

MINUTES
BOARD OF TRUSTEES
VILLAGE OF NORTH HILLS
Village Hall
One Shelter Rock Road
North Hills, New York
September 17, 2025
7:30 pm

PRESENT: Mayor Marvin Natiss
Deputy Mayor Dennis Sgambati
Trustees Elliott Arnold and Gail Cohen
Peter Cinquemani, Superintendent of Building Department
A. Thomas Levin, Village Attorney

EXCUSED: Trustee Phyllis Lentini

Mayor Natiss called the meeting to order at 7:30 pm.

The Mayor announced that the Board's next regular meeting date is October 15, 2025 at 7:30 pm.

The minutes of the August 20, 2025 meeting were approved on motion by Deputy Mayor Sgambati, seconded by Trustee Arnold, and adopted unanimously. The approved minutes are on file in the village office.

The Mayor opened a public hearing with respect to Bill NH 2025C.1, a local law to amend the Code of the Village of North Hills, in relation to designation of property and building addresses. Mayor Natiss explained the intent of the law to establish a uniform procedure for orderly designation of street addresses of properties and buildings in the Village, and for consideration of requests to change assigned addresses. There were no public comments with respect to the proposed legislation. On motion by Deputy Mayor Sgambati, seconded by Trustee Arnold and adopted unanimously, the public hearing was closed. The Board discussed the proposed law. Trustee Cohen moved that the proposed law be adopted as Local Law 2 of 2025. The motion was seconded

by Deputy Mayor Sgambati and adopted unanimously. A copy of the adopted law is annexed to these minutes.

The Mayor opened the public hearing for Bill NH 2025B.1, a local law to provide for the maintenance of private roads. Mayor Natiss explained limitations on the Village's ability to make improvements on private roads, and that the proposed legislation was intended to require that such roads be maintained in a manner which would protect the safety of travelers. Public comments were invited, and many speakers spoke with respect to the proposed law. Some were identified by name, and some did not identify themselves. Among the speakers were the owners of property in the Village at 30 Excelsior Court, 30 I.U. Willets Road, 6 Bonnie Lynn Court, 20 Esquire Court, 5 Bonnie Lynn Court, and 8 Bonnie Lynn Court. Many comments were directed at claims that the Buckley Country Day School should be responsible for maintenance of the road. Dr. Juhel, Headmaster, spoke with respect to all comments, and offered to meet with a committee of owners of property abutting the road. On motion by Deputy Mayor Sgambati, seconded by Trustee Cohen and adopted unanimously, the hearing was continued to October 15, 2025 at 7:30 pm.

In the absence of the Village Administrator, Trustee Cohen read the Treasurer's Report for August 2025, which was approved unanimously on motion by Deputy Mayor Sgambati, seconded by Trustee Arnold and unanimously adopted.

On motion by Trustee Cohen, seconded by Trustee Arnold and adopted unanimously, the Board approved the budgetary transfers as requested in the September 12, 2025 memorandum from the Village Administrator.

On motion by Deputy Mayor Sgambati, seconded by Trustee Cohen and adopted unanimously, the Board approved payment of the claims on General Fund Warrant 09/25. A copy of the approved Warrant is attached to these minutes.

The scheduled report from Shirley Bruno regarding the Altice franchise negotiations and North Shore TV update was postponed to the October 15 meeting, as Ms. Bruno was unable to attend the September meeting.

On motion by Trustee Cohen, seconded by Trustee Arnold and adopted unanimously, the Board authorized the Village Administrator to send a letter to those property owners whose property tax payments were overdue, and to add a surcharge of \$2 for each such property in arrears. Mayor Natiss encouraged Board members to speak with delinquent property owners whom they might know, and urge them to bring their payments current.

On motion by Mayor Natiss, seconded by Deputy Mayor Sgambati and adopted unanimously, the Board approved a change in the URL for the Village website, as described in the Village Administrator's September 2, 2025 memorandum, a copy of which is on file in the Village office. The Village Attorney noted that new State legislation governing municipal websites will go into effect at the end of the year, and more information will be forthcoming.

The Board discussed proposals to reconstruct a shed at the Village Hall property. Mr. Cinquemani, Deputy Mayor Sgambati and Trustee Arnold reported on their joint efforts in this regard. No proposals were received in response to the Village's original concept of having a shed constructed for this purpose, and alternate concepts now are being considered. It is expected that there will be more details available for the October meeting.

The Board discussed a request from the owner of 10 Esquire Court for further extension of a building permit which had already been extended by the Building Department, and for waiver of any fees to do so. After discussion, on motion by Trustee Cohen, seconded by Deputy Mayor Sgambati and adopted unanimously, the Board granted an extension of the building permit to March 16, 2026, on condition that the property owner pay a reduced fee of \$1,050.

The Board discussed the usage of the Village shuttle service, and noted that it continues to remain strong. The situation will continue to be monitored.

There being no further business, on motion by Deputy Mayor Sgambati, seconded by Trustee Cohen and adopted unanimously, the meeting was adjourned at 9:32 pm.

THE ABOVE MINUTES WERE FILED IN THE VILLAGE
OFFICE OF THE VILLAGE OF NORTH HILLS AT:

TIME: 9:30 AM/PM

DATE: October 16, 2025

PERSON FILING: Marianne C. Lobaccaro
(Print full name of filer)



Department of State
Corporations, State Records & UCC

New York State
Department of State
DIVISION OF CORPORATIONS,
STATE RECORDS AND
UNIFORM COMMERCIAL CODE
One Commerce Plaza
99 Washington Ave.
Albany, NY 12231-0001
dos.ny.gov

Local Law Filing

Pursuant to Municipal Home Rule Law §27

Local Law Number ascribed by the legislative body of the local government listed below:

2 of the year 20 25

Local Law Title: A local law to amend the Code of the Village of North Hills, in relation to designation of
property and building addresses.

Be it enacted by the Board of Trustees of the
(Name of Legislative Body)

☐ County ☐ City ☐ Town ☒ Village
(Select one)

of North Hills as follows on the attached pages:
(Name of Local Government)

For Office Use Only

Department of State Local Law Index Number: of the year 20

(The local law number assigned by the Department of State for indexing purposes may be different from the local law number ascribed by the legislative body of the local government.)

Local Law Filing

(Complete the certification in the paragraph that applies to the filing of this local law and strike out that which is not applicable.)

1. (Final adoption by local legislative body only.)

I hereby certify that the local law annexed hereto ascribed as local law number 2 of 2025 of the (County)(City)(Town)(Village) of Village of North Hills was duly passed by the Board of Trustees on September 17 2025 in accordance with the applicable provisions of law.

(Name of Legislative Body)

2. (Passage by local legislative body with approval, no disapproval or repassage after disapproval by the Elective Chief Executive Officer*.)

I hereby certify that the local law annexed hereto, ascribed as local law number _____ of 20____ of the (County)(City)(Town)(Village) of _____ was duly passed by the _____ on _____ 20____ and was (approved)(not approved)(repassed after disapproval) by the _____ on _____ 20____ in accordance with the applicable provisions of law.

(Name of Legislative Body)

(Elective Chief Executive Officer*)

3. (Final adoption by referendum.)

I hereby certify that the local law annexed hereto, ascribed as local law number _____ of 20____ of the (County)(City)(Town)(Village) of _____ was duly passed by the _____ on _____ 20____ and was (approved)(not approved)(repassed after disapproval) by the _____ on _____ 20____.

(Name of Legislative Body)

(Elective Chief Executive Officer*)

Such local law was submitted to the people by reason of a (mandatory)(permissive) referendum, and received the affirmative vote of a majority of the qualified electors voting thereon at the (general)(special)(annual) election held on _____ 20____ in accordance with the applicable provisions of law.

4. (Subject to permissive referendum and final adoption because no valid petition was filed requesting referendum.)

I hereby certify that the local law annexed hereto, ascribed as local law number _____ of 20____ of the (County)(City)(Town)(Village) of _____ was duly passed by the _____ on _____ 20____ and was (approved)(not approved)(repassed after disapproval) by the _____ on _____ 20____. Such local law was subject to permissive referendum and no valid petition requesting such referendum was filed as of _____ 20____ in accordance with the applicable provisions of law.

(Name of Legislative Body)

(Elective Chief Executive Officer*)

* Elective Chief Executive Officer means or includes the chief executive officer of a county elected on a county-wide basis or, if there be none, the chairperson of the county legislative body, the mayor of a city or village, or the supervisor of a town where such officer is vested with the power to approve or veto local laws or ordinances.

Local Law Filing

5. (City local law concerning Charter revision proposed by petition.)

I hereby certify that the local law annexed hereto, ascribed as local law number _____ of 20 ____ of the City of _____ having submitted to referendum pursuant to the provisions of Section (36)(37) of the Municipal Home Rule Law, and having received the affirmative vote of a majority of the qualified electors of such city voting thereon at the (special)(general) election held on _____ 20 ____ became operative.

6. (County local law concerning adoption of Charter.)

I hereby certify that the local law annexed thereto, ascribed as local law number _____ of 20 ____ of the County of _____ State of New York, having been submitted to the electors at the General Election of November _____ 20 ____ pursuant to subdivisions 5 and 7 of section 33 of the Municipal Home Rule Law, and having received the affirmative vote of a majority of the qualified electors of the cities of said county as a unit and a majority of the qualified electors of the towns of said county considered as a unit voting at said general election, became operative.

(If any other authorized form of final adoption has been followed, please provide an appropriate certification.)

I further certify that I have compared the preceding local law with the original on file in this office and that the same is a correct transcript therefrom and of the whole of such original local law, and was finally adopted in the manner indicated in the paragraph ¹ _____ above.

(Seal)

Marianne C. Buccaro

Clerk of the county legislative body, City, Town or Village Clerk or officer designated by local legislative body

September 17, 2025

(Date)

A local law to amend the Code of the Village of North Hills, in relation to designation of property and building addresses.

Section one. Part II of the Code of the Village of North Hills is hereby amended, by adding thereto a new chapter, to be chapter 95, to read as follows:

"Chapter 95. Addresses of Property and Buildings.

§95-1. Purpose.

§95-2. Definitions

§95-3. Determination and Assignment of Addresses

§95-4. Designation of Numbers; Review of Determination

§95-5. Procedure on Noncompliance; Violations; Penalties; Enforcement.

§95-6. Requests to Renumber or Modify Existing Addresses

§95-7. Governing Principles for Assigning or Designating Addresses

§95-8. Notifications in the Event of Designation or Change of Address.

§95-1. Purpose. The purpose of this chapter is to provide and maintain an orderly and organized system for assigning and designating the addresses of properties and buildings in the Village of North Hills. Such a system will assist the general public, emergency services, and public and private services, in identifying and locating any property or building. Such an orderly system will serve the public interest by facilitating timely and accurate location of, and deliveries or property and services to and from, the various properties in the Village.

§95-2. Definitions. As used in this chapter, the following terms shall have the meanings indicated:

ADDRESS. The number or other signifier assigned to a building, or a property for the purposes of locating and/or identifying such building or property, as provided in this chapter.

BUILDING. The principal building or buildings on each lot or property, excluding any minor building or accessory structures.

§95-3. Determination and Assignment of Addresses.

- A. Addresses shall be determined and assigned by the Village Building Official.
- B. Addresses for buildings and properties existing and in use as of the effective date of this chapter shall continue to be used unless and until a new or different address is assigned as provided in this chapter, in which case the newly assigned address shall be used.
- C. The owner of any building or property requesting assignment of a new address or change of an existing address shall make a written request to the Building Official, which request shall include such information regarding the location of such building or property as the Building Official may require in order to assign an address in compliance with the provisions of this chapter. Such request may include a specific address being requested by such owner, but the Building Official shall not be required to assign the specific address requested by such owner.
- D. In designating any address, or in directing a change in an existing address, the Building Official shall consult with other agencies, such as the United States Postal Service and applicable emergency service providers, as the Building Official may deem appropriate.
- E. In the case of any new construction, or any reconstruction or alteration of any building or structure for which a certificate of occupancy or completion is required, the Building Official shall not issue such certificate until such time as the Building Official either determines that any existing address for such building or structure shall be maintained, or that a new or different address should be assigned as provided in this chapter.

§95-4. Designation of Numbers; Review of Determination.

- A. Where the Building Official deems it necessary to do so, the Building Official shall designate addresses for properties, buildings or structures which have no designated address. The Building Official shall also have the authority to designate new addresses

when deemed necessary in order to avoid confusion in locating a particular property or building.

- B. Any property owner aggrieved by the determination of the Building Official in designation an address or denying a request for a change of address may seek review of that determination by the Board of Trustees. Such review request shall be submitted to the Village Clerk in writing within sixty (60) days after the date of such determination, and shall set forth the reasons for seeking such review. Upon receipt of such request, and payment of any applicable fees, the Village Clerk shall give notice of the request to the owner making such request, the Building Official, the Board of Trustees. Notice to the owner shall be given by regular mail, and shall include the date, time and place (not less than twenty (20) business days after mailing), when the Board of Trustees will consider the review request. The Board of Trustees shall either confirm, modify or change the determination of the Building Official, and notice of the determination by the Board of Trustees shall be given to the owner by regular mail. Such determination by the Board of Trustees shall be final and binding, and subject to judicial review as provided by law.

§95-5. Procedure on Noncompliance; Violations; Penalties; Enforcement.

- A. Any person or entity owning or occupying a building or property within the Village who fails, refuses or neglects to conspicuously place the proper designated address number on a building or property, or who fails, refuses or neglects to remove the display of an address other than one approved by the Building Official, within sixty (60) days after written notice from the Building Official to do so shall be guilty of a violation.
- B. Violations. Any person, firm or entity who or which violates any provision of this chapter shall be guilty of a violation and, upon conviction thereof, shall be punishable for each such offense by a fine of not more than \$1,000. Each week, or part thereof, in which a violation occurs or continues shall constitute a separate violation.
- C. In addition to any other penalty which may be provided by law, the Board of Trustees may authorize enforcement of the provisions of

this chapter by civil action for any remedy available in law or equity, including a civil action for injunctive relief, fines and/or damages.

- D. Service of notices. Any notice provided for in this chapter may be given by personal delivery, or by mailing a copy thereof, to the last known address of the owner.

§95-6. Requests to Renumber or Modify Existing Addresses

- A. Any request to renumber or modify an existing address may be made by a person having an ownership interest in the subject property, or being a contract vendee of the subject property, may request that the address of such property be changed or modified. Such requests shall be submitted in writing to the Building Official together with a full explanation of the reasons for such request, and payment of any applicable fee.
- B. The Building Official shall review such request, and make such investigation as the Building Official shall deem appropriate, including consultations with other agencies as the Building Official may deem appropriate. Within thirty (30) days after receipt of such request, the Building Official shall transmit such request to the Board of Trustees, with the Building Official's recommendation as to action, if any to be taken upon such request.
- C. The Mayor shall promptly select a date, time and place (no sooner than the next regularly scheduled Board of Trustees' meeting) at which the Board will consider such request. The Village Clerk shall give notice of such application, and such date, time and place, to the person or entity making the request. The Village Clerk shall also give such notice to the owner(s) of the subject property, and owner(s) of any property abutting, adjoining or opposite the subject property, as the names and addresses of such owners appear on the Village tax rolls. Any notice pursuant to this paragraph shall be given by regular mail at least ten (10) days prior to the scheduled date.
- D. At such designated date, time and place, or at any continuation of such meeting, the Board of Trustees shall consider such request, and thereafter render its determination in its sole discretion. As part

of its consideration of the request, the Board of Trustees may solicit the advice and comments of the any governmental official, agency or emergency service provider as the Board may deem appropriate.

§95-7. Governing Principles For Assigning or Designating Addresses. The principles set forth in this section shall be primary considerations in making any determination to establish, maintain or change an address. No address shall be designated, established, or maintained pursuant to this chapter contrary to these principles in the absence of compelling reasons.

- A. Address numbers shall be in sequential order and shall be either odd or even consistent with the existing numbering system for nearby properties.
- B. An address shall not include a prefix or suffix, or a letter or fraction.
- C. An address should not be, or create the likelihood of being, confusing or unclear as to the location of the subject property.
- D. An address should not be likely to cause, nor create a likelihood of, misdirection, confusion or delay in the response of government authorities or emergency service providers, or in the location or identification of a property by delivery services.

§95-8. Notifications in the Event of Designation or Change of Address.

- A. In the event that the Board of Trustees approves a requested number, the Village will advise all appropriate agencies of such change.
- B. The owner of the property or building to which an address number is assigned shall be responsible for notifying the global positioning system of the number change.
- C. Prior to the change of any existing address made at the request of the owner, the owner shall execute and deliver to the Building Official a notarized form prepared by the Village in which the owner agrees, on behalf of the current owner and all future owners of the subject property, to indemnify and hold the Village harmless from all liability, responsibility and expenses, including reasonable attorneys' fees, related to or arising out of the address change."

Section two. Separability. The provisions of this local law are separable, and if any clause, sentence, paragraph, section, article, or part of this local law shall be adjudged to be invalid by any court of competent jurisdiction, such judgment shall not affect, impair or invalidate any other part of this local law, or the remainder thereof, but shall be confined in its operation to the clause, sentence, paragraph, section, article, or part thereof directly involved in the controversy in which such judgment shall have been rendered. It is hereby declared to be the legislative intent that this local law would have been adopted if such illegal, invalid, or unconstitutional provision, clause, sentence, subsection, word or part had not been included therein, and as if such person or circumstance, to which the local law or part thereof is held inapplicable, had been specifically exempt therefrom.

Section three. This local law shall not apply to any pending prosecution for any violation of the Code of the Village of North Hills, nor to any prosecution for any such violation which may have occurred prior to the effective date of this local law. Each such prosecution shall proceed and continue, and in the event of a conviction for such violation the applicable penalty for such violation shall be as provided in the Village Code as of the date of such violation.

Section four. Effective Date. This local law shall take effect immediately upon adoption and filing pursuant to the Municipal Home Rule Law.