



February 2014
Special Business Issue

COMMUNITY BOARD # 8 NEWSLETTER

DISTRICT OFFICE

197-15 Hillside Avenue
Hollis, NY 11423-2126
Tel # (718) 264-7895
Fax # (718) 264-7910
E-Mail: qn08@cb.nyc.gov
Website: www.nyc.gov/queenscb8

OFFICERS

CHAIRMAN: Alvin Warshaviak
DISTRICT MANAGER: Marie Adam-Ovide
1st VICE CHAIR: Stanley Weinblatt
2nd VICE CHAIR: Martha Taylor
3rd VICE CHAIR: Seymour Schwartz
EXEC. SECRETARY: Carolyn Baker-Brown
TREASURER: Maria DeInnocentiis
BUDGET DIRECTOR: Vacant

CITY COUNCIL MEMBERS

Honorable Mark S. Weprin
Honorable Rory Lancman

BOROUGH PRESIDENT

Honorable Melinda Katz

STAFF

Barbara McKeon, Jamise Porterfield and Alma Karassavidis

BOARD MEMBERS BY AREA

Area 1 – Kew Gardens Hills

Dr. Allen J. Bennett – CHAIR, Susan D. Cleary, Florence Fisher, Joshua Glikman, Mitch Lisker, Simon Pelman, Michael Sidell and Jacob Weinberg

Area 2 – Briarwood

Seymour Schwartz - CHAIR, Carolyn Baker-Brown, Allen Eisenstein, Elke Maerz, Virginia Rallis, Charlton Rhee and Albert Willingham

Area 3 - Hillcrest Estates & Jamaica Hills

Kevin Forrestal - CHAIR, Dilafroz Ahmed, Paul Lazauskas, Frances Peterson, Samuel Rodriguez and Anna Sawchuk

Area 4 – Flushing Heights, Flushing Suburban, Hillcrest

Jagir Singh Bains—CHAIR, Kenneth Cohen II, Steven Konigsberg, Annie Salvatore and Alvin Warshaviak

Area 5 – Georgetown Mews, Pomonok, Electchester, Flushing

Mary Maggio Fischer – CHAIR, Monica Corbett, Brian DeMasters, Carolann Foley, Frank Magri, Steven Sadofsky and Stanley Weinblatt

Area 6 – Utopia, Fresh Meadows, West Cunningham Park

Maria DeInnocentiis – CHAIR, James Gallagher, Jr., Robert Harris, Tami Hirsch and Tamara Osherov

Area 7 – Jamaica Estates & Holliswood

Mark Lefkof – CHAIR, Dr. Robert Block, Edward Chung, Howard A. Fried, Marc A. Haken, Michael Hannibal, Jesse Rosenbaum, Harbachan Singh and Martha Taylor

Community Board 8, Queens

Board Meeting held on Wednesday, January 15, 2014 at 7:30 p.m.
Hillcrest Jewish Center, 183-02 Union Turnpike

Minutes of December 11, 2014 were approved: 28 in favor, 0 opposed, and 0 abstained.

Chairman Warshaviak sadly announced the resignation of our Community Assistant, **Jamise Porterfield**. Her family is moving out of the City and she will no longer be able to work in the City. She has been an integral part of the team and an asset to the Community Board. She will be sorely missed.

Councilman Rory Lancman updated the Community Board on his first month in office.

His new office and phone number is: 78-40 164th Street, Apt. BB (corner 164th Street & Union Turnpike), Fresh Meadows, NY 11366, (718) 217-4969.

Guest Speaker – Danny Zausner, USTA gave a presentation on the USTA's Community Engagement.

Committee Reports:

ULURP #C 120136 ZSQ aka 78-10 164th Street – Meadow Park Rehabilitation Center – Special Permit.

Vote: 26 in favor, 2 opposed, 0 abstained.

T-Building – State Senator Tony Avella and Assembly Member Nily Rozic's Request for the Community Board's support of demolishing the T-Building. A hand vote was taken, 25 in favor, 1 opposed.

Kevin Forrestal and Albert Willingham were present but not entitled to vote due to conflict of interest.

Resolution – Prevent Jamaica High School's Closure – Vote: A hand vote was taken. It was unanimous in favor of the resolution.

Water for the Future – DEP Proposal to mitigate loss of water supply during the Aqueduct repair project.

Three pump stations in CB8 have been identified to provide additional water if needed.

Cheap Shots – A letter to the State Liquor Authority will be sent informing them that it would be best for the community not to have Cheap Shot's license renewed when it comes up for renewal on February 28th.

Next Community Board 8 Meeting will be on **WEDNESDAY, February 12, 2014**

*** Minutes of Board Meetings are available on our website: www.nyc.gov/queenscb8

A Word from the District Manager ...

Dear Resident/Business Owner:

A few months ago, the office of Community Board 8 organized its first Business Forum. The goal was to assist business owners by providing them information to prevent them from receiving violations/fines for common offenses.

Representatives from the Department of Health, Department of Environmental Protection, Department of Consumer Affairs, Department of Buildings, Department of Sanitation and the Office of Administrative Tribunals and Hearings were in attendance. During the first part of the Forum, business owners had the opportunity to listen to each representative speak about different ways to prevent violations: 1) general businesses 2) food preparation businesses and 3) environmental type businesses. During the second part of the Forum, business owners had the opportunity to speak to the representatives one on one to discuss specific issues of concern.

One of the many goals of the Community Board is to ensure the proper delivery of City services within its borders. This is not limited to the Community District's residents but it is extended to the businesses as well. The businesses are an integral part of the success of our community; hence, I decided, with the consent of our Executive Committee, to offer you this Special Business Issue of our Newsletter. If you need further information on any specific issue, please feel free to contact us.

I hope you find this information valuable and that you look to our office as a partner in the betterment of our community.

Sincerely,

Marie Adam-Ovide

P.S. If you would like an email version, please contact us at 718-264-7895 and provide your email address.

This information is also available on our website: www.nyc.gov/queenscb8. Remember to "Like" us on

facebook

Queens Borough Board Budget Hearing

The Queens Borough Board is comprised of the Borough President, the Queens City Council Members, and the Chairs of the Community Boards. The Queens Borough Board Budget Hearing is an opportunity for organizations to present their budget requests to the Queens Borough Board. Borough President Katz encourages all applicants to attend the Queens Borough Board Hearing and provide testimony on your budget requests. The Queens Borough Board Hearing will be held throughout the day on February 20, 2014 at Queens Borough Hall in Room 200.

Please complete the following registration form by February 14, 2014. The borough President's office will contact you shortly thereafter with a time for testimony. If you are providing written testimony, please bring 15 copies. **All written testimony must be limited to TWO pages.**

Borough Board Testimony Registration Form <<https://www.surveymonkey.com/s/62RS8CN>>

If you have any questions, you can always contact the Budget Office at (718) 286-2660, or by email at budget@queensbp.org.



*Free Immigration Services are being provided at the Community Board 8 office on the **1st and 3rd Fridays** of every month. These services are funded by City Councilman Mark Weprin and facilitated by CUNY Citizenship Now!*

What we've learned from our Business Forum...



Here is a list of 10 Things Every Business Should Know:

1. Check if You Need a Business License
2. Post Prices and Payment Methods
3. Post your Refund Policy
4. Make Sure Receipts are Complete and Correct
5. Make Sure Your Sales Ads Aren't False or Misleading
6. Know the Items You Cannot Sell
7. Know the Rules for Tobacco Sales and Signage
8. Make sure Scales are Accurate
9. Resolve customer complaints
10. Handle Violations and Pay Fine

For more information on Administrative Tribunal Hearings, you can request a copy of "A Guide for Businesses" by calling Community Board 8 at 718-264-7895 or 311.

DCA Hearings

DCA's Administrative Tribunal adjudicates all Department of Consumer Affairs violations. The hearings are held at:

**66 John Street - 11th Floor
New York, NY 10038**

Requests for a new hearing date can be requested at least three **(3) business days** before the scheduled hearing date. Requests can be emailed, faxed or mailed:

- ◆ **AdjournmentRequests@dca.nyc.gov**
- ◆ **212 361-7766 (fax)**
- ◆ **Director of Adjudication
NYC Department of Consumer Affairs
66 John Street, 11th floor
New York, NY 10038**

Department of Sanitation

Most people prefer to shop in clean, attractive neighborhoods. So, a clean community makes good business sense. Keep your community and business area clean, avoid fines by following these steps:



- ◆ Sweep clean the sidewalk and 18 inches into the street, **not only before the business routing hours**, but also at the beginning and close of business day.
- ◆ Move vehicles, as per posted cleaning regulation, so the mechanical broom can sweep the curb area.
- ◆ Keep nearby storm drains free of settled debris. Litter that falls into storm drains can enter the sewer system and end up in our waterways.
- ◆ Do not place obstructions (merchandise, A-frame signs, ATM etc.) on the sidewalk.
- ◆ Keep licensed sidewalk stands clean and in good repair (observe the size requirements and distance from building line).
- ◆ Do not post handbills, fliers, posters on public property or utility poles.
- ◆ All businesses are required to recycle. Do follow business recycling rules.
- ◆ Inform your employees **not to use** Department of Sanitation litter baskets for waste generated by your business.
- ◆ Place refuse out for collection as close to collection time as possible. All businesses **must have** a private carter and proof of carter service (receipts) available for inspection. If refuse is scheduled to be picked up after closing, the merchant shall place refuse out for private collection within **one hour** of closing. For waste collection during the day, refuse must be placed within **two hours** of scheduled collection time.
- ◆ Remove snow and ice in front of your building within 4 hours after snow fall has stopped or by 11 a.m. if it stops snowing after 9 p.m. the previous night.
- ◆ Report illegal dumpers and get a reward. Call 311 for details

CALL 311, JOIN THE ADOPT-A-BASKET PROGRAM & KEEP OUR COMMERCIAL STRIPS CLEAN!

Permits

The majority of construction requires a Department of Buildings permit. Most often, a New York State Licensed Professional Engineer (PE) or Registered Architect (RA) must file plans and pull permits before work begins. Are you unsure as to whether or not a permit is required?

Before you begin any construction at your place of business, contact DOB and make sure. Work without permit violations carry a fine of \$5,000.

Stop Work Orders

The Department issues a Stop Work Order (SWO) when inspectors determine a site has unsafe work or conditions. These are issued to protect workers, residents, the public, buildings and properties.

Full Stop Work Order - All work is prohibited, excluding work required to make the site safe.

Partial Stop Work Order - certain work or work in a particular area is prohibited - it does not stop all work.

Violating a Stop Work Order - When the Department observes work against a SWO, violations carrying additional civil penalties may be issued.

First Offense: \$5,000
Second Offense: \$10,000

Department of Buildings (Queens Office)
Queens Borough Hall
120-55 Queens Boulevard
Kew Gardens, NY 11424

*(Municipal parking lot located at
80-25 126th Street
in Kew Gardens 11415 or use mass transit.)*

P.S. Photo I.D is needed to enter the building.

Signage



Residential, commercial and manufacturing zoning districts each have distinct regulations for outdoor signage. The NYC Construction Codes regulate sign installation and construction for safety. The NYC Zoning Regulation governs many aspects of an outdoor sign's appearance, including location, size and illumination. There are substantial penalties for illegal outdoor advertising - which starts at \$10,000 per violation. These violations are typically issued directly to the property owner.

Violations

Inspectors issue Environmental Control Board (ECB) Notices of Violation or Department of Buildings (DOB) violations when property or construction doesn't comply with the construction codes, NYC Zoning Resolution and other applicable laws and rules. These violations are usually issued to the **building owner**. *(If you are a building owner who leases space to a business owner, it is imperative that you have a written agreement as to who is responsible to file for work permits for your property.)*

It is important to note that if you do not show up or respond to the notice of violation, you may face a default penalty of up to **\$25,000**. If found guilty at an ECB hearing after paying the fine, you must correct the violation and submit a **Certificate of Correction** (*AEU-2 form*). The violation remains open until the Certificate of Correction has been approved by DOB. Failure to do so may lead to "a failure to comply with the Commissioner's order violation" within 60 days. This carries an additional fine. Remember that open violations can prevent an owner from selling or refinancing his/her property.

Questions ???

Every Tuesday, the Department of Buildings hosts a **Homeowner's Night from 4:00 p.m. to 5:30 p.m.** to answer all residents' questions. It is your opportunity to directly speak to plan examiners about any Department of Building issues.

www.NYC.Gov/BusinessExpress

This useful website can assist business owners:

- ◆ **Learn** - how different tools can get you the information you need
- ◆ **Get Support** - services for expansion, accelerated building plan review & opening a restaurant
- ◆ **Apply Online** - licenses, permits & certifications

Department of Environmental Protection

NOISE

- ◆ Construction is allowed only on weekdays between 7 a.m. and 6 p.m. Variances may be issued by DOB and DOT allowing construction at other times. A noise mitigation plan is required and must be kept on site for construction work.
- ◆ It is unlawful to operate an air circulation device, fan, exhaust system, that raises the ambient noise level above 42 decibels, when measured inside an affected residence.
- ◆ It is illegal to operate a sound reproduction device into a public area (i.e. public street) for the purpose of attracting attention to merchandise or for other commercial purposes.
- ◆ A registration must be obtained from DEP prior to any exterior demolition activities

AIR

- ◆ Boilers, based on their BTU rating, require either a registration, work permit and certificate of inspection
- ◆ Industrial/commercial equipment (such as dry cleaning, printers, spray booths etc.) require a work permit and certificate of operation.
- ◆ Certificate of Operation (*renewable every 3 years*) is based on the information in the work permit and is issued only after passing a DEP field inspection.
- ◆ Emissions of air contaminants or odors potentially harmful to a person's health and comfort.
- ◆ It is illegal to idle a vehicle for more than three minutes (*or more than one minute adjacent to a school*), unless used to operate a truck's lift gate or refrigeration unit).

WATER/SEWER Non-residential facilities (i.e. restaurants, food handling operations etc.) should have grease interceptors. Certain facilities may also require an oil/water separator if their floor, trench or zip drains lead to sewers. Certain owners of industrial properties are required to install backflow preventers. This device must be inspected annually.

Washing sidewalks/watering lawns is prohibited between 11 a.m. and 7 p.m, and at all hours from November 1st through April 1st. All hoses must have nozzles.

Department of Health and Mental Hygiene

RESTAURANT GRADING

Food safety inspections are done to ensure that the foods are prepared and kept safe for public consumption. During inspection here are three types of violations that may be issued:

- ◆ **Public Health Hazard** - failure to keep food at the right temperature for a minimum of 7 points. If the violation can't be cured at the time of inspection the Department of Health may close the restaurant until it is fixed.
- ◆ **Critical Violations** - serving raw food, like salad, without washing it first, carries a minimum of 5 points
- ◆ **General Violations** - improperly sanitizing cooking utensils, receives at least 2 points.

Inspectors add additional points to reflect the extent of the violation. Points are added to reflect a grade. A restaurant earns an A grade at the initial inspection and re-inspections may earn a grade of A, B or C. If the restaurant doesn't earn an A, it is scored and ungraded until it is re-inspected, unannounced within a month. If it is a B or C, the restaurant receives a grade card and a grade pending.

Keep in mind that a restaurant can post either card until it has an opportunity to be heard at the OATH Health Tribunal.

Oh, Rats!!!

The Department of Health inspects private and public properties for rats. The property will fail if any of the following signs are found:

- ◆ Live rats
- ◆ Rat droppings
- ◆ Burrows (places where rats live)
- ◆ Gnaw marks from rats' teeth
- ◆ Tracks or runways, such as rub marks or flattened paths outside burrows
- ◆ Excessive garbage or clutter that give rats a place to hides

Property owners who fail an inspection will receive a Commissioner's Order and a copy of the inspection report in the mail. Owners will have **five days** to correct the problem. If the property fails a second inspection, the owner receives a notice of violation, which could result in fines. Depending on the severity of the problem the Department may exterminate/clean up the property and bill its owner.

How Do You Control Rats?

Remove what they need to survive:

- 1) food, 2) water, 3) shelter and 4) ways to get around.



This agency is an independent tribunal authorized to conduct adjudicatory hearings for **all agencies of the City**. They handle the management of the Environmental Control Board (ECB), the tribunals of the Department of Health and Mental Hygiene (DOH&MH) and the Taxi and Limousine Commission (TLC).

Most tickets do not require you to come to the Environmental Control Board (ECB) in person to have a hearing with a judge. You can try using these three options instead:

BY TELEPHONE : 212 436-0777

ONLINE: www.nyc.gov/oath

BY MAIL to:

ECB MAIL Unit,
66 John Street, 10th Floor
New York, NY 10038

Remember, all your defense **must** be received by ECB before the hearing date listed on the ticket.

Ticket	Purpose
Littering & Clean-Up	All tickets for littering, clean-up and improper disposal of bedding except for illegal dumping and illegal posting
Recycling	All tickets for recycling and receptacle-related violations
Vehicles	All vehicle-related violations issued by Sanitation except for illegal dumping. Most vehicle-related charges issued by DEP such as idling, emissions, unauthorized use of claxon, blower and manufacturing equipment
Food & Safety	All tickets for mobile food/cart and temporary vendors issued by the Health Department
Health & Public Safety	All rodent, pest, insect and animal-related violations. Most public health violations, such as smoking indoors in public buildings and in elevators
Miscellaneous	Most charges relating to compactor, boiler and refuse burning equipment issued by DEP. Unreasonable noise violations. All tickets issued by the Parks Department with fines under \$500.

Hearing - At the hearing, you may represent yourself or bring an attorney. You can also have an authorized representative appear for you.

REMEMBER to bring any papers, photos and witnesses to support your case. **You will not be able to present any new evidence on appeal.**

Should You Appeal the Decision?

Ask yourself the following questions to find out if you have the right to appeal:

1. Did the decision get the facts wrong?
2. Was something presented ignored at the hearing?
3. Did the judge get the meaning of the law wrong?

If you are just not pleased with the decision, it is not a reason for an appeal.

How Do you File for an Appeal?

1. You can go online at www.nyc.gov/ecb and do the appeal online. You can download the appeal application online or get a copy of the form at any ECB office.
2. Appeal must be received within **30 days** of the **mailing date** of the Decision & Order.
3. You **must** pay the full amount or post a bond promising payment of the penalty within **20 days** of the **mailing date** of the Decision & Order.
4. Write your appeal.
5. If you are mailing your appeal, send a copy of your completed appeal to the agency responsible for the violation. The copy gives the agency a chance to reply.

Good Luck!

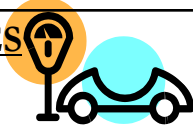
LIQUOR LICENSE APPLICATIONS



- ◆ Lovell's Guiding Light Cocktail Lounge & Bar 148-33 Hillside Avenue in Briarwood, *renewal application for a Liquor, Wine and Beer License*
- ◆ PJ's Dance Charisma, Inc. 71-46 Main Street in Flushing, *renewal application for a Liquor, Wine and Beer License*
- ◆ Layla Hookah Lounge 181-34 Union Turnpike in Fresh Meadows, *renewal application for a Liquor, Wine and Beer License*
- ◆ Sly Fox Inn 177-23 Union Turnpike in Fresh Meadows, *renewal application for a Liquor, Wine and Beer License*
- ◆ NYC Cloud 9, Corp, 179-22 Union Turnpike in Fresh Meadows, *renewal application for a Liquor, Wine and Beer License*

*Any complaints about establishments with liquor licenses should be sent to Community Board 8 **in writing**. Unless a signed, **written** notification is received at our office, we cannot follow up. You must also include your address and telephone number.*

CITY PARKING RULES



The City suspends alternate side parking regulations, for both street cleaning purposes and traffic flow, on legal and/or religious holidays.

Lincoln's Birthday.....Wednesday, February 12th
Washington's Birthday (President's Day).....Monday, February 17th



Free fitness classes in 50+ locations across New York City!

Total Body Conditioning, Zumba, Yoga & Aerobics
 Locations in CB8:

- ◆ Briarwood Library 85-12 Main Street
- ◆ Pomonok Senior Center 67-09 Kissena Blvd.
- ◆ Queens Hospital Center 82-68 164 Street

Please call 311 for more information!

**Congregation Etz Chaim
 of Kew Gardens Hills presents:**
Navigating the Medical System



Keeping Your Heart Healthy
 Tuesday, February 22, 2014 at 7:30 p.m.
 147-19 73 Avenue
 Kew Gardens Hills, NY 11367

This event is free and open to the public.

DEMOLITION/VACATE NOTICE

- ◆ 84-05 Wareham Place
 (house & garage)



From mid-February to April 15th, Community Tax Aid invites single New Yorkers with incomes under \$25,000 and families with incomes under \$50,000 to receive **free tax preparation** by trained volunteers.

Those who qualify for free tax preparation should bring W-2 Forms, 1099 Forms and other income information for themselves, family members, and those claimed on the tax return to one of the CTA's locations. New clients should also bring their Social Security (or ITIN) cards and Social Security (or ITIN) cards for those included on the tax return.

Flushing, Queens - Flushing YMCA
 138-46 Northern Blvd. (@Bowne Street)
 Flushing, NY 11354
 Tel.: 646-200-2080

For more information and additional locations e-mail generalinfo@communitytaxaidnyc.org or visit www.communitytaxaidnyc.org.

FREE Computer Workshops For VETERANS Only!!!



The Veterans Upward Bound Program is offering the following Free Computer Workshops:

- ◆ Intro to PC, Keyboarding and Internet Basics
- ◆ Microsoft Word, PowerPoint & Excel Part 1 & 2.

Where: LaGuardia Community College
 31-10 Thomson Avenue, C-Building, Room C-337
 Long Island City, NY 11101

Dates: Tuesdays and Thursdays: 6 p.m. - 9:30 p.m.
 February 4th, 6th, 11th & 13th

Open to all Veterans without a Bachelor's Degree. RSVP is required, as there is limited seating. For more information:

Please call (718) 482-5386 or
 Send an e-mail to: vets@lagcc.cuny.edu



February 2014

Community Board 8, Queens

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 Transportation Committee Mtg. 7:30 p.m. CB8 Office 197-15 Hillside Avenue	4	5	6	7	8
9	10 Public Hearing Newsstand 7:30 p.m. Hillside Manor 188-11 Hillside Avenue	11	12 Board Meeting 7:30 p.m. Hillcrest Jewish Center 183-02 Union Turnpike	13	14  Valentine's Day	15
16	17 Office Closed 	18 Liquor License Committee Mtg. 7:30 p.m. CB8 Office 197-15 Hillside Avenue	19	20	21	22
23	24	25	26	27	28	