telephone, fax, e-mail or in writing, posting in the Village Hall and such other locations as notices are usually posted including the Village website, unless an emergency exists in which case notice will be provided to the public and the news media to the extent practicable;
6. That the Board of Trustees designates April 5, 2027, as the date of the next Village Organizational Meeting (first Monday in April according to State law);
7. That the Board of Trustees does hereby designate Flushing Bank and NYCLASS as the official depositories of all money received by the Village;
8. That the Board of Trustees authorizes Planning Board, Board of Zoning Appeals, Mayor, Board of Trustees, Village Justice, Associate Justice, Village Clerk, Treasurer, Building Inspector, and Library Board Trustees, Code Enforcement Officer to attend training schools and/or conferences conducted for the benefit of local government;
9. That the Board of Trustees shall approve reimbursement for actual expenses for attendance at meetings, schools, and conferences as referenced in paragraph (8) above;
10. That the Village Clerk is authorized to execute all documents in relation to grant applications on behalf of the Village in accord with an appropriate resolution of the Board of Trustees approving that such application is to be made;
11. That the Board authorizes reimbursement for use of personal vehicles in the conduct of Village business or approved activity;
12. That the Board of Trustees has determined to pay a fixed rate of 72.5 cents per mile for mileage as reimbursement to officials and employees of the Village who use their personal automobiles while performing their official duties on behalf of the Village;
13. That the Board authorizes payment of claims before audit for public utility services, postage, freight and express charges and that all such claims must be presented at the next regular meeting of the Board of Trustees for audit. All claims should be signed and dated by the Mayor and Trustees;
14. That the Board of Trustees authorize the reimbursement of pre-authorized expenses to the Village employees or authorized representatives of the Village, for costs incurred on behalf of

- the Village when traveling or attending conventions, seminars or schools upon submission of a claim adequately supported with receipts;
15. That the Library Board meets at the Village Library on Mondays or Tuesdays every month except July & August, full listing of their meeting dates can be found at www.ewlibrary.org/board;
 16. That the Planning Board meets on an on-call basis;
 17. That the Board of Zoning Appeals meets at the Village Hall on the third Thursday of the month provided applications have been received thirty days prior to the hearing;
 18. That the Recreation Committee meets on an on-call basis as needed;
 19. That the Historic District Commission meets on an on-call basis as needed;
 20. That the East Williston Board of Fire Commissioners meets on the last Wednesday of every month at 7:00pm;
 21. That all other committees meet on an on-call basis, as needed. Notice of these meetings is to be published in the Mineola-Williston Times or posted on the bulletin boards at the Library and Village Hall entrances;
 22. That the Village Court meets the first Thursday of every month at Village Hall at 7:00pm.
 23. That the Board approve the Investment Policy **(included in Exhibit B)**;
 24. That the Board approve the Procurement Policy **(included in Exhibit B)**;
 25. That the Board approve the New York State Retirement Resolutions **(included in Exhibit B)**;
 26. That the Board of Trustees recognize legal holidays observed are New Year's Day, Martin Luther King Jr. Day, Presidents Day, Good Friday (floater), Memorial Day, Juneteenth (floater), Independence Day, Labor Day, Columbus Day, Election Day (full day for Gubernatorial election, ½ day for others), Veteran's Day, Day after Thanksgiving, Thanksgiving, Christmas Eve (1/2 day), Christmas Day, New Year's Eve.

A motion that the Board of Trustees approve the proposal by Environmental Systems Research Institute Inc. for GIS online creator annual subscription in the amount of \$689.13 was made by Mayor Parente and seconded by Trustee Vaidya. **The motion was passed unanimously.**

Prior to this vote, Mayor Parente and Deputy Mayor Gallo explained that, in an effort to reduce water loss, and at the recommendation of the Village's water engineers, the Village would be engaging a company to detect underground leaks within the water system. Using specialized equipment, workers will be listening to hydrants and other water system components to identify potential leaks. This work will take place over several consecutive nights. Overnight hours are necessary, as the reduced ambient noise in the Village allows for more accurate detection. There will be no disruption to water service, and this work will not cause any brown water issues.

A motion that the minutes from the March 9, 2026 Board of Trustee meeting and the March 30, 2026 Board of Trustee business meeting be approved was made by Mayor Parente and seconded by Trustee Iannone. **The motion was passed unanimously.**

A motion that the Board of Trustees approve the Check Register by Check Date report dated April 6, 2026 was made by Mayor Parente and seconded by Deputy Mayor Gallo. **The motion was passed unanimously.**

A motion that the Board of Trustee approve Budget Amendment #9 to the 2025-2026 adopted budget as proposed by the Village Treasurer was made by Mayor Parente and seconded by Trustee Vaidya. **The motion was passed unanimously.**

REPORTS

MAYOR PARENTE

Mayor Parente reported that the LIRR Historian presentation was a great success with another standing room only centennial event. Also, the Egg Hunt had a great turnout, with over 100 participants last weekend. She thanked Pauline and Tom Preis for their leadership in making the event possible. The Centennial committee, many members of whom are in the audience tonight, are doing a terrific job organizing all the events and Elise Vaidya did a tremendous job on the history book. Thanks to Kevin Parente Sr. the Car Show on May 16th will feature the 1909 Alco Black Beast, the restored racer nicknamed “the Black Beast,” this was one of the most famous race cars of its era. A two-time winner of the Vanderbilt Cup, a major event in the early years of American motorsport, the car was the favorite to win the first Indianapolis 500-mile race in 1911. She also reported that the swag shop is ready and will be online by the end of the week. Items available for purchase are tee shirts, mugs, bags and other things and there is a 15% discount on sales within the first two weeks of going live.

DEPUTY MAYOR GALLO

Deputy Mayor Gallo reported that the Fire Department responded to 6 calls in March, 5 general alarms and 1 fire call. The East Williston Little League held a clinic today that was well attended and the season starts April 18th, and the Department of Public Works is busy cleaning up from the harsh winter, addressing potholes and curb damage.

TRUSTEE IANNONE

Trustee Iannone reported that the next senior St. Patrick’s Day themed luncheon which will be held on Thursday, April 16 at 1:00pm. There was no Justice Court report for March available yet.

TRUSTEE VAIDYA

Trustee Vaidya reported that beautification with the help of the DWP has been hard at work preparing the village for spring and our centennial. They are always in need of volunteers to assist, so if you are available to help, please call the village office. He also asked residents, especially those with corner lots, to be mindful of cutting back bushes and trees to keep the sight lines clear for the safety of pedestrians and motorists.

A motion to close the meeting was made at 8:04pm by Mayor Parente and seconded by Trustee Vaidya. **The motion was passed unanimously.**

Minutes prepared by:
Joanna Palumbo, Village Clerk on April 8, 2026

Approved by the BOT on: May 11, 2026

2026 Mayoral Appointments

Seat	Length of Term	Current appointee	New Term Expires	notes
Planning Board seat # 5	5	Shawn Dooley	2029	moved up from Alternate when Simone was appointed of the BOT
Plumbing Inspector	1	Lori Henry	hold over	
Deputy Plumber inspector	1	Jared Mandel	hold over	
Associate Village Justice	2	Thomas Blennau	2028	
Village Attorney	1	Levnthal, Mullaney & Blinkoff, LLP	2027	
Village Prosecutor	1	Levnthal, Mullaney & Blinkoff, LLP	2027	
Code Enforcement officer	1	Mary Bishop	2027	
Code Enforcement officer	1	Deborah DaSilva	2027	
Code Enforcement officer	1	Patrick Theodore	2027	
Code Enforcement officer	1	Julia DaSilva	2027	
Public Safety	1	Jaoquim Cruz	2027	
Public Safety	1	Domingos DaSilva	2027	
Public Safety	1	Kevin Parente Jr.	2027	
Public Safety	1	Joseph Krukowski	2027	
Public Safety	1	Steven Jones Jr.	2027	
Library Board # seat 5	5		2031	filling Lauren Shannons seat
Beautification Co-Chair	1	Jeanne Trotter	2027	
Beautification Co-Chair	1	Ronnie Kelapire	2027	
Co-Village Historian	1	Chris Sicilano	2027	
Co-Village Historian	1	Elise Vaidya	2027	
Fire Commissioner Seat #1	3	Steven Jones	2029	
Village Arborist	1	David Shelly	2027	
Village Assessor	1	Mark Davella	2027	
Village Auditor	1	Skinnon and Faber CPAs	2027	
Village Engineer	1	James Antonelli, West End Engineering	2027	
Registra of Vital Statistics	4	Town of North Hempstead Clerk	2028	changed term length to match current elected term
Deputy Registra of Vital Statistics	4	Town of North Hempstead Deputy Clerk	2028	

EXHIBIT B

Investment Policy

“RESOLVED, that in order to conform to federal and other legal requirements and to provide safety of cash assets and liquidity to meet financial obligations and to generate reasonable yields on investments, the Treasurer is authorized to make discretionary cash deposits of Village funds to the following accounts:

Checking Accounts
Money Market Accounts
Certificates of Deposit

Such deposits must be made to a commercial bank located in the immediate area and must be collateralized either by federal deposit insurance or any other New York State comptroller-authorized instrument.”

Procurement Policy

“Whereas, Section 104-b of the General Municipal Law requires the governing body of every municipality to adopt a procurement policy for all goods and services which are not required by law to be publicly bid, and

Whereas, comments have been solicited from all officers in the Village of East Williston involved in the procurement process, now, therefore, be it

Resolved, that the Village of East Williston does hereby adopt the following procurement policy which is intended to apply to all goods and services which are not required by law to be publicly bid.

Procurement Policy for the Village of East Williston

1. Every purchase to be made must be initially reviewed to determine whether it is a purchase contract or a public works contract. Once that determination is made, a good-faith effort will be made to determine whether it is known or can reasonably be expected that the aggregate amount to be spent on the item of supply or service is not subject to competitive bidding, taking into account past purchases and the aggregate amount to be spent in a year. The following items are not subject to competitive bidding pursuant to Section 103 of the General Municipal Law: purchase contracts under \$20,000 and public works contracts under \$35,000; emergency purchases; certain municipal hospital purchases; goods purchased from correctional institutions;

purchases under State and county contracts; and surplus and second-hand purchases from another governmental entity.

The decision that a purchase is not subject to competitive bidding will be documented in writing by the individual making the purchase. This documentation may include written or verbal quotes from vendors, a memo from the purchaser indicating how the decision was arrived at, a copy of the contract indicating the source which makes the item or service exempt, a memo from the purchaser detailing the circumstances which led to an emergency purchase, or any other written document that is appropriate.

2. All goods and services will be secured by use of written requests for proposals, written quotations, verbal quotations, or any other method that assures that goods will be purchased at the lowest price and that favoritism will be avoided, except in the following circumstances: purchase contracts over \$20,000 and public works contracts over \$35,000; goods purchased from agencies for the blind or severely handicapped pursuant to Section 175-b of the State Finance Law; goods purchased from correctional institutions pursuant to Section 186 of the Correction Law; purchases under State contracts pursuant to Section 104 of the General Municipal Law; purchases under county contract pursuant to Section 103(3) of the General Municipal Law; or purchases pursuant to subdivision 6 of this policy.
3. The following method of purchase will be used when required by this policy in order to achieve the highest savings:

Estimated Amount of Purchase Contract - Method

\$250 - \$2,999	verbal quotations
\$3,000 - \$19,999	written/fax quotations or written RFP

Estimated Amount of Public Works Contract - Method

\$250 - \$2,999	verbal quotations
\$3,000 - \$4,999	written/fax quotations
\$5,000 - \$34,999	written/fax quotations or written RFP

A good-faith effort will be assumed if three solicitations for proposals or quotations have been made. If the purchaser is **unable** to obtain the required number of proposals or quotations, the purchaser will document the attempt made at obtaining the proposals. In no event shall the failure to obtain proposals be a bar to the procurement.

4. Documentation is required of each action taken in connection with each procurement.

5. Documentation and an explanation is required whenever a contract is awarded to other than the lowest responsible offeror. This documentation will include an explanation of how the award will achieve savings or how the offeror was not responsible. A determination that the offeror is not responsible shall be made by the purchaser and may not be challenged under any circumstances.
6. Pursuant to General Municipal Law, Section 104-b(2)(f), the procurement policy may contain circumstances when, or types of procurement for which, in the sole discretion of the governing body, the solicitation of alternative proposals or quotations will not be in the best interests of the municipality. In the following circumstances, it may not be in the best interests of the municipality. In the following circumstances it may not be in the best interests of the Village of East Williston to solicit quotations or document the basis for not accepting the lowest bid:
 - a. Professional services or services requiring special or technical skill, training or expertise. The individual or company must be chosen based on accountability, reliability, responsibility, skill, education and training, judgment, integrity, and moral worth. These qualifications are not necessarily found in the individual or company that offers the lowest price and the nature of these services are such that they do not readily lend themselves to competitive procurement procedures.

In determining whether a service fits into this category, the Board of Trustees shall take into consideration the following guidelines: (a) whether the services are subject to State licensing or testing requirements; (b) whether substantial formal education or training is a necessary prerequisite to the performance of the services; and (c) whether the services require a personal relationship between the individual and municipal officials. Professional or technical services personal relationship between the individual and municipal officials.

Professional or technical services shall include, but not be limited to the following: services of an attorney; services of a physician; technical services of an engineer engaged to prepare plans, maps and estimates; securing insurance coverage and/or services of an insurance broker; services of a certified public accountant; investment management services; printing services involving extensive writing, editing or art work; management of municipally owned property; and computer software or programming services for customized programs, or services

involved in substantial modification and customizing of pre-packaged software.

- b. Emergency purchases pursuant to Section 103(4) of the General Municipal Law. Due to the nature of this exception, these goods or services must be purchased immediately and a delay in order to seek alternate proposals may threaten the life, health, safety or welfare of the residents. This section does not preclude alternate proposals if time permits.
- c. Purchases of surplus and second-hand goods from any source. If alternate proposals are required, the Village of East Williston is precluded from specific advertised sources where the best prices are usually obtained. It is also difficult to try to compare prices of used goods and a lower price may indicate an older product.
- d. Goods or services under \$250. The time and documentation required to purchase through this policy may be more costly than the item itself and would therefore not be in the best interests of the taxpayer. In addition, it is not likely that such de minimis contracts would be awarded based on favoritism.

New York State Retirement System Resolutions

ESTABLISHMENT OF STANDARD WORK DAYS FOR MAYOR, BOARD OF TRUSTEES AND EMPLOYEES OF THE VILLAGE OF EAST WILLISTON .

WHEREAS, for the purposes of the New York State and Local Retirement System, it is necessary to establish a standard work day by Board resolution for the positions of Mayor, Board of Trustees and Employees of the Village of East Williston, and

WHEREAS, the Board of Trustees of the Incorporated Village of East Williston has considered the requirements with respect to the same and has reached a determination regarding the number of hours worked in accord for such reporting purposes, and

WHEREAS, after doing so, the most appropriate standard work days for the respective positions are as follows:

Mayor	six hour work day
Trustee	six hour work day
Village office staff	seven hour work day
Public works staff	eight hour work day
Library staff	six hour work day
Code Enforcement	six hour work day

RESOLVED, that the standard work days for the positions of Mayor, Trustees, and employees to the Incorporated Village of East Williston shall be:

Mayor	six hour work day
Trustee	six hour work day
Village office staff	seven hour work day
Public works staff	eight hour work day
Library staff	six hour work day
Code Enforcement	six hour work day

**NEW YORK STATE RETIREMENT SYSTEM REPORTING RESOLUTION
RS2417-A.**

BE IT RESOLVED, that the Village of East Williston, Location Code 40402 hereby establishes the following standard work days for elected officials and appointed officials and will report the following days worked to the New York State and Local Retirement System, based on the time keeping records or the record of activities maintained and submitted by these officials to the clerk of this body. A copy of RS2417-A is on file in the office of the Village Clerk.)

**NEW YORK STATE RETIREMENT SYSTEM REPORTING RESOLUTION
RS2417-B.**

BE IT RESOLVED, that the Village of East Williston, Location Code 40402 hereby establishes the following standard work days for elected officials and appointed officials and will report the following days worked to the New York State and Local Retirement System, based on the time keeping records or the record of activities maintained and submitted by these officials to the clerk of this body. A copy of RS2417-B is on file in the office of the Village Clerk.)