

**Meeting of the Board of Fire Commissioners  
Of the Manhasset-Lakeville Fire District  
In the Town of North Hempstead  
In the County of Nassau, New York  
June 24, 2025**

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At a regular meeting of the Board of Fire Commissioners of the Manhasset-Lakeville Fire District, in the Town of North Hempstead, in the County of Nassau, New York, held at the Fire District Office, 170 East Shore Road, Great Neck, New York, on June 24, 2025 at 4:40 p.m. (Prevailing time),

There were present:

Commissioner(s):

Honorable Steven Flynn, Chairman of the  
Board of Fire Commissioners

Honorable, Mark S. Sauvigne Fire District  
Treasurer

Honorable, Brian J. Morris Fire District  
Secretary

Also present:

Business Manager Hilary Grossman

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Meeting called to order by the Chairman at 4:40 p.m.

Minutes of the previous meeting to stand approved by the Board.

Incoming and outgoing communications were considered by the Board.

**RESOLUTION OF THE MANHASSET-LAKEVILLE FIRE DISTRICT  
RELATING TO APPROVAL OF CLAIMS  
ORGANIZATION NUMBER 1**

To the Treasurer:

I certify that the claims submitted for approval were audited by the Board of Commissioners of the Manhasset-Lakeville FIRE District on 6/24/2025 and are allowed in the amounts shown. You are hereby authorized and directed to pay to each of the claimants the amount indicated.

Commissioner Morris  
Manhasset-Lakeville Fire District

Date: 6/24/2025

Commissioner Sauvigne proposed the following motion, seconded by Commissioner Flynn

WHEREAS the purchases for goods and services identified and presented to the Board of Commissioners this date, 6/24/2025, have been found to be properly acknowledged as received or due, and have been audited according to the tenets of Town Law §176 (4a) and in compliance with the Procurement Policy of the Manhasset-Lakeville FIRE District and,

WHEREAS, the audit of claims by the Board of Commissioners is a deliberate process to determine that the proposed payment is proper and just and satisfies the following criteria:

The proposed payment is for a valid and legal purpose.

The obligation was incurred by an authorized official.

The goods or commodities for which payment is claimed were actually rendered.

The obligation does not exceed the available appropriation.

The claim is in proper form; it is mathematically correct; it meets legal requirements; it does not include any charges for taxes from which the organization is exempt; it includes discounts to which the organization is entitled it does not include charges previously claimed and paid; and it is in agreement with an attached invoice.

NOW, THEREFORE, it is hereby

The adoption of the foregoing Resolution (#F123-25) was duly put to a vote on roll call, which resulted as follows:

Ayes: Commissioner Sauvigne, Commissioner Morris, Commissioner Flynn

Nays: None

**RESOLUTION OF THE MANHASSET-LAKEVILLE FIRE DISTRICT RELATING TO  
APPROVAL OF EXPENDITURES**

Commissioner Flynn proposed the following motion, seconded by Commissioner Sauvigne

WHEREAS, the purchase of goods and services identified and presented to the Board of Commissioners this date, 6/24/25 have been found to be properly acknowledged as requested expenditures, according to the Procurement Policy of the Manhasset-Lakeville Fire District,

NOW, THEREFORE, it is hereby

RESOLVED to approve purchase to the vendors identified on Board of Commissioners Expenditure Request form submitted to the Board by the Supervisor as follows:

Approval of Expenditures:

VENDOR	DESCRIPTION	AMOUNT	BUDGET NUMBER	PURCHASE SUPPORT
Otis Elevator	7/1 to 9/30 contract	\$6,868.14	3410 493	AC
TOTAL	REQUESTED	\$6,868.14		

The adoption of the foregoing Resolution (#F124-25) was duly put to a vote on roll call, which resulted as follows:

Ayes: Commissioner Morris, Commissioner Sauvigne, Commissioner Flynn

Nays: None

**RESOLUTION OF THE MANHASSET-LAKEVILLE FIRE DISTRICT RELATING TO  
APPROVAL OF EXPENDITURES**

Commissioner Flynn proposed the following motion, seconded by Commissioner Sauvigne

WHEREAS, the purchase of goods and services identified and presented to the Board of Commissioners this date, 6/24/25 have been found to be properly acknowledged as requested expenditures, according to the Procurement Policy of the Manhasset-Lakeville Fire District,

NOW, THEREFORE, it is hereby

RESOLVED to approve purchase to the vendors identified on Board of Commissioners Expenditure Request form submitted to the Board by the Supervisor as follows:

Approval of Expenditures:

VENDOR	DESCRIPTION	AMOUNT	BUDGET NUMBER	PURCHASE SUPPORT
Motorola Solution	APX 800, Portables, equipment	\$123,912.48	3410 226	GC
TOTAL	REQUESTED	\$123,912.48		

The adoption of the foregoing Resolution (#F125-25) was duly put to a vote on roll call, which resulted as follows:

Ayes: Commissioner Morris, Commissioner Sauvigne, Commissioner Flynn

Nays: None

The Board of Commissioners discussed with Business Manager Hilary Grossman transferring funds from the Manhasset Lakeville Fire District General Fund bank account to the Employee Benefit Reserve Fund.

After discussion, upon motion duly made by Commissioner Morris and seconded by Commissioner Sauvigne, the Board of Commissioners adopted the following resolution:

BE IT RESOLVED monies in the amount of \$162,000.00 from the Manhasset Lakeville General Fund will be transferred to the Employee Benefit Reserve Fund.

The adoption of the foregoing Resolution (#F126-25) was duly put to a vote on roll call, which resulted as follows:

Ayes: Commissioner Flynn, Commissioner Sauvigne, Commissioner Morris

Nays: None

The Board approved a resolution authorizing Commissioner Morris to sign Allowance Authorization #1 for Webb Construction, Relle Electric, Reliance Mechanical for Ambulance Unit Building on behalf of the board.

The adoption of the foregoing Resolution (#F127-25) was duly put to a vote on roll call, which resulted as follows:

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

### **Unreserved/Undesignated Fund Balance Policy**

#### **Introduction**

General Municipal Law, §6-g authorizes the Fire District to establish (i) a capital reserve fund to finance all or part of the cost of the construction, reconstruction or acquisition of a specific capital improvement, or the acquisition of specific equipment item, and (ii) a capital reserve fund to finance all or part of the cost of the construction, reconstruction or acquisition of a type of capital improvement, or the acquisition of a type of capital equipment.

#### **Policy**

- The District shall maintain a minimum unreserved, undesignated fund balance of 15%-35% of the District's annual budget.
- The Fire District serves as an emergency service and must have money available in order to avoid interruption of such service.
- This policy and the year end Unreserved/Undesignated Fund Balance will be reviewed on a yearly basis to assure that the Unreserved/Undesignated Fund Balance is consistently maintained at an adequate level.

The adoption of the foregoing Resolution (#F128-25) was duly put to a vote on roll call, which resulted as follows:

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

Commissioner Morris and Commissioner Flynn reviewed and read aloud their LOSAP disclosures.

The Board acknowledged receipt of and discussed the information contained in the Charles Schwab and Ameriprise statement.

Meeting adjourned at 5:40 p.m. I hereby certify the aforementioned is a true and exact copy of the Minutes of Meeting held on June 24, 2025.

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Brian J. Morris, Secretary

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