

**Village of Muttontown
Warrants February 2024**

Resolution 23-	Amount	PO #	# of Lines
ACCUDATA PAYROLL#227, 228	\$ 214,965.85	GL	
Atlantic Salt	\$ 4,309.32	24-00370	2
Angelo Amante	\$ 254.03	24-00383	1
Building Inspectos Association of Nassau County	\$ 100.00	24-00369	1
Cheyenne Rosenzweig	\$ 375.00	24-00348	3
Chica Lanscaping	\$ 4,175.00	24-00368	2
Chris Gomoka	\$ 900.00	24-00349	3
Daniel Finley	\$ 54.00	24-00379	1
East Norwich Fire Department	\$ 81,750.76	24-00376	4
Eastern Horizon Services Inc	\$ 150.00	24-00350	1
Elan Financial Services (Flushing CC)	\$ 873.01	24-00362	9
Emergency Responder Products	\$ 540.52	24-00390	1
Evette Aguirre	\$ 300.00	24-00351	2
Ferraris Auto Repair	\$ 2,264.84	24-00405	10
Flexible Systems	\$ 1,473.65	24-00360	1
Flock Safety	\$ 5,700.00	24-00357	2
Garth Wallace	\$ 100.67	24-00382	1
Global Commercial Cleaning	\$ 1,373.00	24-00380	2
Goodyear	\$ 1,079.96	24-00389	1
Harris Beach, PLLC (Retainer)	\$ 7,500.00	24-00364	2
Horan Sand and Gravel	\$ 17,258.50	24-00402	1
Jared Lambert	\$ 192.00	24-00386	1
Leifang Hu	\$ 50.00	24-00352	1
Lohrius	\$ 4,468.55	24-00381	1
Maia Beridze	\$ 385.00	24-00353	1
Matthew Wolland	\$ 591.68	24-00385	1
Michael Ingargiola	\$ 328.24	24-00384	1
Minuteman Press	\$ 73.66	24-00387	1
Municipal Valuation Services	\$ 7,750.00	24-00401	1
Nassau Suffolk Court Clerk Assoc.	\$ 55.00	24-00354	1
Newsday	\$ 1,856.00	24-00375	9
NYCOM	\$ 2,005.00	24-00400	1
NYS Local Retirement System (Jan contributions)	\$ 4,137.60	24-00372	2
NYS DEFERRED COMPENSATION PLAN #227, 228	\$ 25,840.00	24-00371	4
NYS EMPLOYEE'S HEALTH INS. PENDING ACCT.	\$ 56,288.99	24-00365	4
Office of the State Comptroller	\$ 1,740.00	24-00357	1
Optimum 4016	\$ 15.00	24-00406	1
Optimum 2019	\$ 174.45	24-00367	1
Perillo Bros.	\$ 606.51	24-00377	2
Prudential	\$ 385.00	24-00399	1
PSEGLI 01-2	\$ 576.72	24-00404	1
PSEGLI 02-0	\$ 17.67	24-00403	1
PSEGLI 59-9	\$ 470.21	24-00358	1
Quench	\$ 72.00	24-00359	1
Robert McLaughlin	\$ 900.00	24-00355	3
Ronald Koenig	\$ 650.00	24-00356	3
Staples	\$ 70.36	24-00378	2
TGI	\$ 136.00	24-00373	2
The Little Reporting Company	\$ 1,673.00	24-00366	4
Travel Expenses	\$ 883.33	24-00363	1
UNUM	\$ 1,818.99	24-00392	4
VERIZON-VH 0149	\$ 269.00	24-00393	1
Verizon-Voice 0199	\$ 34.94	24-00394	1
Verizon Wireless- Village TT & EI 6394 Modems	\$ 344.44	24-00395	3
Walden	\$ 1,680.00	24-00396	2

**Village of Muttontown
Warrants February 2024**

Resolution 23-	Amount	PO #	# of Lines
WB Mason	\$ 416.04	24-00391	5
Welsbach	\$ 568.60	24-00388	1
William Penn	\$ 239.99	24-00398	1
Williamson Law Book Co	\$ 140.11	24-00374	1
WRIGHT EXPRESS FLEET SERVICES	\$ 3,890.61	24-00361	3
TOTAL	\$ 464,406.80		126

Subject to Approval

Leslie E. O'Neil
8 Roosevelt Avenue
Glen Head, NY 11545

Joe Russo
Acting Village Clerk
Village of Muttontown
1 Raz Tafuro Way
Muttontown, NY 11791

Re: Resignation

Dear Joe,

This is to formalize that I have taken another employment opportunity and will be leaving my position at Muttontown on February 2nd.

I appreciate all that I have learned working for you and all of the wonderful connections I have made. Wishing you all the best in the future.

Warm regards,


Leslie O'Neil

Subject to Approval



January 10, 2024

Village of Muttontown
One 'Raz' Tafuro Way
Muttontown, New York 11791

Attn: Katie Dugan, Deputy Clerk/Treasurer

Re: Village of Muttontown Assessment /
Certiorari Services / Small Claims
for June 1, 2024 - May 31, 2025

Dear Ms. Dugan:

In response to our recent conversation, Municipal Valuation Services, Inc. (MVSI) is pleased to submit this proposal for assessment administration assistance and Small Claim/Certiorari services. The Company presently provides services to a number of municipalities throughout Nassau and Suffolk Counties. In an effort to customize this proposal to Village needs, we have summarized each of the services offered. This proposal sets forth scope of our work and fees associated with these services.

We will provide the Village with the highest level of assessment services offered by MVSI. Thomas Donato will perform all services as agreed to and along with the MVSI team of experienced appraisers review and conference commercial certiorari and small claim filings.

Assessment Administration Assistance

This service will be limited to an hourly basis as required by the Assessor or Village Administrator. Thomas and his team will assist the assessor with valuation of residential and commercial properties as required to maintain the annual assessment roll. Additional support for reviewing exemption filings can also be provided for on an hourly basis. If required, one of the MVSI team can be available for grievance night at Village Hall.

Small Claims Proceedings

MVSI has been administering small claims proceedings for the past 30 years. During this time, the company has perfected the process, providing municipalities the best possible defense against unsubstantiated small claim filings. The following list is a summary of duties we perform for municipalities as part of our small claim services.

- Administer all small claim petitions
- Produce a Computer Assisted Market Analysis (CMA)
- Conference all pending cases with petitioners
- Supreme Court appearances when cases are not settled
- Review settlements for accuracy
- Submit to Village for adjustment to assessment roll

Commercial Certiorari Proceedings

For over 40 years MVSI has been valuing commercial property in the down state area, with most of its focus in the Long Island region. During this 40-year span, the majority of company work has been with municipalities. Commercial tax refunds are typically the greatest financial exposure a Village has. Proper review and negotiation of a case can help mitigate refunds. The following is a summary of procedures utilized by our company to help attain a fair settlement:

- Review of all subject property data
- Inspection of all property from the right-of-way
- Interior inspections when required
- Research comparable market data
- Develop income pro-forma for all years pending
- Negotiate settlements
- Present settlement to Village Council for approval
- Work with Village Attorney for execution of stipulation

All commercial analysis and conferencing will be completed by Thomas Donato at the offices of MVSI. It is anticipated that cases will be settled through informal conferencing which is typically accomplished within five to six hours per case. Municipal Valuation Services, Inc. is an appraisal firm and, therefore, if any case proceeds to Court, the Village will require legal counsel and an independent real estate appraiser to dispose of the case.

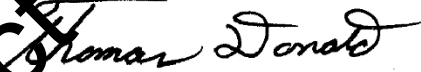
Fee Schedule

Professional fees for services rendered will be at the following rates:

- 1) Assessment Administrative Services \$160/hr.
- 2) Small Claim Service \$130/parcel
- 3) Commercial Certiorari Proceedings \$180/h

Our company looks forward to working with the Village of Monticello on these assessment and certiorari services. If there are any questions regarding this proposal, please do not hesitate contacting the undersigned.

Very truly yours,



Thomas Donato, CSA-G, IAO

ACCEPTED BY:

Signature

Print Name

Date:

Subject to Approval

Nicole M. Fernandez

Nkolic1@gmail.com

101 Shields Avenue, Williston Park, NY 11596

(516) 640-8227

Objective: To obtain a position in a fast-paced environment with the opportunity to contribute new ideas based on my diverse skills and professional background. To acquire new knowledge throughout my professional scope and increase my value in the workplace.

Professional Experience:

Laffey Real Estate- Licensed Real Estate Salesperson – Garden City, NY

(March 2021- Current)

- Network with clients and vendors on a daily basis
- Walk Buyers and Sellers through the entire real estate process from signing the contract to closing of their home
- Conduct open houses to help market for sale properties
- Develop trusting relationships with clients and staying up to date on their market needs

Pearson Financial- Client Service Specialist – Garden City, NY

(September 2013- February 2021)

- Delegated representative to facilitate communication, manage and service client needs which includes: opening accounts, completing paperwork, preparing data/information and assisting in daily operations.
- Ensure that all client needs are met by listening to and identifying concerns while problem solving & executing solutions.
- Process and assist clients with: Life Insurance, Disability, Annuity, and Long Term Health Care applications.
- Coordinate staff meetings and manage arduous calendars between clients and Certified Financial Planners in a diligent manner.
- Create complex spreadsheets and analytical reports for both clients and office use.

Penn Mutual Life Insurance Company- Administrative Manager/Case Manager - New York, NY

(February 2012- September 2013)

- Communicated with underwriters at every stage of business including: new clients, follow ups and pending cases.
- Supported agents with new product and service letters for high-end clients.
- Assisted agents in marketing initiatives related to creating business cards, bio cards and postcards being supplied to clients.
- Organized recruiting and client appreciation events alongside the Director of Marketing.
- Managed administrative duties including: internal and external mail, ordering and maintaining office supplies and keeping spreadsheets of inventory.
- Processed client applications for Life Insurance and ordered medical records when necessary.

Street Blimps Incorporated. (Advertising Co.) - Traffic Manager-Garden City, NY

(October 2010- February 2012)

- Point of contact to communicate, manage and service client needs.
- Outlined "Proof of Performance" reports that were distributed to clients
- Researched and performed analyses of product data and trends.
- Built nationwide routes for Billboard trucks using Teletrac software.
- Handled traffic managing duties and processed professional contracts.

Viking Management- Administrative Assistant- Floral Park, NY

(June 2005- June 2010)

- Managed general administrative duties including a heavy call volume
- Liaison between vendors and clients; high focus on client relations and efficiency.
- Supported accounts payable and receivables.

Education & Skills:

Hofstra University (Hempstead, NY), May 2009

Bachelor of Business Administration, Concentration in Business Management

- Notary Public
- Real Estate Licensed
- All MS Office components, Redtail Client Relationship Management (CRM), Junxure (CRM) and financial software programs, such as, eMoney Advisory, NetX360 and Albridge Wealth Reporting.

Subject to Approval